THE TRAINING CONNECTION

Training and Educational Solutions for Workers and Employers

Continuing Education
Professional Development
Workforce Training

August - December 2014

A Publication of the Continuing & Professional Development Division of the San Jacinto Community College District
Training and Educational Solutions for Workers and Employers

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

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

### Linked Classes

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

### Key to Days of Week

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

### Take Your Choice

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

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<th>Course Title</th>
<th>IBUS 1005</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prerequisites:</strong></td>
<td>None</td>
</tr>
<tr>
<td>Study techniques for entering the international marketplace. Emphasis on the impact and dynamics of socio-cultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Note: Textbook required.</td>
<td></td>
</tr>
</tbody>
</table>

### Cost
- $220
- #50514
- North
- Sept. 5-Sept. 8
- *Skip 11/21

- No class held on that day

### CEU: 4.8
- Campus (room and building information will be provided to you at registration)

### HRS: 48
- 7 p.m.-10 p.m.
- Time class is held

### San Jacinto College will be closed this semester:
- September 1 – Labor Day
- November 26-30 – Thanksgiving
- December 24-January 2 – Winter Break

NO CLASSES WILL MEET ON THIS DAY.
ACCOUNTING/FINANCIAL

ACCOUNTING SPECIALIST FAST TRACK CERTIFICATE PROGRAM

ACNT 1003
Prerequisites: High school/GED and proficiency in reading, writing, mathematics and speak English.
Note: Textbook required
This course is a study of basic accounting cycle from the source documents to the post-closing documents. Using a workbook, learners will have the opportunity to analyze, record, journalize, post, etc. for a fictitious business. Learners will acquire the understanding of banking procedures and control of cash. Students will also be exposed to the payroll process, by calculating, paying, recording, and reporting payroll and payroll taxes.
$525 CEUs 5.6 HRS: 56
50261 Central MW
Sep 22-Nov 05 6 p.m.-10 p.m.

FEDERAL INCOME TAX ACCOUNTING

ACNT 1031
Note: Additional distance learning fees for online or hybrid courses will be assessed at time of payment.
Learn to prepare your individual income taxes using the accounting methods described in this training course. Study the tax laws as implemented by the Internal Revenue Service to provide a working knowledge of preparing taxes for the individual. (ACNT 1331)
$296 CEUs 4.8 HRS: 48
95471 North TBA
Aug 25-Dec 12 - Online (add $15)
50424 North W
Aug 27-Dec 12 6:30 p.m.-8:30 p.m. Hybrid

FUNDAMENTAL PAYROLL & MASTERY EXAM PREP

ACNT 1015
The PayTrain Fundamentals course teaches the fundamental payroll calculations and applications providing students with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. This course is ideal for new payroll professionals, those who support the payroll industry, and those who are preparing for FPC/CPP (Mastery) certification.
$725 CEUs 3.2 HRS: 32
50264 Central Sa
Aug 30-Oct 18 9 a.m.-1 p.m.

FUNDAMENTALS OF PAYROLL CERTIFICATION EXAM REVIEW

ACNT 1015
Designed to prepare participants for the Fundamental Payroll Certification (FPC) exam, participants may be expected to acquire study materials from the US Department of Labor, Internal Revenue Service, and other resources.
$725 CEUs 3.2 HRS: 32
50263 Central TTh
Sep 16-Oct 09 6 p.m.-10 p.m.

INTRODUCTION TO ACCOUNTING I

ACNT 1003
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (ACNT 1303)
$311 CEUs 4.8 HRS: 48
95468 North TBA
Aug 25-Dec 12 -

INTRODUCTION TO COMPUTERIZED ACCOUNTING

ACNT 1011
Prerequisite: ACNT 1003
Note: Textbook required. Additional distance learning fees for online or hybrid courses will be assessed at time of payment.
This course examines the program parameters, maximum accounts, and company’s user specified accounts. In addition, we will look at department jobs, number of open months, maximum fiscal periods, program control, error handling, automatic budget updates, reversing entries, recurring entries, flexible month ends, and user specified growth rates. (ACNT 1311)
$281 CEUs 4.8 HRS: 48
50423 North M
Aug 25-Dec 12 6:30 p.m.-9:30 p.m.
95469 North TBA
Aug 25-Oct 17 - Online (add $30)

PAYROLL/BUSINESS TAX ACCOUNTING

ACNT 1029
Prerequisite: None
Note: Textbook required
A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. (ACNT 1329)
$311 CEUs 4.8 HRS: 48
95470 North TBA
Aug 25-Dec 12 -
PRINCIPLES OF FINANCIAL ACCOUNTING
ACNT 1025
Prerequisite: Reading level 7, Math Level 9
Note: Additional distance learning fees for online or hybrid courses will be assessed at time of payment.
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity, results of operations and financial position to users of financial information who are external to the company. Students will be exposed to International Financial Reporting Standards (IFRS). (ACCT 2301)

$281 CEUs 7.2 HRS: 72
95464
Aug 25-Dec 12 8:05 a.m.-9:30 a.m. F
Aug 25-Dec 12 8:05 a.m.-9:30 a.m.
50418
Aug 25-Dec 12 6 p.m.-9 p.m. Hybrid (add $15)
95465
Aug 25-Dec 12 - Online (add $30)
50416
Aug 26-Dec 12 10:10 a.m.-11:35 a.m. TTh
Aug 26-Dec 12 11:40 a.m.-12:25 p.m.
50417
Aug 26-Dec 12 5:30 p.m.-6:55 p.m. T
Aug 26-Dec 12 7 p.m.-10 p.m.

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

$281 CEUs 7.2 HRS: 72
50419
Aug 26-Dec 12 10:10 a.m.-11:35 a.m. TTh
Aug 26-Dec 12 11:40 a.m.-12:25 p.m.
50420
Aug 26-Dec 12 5:30 p.m.-6:55 p.m. T
Aug 26-Dec 12 7 p.m.-10 p.m.

BUSINESS

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

$311 CEUs 4.8 HRS: 48
95478
Aug 25-Dec 12 - TBA

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

$281 CEUs 4.8 HRS: 48
50431
Aug 25-Dec 12 10:15 a.m.-11:10 a.m. Hybrid (add $15)
95477
Aug 25-Dec 12 - Online (add $30)
50432
Aug 28-Dec 12 6:30 p.m.-9:30 p.m.
**BUSINESS PRINCIPLES**

**BUSG 55022**
Prerequisite: Reading level 6
Note: Additional distance learning fees for online or hybrid courses will be assessed at time of payment.
This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life. (BUSI 1301)

$296   CEUs 4.8   HRS: 48
50430   North   MW
Aug 25-Dec 12   9:10 a.m.-10:05 a.m.   Hybrid
95475   North   TBA
Aug 25-Dec 12   -   Online (add $15)

**BUSINESS REPORT WRITING AND CORRESPONDENCE**

**POFT 1001**
Prerequisite: None
Note: Textbook required
Focus on the history of business and business organization including economic systems, types of ownerships, and laws affecting and regulating business. Emphasis on topics related to the specialized fields of management, marketing, finance, manufacturing, production, law, risk and insurance, and human resources. (BUSI 1304)

$311   CEUs 4.8   HRS: 48
95476   North   TBA
Aug 25-Dec 12   -

**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)

$296   CEUs 4.8   HRS: 48
50480   North   T
Aug 26-Dec 12   10:10 a.m.-11:40 a.m.

**INFORMATION AND PROJECT MANAGEMENT**

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

$281   CEUs 4.8   HRS: 48
50426   North   TTh
Sep 23-Dec 12   10:10 a.m.-11:35 a.m.

**INTRODUCTION TO INTERNATIONAL BUSINESS & TRADE**

**IBUS 1305**
Note: Additional distance learning fees for online or hybrid courses will be assessed at time of payment.
A study of the techniques for entering the international marketplace. Emphasis placed on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. (IBUS 1305)

$296   CEUs 4.8   HRS: 48
50478   North   M
Aug 25-Dec 12   7 p.m.-8:30 p.m.   Hybrid
95486   North   TBA
Aug 25-Dec 12   -   Online (add $15)
50479   North   F
Aug 29-Dec 12   10:10 a.m.-11:45 a.m.   Hybrid

**PRINCIPLES OF EXPORTS**

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

$296   CEUs 4.8   HRS: 48
50475   North   M
Aug 25-Dec 12   10:15 a.m.-11:45 a.m.   Hybrid
95485   North   TBA
Aug 25-Dec 12   -   Online (add $15)

To register: All campuses 281-542-2020
**Principles of Imports**  
IBUS 1002  
Practices and processes of import management operations. Includes government controls and compliance. Emphasizes the preparation and understanding of import documents such as customs invoices, packing lists, and commercial invoices. (IBUS 1302)  
$296  
CEUs 4.8  
HRS: 48  
50476  
North  
W  
Aug 27-Dec 12  
10:15 a.m.-11:45 a.m.  
50477  
North  
W  
Aug 27-Dec 12  
7 p.m.-8:30 p.m.

**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)  
$311  
CEUs 4.8  
HRS: 48  
95472  
North  
TBA  
Aug 25-Dec 12  
-

**Business & Professions**

**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)  
$296  
CEUs 4.8  
HRS: 48  
50427  
North  
MW  
Aug 25-Dec 12  
8:05 a.m.-9 a.m.  
95474  
North  
TBA  
Aug 25-Dec 12  
-

**Civil Litigation**  
LGLA 1045  
Prerequisite or co-requisite: LGLA 1307, Reading level 4  
This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal role. Topics include pretrial, trial, and post trial phases of litigation. The student will define and properly use terminology relating to civil litigation, locate, describe, and analyze sources of law relating to the civil litigation process, describe the role and ethical obligations of the paralegal in civil litigation; and draft documents commonly used in civil litigation. (LGLA 1345)  
$281  
CEUs 4.8  
HRS: 48  
50456  
North  
MW  
Aug 25-Dec 12  
10:10 a.m.-11:35 a.m.  
50457  
North  
M  
Aug 25-Dec 12  
6:30 p.m.-9:30 p.m.

**Constitutional Law**  
LGLA 1049  
Prerequisite or co-requisite: LGLA 1307, Reading level 4. This course presents an overview of the United States Constitution and its articles, amendments, and judicial interpretations. Includes separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government. (LGLA 1349)  
$281  
CEUs 4.8  
HRS: 48  
50458  
North  
W  
Aug 27-Dec 12  
6 p.m.-8:55 p.m.

**Criminal Law and Procedure**  
LGLA 2013  
Prerequisite or co-requisite: LGLA 1307, Reading level 4  
This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions. The student will define and properly use terminology relating to criminal law; describe sources of law relating to criminal law; locate and analyze cases and statutes relating to criminal law; describe the role and ethical obligations of the paralegal relating to criminal law; and draft documents commonly used in criminal law. (LGLA 2313)  
$281  
CEUs 4.8  
HRS: 48  
50461  
North  
Th  
Aug 28-Dec 12  
7 p.m.-10 p.m.

To register: All campuses 281-542-2020
**Family Law**
LGLA 1055
Prerequisites or co-requisites: LGLA 1307, Reading level 4
This course presents fundamental concepts of family law with emphasis on the paralegal role. Topics include formal and informal marriages, divorce, annulment, marital property, adoption, and the parent-child relationship. The student will define and properly use terminology relating to family law; locate, describe, and analyze sources of law relating to family law; describe the role and ethical obligations of the paralegal in family law; and draft documents commonly used in family law. (LGLA 1355)

$281 CEUs 4.8 HRS: 48
50460 North T
Aug 26-Dec 12 6:30 p.m.-9:30 p.m.

**Intro Law and Legal Profession**
LGLA 1011
Prerequisite: Reading level 4
This course provides an overview of the law and the legal professions. Topics include legal concepts, systems, and terminology; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal. The student will develop a legal vocabulary; explain fundamental legal concepts and systems; explain the ethical obligations. (LGLA 1307)

$281 CEUs 4.8 HRS: 48
95482 North MWF
Aug 25-Dec 12 9:10 a.m.-10:05 a.m.
50454 North T
Aug 26-Dec 12 6 p.m.-8:55 p.m.

**Law Office Technology**
LGLA 2007
Prerequisite: None
This course introduces computer technology and its applications within the law office. Topics include the use of computer technology in the delivery of legal services with particular emphasis on the paralegal role. (LGLA 1317)

$301 CEUs 6.4 HRS: 64
50620 North TTh
Aug 26-Dec 12 1:30 p.m.-3 p.m.

**Legal Research**
LGLA 1001
Prerequisite or co-requisite: LGLA 1307
This course provides a working knowledge of the fundamentals of effective legal research. Topics include law library techniques, traditional hardcopy legal research, computer assisted legal research, briefs, and legal memoranda. The student will locate, read, and understand primary and secondary legal authority; design and implement effective legal research strategies; and be familiar with computer assisted legal research tools and the proper role of these tools. (LGLA 1303)

$281 CEUs 4.8 HRS: 48
50452 North TTh
Aug 26-Dec 12 8:35 a.m.-10 a.m.

**Legal Writing**
LGLA 1001
Prerequisites: LGLA 1307, ENGL 1301
This course presents the fundamentals of legal writing techniques. Topics include letters, case briefs, legal memoranda, trial and appellate briefs, case and fact analysis, citation forms, and legal writing styles. It is recommended you take or have taken LGLA 1303, Legal Research. (LGLA 1305)

$281 CEUs 4.8 HRS: 48
50453 North TTh
Sep 09-Dec 05 10:20 a.m.-11:55 a.m.

**Torts Law and Personal Injury**
LGLA 2003
Prerequisites or co-requisites: LGLA 1307, Reading level 4
This course is a study of principles, methods, and investigative techniques utilized to locate, gather, document, and manage information related to tort and personal injury law, with an emphasis on developing interviewing and investigative skills to prepare the paralegal to communicate effectively while recognizing ethical problems in this area of flow. (LGLA 2303)

$311 CEUs 4.8 HRS: 48
95483 North TBA
Aug 25-Dec 12 -

**Wills, Trusts & Probate Admin**
LGLA 1053
This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal role. The student will define and properly use terminology relating to wills, trusts, and probate administration; locate, describe, and analyze sources of law relating to wills, trusts, and probate administration; describe the role and ethical obligations of the paralegal in wills, trusts, and probate administration; and draft documents commonly used in wills, trusts, and probate administration. (LGLA 1353)

$281 CEUs 4.8 HRS: 48
50459 North Sa
Sep 06-Dec 07 8:30 a.m.-11:25 a.m.
COSMETOLOGY

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

$423  CEUs 17.6  HRS: 176
50450 North  T
Aug 26-Dec 12  8 a.m.-11 a.m.
Th
Aug 26-Dec 12  8 a.m.-11:45 a.m.
T
Aug 26-Dec 12  11:01 a.m.-4 p.m.

Advanced Haircutting & Related Theory
CSME 2010
Advanced concepts and practice of haircutting. Topics include hair cuts utilizing scissors, razor, and/or clippers. (CSME 2310)

$329  CEUs 11.2  HRS: 112
50446 North  M
Aug 25-Dec 12  8 a.m.-9:15 a.m.
M
Aug 25-Dec 12  9:16 a.m.-4 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)

$305  CEUs 8.0  HRS: 80
50437 North  MT
Aug 25-Dec 12  12:30 p.m.-1:30 p.m.
MT
Aug 25-Dec 12  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)

$317  CEUs 11.2  HRS: 112
50439 North  F
Aug 29-Dec 12  8 a.m.-4:20 p.m.

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

$329  CEUs 11.2  HRS: 112
50440 North  F
Aug 29-Dec 12  8 a.m.-9:15 a.m.  F
Aug 29-Dec 12  9:16 a.m.-4:20 p.m.

Chemical Reformation/Related Theory
CSME 1053
This course features presentation of the theory and practice of chemical reformation, including terminology, application, and workplace competencies. (CSME 1553)

$403  CEUs 17.6  HRS: 176
50443 North  W
Aug 27-Dec 12  8 a.m.-11 a.m.  W
Aug 27-Dec 12  11:01 a.m.-4:30 p.m.
Th
Aug 27-Dec 12  12:15 p.m.-4 p.m.

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

$313  CEUs 11.2  HRS: 112
50438 North  M
Aug 25-Dec 12  8 a.m.-4 p.m.

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

$411  CEUs 17.6  HRS: 176
50442 North  T
Aug 26-Dec 12  8 a.m.-11 a.m.  Th
Aug 26-Dec 12  8 a.m.-11:45 a.m.  T
Aug 26-Dec 12  11:01 a.m.-4 p.m.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>HRS</th>
<th>Start Date</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>$399</td>
<td></td>
<td></td>
<td>Aug 25-Dec 12</td>
<td>8 a.m.-9 a.m. MTW</td>
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<td></td>
<td>Aug 25-Dec 12</td>
<td>9:01 a.m.-12 p.m. W</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Aug 25-Dec 12</td>
<td>9:01 a.m.-11:30 a.m.</td>
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</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>HRS</th>
<th>Start Date</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>$423</td>
<td></td>
<td></td>
<td>Aug 26-Dec 12</td>
<td>8 a.m.-11 a.m. T</td>
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<td>Aug 26-Dec 12</td>
<td>8 a.m.-11:45 a.m. T</td>
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<td>Aug 26-Dec 12</td>
<td>11:01 a.m.-4 p.m.</td>
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**Prep for State License Practical Exam**

CSME 2045

This course is the preparation for the state licensing practical examination and continued focus on client services. Prerequisites: Reading level 4 and courses taken in level sequence order or department chair approval. (CSME 2245)

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>HRS</th>
<th>Start Date</th>
<th>Times</th>
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<tbody>
<tr>
<td>$278</td>
<td></td>
<td></td>
<td>Aug 27-Dec 12</td>
<td>8 a.m.-1:40 p.m. W</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Aug 27-Dec 12</td>
<td>1:45 p.m.-4:15 p.m. Th</td>
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**Preparation for State License Written Exam**

CSME 2046

Preparation for the state licensing written examination. (CSME 2344)

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<th>Course</th>
<th>CEUs</th>
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**Principles of Skin Care**

CSME 1056

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

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<th>Course</th>
<th>CEUs</th>
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**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)

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</table>

**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)

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

**Basic Food Preparation**

**CHEF 1001**

Co-requisite: CHEF 1205

This is a study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. (CHEF 1401)

- **$376 CEUs 9.6 HRS: 96**
  - 50434 North TTh Aug 26-Dec 12 7:30 a.m.-9 a.m.
  - 50435 North TTh Aug 26-Dec 12 9:01 a.m.-10:30 a.m.
  - 50435 North TTh Aug 26-Dec 12 6 p.m.-7:40 p.m.
  - 50435 North TTh Aug 26-Dec 12 7:50 p.m.-9:20 p.m.

**HOSPITALITY SUPERVISION**

**RSTO 1013**

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

This course focuses on fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, and applicable personnel laws and regulations. Emphasis on leadership development. (RSTO 1313)

- **$281 CEUs 4.8 HRS: 48**
  - 95489 North TBA Aug 25-Dec 12 - Online (add $30)
  - 50481 North TTh Aug 26-Dec 12 10:45 a.m.-12:20 p.m.

**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 workplace 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)

- **$234 CEUs 4.8 HRS: 48**
  - 50433 North 12 p.m.-2 p.m. Aug 25-Dec 12
  - 50433 North 12 p.m.-2 p.m. Aug 25-Dec 12
  - 50433 North TBA Aug 25-Dec 12

**HUMAN RESOURCE MANAGEMENT**

**HR - Human Resources Fast Track Certificate Program**

**HRPO 1091**

Prerequisite: None

Note: Textbook required

This course covers the evaluation of the current methods of job analysis, recruitment, selection, training/development, performance management, promotion and analysis of the role of strategic human resource planning in support of organizational mission and objectives.

- **$575 CEUs 8.0 HRS: 80**
  - 50262 Central TTh Oct 14-Dec 11 6 p.m.-10 p.m.
  - 50262 Central TTh Dec 15-Dec 18 6 p.m.-10 p.m.

**Human Relations**

**HRPO 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**
  - 50451 North MW Aug 25-Dec 12 9:10 a.m.-10:05 a.m.

**Human Resources Management**

**HRPO 2001**

Prerequisite: None

Note: Textbook required

Study behavioral and legal approaches to the management of human resources in organizations. (HRPO 2301)

- **$311 CEUs 4.8 HRS: 48**
  - 95481 North TBA Aug 25-Dec 12 -

**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**
  - 50428 North TTh Sep 23-Dec 12 8:35 a.m.-10 a.m.

To register: All campuses 281-542-2020
Leadership Skills for Managers Certification Program
BMGT 1020
This course gives you the keys to becoming a great leader and shows you how to put your new skills into action. Upon completing this program, you will have a better understanding of what it means to be a leader within your organization.
$750 CEUs 2.4 HRS: 24
95441 Central MTW
Aug 25-Aug 27 8 a.m.-5 p.m.

Management

Principles of Management
BMGT 1012
Study to learn the concepts, terminology, principles, theory and issues that are the substance of the practice of management. (BMGT 1303)
$311 CEUs 4.8 HRS: 48
95473 North TBA
Aug 25-Dec 12 -

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)
$296 CEUs 4.8 HRS: 48
50429 North M
Aug 25-Dec 12 6:35 p.m.-8 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 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
50421 South TTh
Sep 09-Oct 02 1 p.m.-5 p.m.
50422 South MW
Sep 10-Oct 06 1 p.m.-5 p.m.
50259 South TTh
Nov 11-Dec 11 6 p.m.-10 p.m.

Intermediate Professional Photography
PHTC 2004
Prerequisite: Introductory Professional Photography
Note: Criteria for buying a camera will be discussed with the instructor on the first day of class. Continue learning Professional Photography with emphasis on social, portrait, studio, fashion, theatrical, publicity, and convention photography as well as landscapes and still life. Creative use of flash and camera functions will also be covered.
$250 CEUs 2.4 HRS: 24
50254 South MW
Sep 15-Oct 01 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.

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<td>Oct 06-Oct 29</td>
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**Project Management**

PMP Exam Review  
BMGT 2030  
This course is designed for prepare for Project Management Institute, Inc. (PMI®) Project Management Professional (PMP®) Certification.

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<th>$750</th>
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**Real Estate Professional**

**Contract Forms and Addenda**  
RELE 1000  
Note: Additional distance learning fees for online or hybrid courses will be assessed at time of payment.  
The study of promulgated contract forms, which shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules governing use forms and case studies involving use of forms. (RELE 1300)

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**Law of Agency**

RELE 2001  
Note: Additional distance learning fees for online or hybrid courses will be assessed at time of payment.  
A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent’s authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of an agency. (RELE 2301)

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**Law of Contracts**

RELE 1012  
This course covers real estate contracts/principles involved in promulgating contracts. Included are contracts for VA, FHA, conventional, and owner financed. (RELE 1311)

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<th>$234</th>
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**Principles of Real Estate I**

RELE 1001  
Note: Additional distance learning fees for online or hybrid courses will be assessed at time of payment.  
Overview of licensing as a broker or salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Fulfills at least 30 of 60 hours of required instruction for salesperson license. (RELE 1001)

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To register: All campuses 281-542-2020
**Principles of Real Estate II**

RELE 1038

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

Overview of licensing as a broker or salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Fulfills at least 30 of 60 hours of required instruction for salesperson license. (RELE 1238)

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**Real Estate Finance**

RELE 1019

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

This course provides an overview of monetary systems; primary and secondary money markets; sources of mortgage loans; federal government programs; loan applications, processes and procedures; closing costs; alternative financial instruments; equal credit opportunity laws affecting mortgage lending; and the State Housing Agency. (RELE 1319)

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**SALES/MARKETING**

**Principles of Marketing**

MRKG 1011

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

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**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)

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To register: All campuses 281-542-2020
Computer/IT Training

BEGIN HERE/FOUNDATIONS

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

$175 CEUs 1.6 HRS: 16
50206 Central TTh
Sep 02-Sep 11 8 a.m.-12 p.m.
50241 North MW
Sep 08-Sep 17 8:30 a.m.-12:30 p.m.

Key to Days of Week

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<tr>
<th>Key to Days of Week</th>
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Windows for the Desktop
ITSC 1006
Prerequisite: Computer Concepts or equivalent knowledge.
Note: Textbook required. Flash drive recommended
Open the Window on computer opportunities. Learn to create strong passwords, work with windows and get help online. You will learn to work with the built-in Windows programs like WordPad and Paint. You will explore Windows Media to watch live or recorded TV or Netflix movies, play videos, listen to music and radio using an FM tuner or the internet, play and burn CDs and DVDs, and play games. After the fun stuff, then you will learn to manage your files and folders and customize your windows settings. You will then move to the most important topic - securing your computer and your Internet identity. Lastly you will learn to compose, send, retrieve, read and respond to email.

$175 CEUs 1.6 HRS: 16
50242 North MW
Sep 22-Oct 01 8:30 a.m.-12:30 p.m.
50228 South MW
Oct 06-Oct 15 6 p.m.-10 p.m.

Business Applications

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

$300 CEUs 3.2 HRS: 32
50225 South MWF
Sep 15-Oct 01 8:30 a.m.-12:30 p.m.
50244 North MWF
Oct 06-Oct 22 8:30 a.m.-12:30 p.m.

Business Computer Applications
POFI 1001
Note: Textbook required, flash drive required
This course discusses computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business application of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet (BCIS 1305)

$306 CEUs 6.4 HRS: 64
50588 North TTh
Aug 26-Dec 11 10:10 a.m.-11:45 a.m.
50590 North T
Aug 26-Dec 09 6:30 p.m.-8:30 p.m.
50589 North W
Aug 27-Dec 10 8:05 a.m.-10:05 a.m.

To register: All campuses 281-542-2020
**Computerized Patient Management**

MDCA 1021

Prerequisite: Basic computer skills.

Note: Textbook required. Flash drive required

You will begin with learning basic computer knowledge. Then you will learn the language and the importance of Health Insurance Portability and Accountability Act (HIPAA) regarding privacy of electronic records, CPT-4 and ICD-9 codes for security purposes. Next, you will cover the basic components of Practice Management Software and Front and Back Office Procedures including consult referrals using a generic Medical Office Simulation Software. Starting with appointment scheduling, you will move to electronically registering patients, posting procedures, performing manual and electronic medical billing, posting payments, billing for secondary insurance and performing patient collections.

$445  CEUs 4.8  HRS: 48

50253  North  TBA

Sep 15-Oct 15  -

**Excel - Advanced Skills**

ITSW 2049

Prerequisite: Excel - Intermediate Skills

Note: Textbook required; flash drive recommended

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

$175  CEUs 1.6  HRS: 16

50234  Central  TTh

Oct 07-Oct 16  8 a.m.-12 p.m.

50248  North  TTh

Oct 21-Oct 30  8:30 a.m.-12:30 p.m.

To register: All campuses 281-542-2020
**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  
50594  
North  
T  
Aug 26-Dec 09  
6 p.m.-7:20 p.m.  
50583  
Central  
W  
Sep 10-Dec 03  
1:30 p.m.-3:55 p.m.

**MOS Access**  
ITSW 2055  
Prerequisite: Windows for the Desktop or equivalent knowledge and type 20 wpm  
Note: Textbook required, flash drive recommended  
MOS Access 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 databases for a variety of purposes and situations. You will learn to create and modify database tables. You will learn to create and modify forms, queries and reports.  

$430  
CEUs 4.0  
HRS: 40  
50232  
South  
MWF  
Nov 03-Nov 24  
8:30 a.m.-12:30 p.m.

**MOS Excel**  
ITSW 2057  
Prerequisite: Windows for the Desktop or equivalent knowledge and type 20 wpm  
Note: Textbook required, flash drive recommended  
MOS Excel teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and 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.  

$430  
CEUs 4.0  
HRS: 40  
50227  
South  
MTWTh  
Oct 06-Oct 21  
8:30 a.m.-5:30 p.m.

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

$265  
CEUs 2.4  
HRS: 24  
50236  
South  
TTh  
Nov 18-Dec 09  
8:30 a.m.-12:30 p.m.

**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 format business documents such as letters, forms, newsletters, memos and proposals. As you begin to build your skills, you will then create a variety of flyers and other promotional materials as well as explore different ways to share the information with internal and external customers. These are all skills needed to successfully complete the MOS Word Certification Core Exam.  

$430  
CEUs 4.0  
HRS: 40  
50220  
Central  
MWF  
Nov 03-Nov 24  
8 a.m.-12 p.m.

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

$110  
CEUs .7  
HRS: 7  
50248  
North  
F  
Sep 26-Sep 26  
8:30 a.m.-4:30 p.m.  
50222  
Central  
F  
Oct 10-Oct 10  
8:30 a.m.-4:30 p.m.

To register: All campuses 281-542-2020
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.

$110 CEUs .7 HRS: 7
50211 Central F
Sep 19-Sep 19 8:30 a.m.-4:30 p.m.
50251 North F
Oct 24-Oct 24 8:30 a.m.-4:30 p.m.

QuickBooks - Basic Skills
ACNT 1010
Prerequisite: Basic computer skills
Note: Textbook required, flash drive recommended
Become productive with QuickBooks as you learn to create a company and develop its chart of accounts. Learn banking procedures, how to track customers, vendors, bills, invoices, inventory, employees, and payroll, finish by learning to run reports and create graphs.

$350 CEUs 3.2 HRS: 32
50224 South TTh
Sep 02-Sep 25 8:30 a.m.-12:30 p.m.
50213 Central TTh
Sep 30-Oct 23 6 p.m.-10 p.m.

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
50229 South W
Oct 22-Oct 22 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
50218 Central TTh
Oct 28-Nov 20 6 p.m.-10 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
50209 Central TTh
Sep 16-Sep 25 8 a.m.-12 p.m.
50234 South TTh
Nov 04-Nov 13 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.

$175 CEUs 1.6 HRS: 16
50246 North TTh
Oct 07-Oct 16 8:30 a.m.-12:30 p.m.

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

50249

North

F

Sep 12-Sep 12

8:30 a.m.-4:30 p.m.

50239

South

F

Oct 10-Oct 10

8:30 a.m.-4:30 p.m.

**WORD: One Day-Intermediate**

POFI 1042

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

Note: Textbook required, flash drive recommended

In the first course in this series, Word: One Day, students gained all the basic skills needed to create a wide range of standardized business documents. This continuation provides the next step: to improve proficiency. To do so, one can customize and automate the way Microsoft Word works, and improve the quality of work by enhancing documents with customized Microsoft Word elements. 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

50252

North

F

Sep 19-Sep 19

8:30 a.m.-4:30 p.m.

50238

South

F

Oct 17-Oct 17

8:30 a.m.-4:30 p.m.

**Microsoft Project-Introductory Skills**

ITSC 1018

Prerequisite: Project Management experience or equivalent knowledge is helpful.

Note: Textbook required

Learn introductory topics needed to effectively use Microsoft Project software in home and business situations. You will learn to create a new project plan, manage project tasks and resources. Finally you will learn to finalize a plan and set it as a baseline.

$245

CEUs 1.6

HRS: 16

50208

Central

MW

Sep 08-Sep 17

6 p.m.-10 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 1.6

HRS: 16

50223

South

TTTh

Sep 02-Oct 23

6 p.m.-10 p.m.

50245

North

MWF

Oct 27-Dec 05

8:30 a.m.-12:30 p.m.

**IT MANAGEMENT SKILLS**

**Microsoft Project-Basic Skills**

ITSC 1018

Examine the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments using Microsoft Project. Create a project plan, insert tasks and their durations, and create a project specific calendar. Create a work breakdown structure for your project, and define task constraints. Create a set of resources, and use Microsoft Project’s easy-to-use tools to assign the resources to tasks. View your project’s critical path, save the project baseline to help you monitor your project’s progress, and view that data through a variety of built-in reporting tools.

$185

CEUs .8

HRS: 8

50235

South

F

Sep 12-Sep 12

8:30 a.m.-4:30 p.m.

50219

Central

F

Oct 31-Oct 31

8:30 a.m.-4:30 p.m.

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To register: All campuses 281-542-2020
Cisco Exploration 1 - Network Fundamentals  
ITCC 1001  
Prerequisite: ITSC 1305 or department chair approval  
Note: Textbook required, flash drive required  
This course introduces the architecture, structure, functions, components, and models of the Internet. It describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. It covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. The students will build simple LAN topologies by applying basic principles of cabling; performing basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. (ITCC 1401)  
$301  
50579  
Central  M  
Aug 25-Dec 08  5 p.m.-10 p.m.  
50578  
Central  TTh  
Aug 26-Dec 11  10 a.m.-12:30 p.m.  

Cisco Exploration 3 - LAN Switching & Wireless  
ITCC 2008  
Learn how switches operate in a LAN environment for small and large networks; VLAN, Rapid Spanning Tree Protocol, VLAN Trunking Protocol. (ITCC 2408)  
$348  
50580  
Central  W  
Aug 27-Dec 10  5 p.m.-10 p.m.  

Fundamentals of Networking Technologies  
ITNW 1025  
Prerequisite: ITSC 1305 or Department Chair Approval  
Note: Textbook required, flash drive required. Additional distance learning fees for online or hybrid courses will be assessed at time of payment.  
Learn networking essential concepts and implementation; network protocols; transmission media; hardware and software; how to connect servers and clients in a network. (ITNW 1325)  
$316  
50591  
North  M  
Aug 25-Dec 08  7:30 p.m.-8:50 p.m.  
95497  
Central  TBA  
Aug 25-Dec 12  -  Online (add $15)  

Implementing and Supporting Servers  
ITNW 1054  
Prerequisite: ITNW 1308 or ITCC 1401 or department chair approval  
Note: Textbook required; flash drive recommended  
This course includes topics such as implementing, administering, and troubleshooting information systems that incorporate servers in a networked computing environment. It also includes managing accounts and resources, maintaining server resources, monitoring server performance, safeguarding data in a Microsoft Windows Server 2008 environment, development of skills necessary to implement, administer, and troubleshoot information systems that incorporate Windows Based Servers in a networked computing environment, setting up servers for various client computers, configuring directory replication, managing licenses, user group accounts, user profiles, administering remote servers, disk resources, creating and sharing resources, implementing permissions and security, fault-tolerance, installing and configuring RAS, performance bottlenecks; and configuring problems. (ITNW 1354)  
$316  
50581  
Central  Th  
Aug 28-Dec 11  6 p.m.-9 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  
50584  
Central  W  
Aug 27-Dec 10  6 p.m.-9 p.m.  

To register: All campuses 281-542-2020
INTERNET/INTRANET SERVER
ITNW 2054
Prerequisite: Fundamentals of Networking or Cisco Expl1 NW Fundamentals
Note: Textbook and flash drive required
This course covers designing, installing, configuring, maintaining, and managing an Internet/Intranet server. Topics include workstation maintenance and Internet-related protocols, implementation of Internet servers such as World Wide Web (WWW), file transfer protocols (FTP), news-groups and email. It also includes hands-on experience building web servers. (ITNW 2354)

$316  CEUs 6.4  HRS: 64
50582  Central  M
Aug 25-Dec 08  6 p.m.-9 p.m.
50592  North  T
Aug 26-Dec 09  6 p.m.-7:20 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
50593  North  T
Sep 09-Dec 02  12 p.m.-1:50 p.m.

NETWORKING FUNDAMENTALS
ITNW 1004
Note: Textbook required, flash drive required
This course is a great place to start to learn the basics of networking. This introductory lecture course surveys fundamental networking concepts and practices. Examine topics such as network architecture and standards, cabling and topologies, networking protocols, network servers, server-side scripting, database connectivity and security basics.

$220  CEUs 1.6  HRS: 16
50217  Central  MW
Oct 27-Nov 05  6 p.m.-7 p.m.

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

$301  CEUs 6.4  HRS: 64
50585  Central  MW
Aug 25-Dec 10  9:10 a.m.-11:10 a.m.
50586  Central  T
Aug 26-Dec 09  6 p.m.-10 p.m.
50595  North  W
Aug 27-Dec 10  6 p.m.-7 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)

$331  CEUs 6.4  HRS: 64
95498  Central  TBA
Aug 25-Dec 12 -

**To register:** All campuses 281-542-2020
**Server Administration Fundamentals**  
ITNW 2051  
Prerequisite: Basic computer skills  
Note: Textbook required; DVD-RW disc required  
Learn server fundamentals such as managing Windows Servers (including virtualization) and storage, along with monitoring and troubleshooting servers. This course also covers such topics as essential naming, directory, and print services. Students also learn of popular Windows Network Services and Applications.  
$220 CEUs 2.0 HRS: 20  
50215 Central MWF  
Oct 13-Oct 22 6 p.m.-10 p.m.

**Windows Operating System Fundamentals**  
ITSC 1006  
Note: Textbook required, flash drive required  
In this course you will learn to install, configure and manage the Windows 7 operating system. This course will present the essential tasks of operating system configuration and maintenance and provide hands-on experience. You will learn the wide variety of tools and techniques that allow administrators in various job settings to perform these essential tasks efficiently. Finally, you will be prepared to take the MTA exam 98-349.  
$220 CEUs 2.0 HRS: 20  
50212 Central MWF  
Sep 22-Sep 29 6 p.m.-10 p.m.

**Programming**

**Advanced C++ Programming**  
ITSE 2031  
Further application of C++ programming techniques, including subjects such as file access, abstract data structures, class inheritance and other advanced techniques. Students will study Object Oriented Programs (OOP) by using, creating and modifying C++ classes. In addition, they will use many of the standard built-in C++ classes and data structures to solve programming assignments. (ITSE 2331)  
Prerequisite: ITSE 1307 or department chair approval  
$316 CEUs 6.4 HRS: 64  
50598 North M  
Aug 25-Dec 11 6 p.m.-7:50 p.m.

**Introduction to Visual Basic Programming**  
ITSE 1003  
Prerequisite: ITSE 1329 or department chair approval  
Note: Textbook required. Additional distance learning fees for online or hybrid courses will be assessed at time of payment. Learn fundamentals of structured design, development, and documentation, language syntax, data structures, input/output devices, loop control, and interactive screen processing. (ITSE 1331)  
$316 CEUs 6.4 HRS: 64  
95499 Central TBA  
Aug 25-Dec 12 Online (add $15)  
50587 Central T  
Aug 26-Dec 09 1 p.m.-3 p.m. Hybrid

**Programming Logic & Design**  
ITSE 1029  
Prerequisite: None  
Note: Textbook required, flash drive required.  
Take a disciplined approach to problem solving with techniques and algorithms using design tools such as charts and pseudo code. (ITSE 1329)  
$296 CEUs 9.6 HRS: 96  
50596 North M  
Sep 09-Dec 02 10 a.m.-11:50 a.m.

**Security**

**Information Technology Security**  
ITSY 1042  
Prerequisite: Fundamentals of Networking or Cisco Expl1 NW Fundamentals  
Note: Textbook required; flash drive required  
This course provides instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools, encryption; and protection from viruses. (ITSY 1342)  
$316 CEUs 6.4 HRS: 64  
50599 North M  
Aug 25-Dec 08 6 p.m.-7:20 p.m.

**Operating System Security**  
ITSY 2000  
Prerequisite: ITSY 1342  
Note: Textbook required, flash drive required  
This course provides instruction in safeguarding computer operating systems by demonstrating server support skills and designing and implementing a security system. The student is taught to identify security threats, monitor network security implementations, and use best practices to configure operating systems to industry security standards. (ITSY 2300)  
$331 CEUs 6.4 HRS: 64  
95500 Central TBA  
Aug 25-Dec 12 -

To register: All campuses 281-542-2020
## Security Fundamentals

**ITSY 1191**

Prerequisite: Basic computer skills  
Note: Textbook required, flash drive required  
Learn the vital fundamentals of security such as understanding security layers, authentication, authorization, and accounting. Become familiar with security policies, network security and protecting the server and client.

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<th>CEUs</th>
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<td>Nov 10-Nov 19, 6 p.m.-10 p.m.</td>
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## Website Design

**IMED 1002**

Prerequisite: Windows for the Desktop or equivalent knowledge and Internet fundamentals  
Note: Textbook required; flash drive required  
This course offers instruction in internet website design. You will learn to format text and apply styles to text and to other elements of a site you will build. You will use color background, images, and multimedia to enhance your site. All of these skills will be presented in a manner consistent with good design techniques. You will learn how to publish your site.

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<th>CEUs</th>
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<td>2.4</td>
<td>24</td>
<td>South</td>
<td>Sep 15-Sep 26, 6 p.m.-10 p.m.</td>
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</table>

## Java Programming

**ITSE 2017**

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

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<td>Aug 26-Dec 09, 7:30 p.m.-8:50 p.m.</td>
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## 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.

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<td>Nov 17-Dec 15, 6 p.m.-10 p.m.</td>
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## Website Design

**IMED 1002**

Prerequisite: Windows for the Desktop or equivalent knowledge and Internet fundamentals  
Note: Textbook required; flash drive required  
This course offers instruction in internet website design. You will learn to format text and apply styles to text and to other elements of a site you will build. You will use color background, images, and multimedia to enhance your site. All of these skills will be presented in a manner consistent with good design techniques. You will learn how to publish your site.

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## SharePoint User’s Training

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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.

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<td>Nov 17-Dec 15, 6 p.m.-10 p.m.</td>
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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  CEUs .2.4  HRS: 24
50075  Central  TWTh
50076  North  FSaSu
50077  South  FSaSu
50078  Central  FSaSu
50079  South  FSaSu
50080  North  FSaSu
70008  Central  FSaSu

EMERGENCY HEALTH

ADVANCED CARDIOVASCULAR LIFE SUPPORT CERTIFICATION (ACLS)
EMSP 2036
Prerequisites: For approval and additional information, call 281-476-1862.
Note: Current textbook is required to attend class. Students without a book, or with an old edition will not be able to participate. No transfers or refunds are issued in these situations. SJC Bookstore is not open on weekends.
This ACLS course provides a review of the updates in theory & skills needed for the management of cardiac care, Cardiopulmonary Resuscitation (CPR), rhythm interpretation and treatment medications for patients in cardiopulmonary arrest. At the conclusion of the training, trainees will be able to: manage ventricular fibrillation/pulseless ventricular tachycardia according to the ACLS; perform defibrillation with minimal interruption in chest compressions; identify likely causes of Asystole and pulseless electrical activity; identify patients with symptoms of acute coronary syndrome and stroke; and identify and manage patients with unstable brachycardia and tachycardia and safely and effectively treat both patient types.

$199  CEUs  .8  HRS: 8
50065  Central  SaSu

Key to Days of Week

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CPR for Healthcare Providers  
EMSP 1019  
Prerequisites: Student must arrive at class on time with current textbook. The San Jacinto College bookstores are not open on weekends.  
Note: The current textbook is required to attend class. Students MUST arrive at class on time. Late students or students without books will be sent home. Students sent home for these reasons will NOT be transferred to another class or receive a refund.  
This CPR course is for Healthcare Providers and Professional Rescuers. It will meet the requirements for initial certification and recertification for industrial rescue workers, nurses, nursing students, EMT's and other allied health professionals involved with patient care. The class will include the use of Automated External Defibrillators (AEDs), and provide the lifesaving skills for respiratory and cardiac emergencies involving adults, children, and infants. Successful completers will receive an American Heart association (AHA) certification. This course was designed to be repeated multiple times to improve student proficiency.  
$85 CEUs .8 HRS: 8  
50067 Central Sa  
Sep 06-Sep 06 8 a.m.-5 p.m.  
50068 North Sa  
Sep 13-Sep 13 8 a.m.-5 p.m.  
50069 Central Sa  
Sep 27-Sep 27 8 a.m.-5 p.m.  
50070 Central Sa  
Oct 11-Oct 11 8 a.m.-5 p.m.  
50071 North Sa  
Oct 18-Oct 18 8 a.m.-5 p.m.  
50072 Central Sa  
Oct 25-Oct 25 8 a.m.-5 p.m.  
50073 North Sa  
Nov 01-Nov 01 8 a.m.-5 p.m.  
50074 Central Sa  
Nov 22-Nov 22 8 a.m.-5 p.m.  
70007 Central Sa  
Dec 13-Dec 13 8 a.m.-5 p.m.  

First Responder Training (ECA)  
EMSP 1005  
Prerequisites: 18 years old, high school or GED.  
Note: Textbook required  
This is an entry level course into emergency medical care. It will prepare students for the National Registry and Texas state certification as an Emergency Medical Responder. This course is also referred to as Emergency Care Attendant, First Responder, or ECA. A CPR card for the Healthcare Provider is required and this training is included in the course. The course also provides the skills training necessary to maintain basic life support for sick or injured patients. Individuals who deal with groups of people on a daily basis, such as day care employees, teachers, lifeguards, firefighters, police, etc. would also find this course useful. Upon successful completion of the course, students are eligible to test with the National Registry for certification as an Emergency Medical Responder (EMR). Currently certified participants may use the 56 training hours for on-going continuing education for ECA, EMT or Paramedic recertification. Emphasis is on requirements of national and state accrediting agencies.  
$630 CEUs 5.6 HRS: 56  
50055 Central MTWTh  
Oct 20-Oct 29 8 a.m.-5 p.m.  

Trauma Life Support  
EMSP 1049  
Prerequisites: For approval and additional information, Central Campus: call 281.476.1862; North Campus: call 281.459.7155  
Note: Textbook required to attend class. SJC Bookstore is not open on the weekends. Students without the current book will not be able to participate. No transfers or refunds will be issued in these situations.  
Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements. An ITLS card is issued upon completion.  
Note: Textbook required to attend class. Students without the current book will not be able to participate. No transfers or refunds will be issued in these situations.  
$199 CEUs 1.6 HRS: 16  
50066 Central SaSu  
Nov 08-Nov 09 8 a.m.-5 p.m.  

To register: All campuses 281-542-2020
EMERGENCY MEDICAL TECH (EMT)

CLINICAL - EMT

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
50604 North TBA
Sep 22-Dec 12 Offsite
50608 Central TBA
Sep 22-Dec 12 Offsite
50610 Central TBA
Sep 22-Dec 12

EMT TOPICS - 2014

EMSP 2037
Prerequisite: EMT Dept approval required. Call 281.476.1862. EMSP 2243, 2168 and departmental approval are required.
Reading level 7, Writing level 7, and Math level 7 are required.
The course consists of 48 lecture hours and 48 lab hours.
This course includes topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. The curriculum is based on the National Emergency Medical Services Educational Standards. This course was designed to be repeated multiple times to improve student proficiency.

$352 CEUs 9.6 HRS: 96
50612 Central T
Aug 26-Dec 11 6 p.m.-10 p.m.

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

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
50051  South  TTh
Sep 02-Oct 23  8 a.m.-10 a.m.

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. Background check through PreCheck is required & is an additional student expense. 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 (5 eight hour days). *This course of study prepares candidates to be certified. Candidates become “Certified” by passing the required certifying agency exam.

$729  CEUs 14.4  HRS: 144
50081  Central  MTWTh
Oct 01-Dec 11  6 p.m.-10 p.m.
TBA

50079  Central  MTWTh
Dec 05-Dec 14  8 a.m.-12 p.m.

50078  Central  MTWTh
Dec 02-Dec 10  -

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 wavier 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 (5 eight hour days). *This course of study prepares candidates to be certified. Candidates become “Certified” by passing the required certifying agency exam.

$825  CEUs 10.8  HRS: 108
50083  South  MTWTh
Aug 28-Sep 30  8 a.m.-12 p.m.

50084  North  MTWTh
Sep 20-Sep 29  Clinical

50085  Central  MTWTh
Sep 15-Oct 23  6 p.m.-10 p.m.

50086  South  MTWTh
Oct 11-Oct 22  Clinical

50087  North  MTWThF
Sep 18-Oct 28  1 p.m.-5 p.m.

50088  Clinical  TBA
Oct 16-Oct 27  8 a.m.-12 p.m.

50089  Clinical  MTWTh
Oct 14-Oct 23  8 a.m.-12 p.m.

50089  Clinical  MTWThF
Oct 02-Nov 06  8 a.m.-12 p.m.

50089  Clinical  MTWThF
Oct 24-Nov 06  8 a.m.-12 p.m.

50088  Central  MTWTh
Oct 16-Nov 19  8 a.m.-12 p.m.

50089  Central  MTWTh
Nov 08-Nov 18  8 a.m.-12 p.m.

50089  Central  MTWThF
Oct 16-Nov 19  6 p.m.-10 p.m.

50090  South  MTWThF
Nov 08-Nov 18  6 p.m.-10 p.m.

50090  South  MTWThF
Nov 10-Dec 15  8 a.m.-12 p.m.

50091  Central  MTWThF
Dec 05-Dec 14  8 a.m.-12 p.m.

50091  Central  MTWThF
Dec 02-Dec 10  Last day of class

To register: All campuses 281-542-2020
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
50054     North     TTh
Sep 04-Nov 13 3 p.m.-5:30 p.m.
50053     Central     Sa
Sep 06-Dec 06 8 a.m.-12 p.m.
50052     Central     TTh
Oct 09-Dec 11 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
50602     Central     TTh
Aug 26-Oct 17 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 teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (MAMT 2363)
Note: As an additional student expense, physical, background and drug checks, etc. are requirements. Must be ARRT registered or eligible to test. No textbook is required.

$303     CEUs 16.0     HRS: 160
50603     Central     MWF
Oct 20-Dec 12 7:30 a.m.-4 p.m.

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
95502     Central     TBA
Aug 25-Dec 12 -
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
95503 Central TBA
Aug 25-Dec 12 Offsite

Computed Tomography Equipment and Methodology
CTMT 2036
Prerequisites: Clinical I - Computed Tomography, and must have current national registration in Xray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT) or department approval at 281-476-1501 X1418
Note: Textbook required
The concepts and physical principles employed in computed tomography are discussed. The course material emphasizes interactions between Xrays and matter with concepts of radiation detectors and digital imaging. Current knowledge and theory of the biological effects of Xrays are explored, with an emphasis on how they relate to data acquisition, image production, and control and manipulation of image production. This course also provides skill development in the operation of computed tomographic equipment, focusing on routine protocols, image quality, quality-assurance and radiation protection. Category A CE credit is pending approval by the ASRT. (CTMT 2336).
$311 CEUs 4.8 HRS: 48
95505 Central TBA
Aug 25-Dec 12 Online

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
95506 Central TBA
Aug 25-Dec 12 Offsite

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
95507 Central TBA
Aug 25-Dec 12 Offsite
**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).

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**$311**

95504 Central TBA

Aug 25-Dec 12 Online

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**MEDICAL OFFICE**

**MEDICAL OFFICE PROFESSIONAL**

**MDCA 1021**

Prerequisite: None

Note: Textbook required

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

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<th>Course Code</th>
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<tr>
<td>50049</td>
<td>9.0</td>
<td>90</td>
<td>Sep 03-Dec 17 6:30 p.m.-9:30 p.m.</td>
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</table>

**$1399**

**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.

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<th>Course Code</th>
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<tr>
<td>50050</td>
<td>9.0</td>
<td>90</td>
<td>Aug 28-Dec 11 6:30 p.m.-9:30 p.m.</td>
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**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.

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<tr>
<th>Course Code</th>
<th>CEUs</th>
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<td>50060</td>
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<td>Sep 06-Sep 07 8 a.m.-5 p.m.</td>
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<td>50062</td>
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<td>Sep 20-Sep 21 8 a.m.-5 p.m.</td>
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<td>50063</td>
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<td>Oct 04-Oct 05 8 a.m.-5 p.m.</td>
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<td>50061</td>
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<td>Oct 25-Oct 26 8 a.m.-5 p.m.</td>
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<td>70006</td>
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<td>Nov 08-Nov 09 8 a.m.-5 p.m.</td>
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**$229**

50060 Central SaSu

50062 Central SaSu

50063 Central SaSu

50061 Central SaSu

70006 Central SaSu

Dec 06-Dec 07 8 a.m.-5 p.m.
To register: All campuses 281-542-2020

PHLEBOTOMY TECHNICIAN

**Phlebotomy Technician Basic**
PLAB 1023

Prerequisites: Proof of high school diploma/GED completion

Note: Must also enroll in the Phlebotomy Practicum; textbook required

Students are involved in skill development to perform a variety of blood collection methods using proper techniques and universal precautions. This course includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology.

$407  CEUs 4.8  HRS: 48
50056  Central  TTh
Aug 26-Oct 16  4 p.m.-7 p.m.
50058  Central  MW
Sep 22-Nov 12  4 p.m.-7 p.m.

**Phlebotomy Technician Practicum**
PLAB 1064

Prerequisites: Proof of high school diploma/GED completion.

Proof of a current negative TB skin test and Hepatitis B vaccine.

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.

$280  CEUs 12.0  HRS: 120
50057  Central  MTWThF
Oct 20-Nov 14  7 a.m.-4 p.m.
50059  Central  MTWThF
Nov 17-Dec 19  7 a.m.-4 p.m.

Applied Technologies & Trades

APPLIED TECHNOLOGIES & TRADES

**Beginning Photography**
PHTC 1004

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 period or outside class. Darkroom facilities and a limited number of cameras are furnished by the college. (COMM 1318) (ARTS 2356)

$291  CEUs 9.6  HRS: 96
50411  Central  TTh
Aug 26-Dec 11  4:30 p.m.-7:30 p.m.

**Mass Communication**
RTVB 1010

Prerequisite: Reading level 7

This freshman course in the development of the mass media in America emphasizes newspapers, magazines, radio, and television with a brief study of the historical development of the mass media and social, economic and cultural responsibilities of the mass media. (COMM 1307)

$281  CEUs 4.8  HRS: 48
50409  Central  TTh
Aug 26-Dec 11  10:10 a.m.-11:35 a.m.

**Practicum Electronic Media II**
RTVB 2032

This course advances the theory and practice of Electronic Media: radio, television, film, cable, and the Internet. Includes the analysis of production and programming in these technologies.

Lecture and laboratory instruction and participation. (COMM 2121)

$197  CEUs 9.6  HRS: 96
50410  Central  TTh
Aug 26-Dec 11  1:20 p.m.-4:20 p.m.

**Television Production I**
RTVB 2035

This course offers practical experience in the operation of television studio and control room equipment, including both pre-and post-production needs. Students will produce and direct news and public affairs programs and generate original video packages. (COMM 1136)

$187  CEUs 9.6  HRS: 96
50408  Central  TTh
Aug 26-Dec 11  10:10 a.m.-1:10 p.m.

To register: All campuses 281-542-2020

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**Key to Days of Week**

M  Monday  
T  Tuesday  
W  Wednesday  
Th  Thursday  
F  Friday  
S  Saturday  
Su  Sunday
AUTO BODY COLLISION

**Basic Metal Repair**

ABDR 1019

This course offers in-depth coverage of basic metal principles and working techniques including proper tool usage and product application. (ABDR 1519)

$399  
CEUs 12.8  
HRS: 128  
95446  
Aug 25-Dec 12  
10:50 a.m.-12:25 p.m.  
50352  
Aug 25-Dec 10  
6 p.m.-10 p.m.  
50406  
Aug 26-Dec 11  
6 p.m.-10 p.m.

**Basic Refinishing**

ABDR 1031

Introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry (ABDR 1431)

$352  
CEUs 9.6  
HRS: 96  
95445  
Aug 25-Dec 12  
9:30 a.m.-10:40 a.m.  
50351  
Aug 26-Dec 11  
6 p.m.-9 p.m.  
50405  
Sep 06-Dec 06  
7:30 a.m.-1:35 p.m.

**Collision Repair Welding**

ABDR 1007

Study industry and standard welding and cutting procedures. (ABDR 1307)

$305  
CEUs 6.4  
HRS: 64  
95444  
Aug 25-Dec 12  
8:30 a.m.-9:20 a.m.  
50350  
Sep 06-Dec 06  
12:30 p.m.-4:30 p.m.

**Intermediate Refinishing**

ABDR 1058

Expanded training in mixing and spraying automotive topcoats. (ABDR 1558)

$399  
CEUs 12.8  
HRS: 128  
50407  
Aug 25-Dec 10  
6 p.m.-10 p.m.

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

VEHICLE DESIGN & STRUCTURAL ANALYSIS

**Basic Metal Repair**

ABDR 1003

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

$305  
CEUs 6.0  
HRS: 60  
95443  
Aug 25-Dec 12  
7:30 a.m.-8:20 a.m.  
50349  
Sep 06-Dec 06  
8 a.m.-12 p.m.

**Basic Refinishing**

ABDR 1031

Introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry (ABDR 1431)

$352  
CEUs 9.6  
HRS: 96  
95439  
Aug 25-Oct 17  
8 a.m.-11:15 a.m.  
50280  
Oct 20-Dec 12  
6 p.m.-10 p.m.

**Collision Repair Welding**

ABDR 1007

Study industry and standard welding and cutting procedures. (ABDR 1307)

$305  
CEUs 6.4  
HRS: 64  
95437  
Aug 25-Oct 17  
8 a.m.-10:30 a.m.  
95438  
Aug 25-Oct 17  
6 p.m.-9 p.m.

**Intermediate Refinishing**

ABDR 1058

Expanded training in mixing and spraying automotive topcoats. (ABDR 1558)

$399  
CEUs 12.8  
HRS: 128  
95435  
Aug 25-Oct 17  
10:45 a.m.-11:30 a.m.  
95436  
Aug 25-Oct 16  
9:01 p.m.-10 p.m.

**Theory of Automotive Electrical Systems**

AUMT 55071

Prerequisite: Reading level 7, Writing level 6, Math level 6

This is a course in automotive electrical systems including operational theory, testing and diagnosis of batteries, charging and starting systems, and electrical accessories. Includes use of electrical schematic diagrams and services.

$234  
CEUs 3.2  
HRS: 32  
95435  
Aug 25-Oct 17  
10:45 a.m.-11:30 a.m.  
95436  
Aug 25-Oct 16  
9:01 p.m.-10 p.m.

**Auto Electrical System**

AUMT 1007

Get an overview of your vehicle's automotive electrical system. Learn to test, diagnose and repair batteries and electrical accessories. (AUMT 1407)

$305  
CEUs 12.8  
HRS: 128  
95439  
Aug 25-Oct 17  
8 a.m.-11:15 a.m.  
50280  
Oct 20-Dec 12  
6 p.m.-10 p.m.

**Auto Electrical Diagnosis & Repair**

AUMT 2021

Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. (AUMT 2321)

$352  
CEUs 9.6  
HRS: 96  
95439  
Aug 25-Oct 17  
8 a.m.-11:15 a.m.  
50280  
Oct 20-Dec 12  
6 p.m.-10 p.m.
CONSTRUCTION

NCCER CORE Curriculum: Introductory Craft Skills
OSHT 1007
Students will understand the obligations of workers to maintain a safe workplace and recognize job-site hazards and protections such as lock-out/tag-out and personal protective equipment.

$300   CEUs 6.4   HRS: 64
50636   North   M
Aug 25-Dec 15   5 p.m.-9 p.m.
50276   Central   TTh
Sep 02-Oct 23   6 p.m.-10 p.m.

NCCER Electrical Level 1
ELPT 1045
This course prepares the trainee for certification in Level 1 NCCER Electrical.

$475   CEUs 8.0   HRS: 80
50275   Central   MW
Sep 03-Nov 10   6 p.m.-10 p.m.

NCCER Pipefitting 1: Introduction to Pipefitting
PFPB 1001
Instruction in to the orientation of the trade, pipefitting hand and power tools, oxyfuel cutting, ladders and scaffolds, and motorized equipment.

$475   CEUs 8.0   HRS: 80
50277   Central   MW
Sep 03-Nov 10   6 p.m.-10 p.m.

NCCER Sheetmetal I: 1B
MCHN 1001
An introduction to the materials, tools, and techniques used in the sheet metal industry. Review of trade math problems involving measurement of lines, area, volume, weight, and geometric figures. Introduction of types and uses of hand, layout, and cutting tools along with bending and forming machines. Practice of material types and properties along with the principles of layout and metal forming.

$300   CEUs 7.2   HRS: 72
50638   North   M
Aug 25-Jan 13   5 p.m.-9 p.m.

NCCER Sheetmetal II: 2A
MCHN 1049
An introduction to various types of pipe and fittings. Emphasis on principals and type fittings for radial line development and factors that influence bend allowance.

$300   CEUs 7.2   HRS: 72
50639   North   T
Aug 26-Jan 14   5 p.m.-9 p.m.

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

$300   CEUs 7.2   HRS: 72
50640   North   W
Aug 27-Jan 15   5 p.m.-9 p.m.

NCCER Sheetmetal III: Sheetmetal 3B
MCHN 1053
A continuation to the triangulation layout and fabrication of ductwork. Introduction to equipment and techniques of welding metal. Includes shielded metal arc welding and gas cutting methods. Application of field measurements for layout and installation of duct sections and offsets.

$300   CEUs 7.2   HRS: 72
50637   North   Th
Aug 28-Jan 16   5 p.m.-9 p.m.

DIESEL

Basic Electrical Systems
DEMR 1005
An introduction to the basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, batteries, and regulators. (DEMR 1405)

$346   CEUs 9.6   HRS: 96
50356   North   TTh
Aug 26-Dec 11   10:35 a.m.-1:35 p.m.
50357   North   TTh
Aug 26-Dec 11   10:35 a.m.-1:35 p.m.

Diesel Engine I
DEMR 1006
Introduces student to the basic principles of diesel engines and associated systems. (DEMR 1306)

$299   CEUs 9.6   HRS: 96
95448   North   MWF
Aug 25-Dec 12   7:30 a.m.-9:25 a.m.
95449   North   MWF
Aug 25-Dec 12   7:30 a.m.-9:25 a.m.
50355   North   MW
Aug 25-Dec 10   6 p.m.-10 p.m.

Diesel Engine Testing I
DEMR 1010
Introduces student to diesel engine testing and repair including associated systems and specialized tools. (DEMR 1410)

$346   CEUs 9.6   HRS: 96
95450   North   MWF
Aug 25-Dec 12   9:35 a.m.-11:35 a.m.
95451   North   MWF
Aug 25-Dec 12   9:35 a.m.-11:35 a.m.

To register: All campuses 281-542-2020
HVAC Troubleshooting Repair
DEMR 1023
Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs. (DEMR 1423)
$346 CEUs 9.6 HRS: 96
50359 North TTh
Aug 26-Dec 11 7:30 a.m.-10:25 a.m.
50360 North TTh
Aug 26-Dec 11 7:30 a.m.-10:25 a.m.

DRAFTING

Advanced Computer-Aided Drafting
DFTG 2032
Advanced techniques, including the use of a customized system. Presentation of advanced drawing applications, such as threedimensional solids modeling and linking graphic entities to external non-graphic data. (DFTG 2432)
$367 CEUs 9.6 HRS: 96
50369 North T
Aug 28-Dec 11 6:05 p.m.-9:05 p.m.

Advanced Technologies in Mechanical Design and Drafting
DFTG 2035
Prerequisite: DFTG 2402 or department chair approval. This course will focus on the use of parametric-based software for mechanical design for advanced modeling and analysis. (DFTG 2435)
$367 CEUs 9.6 HRS: 96
50370 North T
Aug 28-Dec 11 8:30 a.m.-11:30 a.m.

Advanced Technologies in Pipe Design and Drafting
DFTG 2057
Prerequisite: DFTG 2423
Advanced design and production techniques using specialized process plant based design software. (DFTG 2457)
$352 CEUs 9.6 HRS: 96
50372 North TTh
Aug 26-Dec 11 6:05 p.m.-9:05 p.m.

Architectural Illustration
ARCE 1021
A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute. (ARCE 1452)
$367 CEUs 9.6 HRS: 96
50353 North T
Aug 26-Dec 09 12 p.m.-3 p.m.

Basic Computer-Aided Drafting
DFTG 1009
An introduction to computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, and using layers. (DFTG 1409)
$352 CEUs 9.6 HRS: 96
50363 North MW
Aug 25-Dec 10 12 p.m.-3 p.m.
50364 North Th
Aug 28-Dec 11 6:05 p.m.-9:05 p.m.

Descriptive Geometry
DFTG 2017
This course covers graphical solutions to problems involving points, lines, and planes in space. (DFTG 2417)
$352 CEUs 9.6 HRS: 96
50365 North TTh
Aug 26-Dec 11 6:05 p.m.-9:05 p.m.

Instrumentation Drafting
DFTG 2008
Principles of instrumentation applicable to industrial applications; fundamentals of measurement and control devices, ISA symbology, basic flow sheet layout and drafting practices. (DFTG 2408)
$367 CEUs 9.6 HRS: 96
50366 North W
Aug 27-Dec 10 6:05 p.m.-9:05 p.m.

Pipe Drafting
DFTG 2023
A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. (DFTG 2423)
$352 CEUs 9.6 HRS: 96
50368 North MW
Aug 25-Dec 10 8:05 a.m.-11:05 a.m.
**Solid Modeling/Design**

DFTG 2040
A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. (DFTG 2404)

$367  
CEUs 9.6  
HRS: 96  
50371  
North  
Th  
Aug 28-Dec 11  
8:30 a.m.-11:30 a.m.

**Technical Drafting**

DFTG 1005
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, and sections. (DFTG 1405)

$352  
CEUs 9.6  
HRS: 96  
50362  
North  
MW  
Aug 25-Dec 10  
6:05 p.m.-9:05 p.m.  
50361  
North  
TTh  
Aug 26-Dec 11  
12 p.m.-3 p.m.

**Topographical Drafting**

DFTG 2021
Plotting of surveyor's field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses. (DFTG 2421)

$352  
CEUs 9.6  
HRS: 96  
50367  
North  
MW  
Aug 25-Dec 10  
12 p.m.-3 p.m.

**Engineering & Manufacturing**

**Intermediate CNC**

MCHN 2035
Prerequisite: Introduction to CNC
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  
50013  
Central  
MW  
Aug 25-Nov 17  
6 p.m.-10 p.m.

**Introduction to CNC**

MCHN 2003
Note: Textbook required.
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  
50279  
Central  
TTh  
Sep 02-Oct 23  
6 p.m.-10 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  
50290  
Central  
MW  
Oct 20-Dec 10  
1:30 p.m.-3:30 p.m.  
50291  
Central  
MW  
Oct 20-Dec 10  
5:30 p.m.-7:30 p.m.

**Commercial Wiring**

ELPT 1045
A study of commercial wiring methods. Includes over current protection, raceway panel board installation, proper grounding techniques, and associate safety procedures. (ELPT 1345)

$305  
CEUs 6.4  
HRS: 64  
50302  
Central  
TTh  
Aug 26-Dec 11  
9:30 a.m.-11:20 a.m.  
50373  
North  
TTh  
Aug 26-Dec 11  
10:10 a.m.-12 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  
50288  
Central  
MW  
Aug 25-Oct 15  
1:30 p.m.-3:30 p.m.  
50289  
Central  
MW  
Aug 25-Oct 15  
5:30 p.m.-7:30 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  
50292  
Central  
TTh  
Aug 26-Oct 16  
1:30 p.m.-3:30 p.m.  
50293  
Central  
TTh  
Aug 26-Oct 16  
5:30 p.m.-7:30 p.m.

To register: All campuses 281-542-2020
**Digital Systems**
CETT 1049
Learn how to troubleshoot digital systems and evaluate digital system performance. (CETT 1349)

$310 CEUs 6.4 HRS: 64
50295 Central TTh
Oct 21-Dec 11 1:30 p.m.-3:30 p.m.
50296 Central TTh
Oct 21-Dec 11 5:30 p.m.-7:30 p.m.

**Electrical Calculations I**
ELPT 1015
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
50298 Central MW
Aug 25-Dec 10 8 a.m.-8:55 a.m.
50299 Central MW
Aug 25-Dec 10 5 p.m.-5:55 p.m.

**Electrical Planning & Estimating**
ELPT 2037
Students learn how to plan and estimate residential, industrial and commercial wiring systems costs. (ELPT 2337)

$305 CEUs 6.4 HRS: 64
50309 Central Th
Aug 28-Dec 11 6 p.m.-9:50 p.m.

**Electrical Systems Design**
ELPT 2043
This is a study of the 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
50310 Central M
Aug 25-Dec 08 6 p.m.-8:55 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
95447 North MWF
Aug 25-Dec 12 9:10 a.m.-10:25 a.m.
50286 Central MW
Aug 25-Dec 10 10 a.m.-11:20 a.m.
50287 Central M
Aug 25-Dec 08 6 p.m.-9:50 p.m.
50354 North M
Aug 25-Dec 08 6 p.m.-9:40 p.m.
50285 Central TTh
Aug 26-Dec 11 10 a.m.-11:50 a.m.
50282 Central TTh
Aug 26-Dec 11 1 p.m.-2:50 p.m.
50283 Central T
Aug 26-Dec 09 6 p.m.-9:40 p.m.
50281 Central W
Aug 27-Dec 10 6 p.m.-9:50 p.m.
50284 Central Th
Aug 28-Dec 11 6 p.m.-9:50 p.m.

**IAT Robotics**
RBTC 1045
Prerequisite: None
A study of the basic principles of robot controllers, controller input/output, memory, and interfacing with computer integrated manufacturing.

$730 CEUs 8.8 HRS: 88
50007 Central TTh
Sep 16-Dec 02 5 p.m.-9 p.m.

**Industrial Wiring**
ELPT 1057
Students will receive training in reading electrical drawings, computing wire size and overcurrent protection, wiring methods and device installation. (ELPT 1357)

$305 CEUs 6.4 HRS: 64
50303 Central T
Aug 26-Dec 09 6 p.m.-9:40 p.m.
Journeyman Electrician Exam Review
ELPT 2001
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
50307 Central F
Sep 05-Dec 05 6 p.m.-9:20 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
50297 Central TTh
Oct 21-Dec 11 7:30 p.m.-9:30 p.m.

Master Electrician Exam Review I
ELPT 1040
This is an introductory study of electrical theory, code calculations, and interpretations applicable to becoming a master electrician. Emphasis on residential, commercial, and industrial installations using the current edition of the National Electric Code (NEC) and local ordinances. (ELPT 1440)

$328 CEUs 6.4 HRS: 64
50306 Central Sa
Sep 06-Dec 06 8 a.m.-12:40 p.m.

Motor Controls
ELPT 1041
A study of operating principles dealing with solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, and safety wiring. (ELPT 1441)

$338 CEUs 9.6 HRS: 96
50375 North TTh
Aug 26-Dec 11 6 p.m.-8:45 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. (ELPT 2405)

$291 CEUs 6.4 HRS: 64
50376 North TTh
Aug 26-Dec 11 2:05 p.m.-4:10 p.m.
50308 Central W
Aug 27-Dec 10 6 p.m.-9:50 p.m.

National Electric Code I
ELPT 1025
An introductory study of the National Electric Code (NEC). Emphasis will be on wiring design, protection, methods and materials; equipment for general use, and basic calculations. (ELPT 1325)

$281 CEUs 4.8 HRS: 48
95452 North MWF
Aug 25-Dec 12 10:35 a.m.-11:30 a.m.
50300 Central TTh
Aug 26-Dec 11 8 a.m.-9:20 a.m.
50301 Central T
Aug 26-Dec 09 6:45 p.m.-8:45 p.m.

National Electric Code II
ELPT 2025
This is in-depth coverage of the National Electrical Code (NEC). Emphasis is placed on wiring protection and methods, special conditions, and advanced calculations. (ELPT 2325)

$281 CEUs 4.8 HRS: 48
50378 North MW
Aug 25-Dec 10 6 p.m.-7:25 p.m.

Programmable Logic Controllers I
ELPT 2019
Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls. (ELPT 2319)

$291 CEUs 6.4 HRS: 64
50377 North W
Aug 27-Dec 10 6 p.m.-9:40 p.m.

Residential Wiring
ELPT 1029
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
50304 Central MW
Aug 25-Dec 10 9 a.m.-12 p.m.
95453 North MWF
Aug 25-Dec 12 12:25 p.m.-2:15 p.m.
50305 Central MW
Aug 25-Dec 10 6:45 p.m.-9:45 p.m.
50374 North TTh
Aug 26-Dec 11 6 p.m.-8:45 p.m.

To register: All campuses 281-542-2020

Applied Technologies & Trades
**Sensors and Automation**

RBTC 1091  
A study of the basic principles of industrial sensors for automated systems. (RBTC 1355)  
$305 CEUs 6.4  
50330  
Aug 26-Dec 09 6 p.m.-8 p.m.

**Solid State Devices**

CETT 1029  
Students study operational characteristics of diodes, transistors and other semiconductor devices. (CETT 1329)  
$310 CEUs 6.4  
50294  
Aug 26-Oct 16 7:30 p.m.-9:30 p.m.

**HVAC/Refrigeration**

**AC & Refrigeration Codes**

HART 2001  
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  
50386 North TBA  
Oct 20-Dec 12 -

**Advanced AC Controls**

HART 2034  
Theory and application of electrical control devices, electromechanical controls, and/or pneumatic controls. (HART 2334)  
$328 CEUs 4.8  
50389 North MW  
Aug 25-Dec 10 12:25 p.m.-2:25 p.m.

**Advanced Electricity**

HART 2031  
Students will study the principles of motor operation, the theory of power distribution to motors, motor controls, motor protection, motor circuit troubleshooting, and the application of solid state devices. (HART 2431)  
$348 CEUs 9.6  
50388 North TTh  
Aug 26-Dec 11 6:05 p.m.-9:05 p.m.

**Air Conditioning Troubleshooting**

HART 2036  
An advanced course in application of troubleshooting principles and use of test instruments to diagnose a/c and refrigeration components and system problems.  
$348 CEUs 9.6  
50390 North TTh  
Aug 26-Dec 11 8:35 a.m.-11:35 a.m.

**Basic Electricity for HVAC**

HART 1001  
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  
95454 North MWF  
Aug 25-Oct 17 8:05 a.m.-12:15 p.m.  
50380 North MW  
Aug 25-Dec 10 6:05 p.m.-9:05 p.m.

**Commercial Air Conditioning: HVAC 4B**

HART 2041  
A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. (HART 2441)  
$348 CEUs 9.6  
50391 North MW  
Aug 25-Dec 10 6:05 p.m.-9:05 p.m.

**Gas Electrical Heating**

HART 1045  
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  
50385 North MW  
Aug 25-Dec 10 6:05 p.m.-9:05 p.m.  
50384 North TTh  
Oct 21-Dec 11 8:05 a.m.-2:15 p.m.

**Industrial Air Conditioning**

HART 2043  
Students will study components, accessories and installation of air conditioning systems exceeding 25 tons. (HART 2343)  
$281 CEUs 4.8  
50387 North MW  
Aug 25-Dec 10 10:15 a.m.-11:45 a.m.

*To register: All campuses 281-542-2020*
**PREPARATION FOR EPA RECOVERY CERTIFICATION**

**HART 1056**
Preparatory course and testing for HVAC refrigerant recovery and recycling to meet requirements of EPA Section 608 of the Clean Air Act. (HART 1356)
Note: Test card and study guide required

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<thead>
<tr>
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<td>Nov 17-Dec 12</td>
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**REFRIGERATION PRINCIPLES: HVAC**

**HART 1007**
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety. (HART 1407)

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<td>50382</td>
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<td>96</td>
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**RESIDENTIAL AIR CONDITIONING**

**HART 1041**
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. (HART 1441)

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<th>Course Code</th>
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<td>50383</td>
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**NON-DESTRUCTIVE TESTING**

**ADVANCED ULTRASONICS**

**NDTE 2001**
Emphasis is on welded plate, pipe, and TKY connectors, immersion testing, written practices and procedures. A study of modern shear wave testing techniques involving the ultrasonic test method. The testing portion of the course is concerned with a study of fundamental properties of sound theory, principles of wave propagation, operation of ultrasonic waves, ultrasonic test equipment, process and techniques as they apply to flaw characterization and sizing. Safety practices, procedures and current development in ultrasonic testing in the industrial area are stressed in relation and application to the metal working industry. (NDTE 2401)

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<th>Course Code</th>
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<td>50320</td>
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</table>

**EDDY CURRENT TESTING**

**NDTE 1040**
Students will be able to apply eddy current testing and procedures. (NDTE 1440)

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<td>Central</td>
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</table>

**FILM INTERPRETATION OF WELDMENTS**

**NDTE 1001**
Course designed to give clear insight into interpretation of radiographic images and evaluation of the quality of film. Mathematics involved requires knowledge of algebra, studies in such areas as simple stresses, physical principles, history of industrial radiography, general principles of examination of materials with penetrating radiation, interaction between penetrating radiation and matter, absorption, and scatter and related tables, and density calculations. (NDTE 1301)

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<th>Course Code</th>
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<td>Sep 05-Dec 05</td>
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</table>

**INTERMEDIATE ULTRASONICS: FLAW DETECTION & SIZING**

**NDTE 1054**
Basic theory and applications of the ultrasonic techniques of materials testing covering the theoretical material from the certification test for Ultrasonic Level I American Society of Non-Destructive Testing. (NDTE 1454)

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**INTRODUCTION TO CORROSION**

**METL 1013**
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)

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<td>50311</td>
<td>6.4</td>
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<td>Central</td>
<td>Aug 25-Dec 10</td>
</tr>
</tbody>
</table>

*To register: All campuses 281-542-2020*
**INTRODUCTION TO ULTRASONICS 1 & 2**

**NDTE 1005**

Students will learn the basic theory and applications of the ultrasonic techniques of materials testing. (NDTE 1405)

$352  CEUs 9.6  HRS: 96
50316  Central  TTh
Aug 26-Dec 11  1:45 p.m.-3:55 p.m.
50412  Central  TTh
Aug 26-Dec 11  7 p.m.-10 p.m.
50317  Central  Sa
Sep 06-Dec 06  4 p.m.-11 p.m.
50413  Central  MTWThF
Oct 20-Dec 12  11:05 a.m.-1:30 p.m.

**QUALITY ASSURANCE**

**QCTC 1043**

Information on quality assurance principles and applications; designed to introduce the student to the quality assurance profession. (QCTC 1343)

$305  CEUs 6.4  HRS: 64
50323  Central  TTh
Aug 26-Dec 11  5 p.m.-6:50 p.m.

**STANDARDS**

**QCTC 2031**

A study of philosophy and theory of standards, appropriate standard organizations and systems, integration to the application of standards criteria in society. Emphasis placed on the study of structural, mechanical and application of the ASME, AWS and API codes along with ASTM and MIL-STD. (QCTC 2331)

$305  CEUs 6.4  HRS: 64
50415  Central  Sa
Sep 05-Dec 06  8:30 a.m.-3:30 p.m.
50414  Central  MTWThF
Oct 20-Dec 12  8:30 a.m.-11 a.m.

**LIQUID PENETRANT & MAGNETIC PARTICLE**

**NDTE 1010**

This is an introduction to the study of non-destructive testing in accordance with SNT-TC-1A of materials before and after they are welded. An integral part of the course is the interpretation of non-destructive testing in accordance with building codes in liquid. (NDTE 1410)

$352  CEUs 9.6  HRS: 96
50415  Central  Sa
Sep 05-Dec 06  8:30 a.m.-3:30 p.m.
50414  Central  MTWThF
Oct 20-Dec 12  8:30 a.m.-11 a.m.

**METROLOGY AND BLUEPRINT READING**

**QCTC 1048**

Terminology, methodology, and practice of measurement systems and the calibration and use of basic measuring tools with techniques for interpreting blueprints. (QCTC 1448)

$352  CEUs 9.6  HRS: 96
50327  Central  TTh
Aug 26-Dec 11  7 p.m.-9:55 p.m.

**STATISTICAL PROCESS CONTROL**

**QCTC 1041**

Students will be able to apply correlation methods, analysis of variance, dispersion and sampling techniques. (QCTC 1341)

$305  CEUs 6.4  HRS: 64
50329  Central  MW
Aug 25-Dec 10  5 p.m.-6:50 p.m.
50328  Central  MW
Aug 25-Dec 10  7:30 p.m.-9:20 p.m.

**PREPARATION FOR CERTIFIED WELDING INSPECTOR EXAM**

**NDTE 2011**

General principles of welding inspection including welding processes, terms and definitions, welding discontinuities, duties and responsibilities of inspectors, destructive and nondestructive testing, quality assurance/quality control, welding codes and blueprints, procedures, and case studies. It is an overview of welding tools and equipment, metallurgy, chemistry, and joint design. (NDTE 2411)

$352  CEUs 9.6  HRS: 96
50321  Central  MW
Aug 25-Dec 10  7 p.m.-10 p.m.

**TESTING AND INSPECTION SYSTEMS**

**QCTC 1046**

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. (QCTC 1446)

$352  CEUs 9.6  HRS: 96
95462  Central  MTWThF
Aug 25-Oct 17  8:30 a.m.-11 a.m.
50324  Central  TTh
Aug 26-Dec 11  1:45 p.m.-4:40 p.m.
50325  Central  TTh
Aug 26-Dec 11  7 p.m.-9:55 p.m.
50326  Central  Sa
Sep 06-Dec 06  8:30 a.m.-3:30 p.m.

**To register:** All campuses 281-542-2020
### Welding Metallurgy I

**METL 1001**

A comprehensive study of refining properties, mechanical properties, and physical properties of ferrous and nonferrous materials including the theory of alloys, heat treatment, and testing. (METL 1405)

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### Occupational Health & Safety

**Certified Occupational Safety Specialist (COSS)**

**OSHT 1003**

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.

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### Pipefitting

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

**PFPB 2032**

Prerequisites: PFPB 1308 and PFPB 1343

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)

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**Pipefitting Fabrication & Blueprint Reading**

**PFPB 1043**

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

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**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)

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### 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.

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To register: All campuses 281-542-2020
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  
50265  
Central  
MTWTh  
Sep 22-Oct 30 7a.m.-6 p.m.  
50268  
Central  
MTWTh  
Nov 03-Dec 18 7a.m.-6 p.m.  
50270  
Central  
SaSu  
Nov 15-Feb 15 7a.m.-6 p.m.  

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  
50266  
Central  
MTWTh  
Sep 22-Oct 30 7a.m.-6 p.m.  
50269  
Central  
MTWTh  
Nov 03-Dec 18 7a.m.-6 p.m.  
50271  
Central  
SaSu  
Nov 15-Feb 15 7a.m.-6 p.m.  

Welding  

Advanced Gas Tungsten ARC Welding GTAW  
WLDG 2051  
Advanced topics in GTAW welding, including welding in various positions and directions. (WLDG 2551)  

$423  
CEUs 12.8  
HRS: 128  
50403  
North  
TTh  
Aug 26-Dec 11 6 p.m.-10 p.m.  
50346  
Central  
F  
Sep 05-Dec 06 6 p.m.-10:35 p.m.  
Sa  
Sep 05-Dec 06 8 a.m.-12:35 p.m.  

Advanced Pipe Welding  
WLDG 2053  
These are advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. (WLDG 2553)  

$423  
CEUs 12.8  
HRS: 128  
50347  
Central  
MW  
Aug 25-Dec 10 6 p.m.-9:55 p.m.  
50348  
Central  
TTh  
Aug 26-Dec 11 6 p.m.-9:50 p.m.  
50404  
North  
TTh  
Aug 26-Dec 11 6 p.m.-10 p.m.  

Advanced Shielded Metal Arc Welding SMAW  
WLDG 2043  
These are advanced topics based on accepted welding codes. Training 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  
95461  
North  
MWTh  
Aug 25-Dec 11 10:15 a.m.-12:50 p.m.  
50343  
Central  
MW  
Aug 25-Dec 10 6 p.m.-9:55 p.m.  
50344  
Central  
TTh  
Aug 26-Dec 11 6 p.m.-9:50 p.m.  
50621  
Central  
TTh  
Aug 26-Dec 16 6 p.m.-10 p.m.  
50401  
North  
Th  
Aug 28-Dec 11 6 p.m.-10 p.m.  
50648  
Central  
F  
Sep 05-Dec 06 6 p.m.-10:35 p.m.  
Sa  
Sep 06-Dec 06 8 a.m.-12:35 p.m.  

To register: All campuses 281-542-2020
Intermediate Pipe Welding
WLDG 2006
This is a comprehensive course on welding of pipe using the shielded metal arc welding (SMAW) process. Welds will be done using various positions. Topics covered include electrode selection, equipment setup and safe shop practices. (WLDG 2506)

$423 CEUs 12.8 HRS: 128
50649 Central 12:01 a.m.-2 a.m. MW
Aug 25-Dec 10 10 p.m.-11:58pm MW
Aug 25-Dec 10 6 p.m.-9:55 p.m. North MW
Aug 25-Dec 10 6 p.m.-10 p.m. North MW
Aug 26-Dec 11 8 a.m.-12 p.m. Central TTh
Aug 26-Dec 11 6 p.m.-9:50 p.m. Central F
Aug 26-Dec 11 6 p.m.-10:35 p.m. Sa
Sep 05-Dec 06 8 a.m.-12:35 p.m.

Intermediate Welding using Multiple Processes
WLDG 2013
Students are given instruction using layout tools and blueprint reading with demonstrations in some of the following processes: shielded metal arc welding, gas metal arc welding, gas tungsten arc welding, etc. (WLDG 2513)

$423 CEUs 12.8 HRS: 128
50400 North 6 p.m.-10 p.m.
Aug 25-Dec 10

Introduction to Gas Metal ARC Welding (GMAW)
WLDG 1030
This is a study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools and equipment. (WLDG 1530)

$423 CEUs 12.8 HRS: 128
50355 Central 8 a.m.-11:55 a.m. MW
Aug 25-Dec 10 6 p.m.-9:55 p.m. North TTh
Aug 26-Dec 11 6 p.m.-10 p.m.

Introduction to Gas Tungsten ARC Welding GTAW
WLDG 1034
This is 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 will be covered. (WLDG 1534)

$423 CEUs 12.8 HRS: 128
50337 Central 8 a.m.-11:50 a.m. TTh
Aug 25-Dec 12 6 p.m.-9:55 p.m. MW
Aug 26-Dec 10 6 p.m.-10 p.m. MW
Aug 26-Dec 10 6 p.m.-9:50 p.m. Central F
Aug 26-Dec 11 6 p.m.-10:35 p.m. Sa
Sep 05-Dec 06 8 a.m.-12:35 p.m.

Introduction to Shielded Metal Arc Welding-SMAW
WLDG 1028
This is an introduction to the shielded metal arc welding process. Emphasis is placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction is provided in SMAW fillet welds in various positions. (WLDG 1528)

$423 CEUs 12.8 HRS: 128
95460 North 7:30 a.m.-10:05 a.m. MWF
Aug 25-Dec 12 8 a.m.-1:35 p.m. Central MWF
Aug 25-Oct 17 6 p.m.-9:55 p.m. MW
Aug 25-Dec 10 6 p.m.-10 p.m. MW
Aug 26-Dec 10 6 p.m.-9:50 p.m. Central TTh
Aug 26-Dec 11 6 p.m.-10:35 p.m. F
Sep 05-Dec 06 8 a.m.-12:35 p.m.

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

**MARITIME**

**ABLE BODIED SEAMAN**

MART 2073

Prerequisite: 90 days seaitme

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  
50164  
Sep 01-Sep 05  
8 a.m.-5 p.m.  
Central  
MTWThF

50165  
Oct 06-Oct 10  
8 a.m.-5 p.m.  
Central  
MTWThF

50166  
Nov 10-Nov 14  
8 a.m.-5 p.m.  
Central  
MTWThF

70024  
Dec 08-Dec 12  
8 a.m.-5 p.m.  
Central  
MTWThF

**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-V/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  
50178  
Sep 30-Oct 03  
8 a.m.-5 p.m.  
Central  
TWThF

50179  
Oct 28-Oct 31  
8 a.m.-5 p.m.  
Central  
TWThF

70030  
Dec 16-Dec 19  
8 a.m.-5 p.m.  
Central  
TWThF

**ADVANCED LNG**

NFND 0000

This 72-hour Tank Ship Liquefied Gases course will satisfy the training requirements of 46 CFR 13.209, 13.309, 13.409 or 13.509 for a LG Tanker man advance endorsement (Management Level) training requirements of paragraphs 1-7 and 22-34 of Section A-V/1 of the STCW Code. This course provides training for Masters, Chief engineers, Chief officers, 2nd engineers and any person with immediate responsibility for the loading, discharging and care in transit or handling of LG cargoes. It comprises a specialized training program appropriate to their duties, including gas tanker safety, fire safety measures and systems, pollution prevention, operational practice and obligations under applicable laws and regulations. The course takes full account of Section A-V/1 of the STCW Code adopted by the International Convention on Standards of Training, Certification and Watch keeping for Seafarers 1995, as amended in 2010.

$2000  
50184  
Sep 15-Sep 26  
8 a.m.-5 p.m.  
Central  
MTWThF

50185  
Oct 20-Oct 31  
8 a.m.-5 p.m.  
Central  
MTWThF

70032  
Dec 01-Dec 12  
8 a.m.-5 p.m.  
Central  
MTWThF

**APPRENTICE MATE (STEERING) WESTERN ROUTES**

MARS 1078

Prerequisite: Must be taken with an apprentice mate course.

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  
50152  
Sep 29-Sep 30  
8 a.m.-5 p.m.  
Central  
MT

50156  
Nov 03-Nov 04  
8 a.m.-5 p.m.  
Central  
MT

50160  
Nov 24-Nov 25  
8 a.m.-5 p.m.  
Central  
MT

70021  
Dec 22-Dec 23  
8 a.m.-5 p.m.  
Central  
MT
**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.  

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| 50187 | Central | MTWThF  
| Sep 29-Oct 03 | 8 a.m.-5 p.m. |  
| 50188 | Central | MTWThF  
| Oct 27-Oct 31 | 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.  

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| Oct 27-Oct 28 | 8 a.m.-5 p.m. |  
| 70026 | Central | MT  
| Dec 15-Dec 16 | 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.  

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| Oct 27-Oct 31 | 8 a.m.-5 p.m. |  
| 70025 | Central | MTWThF  
| Dec 15-Dec 19 | 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, teambuilding, communication, leadership, decision-making and resource management are incorporated into the larger operational picture of organizational and regulatory management. Also addressed is the management of operational tasks, risk, and stress.  

$600  
| CEUs 2.4 | HRS: 24  
|---------|---------|  
| 50203 | Central | WThF  
| Sep 03-Sep 05 | 8 a.m.-5 p.m. |  
| 50204 | Central | WThF  
| Nov 05-Nov 07 | 8 a.m.-5 p.m. |  
| 70038 | Central | WThF  
| Dec 03-Dec 05 | 8 a.m.-5 p.m. |  

**Electronic Chart Display and Information Systems (ECDIS)**  
*MART 1075*  
Prerequisite: Previously passed USCG approved RADAR class  
USCG & STCW approved, this course provides the student with the knowledge and skills required to fully utilize the features of a computer-based navigation system capable of continuously determining a vessel’s position in relation to land, charted objects, aids-to-navigation, and unseen hazards.  

$1000  
| CEUs 4.0 | HRS: 40  
|---------|---------|  
| 50189 | Central | MTWThF  
| Sep 08-Sep 12 | 8 a.m.-5 p.m. |  
| 50190 | Central | MTWThF  
| Oct 06-Oct 10 | 8 a.m.-5 p.m. |  
| 50191 | Central | MTWThF  
| Nov 03-Nov 07 | 8 a.m.-5 p.m. |  
| 70033 | Central | MTWThF  
| Dec 08-Dec 12 | 8 a.m.-5 p.m. |  

**Key to Days of Week**  

<table>
<thead>
<tr>
<th>Key to Days of Week</th>
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</thead>
</table>
| M | Monday  
| T | Tuesday  
| W | Wednesday  
| Th | Thursday  
| F | Friday  
| S | Saturday  
| Su | Sunday  

*To register: All campuses 281-542-2020*
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
50192 Central 8 a.m.-5 p.m.
Oct 06-Oct 17 MTWThF
50193 Central 8 a.m.-5 p.m.
Nov 10-Nov 21 MTWThF

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
50205 Central 8 a.m.-5 p.m.
Oct 06-Oct 08 MTW

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
50180 Central 8 a.m.-5 p.m.
Sep 08-Sep 11 MTWTh
50181 Central 8 a.m.-5 p.m.
Oct 13-Oct 16 MTWTh

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.

$225
50200 Central 8 a.m.-5 p.m.
Sep 26-Sep 26 MTWThF
50201 Central 8 a.m.-5 p.m.
Oct 24-Oct 24 MTWThF
50202 Central 8 a.m.-5 p.m.
Nov 21-Nov 21 MTWThF
70037 Central 8 a.m.-5 p.m.
Dec 12-Dec 12 MTWThF

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.

$400
50197 Central 8 a.m.-5 p.m.
Sep 22-Sep 26 MTWThF
50198 Central 8 a.m.-5 p.m.
Oct 20-Oct 24 MTWThF
50199 Central 8 a.m.-5 p.m.
Nov 17-Nov 21 MTWThF
70036 Central 8 a.m.-5 p.m.
Dec 08-Dec 12 MTWThF

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

$900
50161 Central 8 a.m.-5 p.m.
Sep 22-Sep 26 MTWThF
50162 Central 8 a.m.-5 p.m.
Oct 20-Oct 24 MTWThF
50163 Central 8 a.m.-5 p.m.
Nov 17-Nov 21 MTWThF
70023 Central 8 a.m.-5 p.m.
Dec 08-Dec 12 MTWThF

To register: All campuses 281-542-2020
**Vessel Security Officer**
MART 1073
Prerequisite: 90 days sea time
This 2-day DNV approved course provides knowledge to those who may be designated to perform the duties and responsibilities of a Vessel Security Officer with respect to the security of a ship, for implementing and maintaining a Vessel Security Plan and for liaising with the Company Security Officer (CSO) and with Port Facility Security Officers (PFSOs).

$500  CEUs 1.6  HRS: 16  
50182  Central  WTh  
Oct 08-Oct 09  8 a.m.-5 p.m.  
50183  Central  WTh  
Nov 12-Nov 13  8 a.m.-5 p.m.  
70031  Central  WTh  
Dec 17-Dec 18  8 a.m.-5 p.m.

**Apprentice Mate**
Note: The Apprentice Mate license requires 540 (8 hour) days of sea time or 360 (12 hour) days. This course certificate expires in 1 year from date of issuance. You must acquire all required sea time before within one year of completing this course in order for the USCG to issue you an Apprentice Mate license.
Successful completion of 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  CEUs 10.4  HRS: 104  
50679  Central  MTWThF  
Sep 8- Sep 24  8 a.m-5 p.m.  
50680  Central  MTWThF  
Oct 13- Oct 29  8 a.m-5 p.m.  
50681  Central  MTWThF  
Nov 3- Nov 19  8 a.m-5 p.m.  
70046  Central  MTWThF  
Dec 1- Dec 17  8 a.m-5 p.m.

**English**

**English Communication Skills 1**
COMG 1000
Prerequisite: None
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.

$250  CEUs 5.6  HRS: 56  
50643  South  MTWTh  
Sep 02-Sep 25  9a.m.-12:30 p.m.  
50644  Central  MTWTh  
Sep 02-Sep 25  9a.m.-12:30 p.m.  
50645  South  MTWTh  
Sep 02-Sep 25  6 p.m.-9:30 p.m.  
50646  Central  MTWTh  
Sep 02-Sep 25  6 p.m.-9:30 p.m.  
50647  North  MTWTh  
Sep 02-Sep 25  6 p.m.-9:30 p.m.

**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.

$250  CEUs 5.6  HRS: 56  
50136  South  MTWTh  
Sep 29-Oct 23  9a.m.-12:30 p.m.  
50142  Central  MTWTh  
Sep 29-Oct 23  9a.m.-12:30 p.m.  
50139  South  MTWTh  
Sep 29-Oct 23  6 p.m.-9:30 p.m.  
50145  Central  MTWTh  
Sep 29-Oct 23  6 p.m.-9:30 p.m.  
50622  North  MTWTh  
Sep 29-Oct 23  6 p.m.-9:30 p.m.

To register: All campuses 281-542-2020
<table>
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<tr>
<th>Course</th>
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<th>Prerequisite</th>
<th>Note</th>
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<th>Credits</th>
<th>Hours</th>
<th>Schedule</th>
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<tr>
<td>COMG 1001</td>
<td>English Communication Skills 3</td>
<td>Pre-assessment required</td>
<td>Textbook and workbook required</td>
<td>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.</td>
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<td>CEUs 5.6</td>
<td>HRS: 56</td>
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<th>Credits</th>
<th>Hours</th>
<th>Schedule</th>
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<tr>
<td>COMG 1004</td>
<td>English Communication Skills 4</td>
<td>Pre-assessment required</td>
<td>Textbook and workbook required</td>
<td>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.</td>
<td>$250</td>
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</table>

To register: All campuses 281-542-2020
### English Communication Skills 5

**COMG 1004**  
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.

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<thead>
<tr>
<th>Course Fee</th>
<th>CEUs</th>
<th>HRS:</th>
<th>Dates and Times</th>
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<td>South</td>
<td>MTWTh</td>
<td>Sept 29-Oct 23 6 p.m.-9 p.m.</td>
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</tbody>
</table>

### 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.

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<tr>
<th>Course Fee</th>
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<td>Nov 17-Dec 16 6 p.m.-9:30 p.m.</td>
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<td>South</td>
<td>MTWTh</td>
<td>Oct 27-Nov 20 6 a.m.-12:30 p.m.</td>
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### English Communication Skills 7

**COMG 1007**  
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 Fee</th>
<th>CEUs</th>
<th>HRS:</th>
<th>Dates and Times</th>
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<td>MTWTh</td>
<td>Oct 27-Nov 20 6 a.m.-9:30 p.m.</td>
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### 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.

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>CEUs</th>
<th>HRS:</th>
<th>Dates and Times</th>
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<td>South</td>
<td>MTWTH</td>
<td>Sep 2-Sep 29 9 a.m.-12:30 pm</td>
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</table>

### 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.

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<tr>
<th>Course Fee</th>
<th>CEUs</th>
<th>HRS:</th>
<th>Dates and Times</th>
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<td>Aug 2-Oct 4 9 a.m.-12:20pm</td>
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</table>
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
50676  Central  MTWTH
Sep 2-Sep 29  9a.m.-12:30pm

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  CEUs 4.0  HRS: 40
50672  Central  MWF
Sep 2-Sep 29  1p.m.-4:20p.m.

ST: English for the Workplace
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
50674  South  MWS
Sep 2-Sep 29  9a.m.-12:30pm
50675  Central  MWS
Sep 2-Sep 29  9a.m.-12:30pm

STEP to Academic English - Listening & Speaking 2
COMG 1005
Prerequisite: STEP Academic English - Listening & Speaking 1 or pre-assessment.
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. No prior knowledge of Spanish necessary.

$175  CEUs 2.4  HRS: 24
50673  Central  S
Sep 6-Oct 11  9a.m.-12 p.m.

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.

$175  CEUs 2.4  HRS: 24
50673  Central  S
Sep 30-Nov 20  1 p.m.-2:45 p.m.
Nov 21-Nov 21  1 p.m.-2:45 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
50642 Central MTWTh
Sep 30-Nov 20 3:15 p.m.-5 p.m. F
Nov 21-Nov 21 3:15 p.m.-5 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
50635 South MW
Sep 29-Oct 29 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
50634 South MW
Aug 25-Sep 24 6 p.m.-9 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
50101 South Sa
Sep 06-Sep 20 8 a.m.-3:30 p.m.
50104 Central Sa
Sep 06-Sep 20 8 a.m.-3:30 p.m.
50107 North Sa
Sep 06-Sep 20 8 a.m.-3:30 p.m.
50110 South Sa
Oct 04-Oct 18 8 a.m.-3:30 p.m.
50113 Central Sa
Oct 04-Oct 18 8 a.m.-3:30 p.m.
50116 North Sa
Oct 04-Oct 18 8 a.m.-3:30 p.m.
50119 South Sa
Nov 01-Nov 15 8 a.m.-3:30 p.m.
50130 Central Sa
Nov 01-Nov 15 8 a.m.-3:30 p.m.
50133 North Sa
Nov 01-Nov 15 8 a.m.-3:30 p.m.
70009 South Sa
Dec 06-Dec 20 8 a.m.-3:30 p.m.
70012 Central Sa
Dec 06-Dec 20 8 a.m.-3:30 p.m.
70015 North Sa
Dec 06-Dec 20 8 a.m.-3:30 p.m.

To register: All campuses 281-542-2020
### ParaEducator Certification Re-take
NFND 0000

Prerequisite: Para Educator Training

Note: Materials provided

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

<table>
<thead>
<tr>
<th>$65</th>
<th>CEUs</th>
<th>HRS: 6</th>
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</table>
| 50103 | South | Sa
| Sep 20-Sep 20 | 8 a.m.-1:30 p.m. | |
| 50106 | Central | Sa
| Sep 20-Sep 20 | 8 a.m.-1:30 p.m. | |
| 50109 | North | Sa
| Sep 20-Sep 20 | 8 a.m.-1:30 p.m. | |
| 50112 | South | Sa
| Oct 18-Oct 18 | 8 a.m.-1:30 p.m. | |
| 50115 | Central | Sa
| Oct 18-Oct 18 | 8 a.m.-1:30 p.m. | |
| 50118 | North | Sa
| Oct 18-Oct 18 | 8 a.m.-1:30 p.m. | |
| 50121 | South | Sa
| Nov 15-Nov 15 | 8 a.m.-1:30 p.m. | |
| 50132 | Central | Sa
| Nov 15-Nov 15 | 8 a.m.-1:30 p.m. | |
| 50135 | North | Sa
| Nov 15-Nov 15 | 8 a.m.-1:30 p.m. | |
| 70011 | South | Sa
| Dec 20-Dec 20 | 8 a.m.-1:30 p.m. | |
| 70014 | Central | Sa
| Dec 20-Dec 20 | 8 a.m.-1:30 p.m. | |
| 70017 | North | Sa
| Dec 20-Dec 20 | 8 a.m.-1:30 p.m. | |

### ParaEducator Institute Training ISD
CDEC 1032

Prerequisite: High School Diploma or GED from Texas accredited institution

Note: Materials provided

The first two days of each institute will consist of training in four modules. On day three, participants will take the C.A.P.E. Para Educator’s Assessment of Competencies. Based on test results, participants will either receive certification or an opportunity to receive tutorial and re-test support. This class is geared toward the districts within our service region.

<table>
<thead>
<tr>
<th>$260</th>
<th>CEUs</th>
<th>HRS: 18</th>
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</table>
| 50102 | South | Sa
| Sep 06-Sep 20 | 8 a.m.-3:30 p.m. | |
| 50105 | Central | Sa
| Sep 06-Sep 20 | 8 a.m.-3:30 p.m. | |
| 50108 | North | Sa
| Sep 06-Sep 20 | 8 a.m.-3:30 p.m. | |
| 50111 | South | Sa
| Oct 04-Oct 18 | 8 a.m.-3:30 p.m. | |
| 50114 | Central | Sa
| Oct 04-Oct 18 | 8 a.m.-3:30 p.m. | |
| 50117 | North | Sa
| Oct 04-Oct 18 | 8 a.m.-3:30 p.m. | |
| 50120 | South | Sa
| Nov 01-Nov 15 | 8 a.m.-3:30 p.m. | |
| 50131 | Central | Sa
| Nov 01-Nov 15 | 8 a.m.-3:30 p.m. | |
| 50134 | North | Sa
| Nov 01-Nov 15 | 8 a.m.-3:30 p.m. | |
| 70010 | South | Sa
| Dec 06-Dec 20 | 8 a.m.-3:30 p.m. | |
| 70013 | Central | Sa
| Dec 06-Dec 20 | 8 a.m.-3:30 p.m. | |
| 70016 | North | Sa
| Dec 06-Dec 20 | 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
50148 North Sa
Oct 04-Oct 04 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
50014 Central MTWTh
Oct 06-Dec 02 6 p.m.-9 p.m.
50015 South MTWTh
Oct 06-Dec 02 6 p.m.-9 p.m.
50016 North MTWTh
Oct 06-Dec 02 6 p.m.-9 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
95120 Central MTWTh
Aug 25-Sep 11 6 p.m.-9 p.m.
95121 South MTWTh
Aug 25-Sep 11 6 p.m.-9 p.m.
95122 North MTWTh
Aug 25-Sep 11 6 p.m.-9 p.m.
50095 Central MTWTh
Oct 27-Nov 13 6 p.m.-9 p.m.
50096 South MTWTh
Oct 27-Nov 13 6 p.m.-9 p.m.
50097 North MTWTh
Oct 27-Nov 13 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.

$110 CEUs 3.6 HRS: 36
50092 Central MTWTh
Oct 06-Oct 23 6 p.m.-9 p.m.
50093 South MTWTh
Oct 06-Oct 23 6 p.m.-9 p.m.
50094 North MTWTh
Oct 06-Oct 23 6 p.m.-9 p.m.

*To register: All campuses 281-542-2020*
GED Preparation: Social Studies/Science

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

$120 CEUs 2.4 HRS: 24
95123 Central MTWTh
Sep 15-Sep 25 6 p.m.-9 p.m.
95124 South MTWTh
Sep 15-Sep 25 6 p.m.-9 p.m.
50098 North MTWTh
Sep 15-Sep 25 6 p.m.-9 p.m.
50099 Central MTWTh
Nov 17-Dec 02 6 p.m.-9 p.m.
50100 South MTWTh
Nov 17-Dec 02 6 p.m.-9 p.m.

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)
$321 CEUs 4.8 HRS: 48
50569 South MW
Aug 25-Dec 12 3:05 p.m.-6:05 p.m.

Ceramics I
NFND 0000
Note: No textbook required; must be approved by the credit department
Studio Course - An introduction to basic ceramic processes and an exploration of clay as an artistic medium. Includes mechanical (wheel-thrown) and hand-built techniques, and glazing and firing processes. (ARTS 2346)
$321 CEUs 9.6 HRS: 96
50488 Central MW
Aug 25-Dec 12 2:55 p.m.-5:55 p.m.
50489 Central MW
Aug 25-Dec 12 6 p.m.-9 p.m.

Ceramics II
NFND 0000
Prerequisite: ARTS 2346
Note: No textbook required; must be approved by the credit department
Studio course - A continuation of ARTS 2346. Exploration of clay as an artistic medium, concentrating on combinations of mechanical and hand-built techniques. (ARTS 2347)
$321 CEUs 9.6 HRS: 96
50490 Central MW
Aug 25-Dec 12 2:55 p.m.-5:55 p.m.
50491 Central MW
Aug 25-Dec 12 6 p.m.-9 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)
$301 CEUs 9.6 HRS: 96
95492 North MWF
Aug 25-Dec 12 8:35 a.m.-10:30 a.m.
**Digital Arts I**

NFND 0000  
Prerequisite: None  
This studio art course explores the potential of computer hardware and software medium for their visual, conceptual, and practical uses in visual arts. Students will not receive credit for both ARTC 1325 and ARTS 2348. (ARTS 2348)

$321  
CEUs 9.6  
HRS: 96  
50558  
North  
MW  
Aug 25-Dec 12  
6 p.m.-9 p.m.  
50492  
Central  
TTh  
Aug 26-Dec 12  
8:35 a.m.-11:35 a.m.

**Sculpture I**

NFND 0000  
An exploration of various sculptural approaches in a variety of media, including additive and subtractive techniques. (ARTS 2326)

$321  
CEUs 9.6  
HRS: 96  
50556  
North  
TTh  
Aug 26-Dec 12  
8:35 a.m.-11:35 a.m.  
50568  
South  
TTh  
Aug 26-Dec 12  
11:45 a.m.-2:45 p.m.

**Sculpture II**

NFND 0000  
A continuation of Sculpture I, this course emphasizes individual expression. Prerequisite: ARTS 2326 or approval of department chair. (ARTS 2327)

$321  
CEUs 9.6  
HRS: 96  
50557  
North  
TTh  
Aug 26-Dec 12  
8:35 a.m.-11:35 a.m.

**CAKE DECORATING**

**Wilton Cake Decorating Basics (Wilton Course 1)**

NFND 0000  
Prerequisite: None  
Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore prior to class starting). This is the foundation for all Wilton Method Courses. You will learn to use decorating tools properly and will be introduced to basic cake decorating by learning the star, drop flower, piping gel transfers and be introduced to the rose.

$49  
CEUs .8  
HRS: 8  
50046  
North  
W  
Sep 17-Oct 08  
6:30 p.m.-8:30 p.m.

**Wilton Flowers and Cake Design (Cake Decorating Course 2)**

NFND 0000  
Prerequisite: Wilton Cake Decorating I  
Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore prior to class starting). In this course you will learn to make beautiful flowers, such as the rose, rosebud, daffodils and violets, perfect for any occasion. To finish your cake you will learn the basket weave and reverse shell for a lovely finished cake.

$49  
CEUs .8  
HRS: 8  
50047  
North  
W  
Oct 15-Nov 05  
6:30 p.m.-8:30 p.m.

**Wilton Gum Paste and Fondant**

NFND 0000  
Prerequisite: Wilton Cake Decorating I  
Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore prior to class starting). Learn how to create incredible lifelike flowers such as the carnation and daisy using the latest gum paste and fondant tools and techniques. You will also learn to cover your cake and cake board with fondant for an impressive display. Then you will finish off your cake using your choice of borders taught in class.

$49  
CEUs .8  
HRS: 8  
70005  
North  
W  
Nov 12-Dec 10  
6:30 p.m.-8:30 p.m.

**DANCE**

**Ballet I**

NFND 0000  
Introduction to the theory, practice, and terminology of classical ballet with emphasis on development and refinement of barre and center technique. (DANC 1341)  
Prerequisite: Placement audition.

$281  
CEUs 9.6  
HRS: 96  
95493  
South  
MTWTh  
Aug 25-Dec 12  
10:10 a.m.-11:35 a.m.

**Ballet III**

NFND 0000  
Prerequisite: Placement audition  
This is a further exposure to the theory, practice and terminology of classical ballet with emphasis on expansion and refinement of the skills developed in DANC 1341 and DANC 1342. (DANC 2341)

$281  
CEUs 9.6  
HRS: 96  
95495  
South  
MTWTh  
Aug 25-Dec 12  
10:10 a.m.-11:35 a.m.
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  
50021  
Central  
T  
Oct 28-Dec 02  
5:30 p.m.-7:30 p.m.  

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  
50022  
Central  
T  
Oct 28-Dec 02  
7:30 p.m.-9:30 p.m.  

Dance Appreciation  
NFND 0000  
Prerequisite: Reading level 7 and Writing level 7  
This course is an introduction to dance as an art form with emphasis on historical perspectives, observation, and analysis of live and video performance, and exploration/analysis of creative and expressive experiences in dance. (DANC 2303)  
$281  
CEUs 4.8  
HRS: 48  
50494  
Central  
MW  
Aug 25-Dec 12  
11:45 a.m.-1:10 p.m.  
50495  
Central  
TTh  
Aug 26-Dec 12  
10:10 a.m.-11:35 a.m.  
50496  
Central  
TTh  
Aug 26-Dec 12  
11:45 a.m.-1:10 p.m.  

Modern Dance I  
NFND 0000  
Beginning technique in modern dance with emphasis on floor and center work, basic rhythm, and movement combinations. (DANC 1345)  
$281  
CEUs 9.6  
HRS: 96  
95496  
South  
MTWTh  
Aug 25-Dec 12  
11:45 a.m.-1:10 p.m.  

Modern Dance III  
NFND 0000  
DANC 2345 is intended to build upon and expand the technical skills developed in DANC 1345/1346 as well as to emphasize and enhance artistic aspects of movement. (DANC 2345)  
$281  
CEUs 9.6  
HRS: 96  
95496  
South  
MTWTh  
Aug 25-Dec 12  
11:45 a.m.-1:10 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  
50038  
Central  
M  
Aug 25-Sep 22  
7:45 p.m.-9:15 p.m.  
50040  
Central  
M  
Oct 06-Oct 27  
7:45 p.m.-9:15 p.m.  
50042  
Central  
M  
Nov 03-Nov 24  
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  
50037  
Central  
M  
Aug 25-Sep 22  
6 p.m.-7:30 p.m.  
50039  
Central  
M  
Oct 06-Oct 27  
6 p.m.-7:30 p.m.  
50041  
Central  
M  
Nov 03-Nov 24  
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  
50043  
South  
Th  
Sep 25-Oct 09  
6:30 p.m.-9:30 p.m.  

To register: All campuses 281-542-2020
GARDENING

Container Gardening Made Easy
NFND 0000
This class will cover potting soil mixes, how to make your potting soil mixes, what container fertilizers to use and when, as well as troubleshooting. Perennial, biennials, annuals, deciduous and non-deciduous plants, (evergreens and non-evergreens) and some shrubs.

$39 CEUs .3 HRS: 3
50048 South Nov 20-Nov 20 6 p.m.-9 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
50501 Central Aug 26-Dec 12 10:10 a.m.-11:35 a.m.

Film Appreciation I
NFND 0000
Prerequisite: None
This course includes a comparative study of the different genres of motion pictures, with an emphasis on the evaluation and appreciation of the motion picture structure within each genre. Film production, acting, writing, and special effects will be discussed. Full length movies will be watched in their entirety during a two-hour lab. Visual, oral, and written evaluations of each movie are required. (DRAM 2366)

$329 CEUs 6.4 HRS: 64
50502 Central Aug 25-Dec 12 6 p.m.-10 p.m.
50503 Central Aug 26-Dec 12 6 p.m.-10 p.m.
50504 Central Aug 27-Dec 12 6 p.m.-10 p.m.
50505 Central Oct 20-Dec 12 1:30 p.m.-4 p.m.
50506 Central Oct 20-Dec 12 -

Fine Arts Photography I
NFND 0000
This is a beginning course in the taking, developing and printing of photographs. Students receive instruction in photographic principles and are given assignments to complete in the laboratory periods or outside class. The College furnishes darkroom facilities and a limited number of cameras. Students will not receive credit for both ARTS 2356 and COMM 1318. (ARTS 2356, COMM 1318)

$321 CEUs 9.6 HRS: 96
50570 South Aug 26-Dec 12 11:45 a.m.-2:45 p.m.
50571 South Aug 26-Dec 12 3:05 p.m.-6:05 p.m.

Stage Makeup
NFND 0000
This course will instruct the student actor in the theory and practice of stage makeup, encompassing all forms of corrective and character application. Enrollment is open to all students without prerequisite. (DRAM 1341)

$281 CEUs 4.8 HRS: 48
50500 Central Aug 25-Dec 12 10:10 a.m.-11:35 a.m.

Theatre
NFND 0000
Prerequisite: None
This is an introduction to the basic practices, history, theories and styles of the theatre, and includes a survey of major fields of theatrical art. Elementary stage techniques are studied along with fundamental acting techniques. (DRAM 1310)

$281 CEUs 4.8 HRS: 48
50498 Central Aug 25-Dec 12 6 p.m.-9 p.m.
50499 Central Oct 20-Dec 12 -
50497 Central Oct 21-Dec 12 1:20 p.m.-3:30 p.m.

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

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

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

No refunds are given after the course begins.

$210 CEU 1.9 HRS: 19
Meets Friday 6 p.m.-9 p.m. Saturday and Sunday 7:30 a.m.-3:30 p.m.

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MUSIC

**Class Guitar I**

NFND 0000
Prerequisite: None.
Note: Textbook required, acoustic guitar required. This class is for beginning to intermediate level students with limited experience. Beginning class guitar is intended to develop student skills in applied music theory, sight-reading, performance, and technique on the instrument. (MUSI 1192)

$187 CEUs 4.8 HRS: 48
50575 South MW
Aug 25-Dec 12 1:30 p.m.-2:25 p.m.

**Class Piano I**

NFND 0000
Beginning class piano equips 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
50573 South MW
Aug 25-Dec 12 3:05 p.m.-4 p.m.
50574 South TTh
Aug 26-Dec 12 11:45 a.m.-12:40 p.m.

PAINTING/DRAWING

**Design I**

NFND 0000
Emphasis upon two-dimensional art, including fundamentals of line, color, form, texture, shape, space and arrangement. (ARTS 1311)

$301 CEUs 9.6 HRS: 96
95491 North MWF
Aug 25-Dec 12 8:35 a.m.-10:30 a.m.
50560 South TTh
Aug 26-Dec 12 8:35 a.m.-11:35 a.m.
50561 South TTh
Aug 26-Dec 12 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)

$301

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS: 96</th>
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<tbody>
<tr>
<td>50483</td>
<td>Central</td>
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<tr>
<td>Aug 25-Dec 12</td>
<td>11:45 a.m.-2:45 p.m.</td>
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<tr>
<td>50562</td>
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<tr>
<td>Aug 25-Dec 12</td>
<td>3:05 p.m.-6:05 p.m.</td>
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<td>50563</td>
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<td>6:30 p.m.-9:30 p.m.</td>
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<td>50564</td>
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<td>Aug 26-Dec 12</td>
<td>8:35 a.m.-11:35 a.m.</td>
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<td>50554</td>
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<tr>
<td>Aug 26-Dec 12</td>
<td>11:45 a.m.-2:45 p.m.</td>
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<td>50565</td>
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<tr>
<td>50484</td>
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<td>Aug 26-Dec 12</td>
<td>2:55 p.m.-5:55 p.m.</td>
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<tr>
<td>50485</td>
<td>Central</td>
</tr>
<tr>
<td>Aug 26-Dec 12</td>
<td>6 p.m.-9 p.m.</td>
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</tbody>
</table>

**Drawing II**
NFND 0000
Expansion of Drawing I, stressing the expressive and conceptual aspects of drawing. (ARTS 1317)

$301

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<tr>
<th>CEUs</th>
<th>HRS: 96</th>
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<tr>
<td>50555</td>
<td>North</td>
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<tr>
<td>Aug 26-Dec 12</td>
<td>11:45 a.m.-2:45 p.m.</td>
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**Life Drawing I**
NFND 0000
Life Drawing I is a studio course emphasizing structure and action of the human figure. (ARTS 2323)

$401

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<thead>
<tr>
<th>CEUs</th>
<th>HRS: 96</th>
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<tr>
<td>50567</td>
<td>South</td>
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<tr>
<td>Aug 26-Dec 12</td>
<td>3:05 p.m.-6:05 p.m.</td>
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</table>

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

$301

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<tr>
<th>CEUs</th>
<th>HRS: 96</th>
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<td>50566</td>
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<td>50486</td>
<td>Central</td>
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<td>Aug 26-Dec 12</td>
<td>11:45 a.m.-2:45 p.m.</td>
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**Painting II**
NFND 0000
Prerequisite: ARTS 2316 or approval of department chair
Continuation of Painting I with emphasis on individual expression. (ARTS 2317)

$301

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<tr>
<th>CEUs</th>
<th>HRS: 96</th>
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<td>50487</td>
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<tr>
<td>Aug 26-Dec 12</td>
<td>11:45 a.m.-2:45 p.m.</td>
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**Watercolor I**
NFND 0000
Introduction to the basic techniques and materials of transparent and opaque watercolors. (ARTS 2366)

$291

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<tr>
<th>CEUs</th>
<th>HRS: 96</th>
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<tbody>
<tr>
<td>50572</td>
<td>South</td>
</tr>
<tr>
<td>Aug 25-Dec 12</td>
<td>11:45 a.m.-2:45 p.m.</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
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<th>CEUs</th>
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<tr>
<td>50577</td>
<td>South</td>
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<tr>
<td>Aug 26-Dec 12</td>
<td>7:05 p.m.-8:30 p.m.</td>
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</table>

**Aerobic Activities**
NFND 0000
A cardiovascular conditioning program designed to improve muscle tone and to help maintain a healthy body weight through fun and fitness activities. (PHED 1117)

$187

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<thead>
<tr>
<th>CEUs</th>
<th>HRS: 48</th>
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<tbody>
<tr>
<td>50520</td>
<td>Central</td>
</tr>
<tr>
<td>Aug 26-Dec 12</td>
<td>11:45 a.m.-1:10 p.m.</td>
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**Basketball**
NFND 0000
The student will receive instruction on the basic skills and techniques of basketball. (PHED 1120)

$187

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<thead>
<tr>
<th>CEUs</th>
<th>HRS: 48</th>
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<tr>
<td>50523</td>
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<td>Aug 26-Dec 12</td>
<td>8:35 a.m.-10 a.m.</td>
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<tr>
<td>50524</td>
<td>Central</td>
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<tr>
<td>Aug 28-Dec 12</td>
<td>6:30 p.m.-9:30 p.m.</td>
</tr>
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</table>

To register: All campuses 281-542-2020
**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  
50017  
South  
TTh  
Sep 02-Oct 07  
8:30 p.m.-9:50 p.m.  
50019  
Central  
MW  
Sep 08-Oct 13  
7 p.m.-8:30 p.m.  
50018  
South  
TTh  
Oct 14-Nov 18  
8:30 p.m.-9:50 p.m.  
50020  
Central  
MW  
Oct 20-Nov 24  
7 p.m.-8:30 p.m.

**Exercise for Health & Fitness**  
NFND 0000  
This course is designed to provide students with an essential knowledge of exercise and fitness on health using lecture, reading, labs on health related fitness components and fitness activities. This course will provide an understanding of cardiovascular disease, risk factors and the role of exercise in prevention. Labs will include fitness testing, self-assessments and maintenance programs, nutritional analysis, and individualized programs. A variety of activities will be used, including low impact aerobics, power walking, bench stepping, toning and flexibility exercises, and weights. (PHED 1119)  
$187  
CEUs 4.8  
HRS: 48  
50522  
Central  
MW  
Aug 25-Dec 12  
11:45 a.m.-1:10 p.m.  
50521  
Central  
TTh  
Aug 26-Dec 12  
11:45 a.m.-1:10 p.m.

**Beginning Jazz**  
NFND 0000  
Prerequisite: None  
This course includes basics and background in varied jazz dance forms, from blues to funky, stressing presentation and exploration to creative potential. (PHED 1133)  
$187  
CEUs 4.8  
HRS: 48  
50538  
Central  
MW  
Aug 25-Dec 12  
1:20 p.m.-2:45 p.m.

**Beginning Tennis**  
NFND 0000  
This course introduces students to beginning skills and strategies in tennis. Lecture topics include history, rules, strategy (both singles and doubles), etiquette, proper care and selection of equipment, and proper time. (PHED 1101)  
$187  
CEUs 4.8  
HRS: 48  
50507  
Central  
MW  
Aug 25-Dec 12  
11:45 a.m.-1:10 p.m.

**Bowling**  
NFND 0000  
The student will receive instruction in etiquette, selection of equipment, basic techniques, scoring, computing handicaps, league play and a variety of tournaments. (PHED 1111)  
$245  
CEUs 4.8  
HRS: 48  
50509  
Central  
M  
Aug 25-Dec 12  
1:30 p.m.-4:30 p.m.

**Fitness Walking**  
NFND 0000  
This course introduces students to walking as a lifetime fitness activity. Emphasis is placed on correct form and pacing to maintain working heart rate. Other topics covered are proper shoe selection, training principles for improved cardiovascular fitness, safety, and injury prevention. (PHED 1143)  
$187  
CEUs 4.8  
HRS: 48  
50550  
Central  
MW  
Aug 25-Dec 12  
8:35 a.m.-10 a.m.  
50545  
Central  
MW  
Aug 25-Dec 12  
10:10 a.m.-11:35 a.m.  
50548  
Central  
MW  
Aug 25-Dec 12  
11:45 a.m.-1:10 p.m.  
50551  
Central  
TTh  
Aug 26-Dec 12  
8:35 a.m.-10 a.m.  
50546  
Central  
TTh  
Aug 26-Dec 12  
10:10 a.m.-11:35 a.m.  
50547  
Central  
TTh  
Aug 26-Dec 12  
11:45 a.m.-1:10 p.m.  
50549  
Central  
T  
Aug 26-Dec 12  
6:30 p.m.-9:30 p.m.

**Golf**  
NFND 0000  
Basic skills in playing golf are stressed, including rules and etiquette of the game. (PHED 1113)  
$187  
CEUs 4.8  
HRS: 48  
50510  
Central  
MW  
Aug 25-Dec 12  
11:45 a.m.-1:10 p.m.  
50511  
Central  
TTh  
Aug 26-Dec 12  
10:10 a.m.-11:35 a.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
50023 Central T
Sep 16-Sep 16 5:30 p.m.-6:50 p.m.
T
Sep 23-Oct 21 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
50024 Central Th
Sep 18-Sep 18 5:30 p.m.-6:50 p.m.
Th
Sep 25-Oct 23 5:30 p.m.-6:50 p.m.

**Jogging**

NFND 0000
Students cardiovascular and overall physical fitness are emphasized using a variety of methods and materials.

(PHED 1114)

$187 CEUs 4.8 HRS: 48
50518 Central MW
Aug 25-Dec 12 8:35 a.m.-10 a.m.
Central MW
Aug 25-Dec 12 10:10 a.m.-11:35 a.m.
Central MW
Aug 25-Dec 12 11:45 a.m.-1:10 p.m.
Central TTh
Aug 26-Dec 12 8:35 a.m.-10 a.m.
Central TTh
Aug 26-Dec 12 10:10 a.m.-11:35 a.m.
Central TTh
Aug 26-Dec 12 11:45 a.m.-1:10 p.m.
Central T
Aug 26-Dec 12 6:30 p.m.-9:30 p.m.
Central W
Aug 27-Dec 12 6:30 p.m.-9:30 p.m.

**Kickboxing for Fitness**

NFND 0000
Kickboxing is a fitness program designed to improve muscle tone and cardiovascular endurance through constant motion and repetition using martial arts techniques. A variety of combinations and some martial arts applications are taught.

( PHED 1145)

$187 CEUs 4.8 HRS: 48
50552 Central W
Aug 27-Sep 10 6:30 p.m.-9:30 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
50576 South TTh
Aug 26-Dec 12 7:05 p.m.-8:30 p.m.
50543 Central F
Sep 05-Dec 07 6:30 p.m.-9:30 p.m.

**Modern Dance**

NFND 0000
Prerequisite: None
This course covers the fundamental techniques of movement and practice in beginning composition.

( PHED 1130)

$187 CEUs 4.8 HRS: 48
50537 Central MW
Aug 25-Dec 12 11:45 a.m.-1:10 p.m.
**Scuba - Open Water Diver**
NFND 0000
Note: 6 hours classroom Texas Dive Center in Clear Lake--Tuesday/Thursday nights 6 p.m.-9 p.m.; 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)
There are a few steps involved prior to starting your SCUBA program. Please be sure to read the steps below and make sure you understand what needs to be done prior to taking your SCUBA course.
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
50044 Central TTh
Sep 03-Sep 09 6 p.m.-9 p.m.
SaSu
Sep 13-Sep 14 1 p.m.-5 p.m.
SaSu
Sep 20-Sep 21 8 a.m.-5 p.m.

**Slow Pitch Softball**
NFND 0000
Prerequisite: None
This course covers development of basic techniques and skills of slow-pitch softball. (PHED 1121)
$187 CEUs 4.8 HRS: 48
50525 Central TTh
Aug 26-Dec 12 1:20 p.m.-2:45 p.m.

**Soccer**
NFND 0000
Prerequisite: None
This course covers lectures, demonstrations and practice in basic skills and techniques of soccer. (PHED 1122)
$187 CEUs 4.8 HRS: 48
50526 Central MW
Aug 25-Dec 12 1:20 p.m.-2:45 p.m.

**Volleyball**
NFND 0000
The student will receive instruction in the skills of passing, setting, spiking, serving, and blocking. Basic offensive and defensive strategies, rules, tournament play, and officiating will be covered. (PHED 1104)
$187 CEUs 4.8 HRS: 48
50508 Central TTh
Aug 26-Dec 12 10:10 a.m.-11:35 a.m.

**Weight Training**
NFND 0000
Lectures, demonstrations and practice in the basic skills and techniques of weight training. (PHED 1123)
$187 CEUs 4.8 HRS: 48
50527 Central MW
Aug 25-Dec 12 8:35 a.m.-10 a.m.
50531 Central MW
Aug 25-Dec 12 10:10 a.m.-11:35 a.m.
50529 Central MW
Aug 25-Dec 12 11:45 a.m.-1:10 p.m.
50528 Central TTh
Aug 25-Dec 12 1:20 p.m.-2:45 p.m.
50532 Central MW
Aug 25-Dec 12 1:20 p.m.-2:45 p.m.
50530 Central M
Aug 25-Dec 12 6:30 p.m.-9:30 p.m.
50533 Central TTh
Aug 26-Dec 12 8:35 a.m.-10 a.m.
50534 Central TTh
Aug 26-Dec 12 10:10 a.m.-11:35 a.m.
50535 Central TTh
Aug 26-Dec 12 11:45 a.m.-1:10 p.m.
50536 Central F
Aug 29-Dec 12 10 a.m.-1 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
50539 Central MW
Aug 25-Dec 12 10:10 a.m.-11:35 a.m.
50540 Central TTh
Aug 26-Dec 12 10:10 a.m.-11:35 a.m.
50541 Central TTh
Aug 26-Dec 12 1:20 p.m.-2:45 p.m.
50542 Central F
Aug 29-Dec 12 9 a.m.-12 p.m.

To register: All campuses 281-542-2020
Adult Learning Institute

For Ages 55 and Up!

10% off select classes!

Are you ready to learn a new skill or hobby and make new friends?

Choose from the following:

• Country Western and Ballroom Social Dance Classes
• Golf - Beginning and Intermediate
• Watercolor I
• Retirement Planning Today
• Scrapbooking sessions 1-5
• Drawing I

Just register at any CPD registration office on Central, North, or South campuses and show proof of age to receive your discount!

Looking for other areas of interest? Contact us for information on upcoming classes and give us your wish list!

281-542-2020
Online Learning

Partnership with Education to Go

Online learning anytime, anywhere...just a click away!

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

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

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

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

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

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

To Register: Call 281-542-2020
General Information

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

Central Campus: 281-521-2020, 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.

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

Fax or Email Registration
Fax or email your completed registration form at any time.
A blank registration form is located in this schedule.
Fax and email access are available 24 hours a day.
Central Campus
Fax: 281-476-1833
North Campus
Fax: 281-459-7196
South Campus
Fax: 281-922-3422
Email: registration.cpd@sjcd.edu

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

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.
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: North, Central, or South Campus call: 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.

Step 2. Enter your user ID#—this is your nine-digit SJC student ID (G00XXXXXX).
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 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.
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 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

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.

To register: All campuses 281-542-2020
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.

IMPORTANT NOTICES

• Photo identification required for all in person registrations. Se require ID para toda las registraciones en persona.
• Information contained in the schedule is subject to the policies and procedures of the San Jacinto College District and is subject to change without notice.
• All courses are taught in English, unless specified otherwise.
• Classes may be cancelled because of low enrollment.
• Instructors may be changed as conditions warrant.
• Room assignments and building locations may be changed as conditions warrant.
• Students must attend the class section for which they are registered.
• CPD staff and instructors provide information, not advice.
• San Jacinto College requires that its instructors not solicit business for personal gain in the classroom. Any business transaction resulting from a class is the responsibility of the student, not the College.
• Classes labeled “Linked” are held with academic/credit classes but do not earn semester credit or transfer toward academic certificates or degrees. Enrollment into these courses is extremely limited and is on a space-available basis. Should the credit course completely fill, the concurrent/linked CPD course may be cancelled. Although CPD students in linked academic classes are TASP/THEA exempt, they are held to the same performance standards required for semester credit students. Additionally, the course costs may differ for the credit section.
• ESL assessments will not be started after 5 p.m. Compass/ ESL assessments are done in the campus Testing Center.

San Jacinto College will be closed this semester:

• September 1 – Labor Day
• November 26-30 – Thanksgiving
• December 24-January 2 – Winter Break

No classes will meet on this day.
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To register: All campuses 281-542-2020
Please Print Clearly and Complete ALL Unshaded Areas

<table>
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<tr>
<th>Student Information-REQUIRED</th>
<th>Demographics/Other Information</th>
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<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>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.</strong></td>
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<tr>
<td><strong>Last First Mi</strong></td>
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<td>If known, provide your San Jacinto College ID Number G</td>
<td><strong>RACE</strong> (SELECT ALL THAT APPLY) (MARK WITH AN X)</td>
</tr>
<tr>
<td><strong>Or Social Security No.</strong></td>
<td>(1) White</td>
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<tr>
<td><strong>Home Address</strong></td>
<td>(2) Black or African American</td>
</tr>
<tr>
<td><strong>Street</strong></td>
<td>(3) Asian or Pacific Islander</td>
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<tr>
<td><strong>Apt. No.</strong></td>
<td>(4) American Indian or Alaskan Native</td>
</tr>
<tr>
<td><strong>City State Zip code</strong></td>
<td>(5) Native Hawaiian</td>
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<tr>
<td><strong>County or Country</strong></td>
<td>(6) Not reported</td>
</tr>
<tr>
<td><strong>Home Phone ()</strong></td>
<td>CHECK ON ☐ Non-Hispanic ☐ Hispanic</td>
</tr>
<tr>
<td><strong>Work Phone ()</strong></td>
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<tr>
<td><strong>Gender</strong></td>
<td>(1) Academically Disadvantage</td>
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<td><strong>M F</strong></td>
<td>(2) Economically Disadvantaged</td>
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<td><strong>Birth Date</strong></td>
<td>(3) Disability</td>
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<tr>
<td><strong>Email</strong></td>
<td>(4) Limited English Skills</td>
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<td><strong>Emergency Contact</strong></td>
<td>(5) Displaced Homemaker</td>
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<tr>
<td><strong>Name Relationship Phone No.</strong></td>
<td>(6) Single Parent</td>
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</table>

The San Jacinto College District is committed to equal employment opportunity for all employees and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws.

<table>
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<tr>
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<tr>
<td><strong>Section No./CRN</strong></td>
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<tr>
<td><strong>Start Date</strong></td>
<td><strong>Course Fee</strong></td>
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</table>

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

**Signature**

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** 281.542.2020 281.476.1833
- **Fax Number** 281.459.7196 C N S
- **Campus (circle one)**
  - **Central Campus** 281.542.2020
  - **North Campus** 281.542.2020
  - **South Campus** 281.542.2020

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

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

MISSION AND VISION STATEMENTS

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

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

OUR VALUES

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

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

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

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

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

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

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

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

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.

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

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

ACCREDITATION STATEMENT
The San Jacinto College Community 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.

Equal Opportunity

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

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.