Training and Educational Solutions for Workers and Employers

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

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

Linked Classes

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

Key to Days of Week

<table>
<thead>
<tr>
<th>M</th>
<th>Monday</th>
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</table>

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.
Business & Professions

Accounting/Financial .............................................. 6
Banking ........................................................................ 6
Business ....................................................................... 6
Human Resource Management .................................. 7
Project Management .................................................. 7
Supply Chain .................................................................. 7

Computer/IT Training

Advanced Manufacturing ........................................... 10
Begin Here/Foundations ............................................. 10
Business Applications .................................................. 11
Electronics ........................................................................ 13
Networking ........................................................................ 13
Programming ..................................................................... 14
Security ............................................................................. 14
Web Development .......................................................... 14

Health Occupations

Certified Nurse Aide ..................................................... 16
Emergency Health ........................................................... 17
Health Care Professional ................................................. 17
Medical Office ................................................................. 18
Phlebotomy Technician ................................................. 18

Applied Technologies & Trades

Auto Body Collision ...................................................... 20
Construction ................................................................. 20
Diesel ............................................................................. 21
Electrical/Electronics .................................................... 22
HVAC/Refrigeration ....................................................... 23
Truck Driving ................................................................. 24
Welding ........................................................................... 24

Maritime

Maritime .......................................................................... 28

Education

Child Development ......................................................... 48
English Communication Skills ...................................... 48
Para Educator Training .................................................. 52
Test Preparation ............................................................ 53

Life Long Learning

Arts & Crafts ................................................................. 56
Financial Management ................................................... 56
Painting/Drawing ............................................................ 56
Sports & Recreation ......................................................... 57

Index ................................................................................. 69

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

San Jacinto College will be closed this semester:

- September 2 – Labor Day
- November 27-29 – Thanksgiving
- December 23-January 1 – Winter Break

NO CLASSES WILL MEET ON THESE DAYS

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**How To Read The Schedule**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course ID</th>
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</thead>
<tbody>
<tr>
<td>Acct Specialist Fast Track</td>
<td>ACNT 55035</td>
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</tbody>
</table>

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

**Note:** Textbook is required.

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

**Cost:** $630

**Hours:** CEU 5.6 Hrs: 56

**Day Class is Held:** Central TTh

**Time class is held:** 6-9:30 p.m.

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

**No class held on that day:** Sep 24-Nov 14, Skip Class 11/11

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**To register:** All campuses 281-542-2020
# Business & Professions

<table>
<thead>
<tr>
<th>Topic</th>
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<tr>
<td>Accounting/Financial</td>
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<td>Banking</td>
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<td>Business</td>
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<td>Human Resource Management</td>
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<td>Project Management</td>
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</tr>
<tr>
<td>Supply Chain</td>
<td>7</td>
</tr>
</tbody>
</table>

August - December 2019
**Accounting/Financial**

**Accounting Specialist Fast Track**  
ACNT 55035  
**Prerequisites:** High school/GED and proficiency in reading, writing, mathematics and speak English.  
**Note:** Textbook is required.

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

$630  
CEU 5.6  
Hrs: 56

50105  
Central  
MW

Oct 9-Dec 18  
9:30 a.m.-12:30 p.m.

**CPP Mastery Exam Prep**  
ACNT 55030  
**Note:** Materials will be provided.

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

$725  
CEU 3.2  
Hrs: 32

50112  
Central  
S

Oct 19-Dec 14  
9 a.m.-1 p.m.

**FPC Exam Review**  
ACNT 55027

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

$725  
CEU 3.2  
Hrs: 32

50111  
Central  
S

Oct 19-Dec 14  
9 a.m.-1 p.m.

**Payroll Specialist Fast Track**  
ACNT 55038

**Prerequisite:** Successful completion of Accounting Specialist program. Proficiency in reading, writing, and speaking English.

This program was designed by the American Payroll Association (APA) to meet the specific educational needs of payroll professionals and those involved with payroll-related businesses. The PayTrain Fundamental Payroll 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. Information will be provided for those interested in taking the optional FPC exam.

$950  
CEU 3.2  
Hrs: 32

50110  
Central  
S

Oct 19-Dec 14  
9 a.m.-1 p.m.

**Banking**

**Bank Teller Fundamentals**  
BNKG 55000  
Get on the fast track to a great career! Apply the functions related to negotiable instruments, cash control, handling money and balancing. Understand compliance and regulation as each affects bank tellers.

$420  
CEU 3.6  
Hrs: 36

50113  
South  
TTh

Oct 1-Nov 7  
6:30-9:30 p.m.

**Business**

**Global Supply Chain Management**  
IBUS 55002  
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)

$234  
CEU 4.8  
Hrs: 48

50093  
North  
MW

Aug 26-Dec 11  
10:10-11:35 a.m.

**Principles of Exports**  
IBUS 55004

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)

$234  
CEU 4.8  
Hrs: 48

50092  
North  
MW

Aug 26-Dec 11  
8:35-10 a.m.
### Human Resource Management

**HR Fast Track Cert Program**  
HRPO 55022  

*Note: Textbook is required.*  
This course covers the evaluation of the current methods of job analysis, recruitment, selection, training/development, performance management, promotion and separation. Topics also include ethical, social, and legal responsibilities, the assessment methods of compensation and benefits planning and analysis of the role of strategic human resource planning in support of organizational mission and objectives.  

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<th>$575</th>
<th>CEU 8.0</th>
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### Project Management

**PMP Exam Prep Plus Boot Camp**  
BMGT 55156  

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

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<tr>
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<td>Sep 28-Oct 26</td>
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### Supply Chain

**Global Logistics Management**  
INMT 55017  

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

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<td>Aug 26-Dec 13</td>
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</table>
Community Health Worker

Do you enjoy helping address the needs of your community? Then our Community Health Worker/Promotora certification could be the right program for you!

For more information, email CPDEducation@sjcd.edu

Or visit: http://bit.ly/CHWinfo

Applying to nursing school or radiography?

Prepare by taking San Jac's HESI A2 Boot Camp

For more information, email CPDEducation@sjcd.edu

Or visit http://bit.ly/HESIA2Information
Computer/IT Training

Advanced Manufacturing ........................................ 10
Begin Here/Foundations ........................................ 10
Business Applications ........................................... 11
Electronics ............................................................ 13
Networking ............................................................ 13
Programming ....................................................... 14
Security ............................................................... 14
Web Development .................................................. 14
Advanced Manufacturing

** Intro Prog Logic Controllers **
ELPT 55027

*Note: Textbook is required.*

This course focuses on basic hardware and software applications for Siemens 1500 industrial Programmable Logic Controllers (PLC). Includes power supplies, discrete Input/Output (IO) modules, programming devices, processors, basic logic elements, timers and counters. This course includes labs and introduction to troubleshooting.

** $755 CEU 4.0 Hrs: 40 **
50127 North  
Sep 9-Oct 9 6-10 p.m.

** Introduction to CNC **
MCHN 55012

*Prerequisites: None*

*Note: Textbook is required. PPE to be purchased at students’ expense.*

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

** $795 CEU 6.4 Hrs: 64 **
50142 Central TTh  
Oct 1-Nov 21 6-10 p.m.

** NCCER Sheetmetal 2B **
MCHN 55005

*Note: Textbook is required.*

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

** $624 CEU 7.2 Hrs: 72 **
50124 North  
Aug 27-Dec 10 5-9:30 p.m.

** NCCER Sheetmetal 3B **
MCHN 55010

*Note: Textbook is required.*

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

** $624 CEU 7.2 Hrs: 72 **
50125 North  
Aug 28-Dec 18 5-9:30 p.m.

** NCCER Sheetmetal 4B **
MCHN 55003

A comprehensive review of development and fabrication techniques. Introduction to the concepts of shop production and organization, elements of air balance and specialty applications related to louvers, dampers, access doors, ventilators, fume, and exhaust systems.

** $624 CEU 7.2 Hrs: 72 **
50126 North Th  
Aug 29-Dec 19 5-9:30 p.m.

** NCCER Sheetmetal Level I **
MCHN 55000

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

** $624 CEU 7.2 Hrs: 72 **
50123 North  
Aug 26-Dec 16 5-9:30 p.m.

** Begin Here/Foundations **

** Digital Foundations **
POFI 55037

*Note: Textbook and flash drive required.*

This foundational course will provide the students with skills that can be used at home and at work. From logging into the computer to researching the internet, each skill covered enables student success. The latest version of Windows will be covered including program controls, menus, and using the task bar. We will also integrate coverage of Outlook Online, Word Online and OneDrive. The most critical skill for all computer work is learning how and where to save files. This skill will be weaved throughout the course.

** $1080 CEU 8.0 Hrs: 80 **
50132 South MWF  
Oct 7-Nov 20 8:30 a.m.-12:30 p.m.

** Digital Literacy **
POFI 55025

Learn to use a computer in a business environment. Begin with an introduction to the computer hardware. Learn how to use the Windows 10 operating system. Gain a basic understanding of the most popular business applications - MS Word, MS Excel and PowerPoint. Additionally, learn to use the internet and email. All of these skills prepare you to take the optional IC3 certification exam.

** $1080 CEU 8.0 Hrs: 80 **
50132 South MWF  
Oct 7-Nov 20 8:30 a.m.-12:30 p.m.
**Computer/IT Training**

**Keyboarding on the PC**

POFT 55004  
Prerequisite: None  
Note: No textbook required.

The primary input device to a computer is the keyboard. Therefore proficiency and accuracy in keyboarding is your first foundational course to all other computer classes. This course provides an introduction to fundamental keyboarding techniques such as finger position and movement, increasing speed and reducing errors. Without this course, or a typing speed of at least 20 wpm, you will not be prepared for any other computer class.

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$230  
CEU 1.6  
Hrs: 16

**Business Applications**

**Basic Business Applications**

ITSC 55045  
Prerequisite: Windows for the desktop or equivalent knowledge  
Note: Textbook is required; flash drive is recommended.

Learn the commonalities of the Microsoft Office Programs and practice using the basic features of Windows, Microsoft Word, Excel and PowerPoint programs.

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<th>Date Range</th>
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$355  
CEU 3.2  
Hrs: 32

**Excel - Basic Skills**

ITSW 55010  
Prerequisite: Windows for the Desktop or equivalent knowledge  
Note: Textbook is required; flash drive is recommended.

This course teaches the basic concepts and skills students need to start being productive with Microsoft Excel - how to create, save, share, and print worksheets that contain various kinds of calculations and formatting. Students will benefit most from this course if they want to accomplish basic workplace tasks in Excel such as creating worksheets, formatting the data and the spreadsheet; manipulating data; creating charts and printing worksheets.

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$230  
CEU 1.6  
Hrs: 16

**Excel - Intermediate Skills**

ITSW 55006  
Prerequisite: Excel Basic Skills or equivalent knowledge  
Note: Textbook is required; flash drive is recommended.

This course teaches more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel. These skills include how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. Students will benefit most from this course if they want to use Excel to perform real-world tasks such as rearranging and presenting complex data; using names in formulas, sorting and filtering tables, consolidating data, and creating, formatting and manipulating PivotTables.

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$230  
CEU 1.6  
Hrs: 16

To register: All campuses 281-542-2020
**Excel - One Day**  
ITSW 55002  
Prerequisite: Basic computing skills  
Note: Textbook is required; flash drive is recommended.  
In this fast-paced course you will create and edit basic Microsoft Excel worksheets and workbooks. You will learn to create basic formulas and perform basic calculations. You will learn to format worksheets and cell content and then you will learn how to create charts using worksheet data. In addition, you will explore line charts and pie charts and learn how to display trend lines of your data on your charts.  
$135 \quad \text{CEU 0.7 \quad Hrs: 7}$  
50129 \quad \text{South \quad F}  
Sep 6-Sep 6 \quad 8:30 a.m.-4:30 p.m.  
50117 \quad \text{North \quad F}  
Oct 4-Oct 4 \quad 8:30 a.m.-4:30 p.m.  
50140 \quad \text{Central \quad F}  
Nov 8-Nov 8 \quad 8:30 a.m.-4:30 p.m.  

**Excel: One Day-Intermediate**  
ITSW 55026  
Prerequisite: Excel One Day or equivalent knowledge  
Note: Textbook is required; flash drive is recommended.  
In the first course in this series, Excel - One Day, students gained all the basic skills needed to create, edit, format and print basic spreadsheets. This continuation provides the next step: to apply conditional formatting and manage multiple-sheet workbooks. In this fast-paced course, students will use Microsoft Office Excel to enhance spreadsheets with templates, charts, graphics and advanced formulas.  
$135 \quad \text{CEU 0.7 \quad Hrs: 7}$  
50130 \quad \text{South \quad F}  
Sep 20-Sep 20 \quad 8:30 a.m.-4:30 p.m.  
50118 \quad \text{North \quad F}  
Oct 18-Oct 18 \quad 8:30 a.m.-4:30 p.m.  
50141 \quad \text{Central \quad F}  
Nov 22-Nov 22 \quad 8:30 a.m.-4:30 p.m.  

**PowerPoint-One Day**  
ITSW 55003  
Prerequisite: Basic computing skills  
Note: Textbook is required; flash drive is recommended.  
In this basic fast paced course, you will explore the PowerPoint environment and create a new presentation. You will format text on slides and add graphical objects, tables and charts to a presentation. Other topics include adding bullet lists, transitions, slide show delivery and printing.  
$135 \quad \text{CEU 0.7 \quad Hrs: 7}$  
50120 \quad \text{North \quad F}  
Nov 8-Nov 8 \quad 8:30 a.m.-4:30 p.m.  
70014 \quad \text{South \quad F}  
Dec 6-Dec 6 \quad 8:30 a.m.-4:30 p.m.  
70016 \quad \text{Central \quad F}  
Dec 6-Dec 6 \quad 8:30 a.m.-4:30 p.m.  

**Word - Basic Skills**  
POFI 55007  
Prerequisite: Windows for the Desktop or equivalent knowledge  
Note: Textbook is required; flash drive is recommended.  
In this course, you will work with Word, a powerful application to create and format documents. You will begin with preparing and editing techniques. You will learn how to format, save and print a document. You will be using fonts, keyboard shortcuts, manipulating tabs, cut, copy, and paste text. You will learn page setup margins, page orientation, inserting page numbers, page breaks, headers, footers, date, time, symbols and other images. You will learn to create tables, populating and formatting them. You must be able to type. Begin to acquire skills and knowledge needed to pass the optional MOS Core certification exam in Word.  
$230 \quad \text{CEU 1.6 \quad Hrs: 16}$  
50119 \quad \text{North \quad TTh}  
Oct 15-Oct 24 \quad 8:30 a.m.-12:30 p.m.
### Word: One Day

**POFI 55002**

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

Learn the basics of Word in this fast-paced course and be able to create and edit a simple document, format text and paragraphs, add tables, headers and footers, create envelopes, numbered and bulleted lists. Finally you will learn to work with the proofreading tools of Microsoft Word.

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### Word: One Day - Intermediate

**POFI 55009**

**Prerequisite:** Windows for the Desktop or equivalent knowledge; Word: One Day or equivalent knowledge  
**Note:** Textbook is required; flash drive is recommended.

This fast-paced course will provide the concepts and skills to use some more advanced features of Microsoft Word including enhanced formatting, references, editing, and sharing, and saving to various formats. You will add character to your documents as you learn to apply custom themes, shapes, paragraph styles, references and hyperlinks. Finally, you will learn to protect your document.

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### Electronics

**ELPT 55026**

**Program Logic Controllers I**

**Prerequisite:** None  
**Note:** Textbook Required.

Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls. It includes history, terminology, typical applications, hardware and software, and incorporates lab and project activities that address operating, monitoring programming, troubleshooting, and repairs of PLC controlled lab trainers as well as actual industrial equipment. (ELPT 2319)

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### Networking

**ITNW 55010**

**Fund of Networking Tech**

**Prerequisite:** ITSC 1305 or Department Chair Approval.  
**Note:** Textbook is required, flash drive required.

Learn networking essential concepts and implementation; network protocols; transmission media; hardware and software; how to connect servers and clients in a network. (ITNW 1325)

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<th>Cost</th>
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<tr>
<td>$234</td>
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### Intro to PC Operating Systems

**ITSC 55049**

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

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

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### Personal Computer Hardware

**ITSC 55000**

**Prerequisite:** ITSC 1305 or department chair approval  
**Note:** Textbook is required.

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

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</table>
**Programming**

**Advanced C++ Programming**  
ITSE 55007

**Prerequisite:** ITSE 1307 or department chair approval  
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)

|$234 | CEU 6.4 | Hrs: 64$

50029  
North  
W  
Aug 28-Dec 11 6-7:25 p.m.

**C++ Introduction**  
ITSE 55006

Learn to program using C++. You will journey through the software lifecycle of develop, test, implement, and document as you learn the basics of object-oriented design. This programming course includes syntax, data and file structures, input/output devices and files.

|$375 | CEU 3.2 | Hrs: 32$

50143  
Central  
MW  
Oct 21-Nov 13 6-10 p.m.

**Intro C++ Programming**  
ITSE 55014

**Prerequisite:** Department chair approval or ITSE 133.  
**Note:** Textbook is required.

Learn structured design, development, testing and implementation; syntax; data and file structures; coding; testing; and debugging.  

(ITTSE 1307)

|$234 | CEU 8.0 | Hrs: 80$

50026  
North  
M  
Aug 26-Dec 9 11:45 a.m.-1:25 p.m.

**Programming Logic & Design**  
ITSE 55029

**Prerequisite:** None  
**Note:** Textbook is 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)

|$234 | CEU 9.6 | Hrs: 96$

50027  
North  
TTh  
Aug 27-Dec 12 12:30-2:20 p.m.

**Security**

**Information Tech Security**  
ITSY 55005

**Prerequisite:** Fundamentals of Networking or Cisco Exp1 NW Fundamentals.  
Note: Textbook is required.; flash drive required. This course provides instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools, encryption; and protection from viruses. (ITSY 1342)

|$234 | CEU 6.4 | Hrs: 64$

50030  
North  
W  
Aug 28-Dec 11 6-7:40 p.m.

**Web Development**

**Internet/Web Page Development**  
ITSC 55046

**Note:** Textbook is required.

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

|$234 | CEU 6.4 | Hrs: 64$

50024  
North  
M  
Aug 26-Dec 9 6-9:50 p.m.

**Java Programming**  
ITSE 55012

**Prerequisite:** ITSE 1307 or department chair approval  
**Note:** Textbook is required., flash drive required.

Learn to develop executable programs; create appropriate documentation using object-oriented programming techniques. This course emphasizes the fundamental syntax and semantics of JAVA for applications and web applets.  

(ITESE 2317)

|$234 | CEU 6.4 | Hrs: 64$

50028  
North  
W  
Aug 28-Dec 11 7:30-8:50 p.m.
Health Occupations

Certified Nurse Aide .............................................. 16
Emergency Health .................................................. 17
Health Care Professional ................................. 17
Medical Office ......................................................... 18
Phlebotomy Technician ........................................ 18
**Certified Nurse Aide**

**Certified Medication Aide**

NURA 55000

**Prerequisites:** As per HHS requirements to be a medication aide, individuals must be able to “read, write, speak and understand English. Be at least 18 years old. Be free of communicable diseases, and in suitable physical and emotional health to safely administer medications. Be a high school graduate or have a GED.” Must be employed as CNA listed in TXNAR in active status and currently employed in a licensed facility or employed as non-licensed direct care staff in a facility licensed. Background Check, clear Employee Misconduct Registry and signed copy of the Texas Department of Health & Human Services application requirements for the exam to be presented when registering for the class.

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

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state of Texas. Prospective students can review their background in comparison with convictions barring employment by visiting https://statutes.capitol.texas.gov/Docs/HS/htm/HS.250.htm. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

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<th>$1009</th>
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**Certified Nurse Aide Training**

NURA 55006

**Prerequisites:** Immunizations or titers for as per Texas Administrative Code, background check through www.txdps.state.tx.us and Red Cross or American Heart Association Health Care Provider CPR.

**Note:** Textbook and clinical scrubs are required. Registration after the first class meeting is not allowed. A student with a disability can contact San Jacinto College’s Accessibility Services to request reasonable accommodations. No GED/HS diploma required. Students 16-17 are eligible for certification by the Texas Health & Human Services, Nurse Aide Training program. Parental waiver is required if under 18.

Enter the field of nursing by becoming a Certified Nurse Aide. This class will teach you the skills, knowledge and abilities to care for patients of long-term care facilities. You will learn how to provide safety and preventive measures in the care of patients 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. Includes 40 hours of clinical practice (Five 8 hour days). *This course of study prepares candidates to be certified. After completion of the class, you will be eligible to take the State of Texas Certified Nurse Aide Certification Exam. Candidates become “Certified” by passing the required certifying agency exam. Certification fee is not included in the cost of the course. **For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state of Texas. If you have a question about your background could keep you from being licensed by the state of Texas. Prospective students can review their in comparisons with convictions barring employment, by visiting: https://statutes.capitol.texas.gov/Docs/HS/htm/HS.250.htm. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

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<td>Nov 11-Dec 19</td>
<td>8 a.m.-12 p.m.</td>
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Emergency Health

CPR FOR HEALTHCARE PROVIDERS
EMSP 55008
Prerequisites: Student must arrive at class on time with current textbook. The San Jacinto College bookstore is not open on weekends and closes at 4:30 p.m. on Friday. See Note.
Note: The current textbook is required to attend class. Students MUST arrive at class on time. Late students or students without books will be sent home. Students sent home for these reasons will NOT BE transferred to another class or receive a refund. The cost of the textbook is NOT included in the course cost.
This CPR course is for health care providers and professional rescuers. It will meet the requirements for initial certification and recertification for industrial rescue workers, nurses, nursing students, EMTs and other allied health professionals involved with patient care. The class will include the use of Automated External Defibrillators (AEDs), and provide the lifesaving skills for respiratory and cardiac emergencies involving adults, children, and infants. Successful completers will receive an American Heart Association (AHA) certification. The certification card for this course is titled Basic Life Support (AHA). The card is electronic and will be provided within 72 work week hours.

$95  CEU 0.8  Hrs: 8
50411 Central Sep 7-Sep 7 8 a.m.-5 p.m.
50412 South Sep 14-Sep 14 8 a.m.-5 p.m.
50413 Central Sep 21-Sep 21 8 a.m.-5 p.m.
50414 Central Oct 5-Oct 5 8 a.m.-5 p.m.
50415 South Oct 19-Oct 19 8 a.m.-5 p.m.
50416 Central Nov 9-Nov 9 8 a.m.-5 p.m.
50417 South Nov 16-Nov 16 8 a.m.-5 p.m.
70063 Central Dec 7-Dec 7 8 a.m.-5 p.m.

Health Care Professional

EKG TECHNICIAN
ECRD 55000
Prerequisites: None.
Note: Textbook is required.
Learn the fundamentals of anatomy and physiology of the cardiovascular system and the role of the electrocardiograph in patient assessment. As an EKG technician, you will perform diagnostic tests to assess the heart rhythm and rate in patients. The EKG technician is an integral part of the management of patients with heart disease and is employed by hospitals, medical/surgical clinics, and insurance companies. This class will prepare you to take the American Medical Certification Association Exam for EKG Technician. Certification fee is not included in the cost of the course. For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

$595  CEU 5.2  Hrs: 52
50435 Central TTh Sep 3-Oct 15 6-10 p.m.
50436 Central MW Oct 28-Dec 11 6-10 p.m.
**Medical Office**

**MEDICAL OFFICE PROFESSIONAL**
MDCA 55001

Prerequisite: None.
Note: Textbook is required.

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

$1399  
CEU 9.0  
Hrs: 90

50434  
Central  
MW

Sep 4-Dec 18  
6:30-9:30 p.m.

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**Phlebotomy Technician**

**PHLEBOTOMY TECHNICIAN BASIC**
PLAB 55000

Prerequisites: Proof of high school diploma/GED completion is required.
Note: Must also enroll in the Phlebotomy Practicum; textbook is required.

Students are involved in skill development to perform a variety of blood collection methods using proper techniques and universal precautions. This course includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology. For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

$407  
CEU 4.8  
Hrs: 48

50437  
Central  
TTh

Aug 27-Oct 17  
4-8 p.m.

50438  
Central  
MW

Sep 30-Nov 20  
5-9 p.m.

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**Phlebotomy Tech Practicum**
PLAB 55001

Prerequisites: Proof of high school diploma/GED completion. Proof of a current negative TB skin test and Hepatitis B vaccine. Background check and drug screening through PreCheck are required and is an additional student expense. See website for instructions. Additional immunizations are required to attend clinicals. (List is on website)
Note: Must also be enrolled in Phlebotomy Technician Basic. Course begins after successful completion of Phlebotomy Technician Basic. Clinicals are usually eight-hour weekdays. Dates, times and location determined by instructor.

This is a work-based learning experience with direct client care. This course enables the student to apply the theory, skills and concepts learned in the basic phlebotomy class in a supervised clinic or lab setting. Specific learning objectives are developed by the faculty. For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

$540  
CEU 11.2  
Hrs: 112

50439  
Central  
MTWThF

Oct 21-Nov 7  
7 a.m.-4 p.m.

70064  
Central  
MTWThF

Nov 25-Dec 17  
7 a.m.-4 p.m.
Applied Technologies & Trades

- Auto Body Collision ............................................... 20
- Construction ........................................................... 20
- Diesel ....................................................................... 21
- Electrical/Electronics ............................................. 22
- HVAC/Refrigeration ............................................... 23
- Truck Driving ......................................................... 24
- Welding .................................................................... 24
**Auto Body Collision**

**ABDR 55013**

**Prerequisite:** Reading level 4

**Note:** Textbook is required.

A course in the repair, replacement, and/or service of collision damaged mechanical or electrical systems. Topics include drive train removal, reinstallation and service; cooling system service and repair; exhaust system service; and emission control systems. Additional topics include wire and connector repair, reading wiring diagrams, and troubleshooting. (ABDR 2502)

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**Auto Plastic & Sheet Molded**

**ABDR 55017**

This is a comprehensive course in repair of interior and exterior plastics, including the use of various types of adhesives and state-of-the-art plastic welding. (ABDR 1449)

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**Vehicle Design & Structural**

**ABDR 55008**

**Prerequisite:** Reading level 4

**Note:** Textbook is required.

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

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**Construction**

**NCCER Electrical Level 1**

**CETT 1002**

**Prerequisite:** None

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

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

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**NCCER Electrical Level 2**

**ELPT 1045**

**Prerequisite:** NCCER Electrical Level 1.

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

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

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<td>6-10 p.m.</td>
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**NCCER Electrical Level 3**

**ELPT 55038**

**Prerequisites:** NCCER Electrical Level 2

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

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

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To register: All campuses 281-542-2020
NCCER Millwright Level 1
MCHN 55024
Prerequisite: None
Note: Includes Core Curriculum
This course prepares the trainee for credit in Level 1 NCCER Millwright training, and includes instruction in orientation of the trade, specific hand and power tools, blueprint reading for millwrights, valves, gaskets, packing and lubrication for pumps, the various types of couplings to connect pumps to motors and oxyfuel cutting. Includes core curriculum.

$714 CEU 12.0 Hrs: 120
50456 Central TTh
Sep 3-Dec 17 6-10 p.m.

NCCER Millwright Level 2
MCHN 55025
Prerequisite: NCCER Core, Millwright Level 1
Millwrights install, repair, replace and dismantle machinery and heavy equipment used in a wide range of industries. This course focuses on the principles of rotating equipment, power transmission equipment, compressors, cutting and welding, trade math and print reading.

$714 CEU 12.0 Hrs: 120
50457 Central WM
Sep 4-Dec 18 6-10 p.m.

NCCER Pipefitting Level 1
PFPB 55000
Prerequisites: None
Note: Personal protective equipment to be purchased at student’s expense.
Instruction in to the orientation of the trade, pipefitting hand and power tools, oxyfuel cutting, ladders and scaffolds, and motorized equipment.

$714 CEU 12.0 Hrs: 120
50100 Central MW
Sep 4-Dec 18 6-10 p.m.

NCCER Pipefitting Level 2
PFPB 1043
Prerequisite: NCCER Pipefitting 1
Note: Personal protective equipment to be purchased at student’s expense.
This course prepares the trainee for certification in Level 2 NCCER Pipefitting Certification. Students will learn to explain the procedures of identifying and installing valves, piping systems, drawing and detail sheets, pipefitting trade math, threaded pipe fabrication and excavations.

$714 CEUs 12.0 HRS: 120
50101 Central MW
Sep 4-Dec 18 6-10 p.m.

Diesel
ADV DIESEL TUNEUP/ TROUBLESHOOT
DEMR 55001
Prerequisite: Reading level 4
Note: Textbook is required.
This course includes advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines, with an emphasis on the science of diagnostics with a common sense approach. (DEMR 2334)

$234 CEU 9.6 Hrs: 96
50046 North MW
Aug 26-Dec 11 6 p.m.-9 p.m.

Basic Electrical Systems
DEMR 55000
Prerequisite: Reading level 4
Note: Textbook is required.
This is an introduction to the basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, batteries and regulators. (DEMR 1405)

$312 CEU 9.6 Hrs: 96
50044 North TTh
Aug 27-Dec 12 6-8:55 p.m.
50042 North MTWThF
Oct 21-Dec 13 9:40 a.m.-12 p.m.
50043 North MTWThF
Oct 21-Dec 13 7:10-9:30 a.m.

Diesel Engine I
DEMR 55005
Prerequisite: Reading level 4
Note: Textbook is required.
This is an introduction to the basic principles of diesel engines and systems. (DEMR 1306)

$234 CEU 9.6 Hrs: 96
50041 North TTh
Aug 27-Dec 12 8:30-11:30 a.m.

Diesel Engine Testing I
DEMR 55007
Prerequisite: Reading level 4
Note: Textbook is required.
Introduces student to diesel engine testing and repair including associated systems and specialized tools. (DEMR 1410)

$312 CEU 9.6 Hrs: 96
50045 North MTWThF
Oct 21-Dec 13 7:15-9:35 a.m.

To register: All campuses 281-542-2020
Shop Safety & Procedures  
DEMR 55002  
Prerequisite: Reading level 4  
Note: Textbook is required.  
A study of shop safety, rules, basic shop tools and test equipment. (DEMR 1301)  
$234  
CEU 4.8  
Hrs: 48  
50039  
North  
M  
Aug 26-Dec 9  
8-10:55 a.m.  
50040  
North  
F  
Aug 23-Dec 13  
6-9 p.m.

Electrical/Electronics  

Commercial Wiring  
ELPT 55008  
Note: Textbook is required.  
This course provides instructions in commercial wiring methods. It includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures. The National Electrical Code (NEC) is used to size branch circuits, feeders, service equipment, outlet and junction boxes, and conduit; and installation of lighting and utilization of equipment. Students gain experience in safe workplace practices, the proper use of hand tools and ladders, interpreting blueprints and specifications, bending and installation of conduit, installation of armored cable, and wiring of devices, load centers and service equipment. (ELPT 1345)  
$234  
CEU 6.4  
Hrs: 64  
50049  
North  
T  
Aug 27-Dec 10  
8-11:40 a.m.

Industrial Wiring  
ELPT 55021  
Prerequisite: None  
Note: Textbook is required.  
This course covers wiring methods used for industrial installations. It includes motor circuits, raceway and bus way installations, proper grounding techniques and associated safety procedures. (ELPT 1357)  
$234  
CEUs 4.8  
HRS: 48  
50050  
North  
W  
Aug 26-Dec 11  
6-9:50 p.m.

Electrical Calculations I  
ELPT 55009  
Note: Textbook is required.  
Introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, metric conversion, and applied geometry. Electrical calculations to solve DC and AC electrical circuits are included. (ELPT 1215)  
$156  
CEU 3.2  
Hrs: 32  
50047  
North  
TW  
Aug 27-Oct 15  
12-1:40 p.m.

Electrical Calculations II  
ELPT 55017  
Prerequisite: ELPT 1215 or approval by department chair.  
Note: Textbook is required.  
This is the further study of mathematical applications used to solve problems in the electrical field. The course includes fractions, decimals, ratio and proportion, applied geometry, and utilization of right triangles to calculate electrical values. It also includes power factor correction, fault currents, neutral currents, conductor a.m.-pacity, and other advanced calculations. (ELPT 2215)  
$156  
CEU 3.2  
Hrs: 32  
50052  
North  
TW  
Oct 22-Dec 11  
12-1:50 p.m.

Electricity Principles  
CETT 55008  
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)  
$234  
CEU 6.4  
Hrs: 64  
50038  
North  
MT  
Aug 26-Dec 10  
6-7:50 p.m.  
50036  
North  
T  
Aug 27-Dec 10  
8-11:40 a.m.  
50037  
North  
W  
Aug 26-Dec 11  
8-11:50 a.m.

Motor and Transformers  
ELPT 550112  
Note: Textbook is required.  
A study of operating principles dealing with solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, safety wiring, ladder diagrams, relay logic and timers. (ELPT 2405)  
$234  
CEU 9.6  
Hrs: 96  
50053  
North  
M  
Aug 26-Dec 9  
12-1:40 p.m.

To register: All campuses 281-542-2020
### Residential Wiring
**ELPT 55015**

Note: Textbook is required.
This course focuses on wiring methods for single family and multi-family dwellings. It includes load calculations, service entrance sizing, proper grounding techniques and associated safety procedures. (ELPT 1429)

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</table>

Aug 26-Dec 9 8-10:40 a.m.

### National Electric Code I
**ELPT 55013**

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

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Aug 26-Dec 12 8-10:55 a.m.

### HVAC/Refrigeration

### Advanced AC Controls
**HART 55008**

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

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Oct 21-Dec 12 8:10-11 a.m.

### Commercial A/C
**HART 55001**

Prerequisite: HART 1441 and HART 2431 or department chair approval.
Note: Textbook is required.
This course focuses on the study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. (HART 2441)

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<th>Course</th>
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Aug 26-Dec 11 6-9 p.m.

### Gas Electrical Heating
**HART 55003**

Prerequisite: HART 1401 and HART 1407 or department chair approval.
Note: Textbook is required.
This course is a study of the procedures and principles used in servicing heating systems including gas-fired furnaces and electric heating systems. (HART 1445)

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Aug 26-Dec 11 6-9 p.m.

### Industrial Air Conditioning
**HART 55014**

Prerequisite: HART 2441 and HART 2431 or department chair approval. Textbook is required.
Students will study components, accessories and installation of air conditioning systems exceeding 25 tons. (HART 2343)

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Aug 27-Dec 12 6-7:50 p.m.
Truck Driving

Professional Truck Driver One
CVOP 53000
Prerequisite: Must sign up for Professional Truck Driver Two at the same time AND contact SJC Commercial Truck Driving department at 281-476-1886.
Note: Textbook is required. It is recommended that students obtain a Commercial Learners Permit (CLP) before the first day of class; cost of the CLP is $25 and the student must pass Sections 2, 5, 6 and 14. However, students will have until the eighth day of class to obtain CLP. If student does not obtain the CLP by the eighth day of class student will be dropped and no refund or transfer will be granted. Contact the Texas Department of Motor Vehicles for more information on this process.
This course focuses on general truck driving with in the cab skills development and instruction coordinated with the Department of Transportation. This course includes the required six-hour defensive driving course to meet state requirements.

$1836 CEU 12.6 Hrs: 126
50460 Central MTWTh
Sep 16-Oct 24 7 a.m.-6 p.m.
50461 Central MTWTh
Oct 28-Dec 10 7 a.m.-6 p.m.

Professional Truck Driver Two
CVOP 53001
Prerequisite: Must sign up for Professional Truck Driver One at the same time AND contact SJC Commercial Truck Driving department at 281-476-1886.
Note: Textbook is required. It is recommended that students obtain a Commercial Learners Permit (CLP) before the first day of class; cost of the CLP is $25 and the student must pass Sections 2, 5, 6 and 14. However, students will have until the eighth day of class to obtain CLP. If student does not obtain the CLP by the eighth day of class student will be dropped and no refund or transfer will be granted. Contact the Texas Department of Motor Vehicles for more information on this process.
This course is a continuation of Professional Truck Driver One. General truck driving with in the cab skills development and instruction coordinated with the Department of Transportation. Instruction in the operation of a tractor-trailer combination in city and highway conditions, including control and maneuvering of the vehicle through various traffic situations in different conditions with numerous tractor-trailer combinations.

$1530 CEU 12.0 Hrs: 120
50462 Central MTWTh
Sep 16-Oct 24 7 a.m.-6 p.m.
50463 Central MTWTh
Oct 28-Dec 10 7 a.m.-6 p.m.

Welding

Adv Gas Tungsten ARC (GTAW)
WLDG 55002
Prerequisite: WLDG 1430 or approval of department chair.
Note: Textbook is required.
This course covers advanced topics in GTAW welding, including welding in various positions and directions. (WLDG 2451)

$312 CEU 12.8 Hrs: 128
50061 Central MW
Aug 26-Dec 11 6 p.m.-9:55 p.m.
50059 North TTh
Aug 27-Dec 12 6-9:50 p.m.
50060 Central TTh
Aug 27-Dec 12 8:11-50 a.m.
50062 Central TTh
Aug 27-Dec 12 6-9:50 p.m.
50058 North MTWThF
Nov 4-Dec 6 6:45-11:55 a.m.

Adv Shielded Metal Arc Welding
WLDG 55008
Prerequisite: WLDG 1428 or approval of department chair.
Note: Textbook is required.
This course covers advanced topics based on accepted welding codes. Training is provided with various electrodes in shielded metal arc welding with open V-groove joints in all positions. (WLDG 2443)

$406 CEU 12.8 Hrs: 128
95518 Central MWF
Aug 26-Dec 13 10:50 a.m.-1:30 p.m.
95519 Central MTW
Aug 26-Dec 11 3-5:40 p.m.
50068 Central MW
Aug 26-Dec 11 6 p.m.-9:55 p.m.
50069 Central TTh
Aug 27-Dec 12 6-9:50 p.m.
50459 Central TTh
Sep 3-Dec 17 6-10 p.m.
50065 North MTWThF
Sep 30-Nov 1 7:15-11:55 a.m.
50066 North MTWTh
Oct 21-Dec 19 6-9:45 p.m.
**Advanced Pipe Welding**

WLDG 55005

**Prerequisite:** WLDG 2406 or approval of department chair.

**Note:** Textbook is required.

This course covers advanced topics involving welding of pipe using the shielded metal arc welding process. Topics include electrode selection, equipment setup and safe shop practices, with an emphasis on weld positions 5G and 6G using various electrodes. (WLDG 2453)

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**Intro Blueprint Reading**

WLDG 55054

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. (WLDG 1413)

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**Intro Gas Tungsten ARC Welding**

WLDG 55001

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

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**Intro Shielded Metal Arc-SMAW**

WLDG 55000

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

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**Intro to FCAW**

WLDG 55055

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using Flux Cored Arc Welding (FCAW) equipment. (WLDG 1412)

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**Oxyfuel Cut and Weld**

WLDG 55056

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

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**Metal Sculpture**

WLDG 55052

Prerequisite: None
This course covers techniques and methods of oxy-acetylene and electric welding and cutting to produce metal sculptures. It includes skill development in material forming, welding, brazing and finishing techniques. It also covers work ethics, artistic styles and professionalism. (WLDG 1308)

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

**Able Bodied Seaman**

MART 55004

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

A mariner who successfully completes our Able Seaman course within one year of application will satisfy the professional examination requirements of 46 CFR 12.401(c)(5) for any national rating endorsement as Able Seaman AND the knot-tying demonstration requirements of 46 CFR 12.405(c) for any national rating endorsement as Able Seaman. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

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<tr>
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<th>Session Dates</th>
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$800 CEU 4.6 Hrs: 46

- **50144**
  - Sep 9-Sep 13
  - 8 a.m.-5 p.m.
  - Central
  - MTWThF

- **50145**
  - Oct 7-Oct 11
  - 8 a.m.-5 p.m.
  - Central
  - MTWThF

- **50146**
  - Nov 4-Nov 8
  - 8 a.m.-5 p.m.
  - Central
  - MTWThF

- **70001**
  - Dec 2-Dec 6
  - 8 a.m.-5 p.m.
  - Central
  - MTWThF

**Adv Fire Fighting Refresher**

VFFT 55001

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

This course is to meet the requirements of Advanced Fire Fighting Refresher training requirements of 46 CFR 11.201(h)(1), and 11.303(e) while providing our personnel and the required firefighting training at an easily accessible and convenient location. This syllabus covers the requirements of the Standards of Training Certification and Watchkeeping as amended Chapter VI, Section A-VI/3 and Table A-VI/3. On meeting the minimum standard of competence in Advanced Fire Fighting, a trainee will be competent to control fire-fighting operations aboard ships, organize and train fire parties, inspect and service fire-detection and fire extinguishing systems and equipment and Investigate, and compile reports on incidents involving fire.

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- **50147**
  - Sep 17-Sep 18
  - 8 a.m.-5 p.m.
  - Central
  - TW

- **50148**
  - Oct 1-Oct 2
  - 8 a.m.-5 p.m.
  - Central
  - TW

- **50149**
  - Oct 15-Oct 16
  - 8 a.m.-5 p.m.
  - Central
  - TW

- **50150**
  - Oct 29-Oct 30
  - 8 a.m.-5 p.m.
  - Central
  - TW

- **50151**
  - Nov 12-Nov 13
  - 8 a.m.-5 p.m.
  - Central
  - TW

- **70004**
  - Dec 10-Dec 11
  - 8 a.m.-5 p.m.
  - Central
  - TW

*To register: All campuses 281-542-2020*
ADVANCED FIRE FIGHTING
VFFT 55000
Prerequisite: USCG-approved Basic Fire Fighting
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course of instruction is designed to provide to the student a training experience that combines formal classroom instruction with practical exercises and hands-on shipboard firefighting procedures and tactics practical training and assessment. Each student who successfully completes this course will have gained practical knowledge of how to conduct and execute shipboard firefighting procedures and tactics. The course is open to mariners who should have previously completed the training required for Fire Prevention and Fire Fighting (Basic Fire Fighting) to the standards set forth in: Section A-VI, Table A VI/1 2 of the STCW Code and 46 CFR 11.202(b) (2) for Basic Safety Training prior to the attendance of the Advanced Fire Fighting training. There are no educational requirements. The mariner must be in good health. The student should have the agility, strength and flexibility to maintain balance on a moving deck, rapidly don firefighting personal protection equipment, capable of physical labor, climbing vertical ladders, handling moderate weights (from 30 to 60 pounds), and capable of hauling/moving 50 to 100 foot lengths of charged fire hoses. Pursuant to National Maritime Center Policy Letter 11-02.

$800 CEU 3.2 Hrs: 32
50162 Central MTWTh
Sep 16-Sep 19 8 a.m.-5 p.m.
50163 Central MTWTh
Sep 30-Oct 3 8 a.m.-5 p.m.
50164 Central MTWTh
Oct 14-Oct 17 8 a.m.-5 p.m.
50165 Central MTWTh
Oct 28-Oct 31 8 a.m.-5 p.m.
50166 Central MTWTh
Nov 11-Nov 14 8 a.m.-5 p.m.
70005 Central MTWTh
Dec 9-Dec 12 8 a.m.-5 p.m.

ADVANCED FIRE FIGHTING REVALIDATION
VFFT 55003
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
The completion of Advanced Fire Fighting Revalidation course will satisfy the Advanced Fire Fighting training revalidation requirements of STCW Code Section A-VI/3 and 46 CFR 11.201(h)(1), and 11.303(d), provided that the mariner has at least 1 year of sea service within the last 5 years.; AND Tasks 1.3.A, 1.5.A, 2.1.A, 2.1.B, 3.1.A, 3.1.B, 4.1.A, 4.1.B and 4.1.C from NVIC 09-14, Advanced Fire Fighting.

$375 CEU 0.8 Hrs: 8
50167 Central W
Sep 18-Sep 18 8 a.m.-5 p.m.
50168 Central Th
Oct 10-Oct 10 8 a.m.-5 p.m.
50169 Central W
Oct 30-Oct 30 8 a.m.-5 p.m.
50170 Central Th
Nov 21-Nov 21 8 a.m.-5 p.m.
70006 Central Th
Dec 5-Dec 5 8 a.m.-5 p.m.
70007 Central W
Dec 11-Dec 11 8 a.m.-5 p.m.

ADVANCED CARGO HANDLING & STOWAGE
MARS 55000
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
USCG & STCW approved, this course will cover the principles of materials handling and their application to the movement of marine cargoes, safe cargo operations, certification of cargo gear, stresses on cargo gear, mathematical calculations of safe and efficient cargo stowage, de-humidification units and prevention of moisture damage due to cargo and ship sweat. In addition, this course will examine ship stability and trim, and the practical application of these principles in the loading of vessels carrying break bulk, bulk and container cargoes. A container loading project will be completed involving computing stowage, trim, KG, GM and LCG. The objective of this course is to provide students with the detailed knowledge to support the training outcomes related to Cargo Handling and Stowage at the Management Level and in doing so, satisfy company, national, and international regulations for candidates for certification as master or Chief Mate.

$2000 CEU 8.0 Hrs: 80
50160 Central MTWThF
Sep 3-Sep 13 8 a.m.-5 p.m.
50161 Central MTWThF
Oct 21-Nov 1 8 a.m.-5 p.m.
Advanced Meteorology
SCIT 55000
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course encompasses the following: the earth-atmosphere system, weather elements: atmospheric thermodynamics; wind systems; cyclones and anti-cyclones; air masses, fronts and middle-latitude cyclones; violent local storms; tropical storms; the synoptic weather map; weather service for merchant shipping; weather forecasting; ocean waves; sea ice and ice accretion; weather map construction and analysis; optimum ship routing utilizing the prevailing and projected weather conditions to advantage; weather routing to avoid adverse conditions; practice of practical shipboard reporting procedures. Forecasting and hurricane avoidance techniques. Students will be able to understand and interpret synoptic charts and forecast area weather. This syllabus covers the requirements of the 1995 STCW Convention Chapter II, Section A-II/2. This functional element provides the detailed knowledge to support the training outcomes related to the Navigation at the Management Level. Any applicant who has successfully completed this 40-hour Advanced Meteorology course will satisfy the Advanced Meteorology training requirements for STCW certification as Master or Chief Mate on vessels of 500 or more gross tonnage (ITC). The practical assessments in this course will be accepted as the equivalent of the following assessments from the National Assessment Guidelines for Table A-II/2 of the STCW Code: M-6-1A; M-6-2A. Applicants who have successfully completed your course need not present completed Control Sheets for these assessments in application for STCW certification.

$950 CEU 4.0 Hrs: 40
50171 Central MTWThF
Oct 7-Oct 11 8 a.m.-5 p.m.
70008 Central MTWThF
Dec 2-Dec 6 8 a.m.-5 p.m.

Advanced Shiphandling
MARS 55019
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
The objective of this course is to provide students with the detailed knowledge to support the training outcomes related to the training requirements of 46 CFR 11.305(a) (3)(i) and 11.307(a)(3)(i) for STCW endorsements as Chief Mate or Master on vessels of 3,000 GT or more and 46 CFR 11.311(a)(3)(i) and 11.313(a)(3)(i) for STCW Code, as amended 2010, endorsements as Master or Chief Mate on vessels of more than 500 GT and less than 3,000 GT. AND, the specific tasks from the National Assessment Guidelines found in NVIC 10-14 and 11-14 (Tasks 4.1.B, and 8.1.A through 9.17.A). Applicants are not required to present the completed record of assessment sheets when applying for the STCW endorsement.

$3200 CEU 8.0 Hrs: 80
50172 Central MTWThF
Sep 16-Sep 27 8 a.m.-5 p.m.
50173 Central MTWThF
Nov 4-Nov 15 8 a.m.-5 p.m.
70009 Central MTWThF
Dec 9-Dec 20 8 a.m.-5 p.m.

Advanced Stability
MARS 55006
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
USCG, STCW approved. Trainees will become proficient in stability and trim theory and its practicable applications. The course objectives are also aimed at providing the ship's senior officers with the knowledge and competence sufficient to make full use of the stability booklet required for a vessel by 46 CFR 170.110. This course requires the trainee to have a fundamental understanding of basic stability and trim theory, as well as basic math and trigonometry.

$1000 CEU 4.0 Hrs: 40
50174 Central MTWThF
Sep 30-Oct 4 8 a.m.-5 p.m.
50175 Central MTWThF
Nov 18-Nov 22 8 a.m.-5 p.m.
**Apprentice Mate**
MART 55019

**Prerequisite:** 540 days seatime.
**Note:** It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

Each student who successfully completes this course will gain the knowledge and understanding of all subject areas covered in this training course including the unique aspects of towing vessel management, operations, maneuvering, towing gear, making and breaking various towing configurations. Safety and emergency response, firefighting, seamanship, U.S. maritime regulations and meteorology are also presented and examined as part of this training course. This course is open to the candidate who has met or will meet the requirements of 46 CFR 11.466 Requirements for national endorsements as apprentice mate (steersman) of towing vessels. Pursuant to National Maritime Center Policy Letter 11-02.

$1600 CEU 12.0 Hrs: 120
50178 Central MTWThF
Sep 23-Oct 11 8 a.m.-5 p.m.
50179 Central MTWThF
Nov 4-Nov 22 8 a.m.-5 p.m.

**Apprentice Mate Western Routes**
MARS 55003

**Prerequisite:** 540 days seatime
**Note:** It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

This course provides training to mariners seeking a license as Apprentice Mate (Steersman) of Towing Vessels on Western Rivers provided they have successfully completed our Apprentice Mate (Steersman) Upgrade (33) course or hold a license as Apprentice Mate (Steersman) Near Coastal or Inland or have satisfied the examination requirements for a license as Apprentice Mate (Steersman) Near Coastal or Inland, within the previous 12 months. Candidates need not be approved by the U.S. Coast Guard prior to participating in this course. However, a photo ID is required IAW; Pursuant to National Maritime Center Policy Letter 11-02.

$400 CEU 0.8 Hrs: 8
50176 Central S
Oct 12-Oct 12 8 a.m.-5 p.m.
50177 Central S
Nov 23-Nov 23 8 a.m.-5 p.m.

**Automatic Radar Plotter Aid**
MARS 55015

**Prerequisite:** Previously passed USCG-approved RADAR class.
**Note:** It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

Trainees who successfully complete this course will be able to make efficient and effective use of ARPA as a navigational aid in congested, confined waters, recognize potential threats and make valid navigational and collision-avoidance decisions based on sound ARPA observations in compliance with the Navigation Rules and the International Regulations for Preventing Collisions at Sea (COLREGs 1972). As a prerequisite to attendance the trainee must either hold a current endorsement to their U.S. Coast Guard License as Radar Observer (Unlimited) or present proof of successful completion of a U.S. Coast Guard approved course for endorsement as Radar Observer (Unlimited) within the one year prior to the ARPA course. Pursuant to National Maritime Center Policy Letter 11-02.

$700 CEU 4.0 Hrs: 40
50182 Central MTWThF
Sep 16-Sep 20 8 a.m.-5 p.m.
50183 Central MTWThF
Oct 14-Oct 18 8 a.m.-5 p.m.
50184 Central MTWThF
Nov 11-Nov 15 8 a.m.-5 p.m.
70010 Central MTWThF
Dec 9-Dec 13 8 a.m.-5 p.m.
**Basic Fire Fighting (BST Pt 1)**

FIRS 55001

**Prerequisite:** None  
**Note:** It shall be the policy of this school that all students provide appropriate photo identification upon enrollment. Students must be clean shaven for this class to ensure proper fitting of SCBA mask.  
**Clothing:** Long pants, closed toed shoes with socks, short sleeve shirt (no tank tops).  
The course is open primarily to entry-level mariners and preferably should be given before they take up employment in sea-going vessels. There are no educational requirements. The mariner must be in good health. The student should have the agility, strength and flexibility to maintain balance on a moving deck, rapidly don firefighting personal protection equipment, capable of physical labor, climbing vertical ladders, handling moderate weights (from 30 to 60 pounds), and capable of hauling/moving 50 to 100 foot lengths of charged fire hoses.  
Pursuant to National Maritime Center Policy Letter 11-02.  

**$500**  
**CEU 1.6**  
**Hrs: 16**  

**50186**  
Sep 10-Sep 11  
8 a.m.-5 p.m.  
Central  
TW  

**50187**  
Sep 24-Sep 25  
8 a.m.-5 p.m.  
Central  
TW  

**50188**  
Oct 8-Oct 9  
8 a.m.-5 p.m.  
Central  
TW  

**50189**  
Oct 22-Oct 23  
8 a.m.-5 p.m.  
Central  
TW  

**50190**  
Nov 5-Nov 6  
8 a.m.-5 p.m.  
Central  
TW  

**50191**  
Nov 19-Nov 20  
8 a.m.-5 p.m.  
Central  
TW  

**70017**  
Dec 3-Dec 4  
8 a.m.-5 p.m.  
Central  
TW  

**70018**  
Dec 17-Dec 18  
8 a.m.-5 p.m.  
Central  
TW  

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**Basic Safety Refresher**

MART 55020  

**Note:** It shall be the policy of this school that all students provide appropriate photo identification upon enrollment. Students must be clean shaven for this class to ensure proper fitting of SCBA mask.  
**Clothing:** Long pants, closed toed shoes with socks, short sleeve shirt (no tank tops) Students must be able to swim or float unassisted for 60 seconds.  
This course is for applicants who cannot meet the requirement for one year of sea service within the last five years, as described in 46 CFR 11.302(c) or 46 CFR 12.602(c), will be required to meet the requirements of 46 CFR 11.302(a) or 46 CFR 12.602(e) by completing an approved refresher training. The student should have the agility, strength and flexibility to maintain balance on a moving deck, rapidly don firefighting personal protection equipment, capable of physical labor, climbing vertical ladders, handling moderate weights (from 30 to 60 pounds), and capable of hauling/moving 50 to 100 foot lengths of charged fire hoses. Pursuant to National Maritime Center Policy Letter 11-02.  

**$750**  
**CEU 2.4**  
**Hrs: 24**  

**50204**  
Sep 10-Sep 12  
8 a.m.-5 p.m.  
Central  
TWTh  

**50205**  
Sep 24-Sep 26  
8 a.m.-5 p.m.  
Central  
TWTh  

**50206**  
Oct 8-Oct 10  
8 a.m.-5 p.m.  
Central  
TWTh  

**50207**  
Oct 22-Oct 24  
8 a.m.-5 p.m.  
Central  
TWTh  

**50208**  
Nov 5-Nov 7  
8 a.m.-5 p.m.  
Central  
TWTh  

**50209**  
Nov 19-Nov 21  
8 a.m.-5 p.m.  
Central  
TWTh  

**70019**  
Dec 3-Dec 5  
8 a.m.-5 p.m.  
Central  
TWTh  

**70020**  
Dec 17-Dec 19  
8 a.m.-5 p.m.  
Central  
TWTh

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To register: All campuses 281-542-2020
Basic Ship & Steer Control Sys  
MARS 55018  
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.  
The completion of this course will satisfy the competency requirements of Table A-II/1 of the STCW, as amended 2010, and the tasks listed below from NVIC 12-14, for Officer in Charge of a Navigational Watch on Vessels of 500 GT or More and will satisfy the training requirements of 46 CFR 11.309(a)(4)(xi); AND The following Tasks from Enclosure (3) to NVIC 12-14: 1.8.A, 1.8.B, 9.1.A, 9.2.A, 9.3.A, 9.4.A, AND 9.5.A.  
$2000 CEU 4.0 Hrs: 40  
50210 Central 8 a.m.-5 p.m.  
Sep 16-Sep 20 Central 8 a.m.-5 p.m.  
50211 Central 8 a.m.-5 p.m.  
Oct 21-Oct 25 Central 8 a.m.-5 p.m.  
50212 Central 8 a.m.-5 p.m.  
Nov 18-Nov 22 Central 8 a.m.-5 p.m.  
70021 Central 8 a.m.-5 p.m.  
Dec 9-Dec 13 Central 8 a.m.-5 p.m.  

Basic Training Revalidation  
MARI 55004  
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment. Students must be clean shaven for this class to ensure proper fitting of SCBA mask.  
Clothing: Long pants, closed toed shoes with socks, short sleeve shirt (no tank tops) Students must be able to swim or float unassisted for 60 seconds.  
The completion of Basic Training Revalidation course will satisfy the continued competency requirements for Personal Survival Techniques and Fire Prevention and Fire Fighting in STCW as amended 2010, Section A-VI/1, 46 CFR 11.302(d) and 46 CFR 12.602(d), provided that they have at least one year of sea service in the last five years.  
$300 CEU 0.8 Hrs: 8  
50213 Central 6 a.m.-3 p.m.  
Sep 11-Sep 11 Central 6 a.m.-3 p.m.  
50214 Central 6 a.m.-3 p.m.  
Sep 25-Sep 25 Central 6 a.m.-3 p.m.  
50215 Central 6 a.m.-3 p.m.  
Oct 9-Oct 9 Central 6 a.m.-3 p.m.  
50216 Central 6 a.m.-3 p.m.  
Oct 23-Oct 23 Central 6 a.m.-3 p.m.  
50217 Central 6 a.m.-3 p.m.  
Nov 6-Nov 6 Central 6 a.m.-3 p.m.  
50218 Central 6 a.m.-3 p.m.  
Nov 20-Nov 20 Central 6 a.m.-3 p.m.  
70022 Central 6 a.m.-3 p.m.  
Dec 4-Dec 4 Central 6 a.m.-3 p.m.  
70023 Central 6 a.m.-3 p.m.  
Dec 18-Dec 18 Central 6 a.m.-3 p.m.  

Bridge Resource Management (Non simulator)  
MART 55006  
Prerequisite: AB, Mate or Master’s license.  
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.  
This course is open to mariners seeking a certification as Officer In Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC) or as Master or an officer in charge of the navigational watch on vessel of less than 500 gross tonnage limited to near coastal waters. Pursuant to National Maritime Center Policy Letter 11-02.  
$600 CEU 2.4 Hrs: 24  
50234 Central 8 a.m.-5 p.m.  
Sep 4-Sep 6 Central 8 a.m.-5 p.m.  
50235 Central 8 a.m.-5 p.m.  
Oct 16-Oct 18 Central 8 a.m.-5 p.m.  
70024 Central 8 a.m.-5 p.m.  
Dec 4-Dec 6 Central 8 a.m.-5 p.m.  

Cargo Handling (Op Level)  
LMGT 55010  
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.  
USCG & STCW approved, this course will satisfy the candidate with reliable knowledge of technical principles of sea transport of cargo and skills in the assessment of cargo securing arrangements. Also covered are the duties undertaken by the deck watch while loading and discharging cargo in port, and the care of cargo in transit. Subjects include: inspection and preparation of holds, cargo segregation, securing cargo, cargo handling equipment and safety, confined space entry and an overview of ship types (tankers, bulk carrier, container etc).  
$900 CEU 4.0 Hrs: 40  
50236 Central 8 a.m.-5 p.m.  
Sep 16-Sep 20 Central 8 a.m.-5 p.m.  
50237 Central 8 a.m.-5 p.m.  
Nov 11-Nov 15 Central 8 a.m.-5 p.m.  
70025 Central 8 a.m.-5 p.m.  
Dec 9-Dec 13 Central 8 a.m.-5 p.m.  

To register: All campuses 281-542-2020
**Celestial Navigation**  
**MARS 55008**

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

USCG & STCW approved, this course covers the most common forms of position fixing by celestial bodies. Subjects include: the study of celestial bodies, their locations and apparent motion relative to an observer on Earth, their ephemera elements of the celestial sphere, concepts and use of time including predictions of celestial phenomena, nautical astronomy, sextant and altitude correction, sight reduction and lines of position, meridian transits, time of sunrise, sunset and noon, star identification and selection, sailings and ocean route planning. The course will encompass celestial theory derived from qualitative and quantitative analysis of the combined coordinate systems for reductions of celestial observations to lines of position. Celestial observations will be used to determine compass error. Studies will also involve practical application through the use of the sextant, azimuth ring, alidade, and other standard shipboard equipment and publications. Course is designed to enable the applicant to calculate and plot celestial observations to determine the vessel’s position, determine gyro and compass error by celestial observations and to determine the vessel’s position using terrestrial navigation practices. The objective of the course is to provide students with the detailed knowledge to support the training outcomes related to celestial navigation at the operational level and in doing so, satisfy company, national and international.

- **$2500**  
  50238 Central  
  Sep 30-Oct 18 8 a.m.-5 p.m.  
  70026 Central  
  Dec 2-Dec 20 8 a.m.-5 p.m.

- **COMPANY SECURITY OFFICER**  
**MARI 55008**

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

Company Security Officer is a two-day USCG-approved course that teaches students the knowledge and skills for them to provide advice on security threats and levels, and enhance security awareness and vigilance. Topics to be discussed are: arranging for internal audits and reviews of security activities, ensuring consistency between security requirements and safety requirements, ship security plan development and submission for approval process and ensuring deficiencies are promptly addressed and dealt with.

- **$500**  
  CEU 1.6  
  Hrs: 16  
  50239 Central  
  Sep 5-Sep 6 8 a.m.-5 p.m.  
  50241 Central  
  Oct 3-Oct 4 8 a.m.-5 p.m.  
  50242 Central  
  Nov 7-Nov 8 8 a.m.-5 p.m.  
  70027 Central  
  Dec 5-Dec 6 8 a.m.-5 p.m.

- **DDE 1000/4000 HP**  
**MARS 55010**

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

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

- **$4000**  
  CEU 16.0  
  Hrs: 160  
  50240 Central  
  MTWThF  
  Oct 7-Nov 1 8 a.m.-5 p.m.
**Electronic Chart ECDIS**

**MART 55005**

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

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

This course is designed for mariners employed on vessels equipped with modern ECDIS navigation systems. The course is also of value to individuals who require a knowledge of electronic navigation and charting procedures. Trainees undertaking this course should have some formal instruction in Terrestrial Navigation, and preferably have at minimum some familiarization with visual navigation, have accomplished a period of supervised bridge watch-keeping duties, and have prior completion of basic radar/ARPA. Trainees should also have familiarization with personal computing operating systems, keyboards and mice and/or trackballs. Pursuant to National Maritime Center Policy Letter 11-02.

$1000 **CEU 4.0** **Hrs: 40**

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| Oct 7-Oct 11 | Central  | 8 a.m.-5 p.m. | MTWThF
| Nov 18-Nov 22| Central  | 8 a.m.-5 p.m. | MTWThF
| Dec 16-Dec 20| Central  | 8 a.m.-5 p.m. | MTWThF

**Electronic Navigation**

**MARS 55011**

This 5-day USCG-approved course covers theory and practical use of electronic navigational aids. Possible errors and limitations are stressed along with methods of resolving position ambiguity. Planning and conducting a passage and determine position. Basic theory and use of Electronic Chart Display and Information Systems (ECDIS) for officers in charge of a navigational watch (OICNW) on ECDIS-equipped ships. Detailed knowledge to support the training outcomes related to navigation at the operational level and be able to use ECDIS for their navigational watch, operate ECDIS equipment, use the navigational functions of ECDIS, select and assess all relevant information, and then take proper action.

$900 **CEU 4.0** **Hrs: 40**

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| Sep 30-Oct 4 | Central  | 8 a.m.-5 p.m. | MTWThF
| Nov 11-Nov 15| Central  | 8 a.m.-5 p.m. | MTWThF
| Dec 9-Dec 13 | Central  | 8 a.m.-5 p.m. | MTWThF

**Engine Room Resource Mgmt**

**MARS 55020**

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

The completion of this course will satisfy the Engine Resource Management training requirements of 46 CFR 11.325(a)(3)(i) and (b)(1); 46 CFR 11.327(a)(3)(i) and (b)(1); 46 CFR 11.329(a)(4)(iv); 46 CFR 11.331(a)(3)(i) and (b)(1); 46 CFR 11.333(a)(3)(i) and (b)(1); and leadership and Team Working Skills requirements of 46 CFR 11.329(c); AND Satisfy the Engine Resource Management knowledge requirement of Table A-III/1 of the STCW Code, as amended 2010, within Function: Marine engineering at the operational level; Competence: Maintain a safe engineering watch. Specific tasks from NVIC 17-14 Officer in Charge of an Engineering Watch: 1.1.F; 1.4.A; 3.1.A; 16.1.A; 16.2.A; 16.3.A; 16.4.A.

$1000 **CEU 4.0** **Hrs: 40**

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| Sep 23-Sep 27| Central  | 8 a.m.-5 p.m. | MTWThF
| Nov 18-Nov 22| Central  | 8 a.m.-5 p.m. | MTWThF

**First Aid & CPR (BST Part 2)**

**EMSP 55052**

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

This course is open primarily to entry-level mariners and other mariners needing to satisfy the emergency medical training requirements and preferably should be given before they take up employment in sea-going vessels. There are no educational requirements. Pursuant to National Maritime Center Policy Letter 11-02.

$100 **CEU 0.8** **Hrs: 8**

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| Sep 9-Sep 9  | Central  | 8 a.m.-5 p.m. | M
| Sep 23-Sep 23| Central  | 8 a.m.-5 p.m. | M
| Oct 7-Oct 7  | Central  | 8 a.m.-5 p.m. | M
| Oct 21-Oct 21| Central  | 8 a.m.-5 p.m. | M
| Nov 4-Nov 4  | Central  | 8 a.m.-5 p.m. | M
| Nov 18-Nov 18| Central  | 8 a.m.-5 p.m. | M
| Dec 2-Dec 2  | Central  | 8 a.m.-5 p.m. | M
| Dec 16-Dec 16| Central  | 8 a.m.-5 p.m. | M

To register: All campuses 281-542-2020
GLOBAL MARITIME DISTRESS AND SAFETY SYSTEMS (GMDSS)
MARS 55004
Prerequisite: AB, Mate, or Masters License.
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course framework requires a little knowledge of maritime radio communication practice, but a working knowledge of English as a second language. Elementary computer skills are assumed in the recommended course timetable. Candidates are assumed to have basic computer skills in order to participate in the course. However, additional computer skills training will be required by candidates without any basic proficiency in the use of computers. All students must have at least one year experience as a member of a navigational watch on the bridge of ocean going vessels, or service as a licensed Radio Officer or Engineer. Cadets or candidates for U.S. Coast Guard licenses must be members of a formal training program such as at a state or Federal Maritime Academy or have acquired equivalent experience and basic communications training as a prerequisite for this course. The course shall be taught in the English. If a student speaks the course language as a second language, he or she shall demonstrate total fluency, both written and oral, of GMDSS technical terms in the language used in teaching the course. Candidates desiring the license must submit their completed application package to the appropriate U.S. Coast Guard Regional Examination Center for evaluation as prescribed by applicable regulations and policies. Candidates need not be approved by the U.S. Coast Guard prior to participating in this course. However, a Photo ID is required. Pursuant to National Maritime Center Policy Letter 11-02 appropriate photo identification is required for enrollment into a USCG-approved course.

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<tr>
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<th>CEU</th>
<th>Hrs</th>
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<td>Sep 23-Oct 3 8 a.m.-5 p.m.</td>
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<td>Nov 4-Nov 14 8 a.m.-5 p.m.</td>
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<td>Dec 2-Dec 12 8 a.m.-5 p.m.</td>
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<td>50285</td>
<td>3.6</td>
<td>36</td>
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<td>50286</td>
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<td>Oct 21-Oct 24 8 a.m.-5 p.m.</td>
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<td>50287</td>
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<td>Nov 18-Nov 21 8 a.m.-5 p.m.</td>
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<td>70035</td>
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<td>Dec 9-Dec 12 8 a.m.-5 p.m.</td>
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LEADERSHIP & MANAGERIAL SKILLS
MART 55021
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course is open to mariners who are pursuing STCW endorsement and must satisfy the requirements to have demonstrated the following competencies, application of leadership and team working skills in Tables A-II/1 or A-III/1 of the STCW Code, as amended; and/or, use of leadership and managerial skills in Tables A-II/2 or A-III/2 of the STCW Code, as amended. Pursuant to National Maritime Center Policy Letter 11-02.

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LEADERSHIP AND TEAMWORK
MART 55022
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
A mariner who successfully completes the Leadership and Teamworking Skills (SANJCC 768) course will satisfy the Leadership and Teamworking Skills requirements for certification as Officer In Charge of a Navigational Watch or Officer in Charge of an Engineering Watch for the Application of Leadership and Teamworking Skills from Tables A-II/1or A-III/1 of the STCW Code, As Amended; and the Leadership And Teamworking Skills within 46 CFR 11.309; 46 CFR 11.319; 46 CFR 11.321; and, the specific tasks from the National Assessment Guidelines found in NVIC 12-14 (Tasks 18.1.A thru 18.5.A); and the Leadership And Teamworking Skills within 46 CFR 11.329; AND, the specific tasks from the National Assessment Guidelines found in NVIC 17-14 (Tasks 16.1.A thru 16.4.A) an endorsement as Officer in Charge of an Engineering Watch. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.
$300 CEU 0.8 Hrs: 8
50288 Central F
Sep 6-Sep 6 8 a.m.-5 p.m.
50289 Central F
Oct 4-Oct 4 8 a.m.-5 p.m.
50290 Central F
Nov 1-Nov 1 8 a.m.-5 p.m.
70036 Central F
Dec 6-Dec 6 8 a.m.-5 p.m.

MANAGEMENT OF MEDICAL CARE
NFND 59623
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
The completion of Management of Medical Care course will satisfy the Management of Medical Care training requirements of Table A-II/2 of the STCW Code, as amended 2010; and 46 CFR 11.305(a)(3)(ix); 11.307(a) (3)(ix); 11.311(a)(3)(vi); 11.313(a)(3)(vi) and 11.315(a) (3)(ii). The specific tasks from the National Assessment Guidelines found in NVIC 10-14 CH1; Tasks 15.5.A, 19.1, 19.2, and 19.3.
$200 CEU 0.4 Hrs: 4
50291 Central F
Sep 6-Sep 6 8 a.m.-5 p.m.
50292 Central M
Sep 30-Sep 30 8 a.m.-5 p.m.
50293 Central M
Oct 21-Oct 21 8 a.m.-5 p.m.
50294 Central F
Nov 1-Nov 1 8 a.m.-5 p.m.
50295 Central F
Nov 22-Nov 22 8 a.m.-5 p.m.
70037 Central F
Dec 6-Dec 6 8 a.m.-5 p.m.

MASTER 100 TONS/MATE 200 TONS
MART 55001
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
The student presents their Certificate of Training within one year of the completion of training, will satisfy the examination requirements of 46 CFR 11.201(j) for original issuance, 46 CFR 10.227(e)(1)(iii) for renewal, and 46 CFR 10.227(i) for reissuance, of a merchant mariner endorsement as Master or Mate of not more than 100 gross tons Upon Near Coastal, or Great Lakes, Inland, or Inland Waters; AND, the examination requirements of 46 CFR 11.201(j) for original issuance, 46 CFR 10.227(e) (1)(iii) for renewal, and 46 CFR 10.227(i) for reissuance, of a merchant mariner endorsement as Operator of Uninspected Passenger Vessels (OUPV) Upon Near Coastal, or Great Lakes & Inland, or Inland Waters.
$1200 CEU 8.0 Hrs: 80
50296 Central MTWThF
Sep 23-Oct 4 8 a.m.-5 p.m.
50297 MTWThF
Nov 4-Nov 15 8 a.m.-5 p.m.
70038 MTWThF
Dec 2-Dec 13 8 a.m.-5 p.m.

To register: All campuses 281-542-2020
MEDICAL CARE PROVIDER
EMSP 55019
Prerequisite: None
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
San Jacinto College Maritime Medical Care Provider (SANJCC 310) course is intended to provide the necessary training for mariners seeking to complete the requirements to provide medical first aid on board ships. Any student who successfully completes the training and presenting a certificate of training within 5 years to a US Coast Guard will satisfy the Medical First Aid training requirements of Section A-VI/4 and Table A-VI/4-1 of the STCW Code, As Amended; and the Medical First-Aid Provider training requirements of 46 CFR 11.309, 11.319, 11.329, 11.335 and 46 CFR 12.619(a)(1). A mariner who successfully completes our Medical Care Provider (SANJCC 310) course will satisfy the following STCW Code Table A-VI/4-1; and, the competency requirements of 46 CFR 12.619(a)(2); and, the Medical First-Aid Provider training requirements of 46 CFR 11.309(a)(4)(i); 46 CFR 11.317(a)(3)(i); 46 CFR 11.319(a)(4)(i); 46 CFR 11.329(a)(4)(i); 46 CFR 11.335(a)(3)(i); and 46 CFR 12.619(a)(1). Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

$800 CEU 2.4 Hrs: 24
50298 Central WThF
Sep 18-Sep 20 8 a.m.-5 p.m.
50299 Central WThF
Oct 16-Oct 18 8 a.m.-5 p.m.
50300 Central WThF
Nov 13-Nov 15 8 a.m.-5 p.m.
70039 Central WThF
Dec 11-Dec 13 8 a.m.-5 p.m.

METEOROLOGY (OPERATIONAL)
SCIT 55001
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course provides the background knowledge in will have a thorough understanding of meteorology. The course provides an introduction to meteorology with specific emphasis on marine applications. Focuses on ocean weather phenomena as they impact vessel operations and the role of the ship's officer in observing, recording, and analyzing developing weather patterns. Knowledge of the characteristics of various weather systems, reporting procedures and recording systems.

$850 CEU 4.0 Hrs: 40
50303 Central MTWThF
Sep 9-Sep 13 8 a.m.-5 p.m.
50304 Central MTWThF
Nov 4-Nov 8 8 a.m.-5 p.m.
70040 Central MTWThF
Dec 2-Dec 6 8 a.m.-5 p.m.

OICEW-AUXILIARY MACHINERY
MARI 55013
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course will satisfy Auxiliary Machinery training requirements of 46 CFR 11.329(a)(4)(vi) for STCW endorsements as OICEW on vessels powered by main propulsion machinery of 750 kW 1,000 HP propulsion power or more; and satisfy the specific TASKs from the OICEW NVIC 17-14: 4.2.A, 4.3.M, 4.3.N, 4.3.P, 4.3.Q, 4.3.R, 4.3.S, 4.3.T, 4.3.U, 4.3.V, 5.1.A, 5.2.A, 5.2.B, 5.2.C, 5.2.D, 5.2.E, and 5.3.A. Satisfy the Engineering Terminology and Shipboard Operations (ETSO) training requirements of 46 CFR 11.329(a)(4)(v) for STCW endorsements as OICEW on vessels powered by main propulsion machinery of 750 kW 1,000 HP propulsion power or more.

$4000 CEU 12.0 Hrs: 120
70041 Central MTWThF
Dec 2-Dec 20 8 a.m.-5 p.m.
**Personal Safety and Social Responsibility (BST Part 4)**

MART 55016

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

The course is open primarily to entry-level mariners and preferably should be given before they take up employment in sea-going vessels. There are no educational requirements. The mariner must be in good health.

Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

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<tr>
<th>Course Title</th>
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<td>MART 55016</td>
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**Personal Survival Techniques (BST Part 3)**

MART 55014

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

The course is open primarily to entry-level mariners and preferably should be given before they take up employment in sea-going vessels. There are no educational requirements. The mariner must be in good health. The student should have the agility, strength and flexibility to maintain balance on a moving deck, rapidly don an exposure suit, capable of physical labor, climbing vertical ladders, and handling moderate weights (from 30 to 60 pounds). Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

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<th>Course Title</th>
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<td>Nov 7-Nov 8 8 a.m.-5 p.m.</td>
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<td>Nov 21-Nov 22 8 a.m.-5 p.m.</td>
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<td>Dec 5-Dec 6 8 a.m.-5 p.m.</td>
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<td>Dec 19-Dec 20 8 a.m.-5 p.m.</td>
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**Proficiency in Survival Craft**

MART 55009

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

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

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<td>MART 55009</td>
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<td>Oct 14-Oct 17 8 a.m.-5 p.m.</td>
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<td>Nov 11-Nov 14 8 a.m.-5 p.m.</td>
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<td>Dec 9-Dec 12 8 a.m.-5 p.m.</td>
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PROFICIENCY IN SURVIVAL CRAFT REFRESHER
MARS 55029

Prerequisite: Previously passed Basic Safety Training.
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

The completion of Proficiency in Survival Craft Refresher course will satisfy the competency requirements of Table A-VI/2-1 of the STCW Code, as amended 2010, for Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats (PSC), for those seafarers not having evidence of 1 year of sea service within the last 5 years provided that the applicant had previously been issued a Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats endorsement, and will satisfy the professional examination and practical demonstration requirements of 46 CFR 12.407(b)(3) for endorsements for Lifeboatman and PSC. Applicants are not required to present completed record of assessment sheets when applying for the STCW endorsement.

$500 CEU 1.6 Hrs: 16
50314 Central WTh
Sep 18-Sep 19 8 a.m.-5 p.m.
50330 Central WTh
Oct 16-Oct 17 8 a.m.-5 p.m.
50331 Central WTh
Nov 13-Nov 14 8 a.m.-5 p.m.
70045 Central WTh
Dec 11-Dec 12 8 a.m.-5 p.m.

QMED-OILER
MARS 55017

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

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

$3500 CEU 14.5 Hrs: 145
50332 Central MTWThF
Oct 7-Oct 30 8 a.m.-5 p.m.

QUALIFIED ASSessor
MARS 55030

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

This course will satisfy the requirements for Qualified Assessor training and instruction in assessment techniques of 46 CFR 10.405(a)(1) and 46 CFR 10.405(d). To provide knowledge and skills for trainees to administer, supervise and monitor training and assessment of seafarer competence in accordance with the provisions of Section A-1/6 of the STCW Code.

$650 CEU 2.4 Hrs: 24
50333 Central MTW
Sep 16-Sep 18 8 a.m.-5 p.m.
50334 Central MTW
Oct 21-Oct 23 8 a.m.-5 p.m.
50335 Central MTW
Nov 18-Nov 20 8 a.m.-5 p.m.

RADAR OBS (INLAND/GIWW)RECERT
MART 55025

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

The completion of Radar Observer (Inland Waters and GIWW) Recertification course will satisfy the requirements of 46 CFR 11.480(d) for renewal of a Radar Observer (Inland Waters and GIWW) endorsement.

$225 CEU 0.8 Hrs: 8
50343 Central F
Sep 13-Sep 13 8 a.m.-5 p.m.
50342 Central F
Oct 11-Oct 11 8 a.m.-5 p.m.
50344 Central F
Nov 8-Nov 8 8 a.m.-5 p.m.
70048 Central F
Dec 6-Dec 6 8 a.m.-5 p.m.
Radar Observer Recertification
MART 55010
Prerequisite: Must have held a RADAR certificate within the past five years.
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course is intended for candidates to satisfy the requirements of 46 CFR 10.480(d) for renewal of any Radar Observer endorsement. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

$225 CEU 0.8 Hrs: 8
50336 Central F
Sep 13-Sep 13 8 a.m.-5 p.m.
50337 Central F
Oct 11-Oct 11 8 a.m.-5 p.m.
50338 Central F
Nov 8-Nov 8 8 a.m.-5 p.m.
70046 Central F
Dec 6-Dec 6 8 a.m.-5 p.m.

Radar Observer-Unlimited
MART 55008
Prerequisite: Previously passed USCG-approved Masters License class.
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
Each student who successfully completes this course will gain the knowledge and understanding of the aspects covered include the theory necessary for an understanding of how radar information is obtained and displayed. In addition, an understanding of the limitations and accuracy of radar information, the formation and recognition of unwanted responses. The correct use of radar operational controls and adjustments to obtain an optimal display and checks on radar set performance are emphasized. This course is open to and principally intended for candidates for certification as operators or officers in charge of a navigational watch. Prior to enrolling in this course, the trainee should have completed at least one year at sea and preferably have gained some experience in bridge watch-keeping. The course would also be of value to others using radar. For example, those working harbor craft, patrol launches, training vessels, in which case the entry standards may be adjusted to suit the particular circumstances. However, the trainee background for each course should be similar. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

$600 CEU 4.0 Hrs: 40
50345 Central MTWThF
Sep 9-Sep 13 8 a.m.-5 p.m.
50346 Central MTWThF
Oct 7-Oct 11 8 a.m.-5 p.m.
50347 Central MTWThF
Nov 4-Nov 8 8 a.m.-5 p.m.
70049 Central MTWThF
Dec 2-Dec 6 8 a.m.-5 p.m.

To register: All campuses 281-542-2020
ROSE POINT ECS TRAINING
MARI 55003
This course will provide you the knowledge and the capability and limitations of Rose Point Electronic Charting System (ECS) operations, including: a thorough understanding of ECS data, data accuracy, presentation rules, display options and other chart data formats; the dangers of over-reliance; familiarity with the functions of ECS required by performance standards in force.

$300 CEU 0.8 Hrs: 8
50348  Central  M
Sep 9-Sep 9  8 a.m.-5 p.m.
50349  Central  F
Oct 4-Oct 4  8 a.m.-5 p.m.
50350  Central  F
Nov 1-Nov 1  8 a.m.-5 p.m.
70050  Central  M
Dec 16-Dec 16  8 a.m.-5 p.m.

SEARCH & RESCUE (OP LEVEL)
MARS 55023
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course will satisfy the training requirements of 46 CFR 11.309(a)(4)(iii) for an STCW endorsement as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC). The following practical assessment performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 10-14 Guidelines on Qualifications for STCW Endorsements of Masters or Chief Mate of Vessels of 3,000 GT (Management Level): 4.1.A AND 4.1.B. The following practical assessment performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 11-14 Guidelines on Qualifications for STCW Endorsements of Masters or Chief Mate of Vessels of 500 GT or More and Less Than 3,000 GT (Management Level): 4.1.A AND 4.1.B. The following practical assessment performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 13-14 Master and Officer in Charge of a Navigational Watch of Vessels of Less Than 500 GT Limited to Near-Coastal Waters: 4.1.A.

$500 CEU 1.6 Hrs: 16
50360  Central  MT
Sep 9-Sep 10  8 a.m.-5 p.m.
50361  Central  ThF
Oct 3-Oct 4  8 a.m.-5 p.m.
50362  Central  MT
Nov 4-Nov 5  8 a.m.-5 p.m.
70053  Central  MT
Dec 2-Dec 3  8 a.m.-5 p.m.
70054  Central  MT
Dec 16-Dec 17  8 a.m.-5 p.m.

SEARCH AND RESCUE (MANAGEMENT LEVEL)
MARS 55022
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course will satisfy the training requirements of 46 CFR 11.309(a)(4)(iii) for an STCW endorsement as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC). The following practical assessment performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 10-14 Guidelines on Qualifications for STCW Endorsements of Masters or Chief Mate of Vessels of 3,000 GT (Management Level): 4.1.A AND 4.1.B. The following practical assessment performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 11-14 Guidelines on Qualifications for STCW Endorsements of Masters or Chief Mate of Vessels of 500 GT or More and Less Than 3,000 GT (Management Level): 4.1.A AND 4.1.B. The following practical assessment performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 13-14 Master and Officer in Charge of a Navigational Watch of Vessels of Less Than 500 GT Limited to Near-Coastal Waters: 4.1.A.

$400 CEU 1.6 Hrs: 16
50357  Central  MT
Sep 9-Sep 10  8 a.m.-5 p.m.
50358  Central  ThF
Oct 3-Oct 4  8 a.m.-5 p.m.
50359  Central  MT
Nov 4-Nov 5  8 a.m.-5 p.m.
70051  Central  MT
Dec 2-Dec 3  8 a.m.-5 p.m.
70052  Central  MT
Dec 16-Dec 17  8 a.m.-5 p.m.

To register: All campuses 281-542-2020
SHIP CONSTRUCTION & BASIC STABILITY
(OPERATIONAL LEVEL)
MARS 55024
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

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

$800 CEU 4.0 Hrs: 40
50363 Central MTWThF
Sep 23-Sep 27 8 a.m.-5 p.m.
50364 Central MTWThF
Nov 11-Nov 15 8 a.m.-5 p.m.
70055 Central MTWThF
Dec 9-Dec 13 8 a.m.-5 p.m.

SHIP MANAGEMENT
MARS 55025
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.


$1500 CEU 4.0 Hrs: 40
50365 Central MTWThF
Oct 14-Oct 18 8 a.m.-5 p.m.
70056 Central MTWThF
Dec 2-Dec 6 8 a.m.-5 p.m.

TANK BARGE DANGEROUS LIQUIDS
MART 55011
Prerequisite: 90 days seatime on a towing vessel.
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

Any applicant who has successfully completed our Tank Barge Dangerous Liquids (SANJCC 491) course will satisfy the training requirements of 46 CFR 13.201(c)(4) and 13.301(c)(4) for an endorsement as Tankerman-PIC (Barge) DL; AND meeting the standards of competence in Table A-V/1-1-2 and A-V/1-1-3 of the STCW Code, AND satisfy the training requirements of 46 CFR 13.120(a)(2) for renewal of a merchant mariner credential endorsed as Tankerman PIC (Barge) Dangerous Liquids. Anyone may enroll in this course. For the actual Tankerman candidate, he/she should be able to attain the requirements outlined in 46 CFR 13.201(c)(4) and 13.301(c)(4), within five years from the date of completion on the certificate for this course. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

$900 CEU 4.0 Hrs: 40
50366 Central MTWThF
Sep 9-Sep 13 8 a.m.-5 p.m.
50367 Central MTWThF
Oct 7-Oct 11 8 a.m.-5 p.m.
50368 Central MTWThF
Nov 4-Nov 8 8 a.m.-5 p.m.
70057 Central MTWThF
Dec 2-Dec 6 8 a.m.-5 p.m.
Tankerman PIC-Tankship
MART 55023

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

San Jacinto College Maritime Tank Ship Dangerous Liquids (SANJCC 501) cover all subjects in Table 2 to 46 CFR 13.121(e) and STCW Code Tables A-V/1-1-2 and A-V/1-1-3. This course also provides training to have the knowledge and understanding of the aspects of transferring dangerous liquid cargo safely, following the environmental protection measures. How to respond to emergencies, and ensuring compliance with the applicable regulations for oil and chemical tanker cargo operations on tank ships and tank barges. This course is intended to provide the training to the prospective Tankerman, Person in Charge Dangerous Liquids, which will satisfy the training requirements of 46 CFR 13.201(c) (4), 13.301, 13.401 or 13.501 for any Tankerman endorsement; AND satisfy the basic and advanced oil tanker cargo operations and chemical tanker cargo operations training requirements of 46 CFR 13.603, and 13.605 for an STCW endorsement; AND satisfy the training requirements of 46 CFR 13.120(b)(2) for renewal of a merchant mariner credential as Tankerman PIC Dangerous Liquids. Any applicant who successfully completes your Tank Ship Dangerous Liquids (SANJCC 501) course will satisfy: the training requirements of 46 CFR 13.201(c)(4) for an endorsement as Tankerman-PIC DL and 13.201(c)(4) for an endorsement as Tankerman-PIC (Barge) DL; the requirements of 46 CFR 13.501(C)(4) for an endorsement as Tankerman Engineer DL; the requirements of 46 CFR 13.603(a)(2), 46 CFR 13.603(b)(2), 46 CFR 13.605(c)(2) and STCW Code Table A-V/1-1-2 for an STCW endorsement for Advanced Oil Tanker Cargo Operations; and the requirements of 46 CFR 13.605(a)(2), 46 CFR 13.605(b)(2), 46 CFR 13.605(c)(2) and STCW Code Table A-V/1-1-3 for an STCW endorsement for Advanced Chemical Tanker Cargo Operations. Note: The course will also satisfy training requirements for endorsements as Tankerman-Assistant DL, Tankerman-Engineer DL, and Basic Oil and Chemical Tanker Cargo Operations. This course covers all subjects in Table 2 to 46 CFR 13.121(e) and STCW Code Tables A-V/1-1-1, A-V/1-1-2 and A-V/1-1-3. Anyone may enroll in this course. For the actual Tankerman Candidate, he/she should be able to attain the requirements outlined in 46 CFR 13.201 through 13.605, within five years from the date of completion on the certificate for this course. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

$900
50309 Central
Sep 9-Sep 13 8 a.m.-5 p.m. MTWThF
50370 Central
Oct 7-Oct 11 8 a.m.-5 p.m. MTWThF
50371 Central
Nov 4-Nov 8 8 a.m.-5 p.m. MTWThF
70058 Central
Dec 2-Dec 6 8 a.m.-5 p.m. MTWThF

Terrestrial/Coastal Navigation
MARS 55005

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

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

$2500
50372 Central
Sep 9-Sep 27 8 a.m.-5 p.m. MTWThF
50373 Central
Nov 4-Nov 22 8 a.m.-5 p.m. MTWThF

Train the Trainer
POFT 55058

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

This course will satisfy the Train the Trainer and Assessor training requirements of 46 CFR 10.402(b)(2)(iii)(A), 10.405(a)(1) and 46 CFR 10.407(c)(5)(i). We approve completion of this course as satisfying the requirement for instructors and assessors as stated in Section A-I/6, paragraph 7, of the STCW Code, as amended 2010 and the guidance regarding Qualified Instructors as stated in NVIC 03-14, and Qualified Assessors as stated in NVIC 19-14.

$1000
50466 Central
Sept 16-Sept 20 8 a.m.-5 p.m. MTWThF
50467 Central
Oct 21-Oct 25 8 a.m.-5 p.m. MTWThF

To register: All campuses 281-542-2020
Upgrade Master 100 to 200 GRT
MART 55002
Prerequisite: Student must hold 100 Ton Master License.
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
Upon completion of this USCG-approved course, the student shall have a good understanding of the subjects for upgrade from not more than 100-Ton to not more than 200-Ton Great Lakes, Inland, and Near Coastal Master licenses. This course builds upon and further advances the learning objectives for the Master 100 GRT class.

$400 CEU 2.4 Hrs: 24
50374 Central MTW
Oct 7-Oct 9 8 a.m.-5 p.m.
50375 Central MTW
Nov 18-Nov 20 8 a.m.-5 p.m.
70059 Central MTW
Dec 16-Dec 18 8 a.m.-5 p.m.

Upgrade to Apprentice Mate
MART 55003
Prerequisite: Student must take this class with the upgrade to have 200 Master class.
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
Upon completion of this USCG-approved course the student shall have a good understanding of the subjects pertaining to a mariner in training to become master or mate (pilot) of towing vessels or master of towing vessels (harbor assist).

$400 CEU 1.6 Hrs: 16
50180 Central ThF
Oct 10-Oct 11 8 a.m.-5 p.m.
50181 Central ThF
Nov 21-Nov 22 8 a.m.-5 p.m.

VPDSD-Vessel Personnel with Designated Security Duties
MART 55018
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
A mariner who successfully completes our Vessel Personnel with Designated Security Duties (VPDSD) SANJCC-747 course will satisfy the training requirements of 46 CFR 12.625(a)(1) and STCW as amended Paragraphs 6-8 of Section A-VI/6 and Table A-VI/6-2 for an STCW endorsement as Vessel Personnel with Designated Security Duties AND satisfy the training requirements of 33 CFR 104.220. It is assumed that those attending this course will be serving seafarers (or other vessel personnel) and are likely to be assigned specific security duties in connection with the Vessel Security Plan. Training providers must verify trainee identity and citizenship. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

$250 CEU 0.8 Hrs: 8
50380 Central W
Sep 4-Sep 4 8 a.m.-5 p.m.
50381 Central W
Oct 2-Oct 2 8 a.m.-5 p.m.
50382 Central W
Nov 6-Nov 6 8 a.m.-5 p.m.
70061 Central W
Dec 4-Dec 4 8 a.m.-5 p.m.
**Vessel & Company Security Officer**  
MART 55000  
**Prerequisite:** VSO require 90 days sea time, no prerequisite requirement for CSO.  
**Note:** It is the policy of this school that all students provide appropriate photo identification upon enrollment and meet the physical requirements as required by 46 CFR 10.221.  
It is assumed that those attending this course are U.S. Coast Guard credentialed mariners who are employed (or are to be employed) by a vessel owner or operator and who are likely to be designated as Vessel Security Officer (VSO) and/or Company Security Officer (CSO). Trainees must be 18 years of age or older, and able to speak and understand the English language as would be relevant to the duties of a VSO and CSO. Candidates desiring the endorsement must submit their completed application package to the appropriate U.S. Coast Guard Regional Examination Center for evaluation as prescribed by applicable regulations and policies. Candidates need not be approved by the U.S. Coast Guard prior to participating in this course.  
**$500**  
50376  
Central  
Sep 5-Sep 6  
8 a.m.-5 p.m.  
50377  
Central  
Oct 3-Oct 4  
8 a.m.-5 p.m.  
50378  
Central  
Nov 7-Nov 8  
8 a.m.-5 p.m.  
70060  
Central  
Dec 5-Dec 6  
8 a.m.-5 p.m.  
**CEU 1.6**  
**Hrs: 16**

**Voyage Planning and Electronic Navigation**  
MARS 55027  
**Note:** It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.  
This course will satisfy the Navigation at the Management Level training requirements of Section A-II/2 of the STCW Code, as amended, for certification as Master or Chief Mate on vessels of 500 or more gross tonnage (ITC). The practical assessments in this course will be accepted as the equivalent of the following NVIC 10-14 assessments from the National Assessment Guidelines for Table A-II/2 of the STCW Code, as amended: 1.1.A, 1.2.A, 1.2.B, 1.2.C, 2.1.A, 2.1.B, 2.1.C, 2.2.A, 3.1.A, 3.1.B, 3.1.C, 3.1.D, 3.2.A, 3.3.A, 7.3.A, 7.4.A, 7.4.B, and 7.4.C.  
**$1100**  
CEU 4.0  
**Hrs: 40**  
50379  
Central  
MTWThF  
Nov 11-Nov 15  
8 a.m.-5 p.m.

**Watchkeeping (Operational Level)**  
MARS 55028  
**Note:** It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.  
This course will satisfy the Watchkeeping and SMCP training requirements of 46 CFR 11.309(a)(4)(ix) for an STCW endorsement as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC) and 46 CFR 11.319(a)(4)(iii) for an STCW endorsement as Officer in Charge of a Navigational Watch on vessels of less than 500 gross tonnage (ITC); AND, The following practical assessments performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 12-14 (Ch-1) Guidelines on Qualifications for Officer In Charge of a Navigational Watch on Vessels of 500 GT or More: 2.1.A - 2.6.A, and 7.1.A.  
**$2700**  
CEUs 8.0  
**HRS: 80**  
50464  
Central  
MTWThF  
Sep 30-Oct 11  
8 a.m.-5 p.m.
Education

Child Development.................................................. 48
English Communication Skills.............................. 48
Para Educator Training ........................................ 52
Test Preparation..................................................... 53
Child Development

CDA Training I
CDEC 55008
Note: Textbook is required.
This course is based on the requirements of the Child Development Association credential (CDA). Topics include CDA overview, observation skill and child growth and development overview. The four functional areas of study are creative, cognitive, physical and communication. It provides educational training for persons interested in teaching young children and/or directing child care centers. (decimals 1417)

$312 CEU 11.2 Hrs: 112
50009 North S
Aug 31-Oct 5 8-11 a.m.

CDA Training II
CDEC 55009
Prerequisite: Child Development Associate Training I
Note: Textbook is required.
This course is a continuation of the study of the requirements for the Child Development Association (CDA). The six functional areas of study include, safe, healthy, learning environment, self and social guidance. It provides educational training for persons interested in teaching young children and/or directing child care centers. (decimals 2422)

$312 CEU 11.2 Hrs: 112
50010 North S
Oct 26-Dec 7 8-11 a.m.

English Communication Skills

ESL-Beginning A
COMG 55074
Prerequisite: Pre-assessment preferred but not required.
Note: Textbook and workbook required. If age 17, parental or guardian consent is required.
Designed for students whose primary language is other than English, this course presents industry-related basic reading, writing, speaking, and listening skills. The emphasis is on high-frequency vocabulary (basic sight words) and phonics; refining oral and written production; assists with listening skills for enhanced job productivity; and increasing the control of the English sound system to minimize on-the-job miscommunication or misinterpretation due to foreign accent. This is the first class in our sequence of “Everyday English” language instruction.

$275 CEU 3.2 Hrs: 32
50195 Central MTWTh
Sep 11-Oct 8 9-11 a.m.
50197 Central MTWTh
Sep 11-Oct 8 5:45-7:45 p.m.
50232 North MTWTh
Sep 11-Oct 8 9-11 a.m.
50279 North MTWTh
Sep 11-Oct 8 5:45-7:45 p.m.
50388 South MTWTh
Sep 11-Oct 8 9-11 a.m.
50390 South MTWTh
Sep 11-Oct 8 5:45-7:45 p.m.
50391 South MTWTh
Sep 11-Oct 8 5:45-7:45 p.m.
50201 Central MTWTh
Oct 15-Nov 12 5:45-7:45 p.m.
50255 North MTWTh
Oct 15-Nov 12 9-11 a.m.
50392 South MTWTh
Oct 15-Nov 12 9-11 a.m.
50394 South MTWTh
Oct 15-Nov 12 5:45-7:45 p.m.
50203 Central TWM
Nov 19-Dec 18 9-11 a.m.
50220 Central MTWTh
Nov 19-Dec 18 5:45-7:45 p.m.
50257 North MTWTh
Nov 19-Dec 18 9-11 a.m.
50285 North MTWTh
Nov 19-Dec 18 5:45-7:45 p.m.
50396 South MTWTh
Nov 19-Dec 18 9-11 a.m.
50398 South MTWTh
Nov 19-Dec 18 5:45-7:45 p.m.
ESL-Beginning B

COMG 55075

Prerequisite: Pre-assessment required
Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.

This is a continuation of Beginning English Level. The emphasis is on high-frequency vocabulary (basic sight words) and phonics; refining oral and written production; assists with listening skills for enhanced job productivity; and increasing control of the English sound system to minimize on-the-job miscommunication or misinterpretation due to foreign accent. This is the second class in our sequence of Everyday English language instruction.

$275 CEU 3.2 Hrs: 32

50196 Central MTWTh
Sep 11-Oct 8 9-11 a.m.
50198 Central MTWTh
Sep 11-Oct 8 5:45-7:45 p.m.
50233 North MTWTh
Sep 11-Oct 8 9-11 a.m.
50280 North MTWTh
Sep 11-Oct 8 5:45-7:45 p.m.
50389 South MTWTh
Sep 11-Oct 8 9-11 a.m.
50199 Central MTWTh
Oct 15-Nov 12 9-11 a.m.
50200 Central MTWTh
Oct 15-Nov 12 9-11 a.m.
50202 Central MTWTh
Oct 15-Nov 12 5:45-7:45 p.m.
50256 North MTWTh
Oct 15-Nov 12 9-11 a.m.
50281 North MTWTh
Oct 15-Nov 12 5:45-7:45 p.m.
50282 North MTWTh
Oct 15-Nov 12 5:45-7:45 p.m.
50393 South MTWTh
Oct 15-Nov 12 9-11 a.m.
50395 South MTWTh
Oct 15-Nov 12 5:45-7:45 p.m.
50219 Central MTWTh
Nov 19-Dec 18 9-11 a.m.
50221 Central MTWTh
Nov 19-Dec 18 5:45-7:45 p.m.
50258 North MTWTh
Nov 19-Dec 18 9-11 a.m.
50315 North MTWTh
Nov 19-Dec 18 5:45-7:45 p.m.
50397 South MTWTh
Nov 19-Dec 18 9-11 a.m.
50399 South MTWTh
Nov 19-Dec 18 5:45-7:45 p.m.

ESL-Intermediate A

COMG 55078

Prerequisite: Pre-assessment required.
Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.

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

$275 CEU 3.2 Hrs: 32

50259 North MTW
Sep 11-Oct 8 11:15 a.m.-1:15 p.m.
50316 North MTWTh
Sep 11-Oct 8 8-10 p.m.
50400 South MTWTh
Sep 11-Oct 8 11:15 a.m.-1:15 p.m.
50401 South MTWTh
Sep 11-Oct 8 11:15 a.m.-1:15 p.m.
50402 South MTWTh
Sep 11-Oct 8 11:15 a.m.-1:15 p.m.
50404 South MTWTh
Oct 15-Nov 12 11:15 a.m.-1:15 p.m.
50318 North MTWTh
Oct 15-Nov 12 8-10 p.m.
50261 North MTWTh
Oct 15-Nov 12 11:15 a.m.-1:15 p.m.
50318 North MTWTh
Oct 15-Nov 12 8-10 p.m.
50404 South MTWTh
Oct 15-Nov 12 11:15 a.m.-1:15 p.m.
50406 South MTWTh
Oct 15-Nov 12 8-10 p.m.
50263 North MTWTh
Nov 19-Dec 18 11:15 a.m.-1:15 p.m.
50320 North MTWTh
Nov 19-Dec 18 8-10 p.m.
50408 South MTWTh
Nov 19-Dec 18 11:15 a.m.-1:15 p.m.
50410 South MTWTh
Nov 19-Dec 18 8-10 p.m.
ESL-Intermediate B
COMG 55079

Prerequisite: Pre-assessment required
Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.
This course will provide dynamic communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of situations. This level will provide the student with skills to summarize the main idea in writing. This is the fourth class in our sequence of Everyday English language instruction.

$275  CEU 3.2  Hrs: 32

50260  North  MTWTh
Sep 11-Oct 8  11:15 a.m.-1:15 p.m.
50317  North  MTWTh
Sep 11-Oct 8  8-10 p.m.
50403  South  MTWTh
Sep 11-Oct 8  8-10 p.m.
50262  North  MTWTh
Oct 15-Nov 12  11:15 a.m.-1:15 p.m.
50319  North  MTWTh
Oct 15-Nov 12  8-10 p.m.
50405  South  MTWTh
Oct 15-Nov 12  11:15 a.m.-1:15 p.m.
50407  South  MTWTh
Oct 15-Nov 12  8-10 p.m.
50264  North  MTWTh
Nov 19-Dec 18  11:15 a.m.-1:15 p.m.
50321  North  MTWTh
Nov 19-Dec 18  8-10 p.m.
50409  South  MTWTh
Nov 19-Dec 18  11:15 a.m.-1:15 p.m.
50418  South  MTWTh
Nov 19-Dec 18  8-10 p.m.

ESL-High Intermediate A
COMG 55076

Prerequisite: Pre-assessment required.
Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.
This level focuses on the improvement in reading and vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job or academic success. The emphasis is on recognition and comprehension of idioms, analogies, antonyms and synonyms, and context clues. The interpretation of factual material and opinions associated with job-related and daily life communications is the focus of this course. This is the fifth class in our sequence of Everyday English language instruction.

$275  CEU 3.2  Hrs: 32

50265  North  MTWTh
Sep 11-Oct 8  9-11 a.m.
50322  North  MTWTh
Sep 11-Oct 8  5:45-7:45 p.m.
50419  South  MTWTh
Sep 11-Oct 8  9-11 a.m.
50425  South  MTWTh
Sep 11-Oct 8  5:45-7:45 p.m.
50267  North  MTWTh
Oct 15-Nov 12  9-11 a.m.
50324  North  MTWTh
Oct 15-Nov 12  5:45-7:45 p.m.
50427  South  MTWTh
Oct 15-Nov 12  9-11 a.m.
50428  South  MTWTh
Oct 15-Nov 12  9-11 a.m.
50429  South  MTWTh
Oct 15-Nov 12  5:45-7:45 p.m.
50269  North  MTWTh
Nov 19-Dec 18  9-11 a.m.
50326  North  MTWTh
Nov 19-Dec 18  5:45-7:45 p.m.
50431  South  MTWTh
Nov 19-Dec 18  9-11 a.m.
50441  South  MTWTh
Nov 19-Dec 18  5:45-7:45 p.m.
## ESL-High Intermediate B

**COMG 55077**

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

This is a continuation of the high intermediate English Level. This course focuses on the improvement in reading and vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job or academic success. This is the sixth class in our sequence of Everyday English language instruction.

**$275**

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<tr>
<th>Section</th>
<th>Location</th>
<th>Days &amp; Times</th>
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<tbody>
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<td>50266</td>
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<td>50424</td>
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<td>50325</td>
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**CEU 3.2**

| Hrs: 32 |

## ESL-Advanced A

**COMG 55072**

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

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

**$275**

<table>
<thead>
<tr>
<th>Section</th>
<th>Location</th>
<th>Days &amp; Times</th>
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<tbody>
<tr>
<td>50271</td>
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<td>MTWTh Sep 11-Oct 8 11:15 a.m.-1:15 p.m.</td>
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<tr>
<td>50328</td>
<td>North</td>
<td>MTWTh Sep 11-Oct 8 8-10 p.m.</td>
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<td>50447</td>
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<td>50385</td>
<td>North</td>
<td>MTWTh Nov 19-Dec 18 8-10 p.m.</td>
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<td>50451</td>
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<tr>
<td>50453</td>
<td>South</td>
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**CEU 3.2**

| Hrs: 32 |

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*To register: All campuses 281-542-2020*
ESL-Advanced B
COMG 55073
Prerequisite: Pre-assessment required
Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.
This course is designed for the students to focus on comprehending challenging materials, texts or practical discussions for fluency in the English language. This is the eighth class in our sequence of Everyday English language instruction. After the completion of this class, the students will transition into either the LEAP or STEP courses. LEAP and STEP courses are ESL specialized programs focused on workforce or academic ESL in preparation for college credit classes.

$275
50272
Sep 11-Oct 8
11:15 a.m.-1:15 p.m.
North
MTWTh

50329
Sep 11-Oct 8
8-10 p.m.
North
MTWTh

50444
Sep 11-Oct 8
11:15 a.m.-1:15 p.m.
South
MTWTh

50446
Sep 11-Oct 8
8-10 p.m.
South
MTWTh

50274
Oct 15-Nov 12
11:15 a.m.-1:15 p.m.
North
MTWTh

50384
Oct 15-Nov 12
8-10 p.m.
North
MTWTh

50448
Oct 15-Nov 12
11:15 a.m.-1:15 p.m.
South
MTWTh

50450
Oct 15-Nov 12
8-10 p.m.
South
MTWTh

50276
Nov 19-Dec 18
11:15 a.m.-1:15 p.m.
North
MTWTh

50386
Nov 19-Dec 18
8-10 p.m.
North
MTWTh

50452
Nov 19-Dec 18
11:15 a.m.-1:15 p.m.
South
MTWTh

50454
Nov 19-Dec 18
8-10 p.m.
South
MTWTh

ParaEducator Institute Training
CDEC 55000
Prerequisite: High School Diploma or GED from a Texas accredited institution
Note: Materials provided
The first two days of each institute will consist of training in four modules. On day three, participants will take a formal local academic assessment. Upon successful mastery of the content, participants will receive certification.

$295
50222
Sep 14-Sep 28
8 a.m.-3:30 p.m.
Central
S

50277
Oct 12-Oct 26
8 a.m.-3:30 p.m.
North
S

50225
Nov 2-Nov 16
8 a.m.-3:30 p.m.
Central
S

50387
Dec 7-Dec 21
8 a.m.-3:30 p.m.
North
S

ParaEducator Training ISD
CDEC 55006
Prerequisite: High School Diploma or GED from a Texas accredited institution
Note: Materials provided
The first two days of each institute will consist of training in four modules. On day three, participants will take a formal local academic assessment. This class is geared toward the districts within our service region. Upon successful mastery of the content, participants will receive certification.

$280
50223
Sep 14-Sep 28
8 a.m.-3:30 p.m.
Central
S

50387
Oct 12-Oct 26
8 a.m.-3:30 p.m.
North
S

50226
Nov 16-Nov 16
8 a.m.-1 p.m.
Central
S

70062
Dec 7-Dec 21
8 a.m.-3:30 p.m.
North
S

ParaEducator Cert Re-take
NFND 59077
Prerequisite: Para Educator Training
Note: Materials provided
Paraprofessional certification re-take provided for those students needing to retake paraprofessional exam.

$70
50224
Sep 28-Sep 28
8 a.m.-1:30 p.m.
Central
S

50278
Oct 26-Oct 26
8 a.m.-1:30 p.m.
North
S

50227
Nov 16-Nov 16
8 a.m.-1:30 p.m.
Central
S
Test Preparation

GED Preparation Tutorial

NFND 59002

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

The longer GED preparation series allows for a greater focus on subject matter than the traditional GED review. Subject matter is covered at a slower pace and a more in-depth level than the GED review. The series includes mathematics, social studies/science and language arts.

Take each course separately or as a series.

$555 CEU 9.6 Hrs: 96
50185 Central MTWTh
Sep 16-Nov 7 6-9 p.m.
50228 North MTWTh
Sep 16-Nov 7 6-9 p.m.

GED Preparation: Language Arts

NFND 59005

Note: Textbook is required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. You must be age 18 or older. If you are 16, you must have a court order from a judge; also, you must have been withdrawn from high school for at least six months and not a high school graduate.

For GED candidates who need more intense preparation and practice in reading and writing. The Language Arts preparation includes test-taking practice.

$305 CEU 3.6 Hrs: 36
50193 Central MTWTh
Oct 14-Oct 24 6-9 p.m.
50230 North MTWTh
Oct 14-Oct 24 6-9 p.m.

GED Preparation: Math

NFND 59003

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

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

$305 CEU 3.6 Hrs: 36
50192 Central MTWTh
Sep 16-Oct 3 6-9 p.m.
50229 North MTWTh
Sep 16-Oct 3 6-9 p.m.

GED Preparation: Social Studies/Science

NFND 59004

Note: Textbook is required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. You must be age 18 or older. If you are 16, you must have a court order from a judge; also, you must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, 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. Like the traditional GED preparation class, test-taking preparation is included.

$205 CEU 2.4 Hrs: 24
50001 Central MTWTh
Sep 3-Sep 12 6-9 p.m.
50002 South MTWTh
Sep 3-Sep 12 6-9 p.m.
50003 North MTWTh
Sep 3-Sep 12 6-9 p.m.
50194 Central MTWTh
Oct 28-Nov 7 6-9 p.m.
50231 North MTWTh
Oct 28-Nov 7 6-9 p.m.
San Jacinto College offers free courses to take you to the next step!

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

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

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

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

Connect with us on

Facebook, Twitter, YouTube, Instagram, Pinterest, LinkedIn, and San Jacinto College

San Jacinto College
Continuing & Professional Development
An equal opportunity institution

To register: All campuses 281-542-2020
August - December 2019

Life Long Learning

Arts & Crafts ........................................................... 56
Financial Management ............................................. 56
Painting/Drawing ...................................................... 56
Sports & Recreation .................................................. 57
Arts & Crafts

CERAMICS I
NFND 59024
Note: No textbook is required; must be approved by the credit department
Studio Course &ndash; This is an introduction to basic ceramic processes and an exploration of clay as an artistic medium. It includes mechanical (wheel-thrown) and hand-built techniques, and glazing and firing processes. (ARTS 2346)
$234 CEU 9.6 Hrs: 96
50013 Central MW
Aug 26-Dec 11 6-9 p.m.

CERAMICS II
NFND 59025
Prerequisite: ARTS 2346
Note: No textbook required; must be approved by the credit department
Studio course &ndash; This is a continuation of ARTS 2346. The class includes an exploration of clay as an artistic medium, concentrating on combinations of mechanical and hand-built techniques. (ARTS 2347)
$234 CEU 9.6 Hrs: 96
50014 Central MW
Aug 26-Dec 11 6-9 p.m.

SCULPTURE I
NFND 59078
An exploration of various sculptural approaches in a variety of media, including additive and subtractive techniques. (ARTS 2326)
$234 CEU 9.6 Hrs: 96
50099 South MW
Aug 26-Dec 11 11:45 a.m.-2:45 p.m.

Financial Management

RETIREMENT PLANNING TODAY
NFND 59058
Prerequisite: None
This course examines many aspects of personal finance and how they can work together to create an integrated successful retirement plan. Shows you how to assess your financial situation and develop a personalized plan to achieve your financial and retirement goals.
$80 CEU 0.9 Hrs: 9
50159 South Th
Sep 26-Oct 10 6:30-9:30 p.m.

Painting/Drawing

DRAWING I
NFND 59026
This is a beginning course investigating a variety of media, techniques and subjects, exploring perceptual and descriptive possibilities with consideration of drawing as a developmental process, as well as an end in itself. (ARTS 1316)
$234 CEU 9.6 Hrs: 96
50096 South MW
Aug 26-Dec 11 6:30-9:30 p.m.

LIFE DRAWING I
NFND 59045
Life Drawing I is a studio course emphasizing structure and action of the human figure. (ARTS 2323)
$234 CEU 9.6 Hrs: 96
50097 South TTh
Aug 27-Dec 12 3:05-6:05 p.m.

PAINTING I
NFND 59030
This class explores the potentials of painting media with emphasis on color and composition. (ARTS 2316)
$234 CEU 9.6 Hrs: 96
50012 Central TTh
Aug 27-Dec 12 11:45 a.m.-2:45 p.m.

PAINTING II
NFND 59031
Prerequisite: ARTS 2316 or approval of department chair
This class is a continuation of Painting I with emphasis on individual expression. (ARTS 2317)
$234 CEU 9.6 Hrs: 96
50011 Central TTh
Aug 27-Dec 12 11:45 a.m.-2:45 p.m.

WATERCOLOR I
NFND 59028
Introduction to the basic techniques and materials of transparent and opaque watercolors. (ARTS 2366)
$234 CEU 9.6 Hrs: 96
50098 South MW
Aug 26-Dec 11 8:35-11:35 a.m.

PHOTOGRAPHY TECHNICIAN
NFND 49570
Prerequisites for art majors: ARTS 1312 and ARTS 1317, and ARTS 2356 or approval of department chair
This course offers continued development of techniques, with emphasis on content and composition of photographs, including a variety of professional and technical areas.
$234 CEU 9.6 Hrs: 96
50016 Central MW
Aug 26-Dec 11 11:45 a.m.-2:45 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. Students must also pass the state mandated E-Course before registering for the in person course.
Note: Motorcycle and helmet for class will be provided. Full attendance for each class day is required. No rescheduling or refunds allowed once class begins.
Upon successful course completion, certificate is issued for submission to the Texas Department of Public Safety (DPS). Motorcycles are furnished (250cc). Students must wear over-the-ankle leather shoes/boots with heels, gloves, long sleeve shirt, long pants, glasses or face shield. Provided helmet must be worn. Depending on student skill level and size of class, hours may vary. Meets Friday 6 - 9 p.m. Saturday and Sunday 7 a.m.-4 p.m. No refunds are given after the course begins.

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

South Campus
50152 South
Sep 6-Sep 8 6-9 p.m.
50154 South
Sep 20-Sep 22 6-9 p.m.
50155 South
Oct 11-Oct 13 6-9 p.m.
50156 South
Oct 25-Oct 27 6-9 p.m.
50157 South
Nov 8-Nov 10 6-9 p.m.
50158 South
Nov 22-Nov 24 6-9 p.m.
70002 South
Dec 6-Dec 8 6-9 p.m.

Fine Arts Photography I

NFND 59342
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)
$234 CEU 9.6 Hrs: 96
50015 Central MW
Aug 26-Dec 11 11:45 a.m.-2:45 p.m.

Sports & Recreation

Kickboxing for Fitness

NFND 59040
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)
$78 CEU 4.8 Hrs: 48
50020 North Th
Aug 29-Dec 12 6:30-9:25 p.m.

Yoga I

NFND 59173
This course is an introduction to basic yoga postures, breathing, and relaxation techniques with emphasis on physical practice. (PHED 1134)
$78 CEUs 4.8 HRS: 48
50017 North W
Aug 28-Dec 11 6:30-9:25 p.m.
50018 North MW
Aug 27-Dec 11 10:10-11:35 a.m.

Martial Arts

NFND 59036
Prerequisite: None.
Note: Textbook required. This class is affiliated with the Aikido World Alliance. Certified rank promotion and testing are available through this class. Classes are coed, and anyone in reasonably good health can participate. No uniforms are required for the class. Instructor is certified through the Aikido World Alliance.
This martial arts course is open to beginners as well as experienced martial arts students. No prior experience is necessary, only the desire to learn. The class is a great way to learn a non-competitive self-defense Japanese Martial Art. Warm-up exercises, throws, pins, basic Aikido history, theory, and tradition are taught. Emphasis is on movement, stress control, and self-defense. You will learn how to redirect an attacker’s strength and momentum as a way to effectively deal with an aggressor. Male or female, big or small, anyone in reasonably good health or physical condition can participate and benefit from this Aikido class. (PHED 1140)
$78 CEUs 4.8 HRS: 48
50019 North W
Aug 26-Dec 10 6:30-9:25 p.m.
All roads lead to the
Life Long Learning Interchange

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

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

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

**Seniors 55+ take 10 percent off all Life Long Learning classes!**
Online Learning

Partnership with Education to Go
Online learning anytime, anywhere…just a click away!

**How to Get Started:** Please review the list of available online courses at [www.Ed2Go.com/sanjac](http://www.Ed2Go.com/sanjac). After selecting your course(s), please contact your nearest CPD Registration office to request your class to be created. You must make payment for all Continuing and Professional Development (CPD) classes the same day you register. If you have questions about payment arrangements, please be sure to ask your registration specialist at the time of registration.

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

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

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

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

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

**To Register: Call 281-542-2020**
How to Contact Us
Continuing & Professional Development (CPD) offices are located on each San Jacinto College campus:

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

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

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

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

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

Campo Central: 281-542-2020
Campo Norte: 281-542-2020
Campo Sur: 281-542-2020
y pida que se le envíe ésta información.

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

Telephone Registration
To register by phone, please have the student’s personal information and all course information when you call. For hours, see preceding How to Contact Us section.

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

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

Central Campus: Fax: 281-476-1833
North Campus: Fax: 281-459-7196
South Campus: Fax: 281-922-3422
Email: registration.cpd@sjcd.edu

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

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

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

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

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

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

Web Registration
Go to noncredit.sanjac.edu.

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

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

How to Register and Pay:

**Step 1:** Select the course(s) you would like to attend by clicking on the + sign within the course box or the add to cart button.

**Step 2:** Select add to cart and you will have a chance to view the selected courses. Select the checkout button.

2a: The first time you sign in with an existing G#, select Forgot Password? to create a password and security questions for this software. If you are still encountering difficulties logging in, please contact Tech Support at 281-998-6137 for further assistance. Please make changes under the “My Profile” down arrow if any of your personal information, such as address or phone number has changed.

2b: You can create an account to obtain a San Jacinto Student ID (G#) if you do not have one. by using I am a new user

Be sure to write down the new ID and password and store in a secure place.

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

**Step 4:** Enter credit card or electronic check information.

**Step 5:** Select Submit Payment.

Student Web Payment Process
Prior to access to the SOS Login screen, you must be admitted and/or registered for your class(es). This is only for in-person registrations only.

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

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

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

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

To Make a Payment on a Student Account: **Step 1:** Select My Student Records, Registration and Financial Aid

**Step 2:** Select My Registration

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

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

**Step 6:** Select Make a Payment

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

**Step 8:** Select Payment Method then Select Go button

**Step 9:** Process Payment according to online directions. Please verify that all of your information is correct before you submit your payment.
- Once processed, please print out the confirmation page for your records.

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

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

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

2. Two plans are available: one for classes four to seven weeks in length, the other for classes 8-16 weeks in length. There will be a $25 service fee that is prorated over all installments (including the down payment) for the CPP.

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

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

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

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

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

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

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

**Drops, Cancellations and Transfers/Refund Policy**

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

**Bookstore Questions?**
Please call any of the campus bookstores directly:

Central: 281-476-1898
North: 281-459-7414
South: 281-922-3410
M-Th: 7:45 a.m.-7 p.m.
Fri: 7:45 a.m.-4:30 p.m.
**Library Information**

**Central:** 281-476-1850  
M-Th: 7:30 a.m.-9 p.m.  
Fri: 7:30 a.m.-12 p.m.  
Sat: 10 a.m.-2 p.m.  
Sun: Closed  

**South:** 281-998-6150, ext. 3306  
M-Th: 7:30 a.m.-9 p.m.  
Fri: 8 a.m.-12 p.m.  
Sat & Sun: Closed  

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

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

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

**Transcript Requests**  
Most CPD courses earn Continuing Education Units (CEUs) which are reported as part of your permanent student record. Un-official transcripts can be obtained and printed by logging into your SOS account. You may request copies of your transcript in person or by mail by contacting one of the campus enrollment services offices. That office will need a completed Transcript Request Form and a copy of your photo ID. For questions call 281.542.2020.

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

**Linked Classes**  
Proof of Meningitis vaccine required for students 21 and under.

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

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

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

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

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

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

- Classes may be cancelled because of low enrollment.

- Instructors may be changed as conditions warrant.

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

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

- CPD staff and instructors provide information, not advice.

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

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

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

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

SAN JACINTO COLLEGE WILL BE CLOSED THIS SEMESTER:

  - September 2 – Labor Day
  - November 27-29 – Thanksgiving
  - December 23-January 1 – Winter Break
  - NO CLASSES WILL MEET ON THESE DAYS
Campus Carry
Purpose

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

Policy Statement

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

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

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

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

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

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

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

The College does not provide storage for handguns.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

19. The Campus Safety and Security Council, appointed by the Chancellor, shall be established and tasked, at a minimum, with the following responsibilities: (1) Support the consistent implementation of these policies;

(2) Provide a review process for recommendations to the Chancellor; and

(3) Compile, maintain and provide a periodic review of the premises where license holders are prohibited from carrying a handgun.

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

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

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

(2) Outlines the reasons the College established the provisions adopted.

Definitions

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

College: The San Jacinto Community College District.

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

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

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

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

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

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

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

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

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

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

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

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

Where may a License to Carry holder carry a concealed handgun?

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

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able Bodied Seaman</td>
<td>28</td>
</tr>
<tr>
<td>Accountability: It’s Up to Us</td>
<td>74</td>
</tr>
<tr>
<td>Accountability: It’s Up to Us</td>
<td>74</td>
</tr>
<tr>
<td>Acct Specialist Fast Track</td>
<td>4</td>
</tr>
<tr>
<td>Acct Specialist Fast Track</td>
<td>6</td>
</tr>
<tr>
<td>Auto Body Collision</td>
<td>20</td>
</tr>
<tr>
<td>Auto Body Collision</td>
<td>20</td>
</tr>
<tr>
<td>Auto Body M &amp; E Service</td>
<td>20</td>
</tr>
<tr>
<td>Auto Plastic &amp; Sheet Molding</td>
<td>20</td>
</tr>
<tr>
<td>Automatic Radar Plotter Aid</td>
<td>31</td>
</tr>
<tr>
<td>Bank Teller Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>Banking</td>
<td>6</td>
</tr>
<tr>
<td>Basic Business Applications</td>
<td>11</td>
</tr>
<tr>
<td>Basic Electrical Systems</td>
<td>21</td>
</tr>
<tr>
<td>Basic Fire Fighting (BST Pt 1)</td>
<td>32</td>
</tr>
<tr>
<td>Basic Safety Refreshers</td>
<td>32</td>
</tr>
<tr>
<td>Basic Ship &amp; Steer Control Sys</td>
<td>33</td>
</tr>
<tr>
<td>Basic Training Revalidation</td>
<td>33</td>
</tr>
<tr>
<td>Begin Here/Foundations</td>
<td>10</td>
</tr>
<tr>
<td>Begin Here/Foundations</td>
<td>10</td>
</tr>
<tr>
<td>Bridge Resource Management (Non Simulator)</td>
<td>33</td>
</tr>
<tr>
<td>Business Applications</td>
<td>6</td>
</tr>
<tr>
<td>Business Applications</td>
<td>11</td>
</tr>
<tr>
<td>Business Applications</td>
<td>11</td>
</tr>
<tr>
<td>C++ Introduction</td>
<td>14</td>
</tr>
<tr>
<td>Campus Security and Fire Safety Report</td>
<td>74</td>
</tr>
<tr>
<td>Cargo Handling (Op Level)</td>
<td>33</td>
</tr>
<tr>
<td>CDA Training I</td>
<td>48</td>
</tr>
<tr>
<td>CDA Training II</td>
<td>48</td>
</tr>
<tr>
<td>Celestial Navigation</td>
<td>34</td>
</tr>
<tr>
<td>Ceramics I</td>
<td>56</td>
</tr>
<tr>
<td>Certified Medication Aide</td>
<td>16</td>
</tr>
<tr>
<td>Certified Nurse Aide</td>
<td>16</td>
</tr>
<tr>
<td>Certified Nurse Aide</td>
<td>16</td>
</tr>
<tr>
<td>Certified Nurse Aide Training</td>
<td>16</td>
</tr>
<tr>
<td>Child Development</td>
<td>48</td>
</tr>
<tr>
<td>Child Development</td>
<td>48</td>
</tr>
<tr>
<td>Collaboration: We Work Together</td>
<td>74</td>
</tr>
<tr>
<td>Collaboration: We Work Together</td>
<td>74</td>
</tr>
<tr>
<td>Commercial A/C</td>
<td>23</td>
</tr>
<tr>
<td>Commercial Wiring</td>
<td>22</td>
</tr>
<tr>
<td>Company Security Officer</td>
<td>34</td>
</tr>
<tr>
<td>Construction</td>
<td>20</td>
</tr>
<tr>
<td>Construction</td>
<td>20</td>
</tr>
<tr>
<td>CPP Mastery Exam Prep</td>
<td>6</td>
</tr>
<tr>
<td>CPR for Healthcare Providers</td>
<td>17</td>
</tr>
<tr>
<td>DDE 1000/4000 HP</td>
<td>34</td>
</tr>
<tr>
<td>Diesel</td>
<td>21</td>
</tr>
<tr>
<td>Diesel Engine I</td>
<td>21</td>
</tr>
<tr>
<td>Diesel Engine Testing I</td>
<td>21</td>
</tr>
<tr>
<td>Digital Foundations</td>
<td>10</td>
</tr>
<tr>
<td>Digital Literacy</td>
<td>10</td>
</tr>
<tr>
<td>Diversity: Celebrate the Differences</td>
<td>74</td>
</tr>
<tr>
<td>Diversity: Celebrate the Differences</td>
<td>74</td>
</tr>
<tr>
<td>Drawing I</td>
<td>56</td>
</tr>
<tr>
<td>EKG Technician</td>
<td>17</td>
</tr>
<tr>
<td>Electrical Calculations I</td>
<td>22</td>
</tr>
<tr>
<td>Electrical Calculations II</td>
<td>22</td>
</tr>
<tr>
<td>Electrical/Electronics</td>
<td>22</td>
</tr>
<tr>
<td>Electricity Principles</td>
<td>22</td>
</tr>
<tr>
<td>Electronic Chart ECDIS</td>
<td>35</td>
</tr>
<tr>
<td>Electronic Navigation</td>
<td>35</td>
</tr>
<tr>
<td>Electronics</td>
<td>13</td>
</tr>
<tr>
<td>Electronics</td>
<td>13</td>
</tr>
<tr>
<td>Emergency Health</td>
<td>17</td>
</tr>
<tr>
<td>Emergency Health</td>
<td>17</td>
</tr>
<tr>
<td>Engine Room Resource Mgmt</td>
<td>35</td>
</tr>
<tr>
<td>English Communication Skills</td>
<td>48</td>
</tr>
<tr>
<td>English Communication Skills</td>
<td>48</td>
</tr>
<tr>
<td>ESL-Advanced A</td>
<td>51</td>
</tr>
<tr>
<td>ESL-Advanced B</td>
<td>52</td>
</tr>
<tr>
<td>ESL-Beginning A</td>
<td>48</td>
</tr>
<tr>
<td>ESL-Beginning B</td>
<td>49</td>
</tr>
<tr>
<td>ESL-High Intermediate A</td>
<td>50</td>
</tr>
<tr>
<td>ESL-High Intermediate B</td>
<td>51</td>
</tr>
<tr>
<td>ESL-Intermediate A</td>
<td>49</td>
</tr>
<tr>
<td>ESL-Intermediate B</td>
<td>50</td>
</tr>
<tr>
<td>Excel - Basic Skills</td>
<td>11</td>
</tr>
<tr>
<td>Excel - Intermediate Skills</td>
<td>11</td>
</tr>
<tr>
<td>Excel - One Day</td>
<td>12</td>
</tr>
<tr>
<td>Excel: One Day-Intermediate</td>
<td>12</td>
</tr>
<tr>
<td>Excellence: In Everything We Do</td>
<td>74</td>
</tr>
<tr>
<td>Excellence: In Everything We Do</td>
<td>74</td>
</tr>
<tr>
<td>EKG Technician</td>
<td>17</td>
</tr>
<tr>
<td>Electrical Calculations I</td>
<td>22</td>
</tr>
<tr>
<td>Electrical Calculations II</td>
<td>22</td>
</tr>
<tr>
<td>Electrical/Electronics</td>
<td>22</td>
</tr>
<tr>
<td>Electricity Principles</td>
<td>22</td>
</tr>
<tr>
<td>Electronic Chart ECDIS</td>
<td>35</td>
</tr>
<tr>
<td>Electronic Navigation</td>
<td>35</td>
</tr>
<tr>
<td>Electronics</td>
<td>13</td>
</tr>
<tr>
<td>Electronics</td>
<td>13</td>
</tr>
<tr>
<td>Emergency Health</td>
<td>17</td>
</tr>
<tr>
<td>Emergency Health</td>
<td>17</td>
</tr>
<tr>
<td>Engine Room Resource Mgmt</td>
<td>35</td>
</tr>
<tr>
<td>English Communication Skills</td>
<td>48</td>
</tr>
<tr>
<td>English Communication Skills</td>
<td>48</td>
</tr>
<tr>
<td>ESL-Advanced A</td>
<td>51</td>
</tr>
<tr>
<td>ESL-Advanced B</td>
<td>52</td>
</tr>
<tr>
<td>ESL-Beginning A</td>
<td>48</td>
</tr>
<tr>
<td>ESL-Beginning B</td>
<td>49</td>
</tr>
<tr>
<td>ESL-High Intermediate A</td>
<td>50</td>
</tr>
<tr>
<td>ESL-High Intermediate B</td>
<td>51</td>
</tr>
<tr>
<td>ESL-Intermediate A</td>
<td>49</td>
</tr>
<tr>
<td>ESL-Intermediate B</td>
<td>50</td>
</tr>
<tr>
<td>Excel - Basic Skills</td>
<td>11</td>
</tr>
<tr>
<td>Excel - Intermediate Skills</td>
<td>11</td>
</tr>
<tr>
<td>Excel - One Day</td>
<td>12</td>
</tr>
<tr>
<td>Excel: One Day-Intermediate</td>
<td>12</td>
</tr>
<tr>
<td>Excellence: In Everything We Do</td>
<td>74</td>
</tr>
<tr>
<td>Excellence: In Everything We Do</td>
<td>74</td>
</tr>
<tr>
<td>Blood Electrical Heating</td>
<td>23</td>
</tr>
<tr>
<td>Gas Metal ARC Wgd (GMAW)</td>
<td>25</td>
</tr>
<tr>
<td>GED Preparation: Language Arts</td>
<td>53</td>
</tr>
<tr>
<td>GED Preparation: Math</td>
<td>53</td>
</tr>
<tr>
<td>GED Preparation: Social Studies/Science</td>
<td>53</td>
</tr>
<tr>
<td>Global Logistics Management</td>
<td>7</td>
</tr>
<tr>
<td>Global Maritime Distress and Safety Systems (GMDSS)</td>
<td>36</td>
</tr>
<tr>
<td>Global Supply Chain Management</td>
<td>6</td>
</tr>
<tr>
<td>Health Care Professional</td>
<td>17</td>
</tr>
<tr>
<td>Health Care Professional</td>
<td>17</td>
</tr>
<tr>
<td>HR Fast Track Cert Program</td>
<td>7</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>7</td>
</tr>
<tr>
<td>HVAC/R Refrigration</td>
<td>23</td>
</tr>
<tr>
<td>HVAC/R Refrigration</td>
<td>23</td>
</tr>
<tr>
<td>Industrial Air Conditioning</td>
<td>23</td>
</tr>
<tr>
<td>Industrial Wiring</td>
<td>22</td>
</tr>
<tr>
<td>Information Tech Security</td>
<td>14</td>
</tr>
<tr>
<td>Innovation: Lead the Way</td>
<td>74</td>
</tr>
<tr>
<td>Innovation: Lead the Way</td>
<td>74</td>
</tr>
<tr>
<td>Integrity: Ethical and Professional</td>
<td>74</td>
</tr>
<tr>
<td>Integrity: Ethical and Professional</td>
<td>74</td>
</tr>
<tr>
<td>Intermediate Pipe Welding</td>
<td>25</td>
</tr>
<tr>
<td>Intermediate Pipe Welding</td>
<td>25</td>
</tr>
<tr>
<td>Internet/Web Page Development</td>
<td>14</td>
</tr>
<tr>
<td>Intro Blueprint Reading</td>
<td>26</td>
</tr>
<tr>
<td>Intro C++ Programming</td>
<td>14</td>
</tr>
<tr>
<td>Intro Gas Tungsten ARC Wgd</td>
<td>25</td>
</tr>
<tr>
<td>Intro Prog Logic Controllers</td>
<td>10</td>
</tr>
<tr>
<td>Intro Shielded Metal Arc-SMAW</td>
<td>26</td>
</tr>
<tr>
<td>Intro to FCAW</td>
<td>26</td>
</tr>
<tr>
<td>Intro to Operating Systems</td>
<td>13</td>
</tr>
<tr>
<td>Introduction to CNC</td>
<td>10</td>
</tr>
<tr>
<td>Java Programming</td>
<td>14</td>
</tr>
</tbody>
</table>

**To register:** All campuses 281-542-2020
### Course Title Page No. 

**K**
- Keyboarding on the PC ............................................. 11
- Kickboxing for Fitness ................................................ 57

**L**
- Leadership & Managerial Skills .................................. 36
- Leadership and Teamwork .......................................... 37
- Life Drawing I ............................................................. 56

**M**
- Management of Electrical & Electronic Control Equipment (MEECE) .......................................................... 37
- Management of Medical Care ....................................... 37
- Maritime ................................................................. 28
- Maritime ..................................................................... 28
- Martial Arts ............................................................... 57
- Master 100 Tons/Mate 200 Tons .................................... 37
- Medical Care Provider ................................................. 38
- Medical Office ................................................................ 18
- Medical Office Professional ........................................ 18
- Metal Sculpture ........................................................... 26
- Meteorology (Operational) .......................................... 38
- Mission and Vision Statements ................................... 74
- Motor and Transformers .............................................. 22

**N**
- National Electric Code I ............................................. 23
- NCCEC Electrical Level 1 ........................................... 20
- NCCEC Electrical Level 2 ........................................... 20
- NCCEC Electrical Level 3 ........................................... 20
- NCCEC Millwright Level 1 ......................................... 21
- NCCEC Millwright Level 2 ......................................... 21
- NCCEC Piping Level 1 ................................................ 21
- NCCEC Piping Level 2 ................................................ 21
- NCCEC Sheetmetal 2B ................................................. 10
- NCCEC Sheetmetal 3B ................................................ 10
- NCCEC Sheetmetal 4B ................................................ 10
- NCCEC Sheetmetal Level 1 ......................................... 10
- Networking .................................................................. 13
- Networking .................................................................. 13

**O**
- OICEW-Auxiliary Machinery .................................... 38
- Our Mission ............................................................... 74
- Our Values ................................................................. 74
- Oxyfuel Cut and Weld ................................................ 26

**P**
- Painting I .................................................................... 56
- Painting II .................................................................... 56
- Painting/Drawing ........................................................ 56
- Paraverdor Training .................................................... 52
- Paraverdor Training .................................................... 52
- ParaEducator Cert Re-take ........................................... 52
- ParaEducator Institute Training ................................... 52
- ParaEducator Institute Training ISD ............................ 52
- Payroll Specialist Fast Track ....................................... 6
- Personal Computer Hardware .................................... 13
- Personal Safety and Social Responsibility (BST Part 4) .... 39
- Personal Survival Techniques (BST Part 3) ..................... 39
- Phlebotomy Technician .............................................. 18
- Phlebotomy Technician .............................................. 18
- Phlebotomy Technician Basic ..................................... 18
- Photography Technician ............................................. 56
- PMP Exam Prep Plus Boot Camp ............................... 7
- PowerPoint-One Day ................................................ 12
- Principles of Exports ................................................. 6
- Professional Truck Driver One ................................... 24
- Professional Truck Driver Two ................................... 24
- Proficiency in Survival Craft ..................................... 39
- Program Logic Controllers I ..................................... 13
- Programming ............................................................ 14
- Programming ............................................................ 14
- Programming Logic & Design .................................... 14
- Project Management .................................................. 7

**Q**
- OMED-Oiler .............................................................. 40
- Qualified Assessor ..................................................... 40

**R**
- Radar Obs (Inland/GW/W)Recert ................................. 40
- Radar Observer Recertification ................................ 41
- Radar Observer-Inland .............................................. 41
- Radar Observer-Unlimited ........................................ 41
- Retirement Planning Today ....................................... 56
- Rose Point ECS Training .......................................... 42

**S**
- San Jacinto College Community College District .......... 74
- San Jacinto College will be closed this semester: ......... 4
- San Jacinto College will be closed this semester: .......... 64
- Sculpture .................................................................... 56
- Search & Rescue (Op Level) ...................................... 42
- Search and Rescue (Management Level) ..................... 42
- Security .................................................................... 14
- Security .................................................................... 14
- Sense of Community: Caring for Those We Serve and Ourselves ................................................................. 74
- Sense of Community: Caring for Those We Serve and Ourselves ................................................................. 74
- Ship Construction & Basic Stability (Operational Level) 43
- Ship Management ..................................................... 43
- Shop Safety & Procedures ......................................... 22
- Sports & Recreation .................................................. 57
- Sports & Recreation .................................................. 57
- Student Success: Our Ultimate Measure ..................... 74
- Student Success: Our Ultimate Measure ..................... 74
- Supply Chain ............................................................ 7

**T**
- Tank Barge Dangerous Liquids .................................. 43
- Tankerman PIC-Tankship .......................................... 44
- Terrestrial/Coastal Navigation .................................... 44
- Test Preparation ......................................................... 53
- Test Preparation ......................................................... 53
- Train the Trainer ....................................................... 44
- Truck Driving ............................................................ 24
- Truck Driving ............................................................ 24

**U**
- Upgrade Master 100 to 200 GRT ................................. 45
- Upgrade to Apprentice Mate ....................................... 45

**V**
- Vehicle Design & Structural ..................................... 20
- Vessel & Company Security Officer ............................ 46
- Voyage Planning and Electronic Navigation .................. 46
- VPDS-D-Vessel Personnel with Designated Security Duties 45

**W**
- Watchkeeping (Operational Level) ............................ 46
- Watercolor ............................................................... 56
- Web Development .................................................... 14
- Web Development .................................................... 14
- Welding ..................................................................... 24
- Welding ..................................................................... 24
- Word - Basic Skills ................................................... 12
- Word-One Day ........................................................ 13
- Word: One Day-Intermediate .................................... 13

**Y**
- Yoga I ....................................................................... 57
# Registration Form - Continuing Education/Open Enrollment

### Please Print Clearly and Complete ALL Unshaded Areas

<table>
<thead>
<tr>
<th>Student Information—REQUIRED</th>
<th>Demographics/Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td></td>
</tr>
<tr>
<td>Last First Mi</td>
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</tr>
</tbody>
</table>

If known, provide your San Jacinto College ID Number G

Or Social Security No.

**RACE**

(SELECT ALL THAT APPLY) (MARK WITH AN X)

- (1) White
- (2) Black or African American
- (3) Asian or Pacific Islander
- (4) American Indian or Alaskan Native
- (5) Native Hawaiian
- (6) Not reported

**CHECK ONE**

- ☐ Non-Hispanic
- ☐ Hispanic

**Home Address**

- Street
- Apt. No.

**City**

- State
- Zip code

**County or Country**

- .

**Home Phone ()**

**Work Phone ()**

### Additional Information (Optional—Mark all that apply)

Please include area code and work extension

- (1) Academically Disadvantaged
- (2) Economically Disadvantaged
- (3) Disability

**Email**

Type of Disability:

- (4) Limited English Skills
- (5) Displaced Homemaker
- (6) Single Parent

**Emergency Contact**

Name Relationship Phone No.

### Registration Information

**Section No./CRN**

**Course Title**

**Start Date**

**Course Fee**

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

**Signature**

**Date**

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

**Office Use Only**

**Staff ID:**

**Date:**

**Refund Request Date:**

**Transfer/Refund**

From CRN:

To CRN:

**Date:**

**Staff ID:**

### Campus (circle one)

- C
- N
- S

### Office Use Only

**Transfer/Refund**

From CRN:

To CRN:

**Date:**

**Staff ID:**

---

To register: All campuses 281-542-2020
Maps

To register:
All campuses 281-542-2020
SAN JACINTO COLLEGE COMMUNITY COLLEGE DISTRICT
MISSION AND VISION STATEMENTS

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

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

Our Values

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

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

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

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

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

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

Graduation and Completion Rates
In compliance with Public Law 101-542 (as amended by P.L. 102-26), San Jacinto College publishes a report of completion rates for full-time undergraduate students seeking an associate degree, a certificate of technology or transfer to a four-year institution. This report is updated annually. The report is available -Separately for each San Jacinto College campus and is stratified by gender, ethnicity and varsity sport. The report is available upon request in the campus president’s office. Current and prospective students and student-athletes are encouraged to avail themselves of the information in this report prior to enrolling or entering in any financial obligations with or through the College.

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

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

No person including students, faculty, staff, part-time and temporary workers will be excluded from participation in, denied the benefits of or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the San Jacinto College District on the basis of the categories listed.

The following College officials have been designated to handle inquiries regarding the College’s non-discrimination policies:

Vice Chancellor, Human Resources
Sandra Ramirez - Equal Opportunity Compliance Officer
4624 Fairmont Parkway
Pasadena, Texas 77504
sandra.ramirez@sjcd.edu
281-991-2659

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

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

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

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

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

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

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

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

cpd.sanjac.edu
An Equal Opportunity Institution