Training and Educational Solutions for Workers and Employers

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

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

Linked Classes

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

Key to Days of Week

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

Take Your Choice

More than 1,500 courses offered from our credit schedule may be taken for non-credit. Contact the appropriate credit division for more information.
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To register: All campuses 281-542-2020
To register: All campuses 281-542-2020

San Jacinto College will be closed this semester:

- January 19 – Martin Luther King Day
- February 19 – College Community Day
- March 16-22 – Spring Break
- April 3-5 – Easter
- May 25 – Memorial Day

No classes will meet on these days.

Introduction to International Business & Trade

Course Title: INTRODUCTION TO INTERNATIONAL BUSINESS & TRADE

Cost: $220

Course ID: IBUS 1005

No class held on that day

Course Reference Number: #50514

CEU: 4.8

HRS: 48

North

Sept. 5-Sept. 8

*Skip 11/21

7 p.m.-10 p.m.

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

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.

**BUSINESS**

**GLOBAL SUPPLY CHAIN Management**

IBUS 1041

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

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**PRINCIPLES OF PURCHASING**

BMGT 1013

Learn the purchasing process as it is related to such topics as inventory, control, price determination, vendor selection, negotiation techniques, and ethical issues. (BMGT 1313)

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**PRODUCTION AND OPERATIONS Management**

BMGT 1031

Fundamentals of the various techniques used in the practice of production management to include location, design, and resource allocation. (BMGT 1331)

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**BUSINESS ETHICS**

BMGT 1041

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

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

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**BANKING**

**Bank Teller Fast Track**

BNKG 1091

This course combines all of the Bank Teller Certificate courses in both the classroom format and online format.

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COSMETOLOGY

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

$430 CEUs 17.6 HRS: 176
70406 North Th
Jan 22-May 15 8 a.m.-12:30 p.m.
Jan 22-May 15 8 a.m.-4:30 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)

$312 CEUs 8.0 HRS: 80
70407 North MT
Jan 20-May 15 12:30 p.m.-1:30 p.m.
Jan 20-May 15 1:31 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)

$324 CEUs 11.2 HRS: 112
70408 North M
Jan 26-May 15 8 a.m.-4:15 p.m.

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

$336 CEUs 11.2 HRS: 112
70409 North M
Jan 26-May 15 8 a.m.-4:15 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)

$320 CEUs 11.2 HRS: 112
70410 North Th
Jan 22-May 15 8 a.m.-4:15 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)

$418 CEUs 17.6 HRS: 176
70414 North T
Jan 20-May 15 8 a.m.-10:59 a.m.
Jan 20-May 15 11 a.m.-4:30 p.m.
Jan 23-May 15 8 a.m.-12 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)

$406 CEUs 17.6 HRS: 176
70411 North MTW
Jan 20-May 15 8 a.m.-9 a.m.
Jan 20-May 15 9:01 a.m.-12 p.m.

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

$336 CEUs 8.0 HRS: 80
70415 North T
Jan 20-May 15 8 a.m.-2:44 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

70416  North  ThF
Jan 22-May 15  8 a.m.-9 a.m.

Jan 22-May 15  9:01 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)

$430  CEUs 17.6  HRS: 176

70417  North  W
Jan 21-May 15  8 a.m.-4:30 p.m.

Jan 23-May 15  10:45 a.m.-3:40 p.m.

**Principles of Skin Care**

**CSME 1056**

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

$281  CEUs 8.0  HRS: 80

70418  North  T
Jan 20-May 15  2:45 p.m.-4:30 p.m.

Jan 23-May 15  8 a.m.-10:44 a.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)

$336  CEUs 9.6  HRS: 96

70419  North  F
Jan 23-May 15  8 a.m.-3:15 p.m.

**Culinary Arts**

**Food Service Management**

**RSTO 2031**

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

$352  CEUs 12.8  HRS: 128

70431  North  TTh
Jan 20-May 15  8 a.m.-1:30 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

70432  North  TBA
Jan 20-May 15  -

70433  North  W
Jan 23-May 15  12 p.m.-2:50 p.m.

**Principles of Food and Beverage Controls**

**RSTO 2001**

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

$281  CEUs 4.8  HRS: 48

70434  North  M
Jan 26-May 15  12 p.m.-2:50 p.m.

To register: All campuses 281-542-2020
Sanitation and Safety  
CHEF 1005  
Prerequisite: Reading Level 4  
Note: Textbook required. Additional distance learning fees for online or hybrid courses will be assessed at time of payment.  
This is a study of personal cleanliness; sanitary practices in food preparation; causes, investigation and control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. Students learn fundamental principles and related legal, moral, and economic issues of sanitation and safety management in public health as related to food service institutions, hospitality industries, and other related operations. (CHEF 1305)  
$264 CEUs 4.8 HRS: 48  
70405 North TBA  
Jan 20-May 15 -  

Dietetics/Dietitian  
Dietary Manager II  
NFND 0000  
Note: Departmental approval required and concurrent enrollment in the Practicum (FDNS 1169) is required. Textbook required.  
Emphasis on food service sanitation and safety, administrative and personnel management. Major topics include regulatory agencies, computer applications, production management, budgeting and cost control, personnel management, quality assurance, leadership skills, human relations, and communications. (DITA 1401)  
$328 CEUs 6.4 HRS: 64  
70396 Central T  
Jan 20-May 15 1:20 p.m.-5:10 p.m.  

Practicum-Dietetic/Dietitian II (RD)  
NFND 0000  
Note: Departmental approval required and concurrent enrollment in the Dietary Manager II (DITA 1401) is required. This course provides practical, general workplace training supported by an individualized learning plan developed by employer, the College and the student. The plan relates the workplace training and experiences to the student Açôs general and technical course of study. The guided external experiences may be paid or unpaid. (FDNS 1169)  
$187 CEUs 1.0 HRS: 10  
70397 Central TBA  
Jan 20-May 15 -  

Human Resource Management  
HR-Human Resources Fast Track Certificate Program  
HR PO 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  
70078 Central MW  
Jan 26-Apr 08 6 p.m.-10 p.m.  

HR-Online Human Resources Fast Track Certificate Program  
HR PO 1091  
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  
70079 Central TBA  
Feb 16-Apr 24 -  

Human Relations  
HR PO 1011  
Learn practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. (HRPO 1311)  
$296 CEUs 4.8 HRS: 48  
70420 North MW  
Jan 21-May 15 10:15 a.m.-11:10 a.m.  

Human Resources Management  
HR PO 2001  
Prerequisite: None  
Note: Textbook required.  
Study behavioral and legal approaches to the management of human resources in organizations. (HRPO 2301)  
$311 CEUs 4.8 HRS: 48  
70421 North TBA  
Jan 20-May 15 -  

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

LEADERSHIP

BMGT 2009
Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles. (BMGT 2309)
$311 CEUs 4.8 HRS: 48
70399 North TTh
Jan 20-May 15 10:10 a.m.-11:35 a.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
70400 North M
Jan 26-May 15 6:35 p.m.-8 p.m.

SMALL BUSINESS MANAGEMENT

BUSG 2009
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
70404 North W
Jan 21-May 15 6:30 p.m.-9:30 p.m.

PHOTOGRAPHY TECHNICIAN

ADOBE PHOTOSHOP I FOR PHOTOGRAPHERS

ITSW 1003
Prerequisite: Introductory Professional Photography, Intermediate Professional Photography, Portrait Photography, Windows for the Desktop or equivalent knowledge.
This course for Portrait/Wedding Photographers provides hands-on experience and systematic instructions on how to use Adobe Photoshop to enhance images. Students will develop techniques to update and change images proficiently. This course will cover selection of file formats, resolution for printing output and web use, logo creation, photograph combination, adding colorizing to B&W photographs and applying text.
$295 CEUs 3.2 HRS: 32
90011 South TTh
Apr 21-May 14 6 p.m.-10 p.m.
90012 South MW
May 18-Jun 15 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 CEUs 3.2 HRS: 32
90013 South TTh
May 26-Jun 16 6 p.m.-10 p.m.

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To register: All campuses 281-542-2020
INTERMEDIATE PROFESSIONAL PHOTOGRAPHY
PHTC 2004
Prerequisite: Introductory Professional Photography
Note: Criteria for buying a camera will be discussed with the instructor on the first day of class.
Continue learning Professional Photography with emphasis on social, portrait, studio, fashion, theatrical, publicity, and convention photography as well as landscapes and still life. Creative use of flash and camera functions will also be covered.

$250 CEUs 2.4 HRS: 24
70075 South TTh
Feb 10-Mar 03 6 p.m.-10 p.m.
90009 South MW
Mar 23-Apr 08 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 CEUs 2.4 HRS: 24
70074 South TTh
Jan 13-Jan 29 6 p.m.-10 p.m.
70076 South MW
Feb 16-Mar 04 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 CEUs 3.2 HRS: 32
90008 South TTh
Mar 10-Apr 09 6 p.m.-10 p.m.
90010 South MW
Apr 15-May 11 6 p.m.-10 p.m.

PROJECT MANAGEMENT
PM-Project Management Hybrid Certificate Program
BMGT 1021
Critical path methods for planning and controlling projects, includes time/cost tradeoffs, resource utilization, subcontractor considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

$725 CEUs 3.0 HRS: 30
70080 Central M
Jan 12-Jan 12 6:30 p.m.-9:30 p.m.
70080 Central T
Jan 12-Jan 18 - TTh
Jan 20-Feb 10 6:30 p.m.-9:30 p.m.
90014 North T
Mar 31-Mar 31 6:30 p.m.-9:30 p.m.
90014 North TTh
Mar 31-Apr 05 - TTh
Apr 07-Apr 28 6:30 p.m.-9:30 p.m.

SALES/MARKETING
IMPORT CUSTOMS REGULATIONS
IBUS 2345
Prerequisites: None
This course covers the study of global logistics, management processes, procedures, and regulations used in transportation, physical distribution, warehousing, inventory control, material handling, packaging, plant and warehouse location, risk management, customer service, and networks for logistics, suppliers, and information. It includes decision making and case resolution techniques to solve problems and to develop logistical and information networks for supply chain management appropriate for global corporations. (IBUS 2345)

$311 CEUs 4.8 HRS: 48
70425 North TBA
Jan 20-May 15 -

PRINCIPLES OF SELLING
MRKG 2033
Pre-requisite: Reading Level 4
This course is an overview of the selling process. Identification of the elements of the communication process between buyers and sellers is discussed as well as examination of the legal and ethical issues of organizations which affect salespeople. (MRKG 2333)

$311 CEUs 4.8 HRS: 48
70430 North TBA
Jan 20-May 15 -

To register: All campuses 281-542-2020
SUPERVISION

BMGT 1001
Take an in-depth study of the role of supervisor. Study the managerial functions as they apply to leadership, counseling, motivation, and human skills. (BMGT 1301)

$296 CEUs 4.8 HRS: 48
70403 North MW
Jan 21-May 15 9:10 a.m.-10:05 a.m.

SUPPLY CHAIN

GLOBAL LOGISTICS MANAGEMENT
INMT 1036
Prerequisites: None
This course covers the study of global logistics, management processes, procedures, and regulations used in transportation, physical distribution, warehousing, inventory control, material handling, packaging, plant and warehouse location, risk management, customer service, and networks for logistics, suppliers, and information. It includes decision making and case resolution techniques to solve problems and to develop logistical and information networks for supply chain management appropriate for global corporations. (IBUS 1300)

$311 CEUs 4.8 HRS: 48
70422 North TBA
Jan 20-May 15 -
70423 North TBA
Jan 20-May 15 -

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
70092 North MWF
Jan 26-Mar 27 8:30 a.m.-12:30 p.m.
90026 Central TWTh
Mar 31-May 21 8:30 a.m.-12:30 p.m.

KEYBOARDING ON THE PC
POFT 1010
Prerequisite: None
Note: No textbook required.
The primary input device to a computer is the keyboard. Therefore proficiency and accuracy in keyboarding is your first foundational course to all other computer classes. This course provides an introduction to fundamental keyboarding techniques such as finger position and movement, increasing speed and reducing errors. Without this course, or a typing speed of at least 20 wpm, you will not be prepared for any other computer class.

$175 CEUs 1.6 HRS: 16
70102 South MTWTh
Jan 05-Jan 08 8:30 a.m.-12:30 p.m.
70089 North MTWTh
Jan 12-Jan 15 8:30 a.m.-12:30 p.m.
90020 North MTWTh
May 11-May 14 8:30 a.m.-12:30 p.m.

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

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

$245 CEUs 2.4 HRS: 24
90021 Central Sa
Feb 21-Mar 14 9 a.m.-1 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
70095 Central TTh
Jan 20-Feb 12 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.

$175 CEUs 1.6 HRS: 16
90017 North MW
Apr 06-Apr 15 8:30 a.m.-12:30 p.m.

**Excel-One Day**
**ITSW 1022**
Prerequisite: Basic computing skills
Note: Textbook required; flash drive recommended
In this course you will create and edit basic Microsoft Excel worksheets and workbooks. You will learn to create basic formulas and perform basic calculations.

$110 CEUs .7 HRS: 7
70088 North F
Jan 09-Jan 09 8:30 a.m.-4:30 p.m.
70101 Central F
Feb 27-Feb 27 8:30 a.m.-4:30 p.m.
90033 South Th
Apr 09-Apr 09 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 streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, students will use Microsoft Office Excel to streamline and enhance spreadsheets with templates, charts, graphics, and formulas.

$110 CEUs .7 HRS: 7
90024 Central F
Mar 27-Mar 27 8:30 a.m.-4:30 p.m.
90034 South F
Apr 10-Apr 10 8:30 a.m.-4:30 p.m.
90019 North F
May 01-May 01 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)

$316 CEUs 6.4 HRS: 64
70474 North Th
Jan 22-May 15 6 p.m.-7:50 p.m.
70475 North Th
Feb 03-May 08 10:10 a.m.-11:35 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.

MOS Word
ITSW 2058
Prerequisite: Windows for the Desktop or equivalent knowledge.
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 edit professional-looking 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.

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.

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.

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<td>Feb 09-Mar 11</td>
<td>8:30 a.m.-4:30 p.m.</td>
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<td>Central</td>
<td>Apr 28-May 28</td>
<td>6 p.m.-10 p.m.</td>
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Key to Days of Week

- M Monday
- T Tuesday
- W Wednesday
- Th Thursday
- F Friday
- S Saturday
- Su Sunday
QuickBooks—Your Company Setup
ACNT 1010
Prerequisite: Basic computer skills
Note: Textbook required, flash drive required.
Take a day to learn to set up your company, your chart of accounts and your company payroll the correct way. You may bring your laptop in with your software already loaded and set up your company using your own data. Or you may practice setting up a company in the classroom using lab computers.

$110 CEUs .7 HRS: 7
Jan 16-Jan 16 8:30 a.m.-4:30 p.m.

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

$350 CEUs 3.2 HRS: 32
Mar 30-Apr 22 6 p.m.-10 p.m.
90029 South TTh
May 05-May 28 8:30 a.m.-12:30 p.m.

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

$175 CEUs 1.6 HRS: 16
Jan 06-Jan 15 8:30 a.m.-12:30 p.m.

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

$350 CEUs 3.2 HRS: 32
Apr 20-Apr 29 8:30 a.m.-12:30 p.m.

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

$350 CEUs 3.2 HRS: 32
Apr 20-Apr 29 8:30 a.m.-12:30 p.m.

Word—One Day
POFI 1024
Prerequisite: Basic computing skills
Note: Textbook required, flash drive recommended.
Learn the basics of Word and be able to create and edit a simple document, format text and paragraphs, add tables, graphics, watermarks, headers and footers.

$110 CEUs .7 HRS: 7
Jan 23-Jan 23 8:30 a.m.-4:30 p.m.
Feb 13-Feb 13 8:30 a.m.-4:30 p.m.
Feb 20-Feb 20 8:30 a.m.-4:30 p.m.
May 08-May 08 8:30 a.m.-4:30 p.m.

To register: All campuses 281-542-2020
**WORD: ONE DAY-INTERMEDIATE**

POFI 1042

Prerequisite: Windows for the Desktop or equivalent knowledge; 
Word- One Day or equivalent knowledge

Note: Textbook required, flash drive recommended

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

$110 CEUs .7 HRS: 7

90023 Central F
Mar 13-Mar 13 8:30 a.m.-4:30 p.m.

90032 South F
May 15-May 15 8:30 a.m.-4:30 p.m.

**NETWORKING**

**A+ FAST TRACK**

CPMT 2050

Prerequisite: A working knowledge of PC applications is required, and some experience using and maintaining PC hardware/software is highly recommended.

Note: Textbook 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

70104 South TTh
Jan 13-Feb 14 6 p.m.-10 p.m.
Jan 17-Feb 14 8:30 a.m.-12:30 p.m.

90028 South TTh
Apr 14-May 19 6 p.m.-10 p.m.
Apr 18-May 16 8:30 a.m.-12:30 p.m.

**INTERMEDIATE PC OPERATING SYSTEMS**

ITSC 1021

Prerequisite: Introduction to PC Operating Systems

Note: Textbook required, flash drive required.

This course covers advanced operating system installation, configuration, and troubleshooting. Topics include installation and configuration, file management, memory and storage management, continued study in advanced installation, configuration troubleshooting, advanced file management, memory, storage management, update peripheral device drivers, and use of utilities to increase system performance. (ITSC 1321)

$316 CEUs 4.8 HRS: 48

70476 North W
Jan 21-May 15 6 p.m.-7:50 p.m.

**INTRO TO PC OPERATING SYSTEMS**

ITSC 1046

Prerequisite: Basic Computer skills

Note: Textbook required; flash drive required.

This course covers a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Operating systems covered include DOS, Windows and UNIX. (ITSC 1305)

$316 CEUs 6.4 HRS: 64

70473 North M
Feb 02-May 08 6 p.m.-7:50 p.m.

**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)

$316 CEUs 6.4 HRS: 64

70477 North M
Feb 02-May 08 6 p.m.-7:50 p.m.
SECURITY

**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)

$316

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Jan 20-May 15 6 p.m.-6:55 p.m.

WEB DEVELOPMENT

**SharePoint User’s Training**

IMED 1002
Prerequisite: Knowledge of Microsoft Office Interfaces. Note: Textbook required, flash drive required.
SharePoint is Microsoft’s web-based collaboration tool that allows users to share resources and create shared content. In this course, you will set up a team site and customize its layout and features. You will capture and organize content into libraries and lists and manage the data. You will use blogs, wikis and workspaces to connect and collaborate. You will learn to integrate the Microsoft Office applications into the site and learn to use workflows in business processes.

$550

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Jan 20-Feb 12 6 p.m.-10 p.m.

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

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Jan 17-Jan 17 8 a.m.-5 p.m.
| 70161  |     |     |
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| 70161  |     |     |
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Health Occupations

**CERTIFIED NURSE AIDE**

**CERTIFIED NURSE AIDE REFRESHER-24 HOUR CE**

NURA 2000
Prerequisite: Current Certified Nurse Aide/Assistant or Certified Medication Aide.
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

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Jan 30-Feb 01 8 a.m.-5 p.m.
| 90125  |     |     |
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| 90126  |     |     |
|        |     |     |

Health Occupations

Health Occupations

Health Occupations

Health Occupations

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

16

EMERGENCY MEDICAL TECH (EMT)

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
90110 Central Sa
May 11-May 20 8 a.m.-5 p.m.

EMSP 1060
Prerequisite: Course approval is required, Central Campus: call 281-476-1862; North Campus: call 281-459-7155.
Note: Attendance at the Saturday Clinical Orientation is mandatory.
As an additional expense, a background check through the EMT Department, drug screen, physical, & immunizations are required.
This course is required for EMT-Basic Certification; dates, times and location are determined by instructor.
This is a work-based experience with direct client care. This course enables a student to apply theory, skills and concepts learned in the Emergency Medical Technology Basic course. Specific learning objectives are developed by faculty. (EMSP 1160)

$194 CEUs 8.4 HRS: 84
70489 Central TBA
Feb 16-May 15 -
70491 Central TBA
Feb 16-May 15 -
70493 North TBA
Feb 16-May 15 -

EMSP 1001
Prerequisites: Must be 18 by the class end date and have a high school diploma/GED to be eligible for certification. For approval and additional information, Central Campus: call 281.476.1862, North Campus: call 281.459.7155.
Note: Textbook is required. Attendance at the Saturday Skill Day and the Saturday Field Day is mandatory. Additional distance learning fees for online or hybrid courses will be assessed at time of payment.
This course provides the introduction to the level of Emergency Medical Technician (EMT)-Basic level of emergency care. All the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services are taught. The course includes American Heart Association Healthcare Provider CPR. Enrollment and successful completion of the EMT Basic Clinical is required for certification. (EMSP 1501)

$417 CEUs 12.8 HRS: 128
70490 Central MW
Jan 20-May 15 8 a.m.-12 p.m.
70494 North -
Jan 20-May 15 8 a.m.-12 p.m.
70488 Central -
Jan 20-May 15 6 p.m.-10 p.m.
70492 North TTh
Jan 20-May 15 6 p.m.-10 p.m.
90211 North TTh
Mar 23-May 15 6 p.m.-10 p.m.

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

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

Note: Signed copy of the Texas Department of Aging and Disability Services (DADS) application requirements for the exam will be discussed during first class meeting. Registration after the first class meeting is not allowed. Textbook required. Learn how to prepare and administer drugs in a licensed health care agency. Topics include: drug legislation, drug references, basic anatomy and physiology and common diseases. You will learn medical abbreviations, symbols, terminology, and common equivalents (apothecary, metric, and household measurements) required for medication administration. After completion of the class, you will be prepared to take the Texas Department of Human Services Medication Aide Licensure Exam. Includes 10 hours of clinical practice, (2 five hour days).*This course of study prepares candidates to be certified. Candidates become “Certified” by passing the required certifying agency exam. Exam fee is included in the cost of the course.

$865 CEUs 14.4 HRS: 144
90127 Central MTWTh
Mar 23-May 28 8 a.m.-12 p.m.
May 19-May 27 Clinicals

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
70166 South 1 p.m.-5 p.m. MTWTh
Jan 13-Mar 02
Feb 06-Feb 06 1 p.m.-5 p.m. F
Feb 13-Feb 28 Clinicals
70167 Central 8 a.m.-12 p.m. Sa
Jan 17-Jun 06 Clinicals
May 26-Jun 05 South MTWTh
70168 Jan 20-Mar 02 6 p.m.-10 p.m. Clinicals
Feb 17-Feb 28 Central MTWThF
70169 Feb 05-Mar 13 8 a.m.-12 p.m. Clinicals
Mar 02-Mar 12 Central MTWThF
70170 Feb 23-Mar 30 North MTWThF
Mar 24-Mar 28 Clinicals
90128 Central MTWThF
Mar 03-Apr 20 6 p.m.-10 p.m. Clinicals
Apr 07-Apr 17 South MTWThF
90129 Apr 01-May 11 1 p.m.-5 p.m. Clinicals
90130 South MTWTh
Apr 29-May 09 Clinicals
Apr 01-May 11 North MTWTh
90131 Apr 15-Jun 24 Clinicals
90130 3 p.m.-5 p.m. MTWTh
Jun 12-Jun 23 Clinicals
90132 Central MTWTh
Apr 16-May 21 1 p.m.-5 p.m. Clinicals
May 09-May 20 South MTWThF
90133 Apr 30-Jun 05 Clinicals
May 22-Jun 04
EKG Technician
ECRD 1011
Prerequisites: None
Note: Textbook required.
Learn the fundamentals of anatomy and physiology of the cardiovascular system and the role of the electrocardiograph in patient assessment. As an EKG Technician, you will perform diagnostic tests to assess the heart rhythm and rate in patients. The EKG technician is an integral part of the management of patients with heart disease and is employed by hospitals, medical/surgical clinics, and insurance companies. This class will prepare you to take the American Certification Agency for Healthcare Professionals Certification Exam for ECG Technician. Certification fee is not included in the cost of the course.

$575 CEUs 5.2 HRS: 52
70157 North MW
Jan 28-Apr 01 6:30 p.m.-9:30 p.m.
70156 Central F
Feb 06-May 15 8 a.m.-12 p.m.
90109 Central TTh
Mar 26-May 21 6:30 p.m.-9:30 p.m.

MEDICAL IMAGING

Anatomy/Positioning & Patient Assessment
MAMT 2037
Prerequisites: Department approval is required. Contact 281-476-1871 for approval and additional information.
This course will be a presentation of specialized instruction in breast imaging. Emphasis will be placed on breast anatomy, physiology, positioning, patient education and assessment. Anatomy instruction will include surface anatomy as well as deep anatomy. Further emphasis will be placed on routine and additional projections and positioning modifications. At the end of the course the student should be able to explain breast anatomy and physiology, conduct patient education and assessment, and perform routine and additional projections used in mammography including positioning modifications (MAMT 2333).
Note: As an additional student expense, physical, background and drug checks are some of the requirements. Students must be ARRT registered or eligible to test. Textbook is required

$281 CEUs 4.8 HRS: 48
70483 Central TTh
Jan 20-Mar 13 6 p.m.-9 p.m.

Clinical-Mammography Technologist
MAMT 2063
Prerequisites: Successful completion of Anatomy/Positioning & Patient Assessment. Course approval is required; Call 281-476-1871.
Students will be provided with a health-related work experience that will enable a student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by a clinical professional. By the end of course students should be able to apply theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry. Students should be able to demonstrate legal and ethical behavior, safety practices, interpersonal and team work skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (MAMT 2363)
Note: As an additional student expense, physical, background and drug checks, etc. are requirements. Must be ARRT registered or eligible to test. No textbook is required.

$303 CEUs 16.0 HRS: 160
90210 Central TBA
Mar 23-May 15 -

Clinical I Computed Tomography
CTMT 2060
Prerequisites: Sectional Anatomy for Medical Imaging, or Department approval at 281-476-1501 X1418
Note: Textbook required.
This is an advanced type of health profession work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practice experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional in a clinical setting. (CTMT 2360)

$303 CEUs 16.0 HRS: 160
70480 Central TBA
Jan 20-May 15 -

To register: All campuses 281-542-2020
**Clinical II Computed Tomography**

CTMT 2060

Prerequisites: Clinical I Computed Tomography, Computed Tomography Equipment & Methodology, or Department approval at 281-476-1501 X1418

Note: Textbook required.

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

$303  CEUs 16.0  HRS: 160

70481  Central  TBA

Jan 20-May 15

**Computed Tomography Equipment and Methodology**

CTMT 2036

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

Note: Textbook required.

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

$311  CEUs 4.8  HRS: 48

70479  Central  TBA

Jan 20-May 15

**Magnetic Resonance Imaging Clinical I**

MRIT 2061

Prerequisites: Sectional Anatomy for Medical Imaging and Principles of MRI, and must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB), or Radiation Therapy (ARRT). Call 281-476-1501 X1446 for approval to register.

Note: NOT ASRT certified. Textbook required.

This course is designed to provide specialized instruction and experience in the performance of the various procedures normally found in a magnetic resonance imaging facility. (MRIT 2360)

$288  CEUs 9.6  HRS: 96

70486  Central  TBA

Jan 20-May 15

**Magnetic Resonance Imaging Clinical II**

MRIT 2061

Prerequisites: MRI Clinical I, and must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB), or Radiation Therapy (ARRT). Call 281-476-1501 X1446 for approval to register.

Note: NOT ASRT certified. Textbook required.

This course is designed to provide specialized instruction and experience in the performance of the various procedures normally found in a magnetic resonance imaging facility. (MRIT 2361)

$288  CEUs 9.6  HRS: 96

70487  Central  TBA

Jan 20-May 15

To register: All campuses 281-542-2020
**Principles of Magnetic Resonance Imaging**

MRIT 2030

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

Note: Textbook required.

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

$311 CEUs 4.8 HRS: 48

70484 Central TBA

Jan 20-May 15 Online

**Sectional Anatomy for Medical Imaging**

RADR 2040

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

Note: Textbook required.

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

$311 CEUs 4.8 HRS: 48

70482 Central TBA

Jan 20-May 15 Online

**MEDICAL OFFICE**

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

HITT 1041

Prerequisites: Successful completion of Medical Office Professional or prior medical office/coding experience. 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

70154 Central TTh

Jan 22-May 14 6:30 p.m.-9:30 p.m.

**ICD-10 Coding Workshop**

HITT 2000

Prerequisites: Prior Coding Experience.

Note: Call 281-542-2058 for 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.

$229 CEUs 1.6 HRS: 16

70159 Central SaSu

Jan 31-Feb 01 8 a.m.-5 p.m.

90114 Central SaSu

Feb 28-Mar 01 8 a.m.-5 p.m.

90115 Central SaSu

Mar 28-Mar 29 8 a.m.-5 p.m.

90116 Central SaSu

Apr 25-Apr 26 8 a.m.-5 p.m.

90117 Central SaSu

May 30-May 31 8 a.m.-5 p.m.

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**Key to Days of Week**

M Monday

T Tuesday

W Wednesday

Th Thursday

F Friday

S Saturday

Su Sunday

To register: All campuses 281-542-2020
Leadership in Healthcare—Foundations
HPRS 2031
Note: Textbook required.
This course provides the foundational knowledge required for every leader in a variety of healthcare settings. Leaders occasionally are born with the knowledge to lead; most learn to be great leaders. Training the next generation of high quality and successful leaders needed in today’s complex world of healthcare will be the result of deliberate planning by healthcare organizations. This course provides the fundamental leadership skills required to provide a solid base for the quality leaders of the future. Some of the topics included in this course are Basic Leadership Theory, Competencies in Healthcare Leadership, Emotional Intelligence, Conflict Management, How to Run an Effective Meeting, Change Management, Basics of Human Resources, and Leading Multiple Generations. Additional levels of Leadership training are available. Who should attend this training? Anyone who guides, supervises, manages, or directs healthcare employees or volunteers.

$395  CEUs 3.2  HRS: 32
70155  South  TTh
Jan 15-Mar 12  8 a.m.-10 a.m.

Leadership in Healthcare—Mid-Managers
HPRS 2031
Note: Textbook required.
Expansion of the knowledge gained in the Leadership for Healthcare—Foundations will continue in this course. Designed for mid-level managers, participants will discuss Leadership Styles, work through Leadership Scenarios, utilize Competency Assessment Tools, discuss the Cycles of Leadership Development, analyze Leadership Models, utilize Outcome Measurements, improve Leadership Skills, and learn strategies for Leading Nonperforming employees. Additional levels of Leadership training are available. Who should attend this training? Middle management leaders who are subordinate to senior management but above entry-level leader positions. Some operational supervisors may be considered middle management, depending upon the organization of the particular healthcare group or corporation. Leaders who have successfully completed the Leadership for Healthcare—Fundamentals course are highly encouraged to continue building leadership skills.

$495  CEUs 3.2  HRS: 32
90108  South  TTh
Mar 30-May 21  8 a.m.-10 a.m.

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
70153  Central  MW
Jan 26-May 13  6:30 p.m.-9:30 p.m.

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

$407  CEUs 4.8  HRS: 48
70158  Central  TTh
Jan 06-Mar 03  4 p.m.-7 p.m.
90112  Central  MW
Mar 02-Apr 29  4 p.m.-7 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**  
90111 Central MTWThF  
Mar 06-Apr 10 7 a.m.-4 p.m.  
90113 Central MTWThF  
May 04-Jun 01 7 a.m.-4 p.m.  

Applied Technologies & Trades  

**Auto Body Collision**  

**Basic Refinishing**  
ABDR 1031  
Prerequisite: Reading level 4. Textbook required.  
This is an introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis is on surface preparation, masking techniques, and refinishing of replacement parts. (ABDR 1431)  
**$352 CEUs 9.6 HRS: 96**  
70257 North MTWThF  
Jan 20-May 15 12 p.m.-1:10 p.m.  

**Collision Repair Welding**  
ABDR 1007  
Prerequisite: Reading level 4. Textbook required.  
This is a study of collision repair welding and cutting procedures. (ABDR 1307)  
**$305 CEUs 6.4 HRS: 64**  
70256 North MTWThF  
Jan 20-May 15 2:21 p.m.-3:10 p.m.  

**Color Analysis and Paint Matching**  
ABDR 2053  
Prerequisite: Reading level 4. Textbook required.  
This is an advanced course in color theory, analysis, tinting, and advanced blending techniques for commercially acceptable paint matching. (ABDR 2353)  
**$305 CEUs 9.6 HRS: 96**  
70252 North MTWTh  
Jan 20-May 15 8:30 a.m.-9:20 a.m.  
70262 North Sa  
Jan 31-May 09 7 a.m.-11:55 a.m.  
90200 North MTWThF  
Mar 23-Apr 17 12 p.m.-3 p.m.
**Major Collision Repair**

ABDR 2041

Prerequisite: Reading level 4. Textbook required.

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

$399

70253
Jan 20-May 15
10:50 a.m.-12:20 p.m.
North
MTWThF

70258
Jan 20-Mar 13
12 p.m.-3 p.m.
North
MTWThF

70259
Jan 21-May 13
6 p.m.-10 p.m.

**Structural Analysis I**

ABDR 1041

Prerequisite: Reading level 4. Textbook required.

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

$399

70251
Jan 20-May 15
9:30 a.m.-10:40 a.m.
North
MTWThF

70255
Jan 20-May 15
1:11 p.m.-2:20 p.m.
North
MTWThF

70260
Jan 20-May 14
6 p.m.-9 p.m.
TTh

**Vehicle Trim and Hardware**

ABDR 1015

Prerequisite: Reading level 4. Textbook required.

This is an in-depth study of vehicle trim and glass service. (ABDR 1315)

$305

70250
Jan 20-May 15
7:30 a.m.-8:20 a.m.
North
MTWThF

70261
Jan 31-May 09
12 p.m.-5 p.m.
North
MTWThF

90201
Apr 20-May 15
12 p.m.-3 p.m.

**CONSTRUCTION**

**NCCER CORE Curriculum: Introductory Craft Skills**

OSHT 1007

Prerequisites: None

Note: Textbook required. PPE to be purchased at the student’s 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.

$360

70067
Jan 06-Mar 03
6 p.m.-10 p.m.
Central
TTh

**NCCER Electrical Level 1**

ELPT 1045

Prerequisites: None

Note: Textbook required. PPE to be purchased at student’s expense.

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

$475

70066
Jan 06-Mar 24
6 p.m.-10 p.m.
Central
TTh

**NCCER Electrical Level 2A**

ELPT 1045

Prerequisite:  NCCER Electrical Level 1.

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.

$475

70395
Jan 05-Mar 23
12 p.m.-10 p.m.
Central
MW

To register: All campuses 281-542-2020
NCCER Pipefitting 2A
PFPB 1043
Prerequisite: NCCER Pipefitting 1
Note: Textbook required. PPE to be purchased at student’s expense.
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.
$475
70412
Jan 05-Mar 23
6 p.m.-10 p.m.

NCCER Scaffolding
CBFM 1021
Prerequisites: None
Note: Textbook required. PPE to be purchased at the student’s expense.
Elevated work situations including ladders, scaffolding and work platforms. Also covers personal protective equipment.
Demonstrate procedures for the use of ladders, scaffolds and fall protection; demonstrate the ability to erect, climb, descend, and work from elevated work platforms; and identify hazards associated with elevated work platforms.
$355
70413
Jan 05-Feb 18
6 p.m.-10 p.m.

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)
$299
CEUs 9.6
HRS: 96
70287
North
MW
Jan 21-May 13
6 p.m.-10 p.m.

Diesel Engine Testing and Repair II
DEMR 2012
Prerequisite: Reading level 4. Textbook required.
This course is a continuation of Diesel Engine Testing and Repair I. It includes coverage of testing and repairing diesel engines including related systems and specialized tools. (DEMR 2412)
$299
CEUs 9.6
HRS: 96
70282
MTW
Jan 20-May 13
7:30 a.m.-9:20 a.m.
70281
MWF
Jan 21-May 15
7:30 a.m.-9:20 a.m.

Electronic Controls
DEMR 2032
Prerequisite: Reading level 4. Textbook required.
This course covers advanced skills in diagnostic and programming techniques of electronic control systems. (DEMR 2432)
$299
CEUs 9.6
HRS: 96
70283
North
MW
Jan 21-May 15
9:30 a.m.-11:20 a.m.
70284
MWF
Jan 21-May 15
9:30 a.m.-11:20 a.m.

Power Train I
DEMR 1021
Prerequisite: Reading level 4. Textbook required.
This is an introduction to fundamentals, repair and theory of power trains including clutches, transmissions, drive shafts, and differentials, with an emphasis on inspection and repair. Specific attention will include the Allison V-Drive, HD 740, World Transmission, and the 1000 and 2000 Series Transmissions. (DEMR 1421)
$299
CEUs 9.6
HRS: 96
70277
North
TTh
Jan 20-May 14
10:30 a.m.-1:20 p.m.
70280
North
TTh
Jan 20-May 14
10:30 a.m.-1:20 p.m.
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)

$310 CEUs 6.4 HRS: 64
70270 Central MW
Jan 21-May 13 9 a.m.-1 p.m.

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)

$305 CEUs 6.4 HRS: 64
70332 Central TTh
Jan 20-May 14 8 a.m.-9:50 a.m.
70348 North M
Jan 26-May 11 6 p.m.-9:50 p.m.

DC Circuits
CETT 1003
Study the fundamentals of direct current including Ohm’s law, Kirchhoff’s laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements. (CETT 1303)

$310 CEUs 6.4 HRS: 64
70269 Central MW
Jan 21-May 13 9 a.m.-1 p.m.

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

$310 CEUs 6.4 HRS: 64
70271 Central TTh
Jan 20-May 14 9 a.m.-1 p.m.

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

$310 CEUs 6.4 HRS: 64
70272 Central TTh
Jan 20-May 14 9 a.m.-1 p.m.

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

$234 CEUs 3.2 HRS: 32
70289 Central TTh
Jan 20-May 14 5 p.m.-5:55 p.m.
70347 North TTh
Jan 20-May 14 6:05 p.m.-7:05 p.m.
70288 Central MW
Jan 21-May 13 8 a.m.-8:55am

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)

$234  CEUs 3.2  HRS: 32
70344  North  TTh
Jan 20-May 14  10:30 a.m.-11:30 a.m.
70336  Central  MW
Jan 21-May 13  6 p.m.-6:55 p.m.

Electrical Machines
ELPT 1051
Prerequisite: ELPT 1311. Textbook required.
This is a study of direct current (DC) motors, single-phase and polyphase alternating current (AC) motors, generators, and alternators. Emphasis will be on construction, characteristics, efficiencies, starting, and speed control. (ELPT 1351)

$291  CEUs 6.4  HRS: 64
70342  North  TTh
Jan 20-May 14  12:15 p.m.-2:15 p.m.
70333  Central  F
Jan 30-May 08  6 p.m.-10:40 p.m.

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
70340  Central  T
Jan 20-May 12  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
70341  Central  MW
Jan 21-May 13  5:30 p.m.-6:50 p.m.

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

$297  CEUs 6.4  HRS: 64
70267  Central  TTh
Jan 20-May 14  1 p.m.-2:50 p.m.
70265  Central  T
Jan 20-May 12  6 p.m.-9:40 p.m.
70275  North  TTh
Jan 20-May 14  7:10 p.m.-9:10 p.m.
70263  Central  MW
Jan 21-May 13  10 a.m.-11:50 a.m.
70264  Central  W
Jan 21-May 13  6 p.m.-9:40 p.m.
70266  Central  Th
Jan 22-May 14  6 p.m.-9:50 p.m.
70268  Central  M
Jan 26-May 11  6 p.m.-9:50 p.m.

Journeyman Electrician Exam Review
ELPT 2001
Prerequisite: ELPT 2325 or approval by department chair. Textbook required.
Preparation for journeyman electrician licensure with emphasis on calculations, and the National Electrical Code (NEC). Special attention is directed toward test taking skills, and practice exams as they apply to the state journeyman exam. (ELPT 2301)

$281  CEUs 4.8  HRS: 48
70337  Central  T
Jan 20-May 12  7 p.m.-9:45 p.m.
**Linear Integrated Circuits**
CETT 1057
Students will cover the characteristics, operations, testing and feedback techniques for integrated circuits. (CETT 1357)

$310  CEUs 6.4  HRS: 64
70274  Central  TTh
Jan 20-May 14  6 p.m.-10 p.m.

**Motor Controls**
ELPT 1041
Prerequisite:  ELPT 1311 or approval of department chair. Textbook required.
A study of operating principles dealing with solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, and safety wiring, ladder diagrams, relay logic, and timers. (ELPT 1441)

$338  CEUs 9.6  HRS: 96
70343  North  MWF
Jan 21-May 15  9:10 a.m.-11:10 a.m.
70335  Central  MW
Jan 21-May 13  7 p.m.-9:55 p.m.

**Motors & Transformers**
ELPT 2005
Motors and Transformers Operation of single and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices. Also included are three-phase power concepts, transformer and motor connections, transformer and motor metering. (ELPT 2405)

$291  CEUs 6.4  HRS: 64
70345  North  TTh
Jan 20-May 14  8:35 a.m.-10:25 a.m.

**National Electric Code I**
ELPT 1025
No Prerequisite.  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 1429)

$281  CEUs 4.8  HRS: 48
70290  Central  TTh
Jan 20-May 14  10 a.m.-11:20 a.m.
70291  Central  W
Jan 21-May 13  7 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)

$281  CEUs 4.8  HRS: 48
70346  North  MWF
Jan 21-May 15  8:05 a.m.-9 a.m.
70339  Central  Th
Jan 22-May 14  7 p.m.-9:55 p.m.

**Programmable Logic Controllers I**
ELPT 2019
No Prerequisite. 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
70338  Central  Th
Jan 22-May 14  6 p.m.-9:50 p.m.

**Residential Wiring**
ELPT 1029
No Prerequisite.  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 6.4  HRS: 64
70334  Central  MW
Jan 21-May 13  9 a.m.-11:55 a.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, optoelectronics, ranging, and pressure switches. (RBTC 1355)

$305  CEUs 6.4  HRS: 64
70394  Central  T
Jan 20-May 12  6 p.m.-10:30 pm

To register: All campuses 281-542-2020
**Solid State Devices**

**CETT 1029**

This course is a study of diodes, transistor characteristics and other semiconductor devices, including analysis of static and dynamic characteristics, biasing techniques, and thermal considerations. (CETT 1329)

$310  CEUs 6.4  HRS: 64  
70273  Central  TTh
Jan 20-May 14  6 p.m.-10 p.m.

**Engineering & Manufacturing**

**Intermediate CNC**

**MCHN 2035**

Prerequisite: Introduction to CNC 55012. Textbook required. PPE to be purchased at the students expense.

This is a continuation of the ability to set up and operate CNC machining centers and CNC turning centers; select proper tooling with correct speeds and feeds; and produce a part to specific tolerances.

$775  CEUs 9.6  HRS: 96  
70072  Central  TTh
Jan 06-Apr 07  6 p.m.-10 p.m.

**HVAC/Refrigeration**

**AC & Refrigeration Codes**

**HART 2001**

Prerequisite: HART 1441 or department chair approval. Textbook required.

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

$311  CEUs 4.8  HRS: 48  
70351  North  MW
Jan 21-May 13  12:25 p.m.-1:50 pm

**Advanced Electricity**

**HART 2031**

Prerequisite: HART 1441, HART1445 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)

$348  CEUs 9.6  HRS: 96  
70352  North  TTh
Jan 20-May 14  8:35 a.m.-11:35 a.m.

**Introduction to CNC**

**MCHN 2003**

Prerequisites: None

Note: Textbook required. PPE to be purchased at student expense.

Demonstrate operations of CNC machine controls; compare and contrast the differences between conventional and CNC machines; utilize CNC machine applications for machining operations.

$670  CEUs 6.4  HRS: 64  
70071  Central  MW
Jan 05-Mar 02  6 p.m.-10 p.m.

**Basic Electricity for HVAC**

**HART 1001**

Prerequisite: None. Textbook required.

This course focuses on principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. (HART 1401)

$348  CEUs 9.6  HRS: 96  
70354  North  MW
Jan 21-May 13  6 p.m.-9 p.m.

**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)

$348  CEUs 9.6  HRS: 96  
90203  North  TTh
Mar 24-May 14  8 a.m.-2 p.m.

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**Key to Days of Week**

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

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*To register: All campuses 281-542-2020*
**Preparation for EPA Recovery Certification**

HART 1056

Prerequisite: None. No Textbook required.

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

$311  CEUs 4.8  HRS: 48
90204  North  TBA
Mar 23-May 15  -

**Refrigeration Principles: HVAC**

HART 1007

Prerequisite: None. Textbook required.

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

$348  CEUs 9.6  HRS: 96
70349  North  TTh
Jan 20-Mar 12  8 a.m.-2 p.m.
70355  North  TTh
Jan 20-May 14  6 p.m.-9 p.m.

**Residential Air Conditioning**

HART 1041

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

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

$348  CEUs 9.6  HRS: 96
70356  North  TTh
Jan 20-May 14  6 p.m.-9 p.m.
90202  North  MWF
Mar 23-May 15  8 a.m.-12 p.m.

**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)

$352  CEUs 9.6  HRS: 96
70378  Central  Sa
Jan 31-May 09  8:30 a.m.-3:30 p.m.

**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)

$352  CEUs 9.6  HRS: 96
70375  Central  TTh
Jan 20-May 14  2 p.m.-4:55 p.m.

**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)

$293  CEUs 6.4  HRS: 64
70365  Central  TTh
Jan 20-May 14  5 p.m.-6:50 p.m.
70364  Central  MW
Jan 21-May 13  5 p.m.-6:50 p.m.
70366  Central  F
Jan 30-May 08  5 p.m.-9:40 p.m.

**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)

$352  CEUs 9.6  HRS: 96
70376  Central  MW
Jan 21-May 13  7 p.m.-9:55 p.m.

To register: All campuses 281-542-2020
**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 \quad $\quad$CEUs 6.4 \quad HRS: 64$
| 70358 \quad Central \quad MW
| Jan 21-May 13 \quad 5 p.m.-6:50 p.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)

|$352 \quad CEUs 9.6 \quad HRS: 96$
| 70379 \quad Central \quad TTh
| Jan 20-May 14 \quad 7 p.m.-9:55 p.m.

**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)

|$352 \quad CEUs 9.6 \quad HRS: 96$
| 70369 \quad Central \quad TTh
| Jan 20-May 14 \quad 2 p.m.-4:55 p.m.
| 70370 \quad Central \quad TTh
| Jan 20-May 14 \quad 7 p.m.-9:55 p.m.
| 70368 \quad Central \quad MW
| Jan 21-May 13 \quad 2 p.m.-4:55 p.m.
| 70371 \quad Central \quad Sa
| Jan 31-May 09 \quad 4 p.m.-9:55 p.m.
| 90205 \quad Central \quad MTWThF
| Mar 23-May 15 \quad 11 a.m.-1:20 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)

|$352 \quad CEUs 9.6 \quad HRS: 96$
| 70379 \quad Central \quad MW
| Jan 21-May 13 \quad 7 p.m.-9:55 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)

|$352 \quad CEUs 9.6 \quad HRS: 96$
| 70372 \quad Central \quad MW
| Jan 20-Mar 13 \quad 2 p.m.-4:55 p.m.
| 70373 \quad Central \quad MW
| Jan 20-May 14 \quad 7 p.m.-9:55 p.m.
| 70374 \quad Central \quad Sa
| Jan 31-May 09 \quad 8:30 a.m.-3:30 p.m.
| 90206 \quad Central \quad MTWThF
| Mar 23-May 15 \quad 8:30 a.m.-10:50 a.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)

|$305 \quad CEUs 6.4 \quad HRS: 64$
| 70383 \quad Central \quad F
| Jan 30-May 08 \quad 6 p.m.-10:40 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)

|$305 \quad CEUs 6.4 \quad HRS: 64$
| 70390 \quad Central \quad MTWThF
| Jan 20-Mar 13 \quad 2 p.m.-3:25 p.m.
| 70393 \quad Central \quad TTh
| Jan 20-May 14 \quad 5 p.m.-6:50 p.m.
| 70392 \quad Central \quad MW
| Jan 21-May 13 \quad 5 p.m.-6:50 p.m.
| 70391 \quad Central \quad MW
| Jan 21-May 13 \quad 7:30 p.m.-9:20 p.m.
| 90209 \quad Central \quad MTWThF
| Mar 23-May 15 \quad 2 p.m.-3:25 p.m.

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

70382 Central TTh

Jan 20-May 14 5 p.m.-6:50 p.m.

**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)

$352 CEUs 9.6 HRS: 96

70384 Central MTWThF

Jan 20-Mar 13 8:30 a.m.-10:50 a.m.

70386 Central TTh

Jan 20-May 14 2 p.m.-4:55 p.m.

70387 Central TTh

Jan 20-May 14 7 p.m.-9:55 p.m.

70385 Central MW

Jan 21-May 13 2 p.m.-4:55 p.m.

70388 Central Sa

Jan 31-May 09 8:30 a.m.-3:30 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)

$352 CEUs 9.6 HRS: 96

70359 Central MTWThF

Jan 20-Mar 13 11 a.m.-1:20 p.m.

70360 Central TTh

Jan 20-May 14 7 p.m.-9:55 p.m.

70361 Central TTh

Jan 20-May 14 7 p.m.-9:55 p.m.

70362 Central Sa

Jan 31-May 09 8:30 a.m.-3:30 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

70065 Central MTWThF

Jan 26-Jan 30 8 a.m.-5 p.m.

90006 Central MTWThF

Mar 23-Mar 27 8 a.m.-5 p.m.

90007 Central MTWThF

May 11-May 15 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

90207 North MTWTh

Mar 23-Apr 16 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
70380  North  MTWTh
Jan 20-Feb 13  6 p.m.-10 p.m.

**Pipefitting Fabrication & Blueprint Reading**
PFPB 1043
Prerequisite: PFPB 1308
Continuation of pipe fabrication, rigging, pipe hangers and supports, blueprint reading, standards and specifications, and trade math. (PFPB 1343)

$305  CEUs 8.0  HRS: 80
70381  North  MTWTh
Feb 16-Mar 12  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
90208  North  MTWTh
Apr 20-May 14  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)

$352  CEUs 6.4  HRS: 64
70377  Central  F
Jan 30-May 08  6 p.m.-10:40 p.m.

**TRUCK DRIVING**

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

$52  CEUs .6  HRS: 6
70041  Central  7 a.m.-1 p.m.
Jan 17-Jan 24  SaSu
70060  Central  7 a.m.-1:30 p.m.
Jan 30-Jan 30  F
90001  Central  7 a.m.-1:30 p.m.
Mar 06-Mar 06  F
90005  Central  7 a.m.-1:30 p.m.
Apr 11-Apr 18  SaSu
90004  Central  7 a.m.-1:30 p.m.
Apr 24-Apr 24  F

**Professional Truck Driver One**
CVOP 1013
General truck driving with hands-on skills development and instruction coordinated with the Department of Transportation. This course includes the required six-hour defensive driving course to meet state requirements.

$1647  CEUs 12.6  HRS: 126
70058  Central  7 a.m.-6 p.m.
Jan 05-Feb 12  MTWTh
70061  Central  7 a.m.-6 p.m.
Feb 16-Apr 02  MTWTh
70063  Central  7 a.m.-6 p.m.
Feb 21-May 31  SaSu
90002  Central  7 a.m.-6 p.m.
Apr 06-May 14  MTWTh

To register: All campuses 281-542-2020
**Professional Truck Driver Two**
CVOP 1040

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

$1348  CEUs 12.0  HRS: 120
70059  Central  MTWTh
Jan 05-Feb 12  7 a.m.-6 p.m.
70062  Central  MTWTh
Feb 16-Apr 02  7 a.m.-6 p.m.
70064  Central  SaSu
Feb 21-May 31  7 a.m.-6 p.m.
90003  Central  MTWTh
Apr 06-May 14  7 a.m.-6 p.m.

**WELDING**

**Advanced Gas Tungsten ARC Welding GTAW**
WLDG 2051

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

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

$423  CEUs 12.8  HRS: 128
70311  Central  TTh
Jan 20-May 14  8 a.m.-11:50 a.m.
70313  Central  TTh
Jan 20-May 14  6 p.m.-9:50 p.m.
70330  North  TTh
Jan 20-May 14  6 p.m.-10 p.m.
70321  North  MWF
Jan 21-May 15  10:15 a.m.-12:55 p.m.
70312  Central  MW
Jan 21-May 13  6 p.m.-9:50 p.m.
70314  Central  F
Jan 30-May 08  6 p.m.-9:55 p.m.
Jan 31-May 08  8 a.m.-11:55 a.m.

**Advanced Pipe Welding**
WLDG 2053

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

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

$423  CEUs 12.8  HRS: 128
70318  Central  TTh
Jan 20-May 14  12:01 a.m.-1:50 a.m.
Jan 20-May 14  10 p.m.-11:59 p.m.
70322  North  TTh
Jan 20-May 14  8 a.m.-12 p.m.
70317  Central  TTh
Jan 20-May 14  6 p.m.-9:50 p.m.
70331  North  TTh
Jan 20-May 14  6 p.m.-10 p.m.
70315  Central  TTh
Jan 21-May 13  11 a.m.-1:40 p.m.
70316  Central  MW
Jan 21-May 13  6 p.m.-9:50 p.m.
70319  Central  F
Jan 30-May 08  6 p.m.-9:55 p.m.
Jan 31-May 08  8 a.m.-11:55 a.m.

**Advanced Shielded Metal Arc Welding SMAW**
WLDG 2043

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

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

$423  CEUs 12.8  HRS: 128
70070  Central  MW
Jan 05-May 04  6 p.m.-10 p.m.
70309  Central  TTh
Jan 20-May 14  6 p.m.-9:50 p.m.
70328  North  TTh
Jan 20-May 14  6 p.m.-10 p.m.
70308  Central  MW
Jan 21-May 13  6 p.m.-9:50 p.m.
70310  Central  F
Jan 30-May 09  6 p.m.-9:55 p.m.
Jan 31-May 09  8 a.m.-11:55 a.m.
### Intermediate Pipe Welding

**WLDG 2006**

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

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| Section |  
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| 70304   | Jan 20-May 14  
|         | 6 p.m.-9:50 p.m.  
| Central | TTh        |
| 70302   | Jan 21-May 15  
|         | 8 a.m.-10:40 a.m.  
| Central | MW         |
| 70303   | Jan 21-May 13  
|         | 6 p.m.-9:50 p.m.  
| North   | MW         |
| 70325   | Jan 21-May 13  
|         | 6 p.m.-10 p.m.  
| Central |            |
| 70305   | Jan 30-May 09  
|         | 6 p.m.-9:55 p.m.  
|         | Sa          |
| 70306   | Jan 31-May 09  
|         | 8 a.m.-11:55 a.m.  |

### Intermediate Welding using Multiple Processes

**WLDG 2013**

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

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| Section |  
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| 70306   | Jan 20-May 14  
|         | 8 a.m.-11:50 a.m.  
| Central | TTh        |
| 70307   | Jan 21-May 31  
|         | 6 p.m.-9:50 p.m.  
| Central | MW         |
| 70326   | Jan 21-May 13  
|         | 6 p.m.-10 p.m.  
| North   | MW         |

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

**WLDG 1030**

A study of the principles of gas metal arc welding, setup and the use of GMAW equipment, and safe use of tools and equipment. Instruction in various joint designs. (WLDG 1530)

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| Section |  
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| 70307   | Jan 20-May 14  
|         | 6 p.m.-10 p.m.  
| North   | TTh        |

### Introduction to Gas Tungsten ARC Welding GTAW

**WLDG 1034**

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

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| Section |  
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| 70299   | Jan 20-May 14  
|         | 8 a.m.-11:50 a.m.  
| Central | TTh        |
| 70300   | Jan 20-May 14  
|         | 6 p.m.-9:50 p.m.  
| Central | MW         |
| 70298   | Jan 21-May 15  
|         | 7:30 a.m.-10:10 a.m.  
| Central | MW         |
| 70324   | Jan 21-May 13  
|         | 8 a.m.-11:50 a.m.  
| North   | MW         |
| 70301   | Jan 30-May 09  
|         | 6 p.m.-9:55 p.m.  
| Central | F          |
| 70300   | Jan 31-May 09  
|         | 8 a.m.-11:55 a.m.  |

### Introduction to Shielded Metal Arc Welding-SMAW

**WLDG 1028**

Prerequisite: None. No Textbook required.  
An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. (WLDG 1528)

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|---------|----------|
| 70069   | Jan 06-May 05  
|         | 6 p.m.-10 p.m.  
| Central | TTh        |
| 70295   | Jan 20-May 14  
|         | 6 p.m.-9:50 p.m.  
| Central | TTh        |
| 70293   | Jan 21-May 13  
|         | 8 a.m.-11:50 a.m.  
| Central | MW         |
| 70294   | Jan 21-May 13  
|         | 6 p.m.-9:50 p.m.  
| Central | MW         |
| 70323   | Jan 21-May 13  
|         | 10 p.m.-11:59 p.m.  
| North   | MW         |
| 70296   | Jan 21-May 13  
|         | 6 p.m.-10 p.m.  
| Central | MW         |
| 70297   | Jan 21-May 13  
|         | 12:01 a.m.-1:50 a.m.  
| Central | F          |
| 70300   | Jan 30-May 09  
|         | 6 p.m.-9:55 p.m.  
| Central | Sa         |
| 70301   | Jan 31-May 09  
|         | 8 a.m.-11:55 a.m.  |
Maritime

MARITIME

ABLE BODIED SEAMAN

MART 2073

Prerequisite: 90 days sea time

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

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<td>Jan 12-Jan 16</td>
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<td>90040</td>
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<td>Mar 23-Mar 27</td>
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<td>90053</td>
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<td>Apr 13-Apr 17</td>
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<td>90072</td>
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<td>May 26-May 29</td>
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ADVANCED FIRE FIGHTING

VFFT 1051

Prerequisite: USCG approved Basic Fire Fighting

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

$800

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<th>Course</th>
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<td>Feb 24-Feb 27</td>
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APPRENTICE MATE

MARS 1075

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

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

$1600

<table>
<thead>
<tr>
<th>Course</th>
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<th>HRS</th>
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<tbody>
<tr>
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<tr>
<td>May 04-May 20</td>
<td>8 a.m.-5 p.m.</td>
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</table>

APPRENTICE MATE (STEERING) WESTERN ROUTES

MARS 1078

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

<table>
<thead>
<tr>
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<td>90067</td>
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</tbody>
</table>

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
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
70118  Central  MTWTh
Jan 26-Jan 29  8 a.m.-5 p.m.
90035  Central  MTWTh
Mar 02-Mar 05  8 a.m.-5 p.m.
90051  Central  MTWTh
Apr 13-Apr 16  8 a.m.-5 p.m.
90065  Central  MTWTh
May 11-May 14  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
70116  Central  TW
Jan 20-Jan 21  8 a.m.-5 p.m.
70121  Central  MT
Feb 02-Feb 03  8 a.m.-5 p.m.
90045  Central  MT
Mar 30-Mar 31  8 a.m.-5 p.m.
90058  Central  MT
Apr 27-Apr 28  8 a.m.-5 p.m.

Basic Safety Refresher
MART 1077
STCW Basic Safety Training Refresher is made up of four modules (courses), Basic Firefighting, Personal Safety & Social Responsibility, Personal Survival, and First Aid & CPR and is required when the mariner does not have the requisite seetime for United States Coast Guard Merchant Mariner Document (license) renewal. This Basic Safety Training Refresher course is in accordance with National Maritime Center Policy Letter No. 14-98 Standards for Approval of Basic Safety Training Courses paragraph 10 and 11.

$750  CEUs 2.4  HRS: 24
70122  Central  MTW
Feb 02-Feb 04  8 a.m.-5 p.m.
70134  Central  MTW
Feb 23-Feb 25  8 a.m.-5 p.m.
90046  Central  MTW
Mar 30-Apr 01  8 a.m.-5 p.m.
90059  Central  MTW
Apr 27-Apr 29  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
70120  Central  MTWThF
Feb 02-Feb 06  8 a.m.-5 p.m.
70133  Central  MTWThF
Feb 23-Feb 27  8 a.m.-5 p.m.
90057  Central  MTWThF
Apr 27-May 01  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, team building, 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
70127  Central  MTW
Feb 16-Feb 18  8 a.m.-5 p.m.
90070  Central  TWTh
May 26-May 28  8 a.m.-5 p.m.

To register: All campuses 281-542-2020
**DDE 1000/4000 HP**

**MARS 1075**

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

$4000  
**CEUs 16.0**  
**HRS: 160**

70111  
Central  
MTWThF

Jan 05-Jan 30  
8 a.m.-5 p.m.

90063  
Central  
MTWThF

May 04-May 30  
8 a.m.-5 p.m.

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

**MART 1075**

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

$1000  
**CEUs 4.0**  
**HRS: 40**

70136  
Central  
MTWThF

Feb 23-Feb 27  
8 a.m.-5 p.m.

90054  
Central  
MTWThF

Apr 20-Apr 24  
8 a.m.-5 p.m.

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

**MARS 1077**

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**

70124  
Central  
MTWThF

Feb 02-Feb 12  
8 a.m.-5 p.m.

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**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**

70117  
Central  
MTWTh

Jan 20-Jan 22  
8 a.m.-5 p.m.

90041  
Central  
MTW

Mar 23-Mar 25  
8 a.m.-5 p.m.

90071  
Central  
TWTh

May 26-May 28  
8 a.m.-5 p.m.

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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**

70115  
Central  
MTWThF

Jan 20-Jan 23  
8 a.m.-5 p.m.

90044  
Central  
MTWTh

Mar 30-Apr 02  
8 a.m.-5 p.m.

90055  
Central  
MTWTh

Apr 20-Apr 23  
8 a.m.-5 p.m.

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**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**

70123  
Central  
MTWThF

Feb 02-Feb 27  
8 a.m.-5 p.m.

90050  
Central  
MTWThF

Apr 06-Apr 24  
8 a.m.-5 p.m.

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To register: All campuses 281-542-2020
**Radar Observer Unlimited (Renewal)**

**MART 2075**

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.

<table>
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<tr>
<td>90066</td>
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<td>F</td>
<td>May 15-May 15</td>
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</table>

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**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.

<table>
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<td>Feb 09-Feb 12</td>
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<td>90047</td>
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<td>90060</td>
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<td>May 04-May 07</td>
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**Radar Observer-Unlimited**

**MART 2072**

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

<table>
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<tr>
<td>90061</td>
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<td>MTWThF</td>
<td>May 04-May 08</td>
</tr>
</tbody>
</table>

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**Tankerman PIC-Barge (DL)**

**MART 2076**

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

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<td>90056</td>
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<td>Apr 20-Apr 24</td>
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**VPSSD-Vessel Personnel with Specific Security Duties**

**MART 1075**

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

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<tr>
<td>90069</td>
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<td>Th</td>
<td>May 21-May 21</td>
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</table>
**Vessel Security Officer**

MART 1073

Prerequisite: 90 days seastime

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**  
70128 Central MT  
Feb 16-Feb 17 8 a.m.-5 p.m.  
90068 Central MT  
May 18-May 19 8 a.m.-5 p.m.

**EDUCATION**

**Spanish for Business and Customer Service**

SPNL 1091

Note: Materials provided

A comprehensive Spanish language program that provides immediate access to functional language skills for non-Spanish-speaking supervisors. The language component utilizes phonetic encoding to address pronunciation of the most important Spanish commands, questions, and phrases pertinent to daily interactions between supervisors and workers in customer service at stores, industrial sites, manufacturing plants, and warehouses. No prior knowledge of Spanish necessary.

**$360**  
70207 Central Sa  
Jan 24-Feb 28 8 a.m.-12 p.m.

**ENGLISH**

**ESL Workplace Safety**

OSHT 1017

Prerequisite: Successful completion of ESL Level 4.

Note: Textbook required

ESL Workplace Safety is designed for the student who works in an industrial setting whose primary language is other than English. This course presents industry-related basic safety reading, writing, speaking, and listening skills. The emphasis is on high-frequency vocabulary (basic sight safety words), refining oral and written production that assists with listening skills for enhanced job productivity and safety, and increasing the control of the English sound system to minimize on-the-job miscommunication or misinterpretation due to foreign accent.

**$250**  
70241 Central MWF  
Jan 05-Feb 04 1 p.m.-4:20 p.m.

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**Key to Days of Week**

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<thead>
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<th>Day</th>
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<tr>
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<td>S</td>
<td>Saturday</td>
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<td>Su</td>
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To register: All campuses 281-542-2020
**English as a Second Language (ESL): Beginning**
Prerequisite: Pre-assessment required into ESL levels 1-3
Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.
Designed for students whose primary language is other than English. Multi-level classroom environment allows students to progress toward literacy at their own pace. Strategies and activities focus on real life applications found in the learner’s environment to help beginning literacy ESL learners develop basic oral communication skills and build reading and writing skills.

**English Communication Skills 1**
COMG 1000
Prerequisite: Pre-assessment required
Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.
Designed for students whose primary language is other than English, this course presents industry-related basic reading, writing, speaking, and listening skills. The emphasis is on high-frequency vocabulary (basic sight words) and phonics; refining oral and written production; assists with listening skills for enhanced job productivity; and increasing the control of the English sound system to minimize on-the-job miscommunication or misinterpretation due to foreign accent. This is the first class in our nine levels of English language instruction.

**English Communication Skills 2**
COMG 1000
Prerequisite: Pre-assessment required
Note: Textbook and workbook required
This is a continuation of English Communication Skills Level 1. The emphasis is on high-frequency vocabulary (basic sight words) and phonics; refining oral and written production; assists with listening skills for enhanced job productivity; and increasing control of the English sound system to minimize on-the-job miscommunication or misinterpretation due to foreign accent. This is the second class in our nine levels of English language instruction.

**English Communication Skills 3**
COMG 1001
Prerequisite: Pre-assessment required
Note: Textbook and workbook required
This course will provide dynamic communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of situations. Students will learn to match vocabulary words with their respective definitions when terms and definitions are presented in writing. Students will learn to select the correct meaning of a word based on the context of the word; give examples of the pronunciation, meaning and part of speech of vocabulary words that relate to work or everyday life activities. This level will provide the student with skills to summarize the main idea in writing.

---

**To register:** All campuses 281-542-2020
### English Communication Skills 4
#### COMG 1004
Prerequisite: Pre-assessment required  
Note: Textbook and workbook required  
This is a continuation of Level 3. This course will provide dynamic communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of situations. This level will provide the student with skills to summarize the main idea in writing.

<table>
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<tr>
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<td></td>
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<td>South</td>
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<td>Apr 06-Apr 30 6 p.m.-9:30 p.m.</td>
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<td></td>
<td></td>
<td>North</td>
<td>Apr 06-Apr 30 6 p.m.-9:30 p.m.</td>
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</tbody>
</table>

### English Communication Skills 5
#### COMG 1005
Prerequisite: Pre-assessment required  
Note: Textbook and workbook required  
This level focuses on the improvement in reading and vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job or academic success. The emphasis is on recognition and comprehension of idioms, analogies, antonyms and synonyms, and context clues. The interpretation of factual material and opinions associated with job-related and daily life communications is the focus of this course.

<table>
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<td>Jan 05-Jan 30 9 a.m.-12:30 p.m.</td>
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<td></td>
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<td>South</td>
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### English Communication Skills 6
#### COMG 1005
Prerequisite: Pre-assessment required  
Note: Textbook and workbook required  
This is a continuation of English Communication Skills Level 5. This level focuses on the improvement in reading and vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job or academic success.

<table>
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<td>Jan 06-Feb 26 9 a.m.-9:30 p.m.</td>
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<td>Central</td>
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<td>North</td>
<td>Feb 02-Feb 26 6 p.m.-9:30 p.m.</td>
</tr>
</tbody>
</table>

### English Communication Skills 7
#### COMG 1005
Prerequisite: Pre-assessment required  
Note: Textbook and workbook required  
Level 7 is designed for the student who needs to focus on comprehending challenging materials for the workplace or for academic success. This level will prepare the student with the skills to determine meaning from written text, identify word forms and variation in meaning, synonyms and antonyms, context clues, connotation and denotation and fact and opinion. It is designed for advancing students into higher level English language skills.

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>HRS</th>
<th>Campus</th>
<th>Dates</th>
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<tr>
<td>COMG 1005</td>
<td>5.6</td>
<td>56</td>
<td>South</td>
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<td>Jan 05-Jan 30 6 p.m.-9:30 p.m.</td>
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<td>South</td>
<td>Mar 03-Apr 30 6 p.m.-9:30 p.m.</td>
</tr>
</tbody>
</table>

To register: All campuses 281-542-2020
**ENGLISH COMMUNICATION SKILLS 8**  
COMG 1007  
Prerequisite: Pre-assessment required  
Note: Textbook and workbook required  
This is a continuation of English Communication Skills Level 7 designed for the student who needs to focus on comprehending challenging materials, texts, or practical discussions for fluency in the English language.

$250  
<table>
<thead>
<tr>
<th>CEUs</th>
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<td>May 05-Jun 25</td>
<td>70236</td>
<td>6 p.m.-9:30 p.m.</td>
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</table>

**LEAP-ENGLISH FOR EDUCATION OCCUPATIONS**  
COMG 1007  
Note: Textbook and workbook required. If age 17, parental or guardian consent is required.  
This course prepares students to develop English language skills for success in the education and para-education professions. It brings real life situations to the classroom. Experiential learning includes the exposure to a variety of school situations.

$175  
<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS</th>
<th>Days</th>
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<td>Jan 14-Mar 06</td>
<td>70245</td>
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</table>

**LEAP-ENGLISH FOR NURSING & HEALTHCARE**  
COMG 5506  
Note: Textbook and workbook required. If age 17, parental or guardian consent is required.  
This course prepares students to develop English language skills for success in the nursing and health care fields. Special emphasis is placed on skills work, particularly listening and speaking. Importance is placed on phonetics and pronunciation, especially in the use of medical terminology.

$175  
<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS</th>
<th>Days</th>
<th>Start Date</th>
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<td>WF</td>
<td>Jan 14-Mar 06</td>
<td>70246</td>
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</table>

**LEAP-ENGLISH FOR OIL & GAS INDUSTRY**  
COMG 1007  
Note: Textbook and workbook required. If age 17, parental or guardian consent is required.  
This course prepares students to develop English language skills for success in the Oil and Gas Industry. It brings real life situations to the classroom. Experiential learning includes the exposure to a variety of industry situations including safety.

$175  
<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
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<td>Jan 13-Mar 05</td>
<td>70243</td>
<td>6 p.m.-8 p.m.</td>
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</table>

To register: All campuses 281-542-2020
LEAP to Workforce English Success  
COMG 1007  
Prerequisite: ESL 8 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  
70244 Central MTWTh  
Jan 12-Feb 09 9 a.m.-12:30 p.m.

Occupational Spanish for Teachers, Administrators and School Personnel  
FRNL 1001  
Note: Textbook required  
Have you often wished you could speak Spanish to communicate more effectively on a basic level with Spanish speaking students and parents? This course is a practical and cost-effective introduction to cut through the language barrier in your specific field. Designed to improve communication, teamwork, efficiency, customer service, and productivity in your institution by learning key terms and expressions that help you communicate with Spanish-speakers. These basic conversational skills are important and relatively easy. The course will focus on mastery of simple educational terms and phrases that do not require knowledge of grammar, verb conjugations or complicated language rules. No prior Spanish experience is necessary.  
$250 CEUs 3.2 HRS: 32  
70186 Central Sa  
Jan 10-May 09 9 a.m.-12:20 p.m.

ST: English for Customer Service  
COMG 1003  
Prerequisite: None  
Basic English for the Workplace focus on customer service. Provides practical activities for improving communication skills as well as study skills related to successful job performance. This course prepares you for essential listening, speaking, reading, writing, and computational skills required by business and industry.  
$250 CEUs 4.2 HRS: 42  
70239 South MWSa  
Jan 05-Jan 26 9 a.m.-12:30 p.m.  
70240 Central MWSa  
Jan 05-Jan 26 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 1 to 8 or pre-assessment.  
$250 CEUs 5.6 HRS: 56  
70248 Central 1 p.m.-2:45 p.m.  
Jan 12-Mar 04  
90196 Central 1 p.m.-2:45 p.m.  
Mar 03-May 01

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  
90194 Central 1 p.m.-2:45 p.m.  
Mar 23-May 13  
90197 Central 1 p.m.-2:45 p.m.  
May 05-Jun 12

To register: All campuses 281-542-2020
STEP to Academic English-Reading & Writing 1
COMG 1005
Note: Textbook and workbook required. If age 17, parental or guardian consent is required.
This course introduces students to reading and writing English language for college achievement. Students will learn to identify the main ideas in a reading, scan a text to find specific information and understand large numbers, percentages and other math related skills. Students will learn to express ideas in writing. Students will understand connections between nouns and pronouns, possessive adjectives and other grammar. Students will improve their English pronunciation and increase English vocabulary. Prerequisite: ESL 1 to 8 or pre-assessment.
$250 CEUs 5.6 HRS: 56
70249 Central MW
Jan 12-Mar 04 3:15 p.m.-5 p.m.
90198 Central TF
Mar 03-May 01 3:15 p.m.-5 p.m.

STEP to Academic English-Reading & Writing 2
COMG 1005
Note: Textbook and workbook required. If age 17, parental or guardian consent is required.
This course prepares students to expand vocabulary in both academic and social settings. Students learn to use reading skills to comprehend passages and read selected popular fiction with reasonable understanding. Students will learn to reflect on, discuss, and respond to assigned readings. Students will learn to express ideas in writing in such a way that the reader can understand. Students will use selected rhetorical modes of academic and professional English writing and reading. Students will be able to use transitional expressions and vocabulary appropriate to assigned tasks. Prerequisite: STEP Academic English-Reading & Writing 1 or pre-assessment.

$250 CEUs 5.6 HRS: 56
90195 Central MW
Feb 16-Mar 04 6 p.m.-9 p.m.

LANGUAGES

Conversation Sign Language II
SLNG 1002
Prerequisite: Conversational Sign Language I
Note: Textbook required
A continuation of American Sign Language (Conversational Sign Language I). Continue gaining skills and knowledge to pursue an interpreting career by being introduced to the ASL glossary for further development of vocabulary. Students will learn classifiers and their placement. There will be expressive and receptive use of directional verbs, negations and English to ASL sentences.
$175 CEUs 1.8 HRS: 18
70173 South MW
Feb 16-Mar 04 6 p.m.-9 p.m.

Conversational Sign Language I
SLNG 1001
Note: Textbook required
This course is designed as an introduction to American Sign Language through sign vocabulary, finger spelling and number signing. The class provides basic functional skills required for communication with the deaf. It also presents an introduction to deaf culture with enhanced exposure offered through various guest speakers (hearing and deaf). Through mime, games, music and fun students will build and strengthen their expressive and receptive practical ASL skills. No prior knowledge of sign language is required.
$175 CEUs 3.0 HRS: 30
70172 South MW
Jan 05-Feb 09 6 p.m.-9 p.m.

Conversational Spanish: Beginners
NFND 0000
Note: Textbook required. This level is not recommended for those with a native Spanish speaking background.
A beginning Spanish series designed to develop skills of listening, speaking, reading and writing to the point where a student can communicate on a basic level with a sympathetic native speaker. Students will acquire basic vocabulary and structures of Spanish and develop an understanding of its cultural context.
$250 CEUs 4.2 HRS: 42
70171 South Sa
Jan 17-Apr 25 9 a.m.-12 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
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
70206
Central
TTh
Jan 13-Feb 19
6:30 p.m.-8:30 p.m.
70205
Central
Sa
Jan 17-Feb 21
8 a.m.-12 p.m.

PARA EDUCATOR TRAINING

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

$275
CEUs 1.8
HRS: 18
70199
South
Sa
Jan 10-Jan 24
8 a.m.-3:30 p.m.
70200
Central
Sa
Jan 10-Jan 24
8 a.m.-3:30 p.m.
70201
North
Sa
Jan 10-Jan 24
8 a.m.-3:30 p.m.
70202
South
Sa
Feb 07-Feb 21
8 a.m.-3:30 p.m.
70203
Central
Sa
Feb 07-Feb 21
8 a.m.-3:30 p.m.
70204
North
Sa
Feb 07-Feb 21
8 a.m.-3:30 p.m.
90160
South
Sa
Apr 11-Apr 25
8 a.m.-3:30 p.m.
90161
Central
Sa
Apr 11-Apr 25
8 a.m.-3:30 p.m.
90163
North
Sa
Apr 11-Apr 25
8 a.m.-3:30 p.m.
90164
South
Sa
May 02-May 16
8 a.m.-3:30 p.m.
90165
Central
Sa
May 02-May 16
8 a.m.-3:30 p.m.
90166
North
Sa
May 02-May 16
8 a.m.-3:30 p.m.

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

$65
CEUs .6
HRS: 6
70193
South
Sa
Jan 24-Jan 24
8 a.m.-1:30 p.m.
70194
Central
Sa
Jan 24-Jan 24
8 a.m.-1:30 p.m.
70195
North
Sa
Jan 24-Jan 24
8 a.m.-1:30 p.m.
70196
South
Sa
Feb 21-Feb 21
8 a.m.-1:30 p.m.
70197
Central
Sa
Feb 21-Feb 21
8 a.m.-1:30 p.m.
70198
North
Sa
Feb 21-Feb 21
8 a.m.-1:30 p.m.
90154
South
Sa
Apr 25-Apr 25
8 a.m.-1:30 p.m.
90155
Central
Sa
Apr 25-Apr 25
8 a.m.-1:30 p.m.
90156
North
Sa
Apr 25-Apr 25
8 a.m.-1:30 p.m.
90157
South
Sa
May 16-May 16
8 a.m.-1:30 p.m.
90158
Central
Sa
May 16-May 16
8 a.m.-1:30 p.m.
90159
North
Sa
May 16-May 16
8 a.m.-1:30 p.m.

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

$260
CEUs 1.8
HRS: 18
70187
South
Sa
Jan 10-Jan 24
8 a.m.-3:30 p.m.
70188
Central
Sa
Jan 10-Jan 24
8 a.m.-3:30 p.m.
70189
North
Sa
Jan 10-Jan 24
8 a.m.-3:30 p.m.
70190
South
Sa
Feb 07-Feb 21
8 a.m.-3:30 p.m.
70191
Central
Sa
Feb 07-Feb 21
8 a.m.-3:30 p.m.

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

Effective Study Skills
NFND 0000
Note: Bring paper and two pens
Effective Study Skills (ESS) is a copyrighted, nationally published, and scientifically validated system for study developed by Houston sociologist James K. Semones. Taught to thousands of high school, college, and graduate students throughout the United States, this seminar will be taught in person by its author and developer. ESS is designed for learners 15 years of age and up. In one dynamic seminar, students are taught how to use a comprehensive, skill-based system to earn superior grades in school. Skills covered include how to read a textbook for maximum comprehension and retention, get the most out of class, take effective notes, manage time effectively, prepare for different types of exams in order to earn superior grades, conquer test anxiety, etc. The seminar also incorporates a confidential pretest to enable each participant to accurately pinpoint current skill levels and areas that need improvement. (Note: One or both parents may attend for free for each registered high school student.)

$75 CEUs .8 HRS: 8
90134 North Sa
Mar 07-Mar 07 8 a.m.-5 p.m.

TEST PREPARATION

GED Preparation Tutorial
NFND 0000
Note: Textbook and Casio FX-260 calculator are required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate. 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 CEUs 9.6 HRS: 96
70180 Central MTWTh
Jan 12-Mar 05 6 p.m.-9 p.m.
70181 South MTWTh
Jan 12-Mar 05 6 p.m.-9 p.m.
70182 North MTWTh
Jan 12-Mar 05 6 p.m.-9 p.m.
90142 Central MTWTh
Mar 23-May 14 6 p.m.-9 p.m.
90143 South MTWTh
Mar 23-May 14 6 p.m.-9 p.m.
90144 North MTWTh
Mar 23-May 14 6 p.m.-9 p.m.

$75 CEUs .8 HRS: 8
70148 South Sa
Feb 07-Feb 21 8 a.m.-3:30 p.m.
90149 Central Sa
Apr 11-Apr 25 8 a.m.-3:30 p.m.
90150 North Sa
Apr 11-Apr 25 8 a.m.-3:30 p.m.
90151 South Sa
Apr 11-Apr 25 8 a.m.-3:30 p.m.
90152 Central Sa
Apr 11-Apr 25 8 a.m.-3:30 p.m.
90153 North Sa
Apr 11-Apr 25 8 a.m.-3:30 p.m.
90154 South Sa
May 02-May 16 8 a.m.-3:30 p.m.
90155 Central Sa
May 02-May 16 8 a.m.-3:30 p.m.
90156 North Sa
May 02-May 16 8 a.m.-3:30 p.m.
90157 South Sa
May 02-May 16 8 a.m.-3:30 p.m.
90158 Central Sa
May 02-May 16 8 a.m.-3:30 p.m.
90159 North Sa
May 02-May 16 8 a.m.-3:30 p.m.
90160 South Sa
May 02-May 16 8 a.m.-3:30 p.m.
90161 Central Sa
May 02-May 16 8 a.m.-3:30 p.m.
90162 North Sa
May 02-May 16 8 a.m.-3:30 p.m.
90163 South Sa
May 02-May 16 8 a.m.-3:30 p.m.
90164 Central Sa
May 02-May 16 8 a.m.-3:30 p.m.
90165 North Sa
May 02-May 16 8 a.m.-3:30 p.m.

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

$165 CEUs 3.6 HRS: 36
70174 Central MTWTh
Feb 02-Feb 19 6 p.m.-9 p.m.
70175 South MTWTh
Feb 02-Feb 19 6 p.m.-9 p.m.
70176 North MTWTh
Feb 02-Feb 19 6 p.m.-9 p.m.
90135 Central MTWTh
Apr 13-Apr 30 6 p.m.-9 p.m.
90136 South MTWTh
Apr 13-Apr 30 6 p.m.-9 p.m.
90137 North MTWTh
Apr 13-Apr 30 6 p.m.-9 p.m.

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

$165 CEUs 3.6 HRS: 36
70183 Central MTWTh
Jan 12-Jan 29 6 p.m.-9 p.m.
70184 South MTWTh
Jan 12-Jan 29 6 p.m.-9 p.m.
70185 North MTWTh
Jan 12-Jan 29 6 p.m.-9 p.m.
90145 Central MTWTh
Mar 23-Apr 09 6 p.m.-9 p.m.
90146 South MTWTh
Mar 23-Apr 09 6 p.m.-9 p.m.
90147 North MTWTh
Mar 23-Apr 09 6 p.m.-9 p.m.

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

ARTS & CRAFTS

Art Metals I
NFND 0000
This is a basic course in the fabrication and design of jewelry and metalsmithing. (ARTS 2341)
$301 CEUs 9.6 HRS: 96
70457 South MW
Jan 21-May 15 3:05 p.m.-6:05 p.m.

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
70441 North MWF
Jan 21-May 15 8:05 a.m.-10:05 a.m.

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
70446 North TTh
Jan 20-May 15 8:35 a.m.-11:35 a.m.
70445 North TTh
Jan 20-May 15 11:45 a.m.-2:45 p.m.
70444 North MWF
Jan 21-May 15 8:05 a.m.-10:05 a.m.

CAKE DECORATING

Wilton Course 1: Building Buttercream Skills
NFND 0000
Prerequisite: None
Note: Wilton textbook and Wilton Student Kit required (available in SJC bookstore prior to class starting).
This is the foundation for all Wilton Method Courses. Build buttercream skills you can use for all decorating projects—from cupcakes to cakes for any occasion. Learn to ice and decorate a cake and other treats, make six different flowers, pipe lines and make simple borders and letters, transfer images to cakes, and fill and use a decorating bag.
$49 CEUs .8 HRS: 8
90101 North W
Mar 04-Apr 01 6:30 p.m.-8:30 p.m.

Wilton Course 2: Flowers and Cake Design
NFND 0000
Prerequisite: Wilton Course 1.
Note: Wilton textbook and Wilton Student Kit required (available in SJC bookstore prior to class starting).
Design a professional-looking cake! Learn how to select colors, arrange flowers and work with royal icing. You’ll learn core techniques to make a wide variety of flowers, such as pansies, lilies, and The Wilton Rose. Learn to design the color pallette 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
90102 North W
Apr 08-Apr 29 6:30 p.m.-8:30 p.m.

Wilton Course 3: Gum Paste and Fondant
NFND 0000
Prerequisite: Wilton Course 1.
Note: Wilton textbook and Wilton Student Kit required (available in SJC bookstore prior to class starting).
Develop your skills working with fondant and gum paste, and apply them to create shapes, borders and flowers. You’ll also learn how to cover a cake with fondant. Plus, you’ll design and create a complete project using all the techniques you were taught. You will also learn to create different types of bows and flowers, including the calla lily, rose and carnation.
$49 CEUs .8 HRS: 8
90102 North W
Apr 08-Apr 29 6:30 p.m.-8:30 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
**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 CEUs .8 HRS: 8
70150 North W Jan 07-Jan 28 6:30 p.m.-8:30 p.m.
90103 North W May 06-May 27 6:30 p.m.-8:30 p.m.

**Wilton Curso 1: (En Español) La Decoración con Glaseado de Mantequilla**
NFND 0000
Pre-requisitos: Ninguno
Nota: El libro y el equipo son indispensables para la primera clase (los puede conseguir en librería de San Jacinto College).
Con el Curso 1, desarrollará la habilidad de crear proyectos para hacer pasteles (cupcakes) hasta los pasteles para todas las ocasiones. Aprenderá a cubrir y decorar los pasteles, hacer bordes, escribir, transferir imágenes al pastel, hacer 6 tipos de flores, como utilizar las boquillas y las mangas.

$49 CEUs .8 HRS: 8
70139 Central Th Feb 05-Mar 05 6 p.m.-8 p.m.

**Wilton Curso 2: (En Español) Flores y Diseño de Pasteles**
NFND 0000
Pre-requisito: Curso 1
Nota: El libro y el equipo son indispensables para la primera clase (los puede conseguir en librería de San Jacinto College).
Diseñe un pastel como un profesional. Aprenda a seleccionar los colores, arreglos florales, trabajar con royal icing (merengue), siete flores incluyendo la rosa Wilton, aplicaciones, hacer el tejido de canasta (basket weave), bordes decorativos, otras técnicas para usar las boquillas.

$49 CEUs .8 HRS: 8
90075 Central Th Mar 12-Apr 09 6 p.m.-8 p.m.

**Wilton Curso 3: (En Español) Pasta de Goma y Fondant**
NFND 0000
Pre-requisito: Curso 1.
Nota: El libro y el equipo son indispensables para la primera clase (los puede conseguir en librería de San Jacinto College).
Aprenda a trabajar con la pasta de goma, hacer variedad de flores y decoraciones con ella. A cubrir un pastel con Fondant. Pintar el fondant con pincel. Creará su pastel con su propio diseño usando las técnicas aprendidas. Hará distintos tipos de flores, como la rosa, la cala, la margarita, el clavel, etc. hacer un lazo.

$49 CEUs .8 HRS: 8
90076 Central Th Apr 16-May 07 6 p.m.-8 p.m.

**DANCE**

**Belly Dancing I**
NFND 0000
Prerequisite: None
Note: Students must purchase zills for $15.00-$20.00.
Belly dancing is great exercise! Using the ancient and sensual art of belly dancing you can tone your body and captivate imagination. This class will strive to be creative and aerobic along with stretching and toning all muscle groups.

$80 CEUs 1.2 HRS: 12
70137 Central Th Jan 09-Feb 27 6 p.m.-7:30 p.m.

To register: All campuses 281-542-2020
**Belly Dancing II**
NFND 0000
Prerequisite: Belly Dancing I
Note: Bring zills and veils to each class.
Belly Dancing II continues to build on the basic techniques learned in the beginning class. This class will focus on more complex movements and combinations of movement with transitions. Students should bring their zills and veil to every class. A short routine will be taught which incorporates the movements taught during the course of the session.

$80  CEUs 1.2  HRS: 12
90074  Central  F
Mar 06-May 08  6 p.m.-7:30 p.m.

**Social Dance-Ballroom**
NFND 0000
Are you ready to dance? Learn a Ballroom style dance in four lessons. Taught by an accomplished dance duo-no prior dance skill needed. Partner preferred but not required. Must wear leather shoes or shoes that will slide. Great exercise!

$80  CEUs .6  HRS: 6
70145  Central  M
Jan 26-Feb 16  7:45 p.m.-9:15 p.m.
90088  Central  M
Mar 23-Apr 13  7:45 p.m.-9:15 p.m.
90090  Central  M
Apr 20-May 11  7:45 p.m.-9:15 p.m.

**Social Dance-Country Western**
NFND 0000
Are you ready to dance? Learn a Country Western dance in four lessons. Taught by an accomplished dance duo-no prior dance skill needed. Partner preferred but not required. Must wear leather shoes or shoes that will slide. Great exercise!

$80  CEUs .6  HRS: 6
70144  Central  M
Jan 26-Feb 16  6 p.m.-7:30 p.m.
90087  Central  M
Mar 23-Apr 13  6 p.m.-7:30 p.m.
90089  Central  M
Apr 20-May 11  6 p.m.-7:30 p.m.

**FINANCIAL MANAGEMENT**

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

$70  CEUs .9  HRS: 9
70149  South  Th
Jan 29-Feb 12  6:30 p.m.-9:30 p.m.

**LIFE LONG LEARNING**

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

$281  CEUs 4.8  HRS: 48
70437  Central  TTh
Jan 20-May 15  10:10 a.m.-11:35 a.m.

**Acting II**
NFND 0000
This is a continuation and consolidation of the gains made in DRAM 1351. Rehearsal will be scheduled as required. (DRAM 1352)

$281  CEUs 4.8  HRS: 48
70462  South  TTh
Jan 20-May 15  10:10 a.m.-11:35 a.m.
70438  Central  MW
Jan 21-May 15  11:45 a.m.-1:10 p.m.
70439  Central  MW
Jan 21-May 15  11:45 a.m.-1:10 p.m.
| **Fine Arts Photography I**  
NFND 0000 | **Theater Practicum II**  
NFND 0000 |
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<td>This is a beginning course in the taking, developing and printing of photographs. Students receive instruction in photographic principles and are given assignments to complete in the laboratory periods or outside class. The College furnishes darkroom facilities and a limited number of cameras. Students will not receive credit for both ARTS 2356 and COMM 1318. (ARTS 2356, COMM 1318)</td>
<td>This course is open to all students interested in the theatre. Credit is earned for acting, technical work, or other participation. This is a practicum in theatre with emphasis on technique and procedures with experience gained in play productions. (DRAM 1121)</td>
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<td><strong>$301</strong> CEUs 9.6 HRS: 96</td>
<td><strong>$187</strong> CEUs 9.6 HRS: 96</td>
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<td>70458 South TTh</td>
<td>70461 South TBA</td>
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<td>Jan 20-May 15 11:45 a.m.-2:45 p.m.</td>
<td>Jan 20-May 15 -</td>
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| **Introduction to Costuming**  
NFND 0000 | **Theater Practicum I**  
NFND 0000 |
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<td>Costuming will focus on the design and building of stage costumes for production. Students will learn to sketch costume designs and will be responsible for a full costume plot for a production. Students will also learn to sew and construct costumes as well as work within a given costuming budget. (DRAM 1342)</td>
<td>Open to all students interested in the theatre. Course is for acting, technical work or other participation. (DRAM 1120)</td>
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<td><strong>$301</strong> CEUs 6.4 HRS: 64</td>
<td><strong>$187</strong> CEUs 9.6 HRS: 96</td>
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<td>70436 Central MW</td>
<td>70460 South TBA</td>
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<td>Jan 21-May 15 10:10 a.m.-11:35 a.m.</td>
<td>Jan 20-Mar 13 -</td>
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| **Stagecraft II**  
NFND 0000 | **Theater Practicum II**  
NFND 0000 |
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<td>This is an advanced study of the theory and practical applications of theatre lighting, set design, construction techniques, and stage sound. Students are provided the opportunity to participate in actual production situations as members of stage crews. Workshop hours will be scheduled as required. (DRAM 2331)</td>
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<td><strong>$281</strong> CEUs 4.8 HRS: 48</td>
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<td>70463 South TTh</td>
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<td>Jan 20-May 15 11:45 a.m.-1:10 p.m.</td>
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# Motorcycle Riders Course

**NFND 0000**

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

Note: Motorcycle and helmet for class will be provided. Full attendance for each class day is required. No rescheduling or refunds allowed once class begins.

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

**No refunds are given after the course begins.**

$210 CEU 1.9 HRS: 19

Meets Friday 6 p.m.-9 p.m. Saturday and Sunday 7:30 a.m.-3:30 p.m.

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<td>May 29-May 31</td>
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# MUSIC

## Class Piano I

**NFND 0000**

Beginning class piano equipses students with little or no background in music with the basic information and techniques necessary at the keyboard. (MUSI 1181) Prerequisite: None.

$187 CEUs 3.2 HRS: 32

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# College Choir

**NFND 0000**

The College Choir performs many styles of sacred and secular literature. (MUEN 1141)

$60 CEUs 4.8 HRS: 48

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To register: All campuses 281-542-2020
PAINTING/DRAWING

**Design I**

NFND 0000  
Emphasis upon two-dimensional art, including fundamentals of line, color, form, texture, shape, space and arrangement. (ARTS 1311)  
**$281**  
CEUs 9.6  
HRS: 96  
70440 North  
Jan 21-May 15 8:05 a.m.-10:05 a.m.  
70451 South  
Jan 21-May 15 8:35 a.m.-11:35 a.m.  
70452 South  
Jan 21-May 15 6:30 p.m.-9:30 p.m.

**Drawing I**

NFND 0000  
A beginning course investigating a variety of media, techniques and subjects, exploring perceptual and descriptive possibilities with consideration of drawing as a developmental process, as well as an end in itself. (ARTS 1316)  
**$291**  
CEUs 9.6  
HRS: 96  
70455 South  
Jan 20-May 15 8:35 a.m.-11:35 a.m.  
70442 North  
Jan 20-May 15 11:45 a.m.-2:45 p.m.  
70453 South  
Jan 20-May 15 3:05 p.m.-6:05 p.m.

**Drawing II**

NFND 0000  
Prerequisite: ARTS 1316  
This is a studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. (ARTS 1317)  
**$281**  
CEUs 9.6  
HRS: 96  
70443 North  
Jan 20-May 15 11:45 a.m.-2:45 p.m.

**Painting I**

NFND 0000  
Exploring the potentials of painting media with emphasis on color and composition. (ARTS 2316)  
**$291**  
CEUs 9.6  
HRS: 96  
70447 North  
Jan 20-May 15 8:35 a.m.-11:35 a.m.  
70456 South  
Jan 20-May 15 3:05 p.m.-6:05 p.m.

**Painting II**

NFND 0000  
Prerequisite: ARTS 2316 or approval of department chair  
Continuation of Painting I with emphasis on individual expression. (ARTS 2317)  
**$291**  
CEUs 9.6  
HRS: 96  
70448 North  
Jan 20-May 15 8:35 a.m.-11:35 a.m.

**SPORTS & RECREATION**

**Advanced Martial Arts**

NFND 0000  
Note: Textbook required.  
A continuation of the Aikido Introductory class. Students that practice Aikido learn how to defend themselves without hurting others. (PHED 2140)  
**$187**  
CEUs 4.8  
HRS: 48  
70471 South  
Jan 20-May 15 7:05 p.m.-8:30 p.m.

**Beginning Aikido Martial Arts**

NFND 0000  
This co-educational introductory course is open to beginners as well as experienced martial arts students. The class is a fun way to learn a non-competitive, non-aggressive, self-defense Japanese Martial Art. Warm-up exercises, throws, pins, basic Aikido history, theory, and tradition are taught. Emphasis is on movement, stress control, and self-defense. You will learn how to redirect an attacker’s strength and momentum as a way to effectively deal with an aggressor. Male or female, big or small, anyone in reasonably good health or physical condition can participate and benefit from this Aikido class.  
**$129**  
CEUs 2.4  
HRS: 24  
70143 Central  
Jan 12-Mar 09 7 p.m.-8:30 p.m.  
90086 Central  
Mar 23-May 13 7 p.m.-8:30 p.m.

To register: All campuses 281-542-2020
FENCING I
NFND 0000
Note: Equipment provided for use in class with $5 membership to United States Fencing Association (payable by check made to USFA on first day of class).
From the Duel of Honor in the time of Cyrano and d’Artagnan to the modern Olympics, foil fencing has been a cornerstone in training students in the art of swordsmanship. This class will focus on the fundamentals of fencing with the foil. Students will learn footwork, bladework, body positions, fencing attacks and retreats, with a focus on safety and sportsmanship. In each class session, students will engage in supervised bouts and free fencing.

$85 CEUs .9 HRS: 9
70146 Central T
Jan 06-Feb 10 6 p.m.-7:30 p.m.
90091 Central T
Apr 07-May 12 6 p.m.-7:30 p.m.

FENCING II
NFNF 0000
Equipment provided for use in class with $5 membership to USFA (payable by check made to USFA on first day of class). Expand on the basic techniques learned in Fencing I as you learn advanced bladework, footwork, and attacks. In each class period, students will engage in supervised bouts and free fencing. At the end of this advanced course, students will have the opportunity to participate in an in-class tournament with electronic scoring.

$85 CEUs .9 HRS: 9
90092 Central T
Feb 17-Mar 31 6 p.m.-7:30 p.m.

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

$70 CEUs .8 HRS: 8
90083 Central M
Mar 09-Mar 09 5:30 p.m.-6:50 p.m.
Mar 11-Apr 01 5:30 p.m.-6:50 p.m.
90084 Central M
Apr 27-Apr 27 5:30 p.m.-6:50 p.m.
Apr 29-May 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
90085 Central M
Apr 06-Apr 06 5:30 p.m.-6:50 p.m.
Apr 08-Apr 22 5:30 p.m.-6:50 p.m.

Martial Arts (Aikido)
NFND 0000
A fun way to learn this non-competitive, non-aggressive, self-defense Japanese Martial Art. This multi-level course will be open to beginners as well as advanced students. Warm-up exercises, throws and pins, basic Aikido history, theory, and tradition are taught. Emphasis is on movement, stress control, and self-defense. By redirecting an attacker’s strength and momentum, even a smaller person can effectively deal with a much larger person’s aggression. This class is affiliated with the Aikido Association of America. Certified rank promotion and testing are available through this class. Classes are coed, and anyone in reasonably good health can participate. No uniforms or books are required for the class. Instructor is certified through the Aikido Association of America. (PHED 1140)

$187 CEUs 4.8 HRS: 48
70470 South TTh
Jan 20-May 15 7:05 p.m.-8:30 p.m.

To register: All campuses 281-542-2020.
**Scuba -Open Water Diver**

NFND 0000

Note: 6 hours classroom Texas Dive Center in Clear Lake-Tuesday/Thursday nights 6pm-9pm; 8 hours confined water-YMCA on Highway 3 Clear Lake on Saturday/Sunday; then 12 hours open water lake the next Saturday and Sunday (8-5pm all day- 6 hours in actual water time).

Explore a new world-underwater! This course leads to PADI open water diver certification.

Please be sure to call Texas Dive Center at 281-741-9949 and schedule an orientation. This orientation must be completed before you can enter the water with SCUBA equipment.

$300  
CEUs 2.6  
HRS: 26  
90099  
South  
TTh  
Apr 14-Apr 16  6 p.m.-9 p.m.  
SaSu  
Apr 18-Apr 19  1 p.m.-5 p.m.  
SaSu  
Apr 25-Apr 26  8 a.m.-5 p.m.  
90100  
South  
TTh  
May 05-May 07  6 p.m.-9 p.m.  
SaSu  
May 09-May 10  1 p.m.-5 p.m.  
SaSu  
May 16-May 17  8 a.m.-5 p.m.

**Yoga I**

NFND 0000

This course is an introduction to basic yoga postures, breathing, and relaxation techniques with emphasis on physical practice. (PHED 1134)

$187  
CEUs 4.8  
HRS: 48  
70468  
South  
MW  
Jan 21-May 15  5:30 p.m.-6:55 p.m.

**Yoga II**

NFND 0000

This course is an extension of Yoga I, designed to provide students with expanded knowledge of life management skills by placing emphasis on yoga’s strength, flexibility and stress reduction techniques. Lectures and practice will also focus on concentration techniques, nutrition and self-assessment. Prerequisite: Yoga I or instructor approval. (PHED 1139)

$187  
CEUs 4.8  
HRS: 48  
70469  
South  
MW  
Jan 21-May 15  7:05 p.m.-8:30 p.m.

To register: All campuses 281-542-2020
All roads lead to the
Life Long Learning Interchange

 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!**
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

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

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

**Central Campus:** 281-542-2020, Room C-1.128, Interactive Learning Center, 8060 Spencer Hwy., Pasadena, TX 77505

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

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

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

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

**Central Campus**
Fax: 281-476-1833

**North Campus**
Fax: 281-459-7196

**South Campus**
Fax: 281-922-3422

Email: registration.cpd@sjcd.edu

Información General
Para adquirir información en español sobre los programas, llame a los siguientes números:

**Campo Central:** 281-542-2020

**Campo Norte:** 281-542-2020

**Campo Sur:** 281-542-2020

y pida que se le envíe ésta información.

Registration Is Easy
You can register at any time for most Continuing and Professional Development (CPD) classes. There are normally no special registration days. Registration is accepted by telephone, fax, email, in person (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

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

Payment
To complete registration for a course, payment must be made at the time of class selection, regardless of method of enrollment. Non-payment will result in an automatic withdrawal from the selected class(es). The College accepts Visa, MasterCard, Discover, American Express and web checks. Debit cards without a Visa or Mastercard logo are accepted for in-person payment only. Payment may be made in person at the campus Business Office, or online at www.sanjac.edu by accessing the SOS system through the “My SanJac” link.

**To Register:** All campuses 281-542-2020
Web Registration
Access the San Jacinto college web site at www.sanjac.edu. Click MySanJac at the very top of the page and then click on the S.O.S. link. If you have not claimed your account and set up your S.O.S. password, please click on the link that states, “please click here to claim your account”. If you have forgotten your S.O.S. password, you can reset it online by clicking on the link, “Forgot Password”. If you are still encountering difficulties logging in, please contact Tech Support at 281-998.6137 for further assistance.

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

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

Student Web Payment Process
Prior to access to the SOS Login screen, you must be admitted and/or registered for your class(es).
- Access the San Jacinto college 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 change 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 Mar 2012 and May 2012, you would choose Continuing Ed 2011-12 Mar-May. If your class starts between Mar 2012 and May 2012, you would choose Continuing Ed 2011-12 Jun-Aug.)
Step 5. Select Student Account Suite (another webpage will open after selecting this option)
- CPD Students must make payment at the time of registration
- You can view the Refund Policy from this screen.
- Classes at least four weeks in length are eligible for a Convenient Payment Plan (CPP). Payment plans can be set up by selecting this payment option and entering your information by following the directions given.
Step 6. Select Make a Payment
Step 7. Select Pay (please verify the class fees before Pay)
Step 8. Select Payment Method then Select Go button
Step 9. Process Payment according to online directions. Please verify that all of your information is correct before you submit your payment.
- Once processed, please print out the confirmation page for your records. If you should have any problems or questions, please contact your Continuing & Professional Development registration office or the campus business office.

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

To register: All campuses 281-542-2020
6. A student will be limited to a maximum of two plans with a current balance.
7. Failure to make all payments may result in the CPP being forwarded to the collection agency of the College and subject to additional collection fees.

To Register: 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 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. Although CPD students in linked academic classes are TASP/THEA exempt, they are held to the same performance standards required for semester credit students. Additionally, the course costs may differ for the credit section.
* Courses that are linked with academic courses will adhere to the stated CPD refund policy.

To Register: North, Central, or South 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.

San Jacinto College will be closed this semester:
- January 19 – Martin Luther King Day
- February 19 – College Community Day
- March 16-22 – Spring Break
- April 3-5 – Easter
- May 25 – Memorial Day

No classes will meet on these days.
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To register: All campuses 281-542-2020
To register:
All campuses 281-542-2020

Please Print Clearly and Complete ALL Unshaded Areas

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<td>The following questions are used by the state to help provide support for our programs. Although not required, your cooperation in answering them is appreciated.</td>
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If known, provide your San Jacinto College ID Number G

Or Social Security No.

Home Address
Street
Apt. No.

City State Zip code

County or Country

Home Phone ( )

Work Phone ( )

Gender M F Birth Date MM DD YY

Email

Emergency Contact

Type of Disability:

(1) White

(2) Black or African American

(3) Asian or Pacific Islander

(4) American Indian or Alaskan Native

(5) Native Hawaiian

(6) Not reported

CHECK ON [ ] Non-Hispanic [ ] Hispanic

Additional Information
(Optional—Mark all that apply)

Please include area code and work extension

(1) Academically Disadvantage

(2) Economically Disadvantaged

(3) Disability

(4) Limited English Skills

(5) Displaced Homemaker

(6) Single Parent

Highest Grade or Degree Completed

Grade 7, 8, 9, 10, 11, High School, Some college, Associates, Bachelors, Masters, or Doctorate

Registration Information

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

Signature Date

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

Registration Office and Fax Numbers

Office Number Fax Number Campus (circle one)

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

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

To register: All campuses 281-542-2020
Maps

1 Interactive Learning Center
2 West Classroom Building
3 Administration Building
4 East Classroom Building
5 Music Building
6 Education Center-Lab School

11 Health Science
12 Slocomb Auditorium
13 Fine Arts
14 Student Center
15 Davison Tech
16 Ball Tech
17 Anderson Tech
18 Gymnasium
19 Science Building
20 Froel Building
21 Library

26 Transportation Center
27 Athletic Track
30 Non-Destructive Testing
31 Technical Education
32 Welding and CTD
34 Campus Police and Maintenance
40 Tennis Courts
41 Volleyball Courts
42 Dormitory/Pro Shop

Designated Campus Entry
Designated Smoking Area
Emergency Assistance Phone

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.”

SAN JACINTO COLLEGE COMMUNITY COLLEGE DISTRICT

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.

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.

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

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

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

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

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

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

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