THE TRAINING CONNECTION
Training and Educational Solutions for Workers and Employers

Continuing Education
Professional Development
Workforce Training
August - December 2019

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

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

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

### Linked Classes

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

### Key to Days of Week

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

### Take Your Choice

More than 1,500 courses offered from our credit schedule may be taken for non-credit. Contact the appropriate credit division for more information.
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### Acct Specialist Fast Track

**Course Title**: Acct Specialist Fast Track  
**Course ID**: ACNT 55035  
**Course Description**: Prerequisites: High school/GED and proficiency in reading, writing, mathematics and speaking English.  
**Note**: Textbook is required.  
This course is a study of basic accounting cycle from the source documents to the post-closing documents. Using a workbook, learners will have the opportunity to analyze, record, journalize, post, etc. for a fictitious business. Learners will acquire the understanding of banking procedures and control of cash. Students will also be exposed to the payroll process by calculating, paying, recording, and reporting payroll and payroll taxes.

- **Cost**: $630  
- **Course Reference Number**: 50105  
- **CEU**: 5.6  
- **Hrs**: 56  
- **TTh**:  
- **Time class is held**: Central 6-9:30 p.m.  
- **Day Class is Held**: Sep 24-Nov 14  
- **Skip Class**: 11/11  
- **No class held on that day**:  
- **Campus**: (room and building information will be provided to you at registration)  
- **Continuing Education Units**:  

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**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**
## Business & Professions

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August - December 2019
Accounting/Financial

Accounting Specialist Fast Track
ACNT 55035
Prerequisites: High school/GED and proficiency in reading, writing, mathematics, and speaking English.
Note: Textbook is required.
This course is a study of basic accounting cycle from the source documents to the post-closing documents. Using a workbook, learners will have the opportunity to analyze, record, journalize, post, etc. for a fictitious business. Learners will acquire the understanding of banking procedures and control of cash. Students will also be exposed to the payroll process by calculating, paying, recording, and reporting payroll and payroll taxes.
$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 U.S. 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 55036
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.

$575 CEU 8.0 Hrs: 80
50106 Central MW
Sep 9-Nov 13 6-10 p.m.

**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.

$1050 CEU 4.0 Hrs: 40
50108 Central S
Sep 28-Oct 26 8:30 a.m.-5 p.m.

**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)

$234 CEU 4.8 Hrs: 48
95526 Aug 26-Dec 13 00:00-23:59
Community Health Worker

Do you enjoy helping address the needs of your community? Then our Community Health Worker/Promotorasa 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

281-452-2020 | www.sanjac.edu/cpd
The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. The following College official has been designated to handle inquiries regarding the College’s non-discrimination policies: Vice Chancellor of Human Resources, 4600 Fairmont Pkwy., Pasadena, TX 77504; 281-991-2659; Sandra.Ramirez@sjcd.edu.
Computer/IT Training

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August - December 2019
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 MW
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, down spouts, 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 T
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 W
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 1
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 M
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.
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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<tr>
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<td>North</td>
<td>Dec 3-Dec 12</td>
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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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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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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 CEU 0.7 Hrs: 7
50129 South F
Sep 6-Sep 6 8:30 a.m.-4:30 p.m.
50117 North F
Oct 4-Oct 4 8:30 a.m.-4:30 p.m.
50140 Central F
Nov 8-Nov 8 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 CEU 0.7 Hrs: 7
50130 South F
Sep 20-Sep 20 8:30 a.m.-4:30 p.m.
50118 North F
Oct 18-Oct 18 8:30 a.m.-4:30 p.m.
50141 Central F
Nov 22-Nov 22 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 CEU 0.7 Hrs: 7
50120 North F
Nov 8-Nov 8 8:30 a.m.-4:30 p.m.
70014 South F
Dec 6-Dec 6 8:30 a.m.-4:30 p.m.
70016 Central F
Dec 6-Dec 6 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, cutting, copying, and pasting 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 CEU 1.6 Hrs: 16
50119 North TTh
Oct 15-Oct 24 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 and create envelopes, numbered, and bulleted lists. Finally you will learn to work with the proofreading tools of Microsoft Word.
$135 CEU 0.7 Hrs: 7
50138 Central F
Sep 6-Sep 6 8:30 a.m.-4:30 p.m.
50121 North F
Nov 15-Nov 15 8:30 a.m.-4:30 p.m.
70015 South F
Dec 13-Dec 13 8:30 a.m.-4:30 p.m.

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.
$135 CEU 0.7 Hrs: 7
50139 Central F
Sep 20-Sep 20 8:30 a.m.-4:30 p.m.
70012 North F
Dec 6-Dec 6 8:30 a.m.-4:30 p.m.
Electronics

Program Logic Controllers I
ELPT 55026
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)

$234  CEU 6.4  Hrs: 64  50021 North Th  Aug 29-Dec 12 6-9:50 p.m.

Networking

Fund of Networking Tech
ITNW 55010
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, and how to connect servers and clients in a network. (ITNW 1325)

$234  CEU 9.6  Hrs: 96  50022 North M  Aug 26-Dec 9 6-7:40 p.m.

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)

$234  CEU 6.4  Hrs: 64  50023 North TTh  Aug 27-Dec 12 10:20 a.m.-12:10 p.m.

Personal Computer Hardware
ITSE 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 resources (including hard drive space and memory), data storage on hard drives, data recovery methods, and installing peripheral equipment. (ITSE 1325)

$234  CEU 6.4  Hrs: 64  50025 North T  Aug 27-Dec 10 6-9:50 p.m.

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 device, 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. (ITSE 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 and 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 Expl1 NW Fundamentals.
Note: Textbook and 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
Prerequisite: None
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 and flash drive required.
Learn to develop executable programs; create appropriate documentation using object-oriented programming techniques. This course emphasizes the fundamental syntax and semantics of JAVA for applications and web applets. (ITSE 2317)
$234 CEU 6.4 Hrs: 64
50028 North W
Aug 28-Dec 11 7:30-8:50 p.m.
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Health Occupations

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Health Care Professional ....................................... 17
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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 licensed facility. 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.

$1009 CEU 14.4 Hrs: 144
95609 South MTWTh
Aug 26-Oct 28 12-4 p.m.

Certified Nurse Aide Training
NURA 55006
Prerequisites: Immunizations or titers as per the Texas Administrative Code; background check through www.txdps.state.tx.us; and Red Cross or American Heart Association Health Care Provider CPR certification.
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 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.

$902 CEU 10.8 Hrs: 108
50420 Central MTWThF
Sep 16-Oct 18 6-10 p.m.
50421 South MTWTh
Sep 23-Oct 30 8 a.m.-12 p.m.
50422 Central MTWTh
Sep 30-Nov 1 8 a.m.-12 p.m.
50423 Central MTWTh
Nov 4-Dec 16 6-10 p.m.
50432 South MTWTh
Nov 4-Dec 16 8 a.m.-12 p.m.
50433 Central MTWTh
Nov 11-Dec 19 8 a.m.-12 p.m.

To register: All campuses 281-542-2020
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. 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. The card is electronic and will be provided within 72 work-week hours.

$95
50411 Central S
Sep 7-Sep 7 8 a.m.-5 p.m.

50412 South S
Sep 14-Sep 14 8 a.m.-5 p.m.

50413 Central S
Sep 21-Sep 21 8 a.m.-5 p.m.

50414 Central S
Oct 5-Oct 5 8 a.m.-5 p.m.

50415 South S
Oct 19-Oct 19 8 a.m.-5 p.m.

50416 Central S
Nov 9-Nov 9 8 a.m.-5 p.m.

50417 South S
Nov 16-Nov 16 8 a.m.-5 p.m.

70063 Central S
Dec 7-Dec 7 8 a.m.-5 p.m.

$595
50435 Central TTh
Sep 3-Oct 15 6-10 p.m.

50436 Central MW
Oct 28-Dec 11 6-10 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
Sep 3-Oct 15 6-10 p.m.

50436 Central
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 AAPP 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.

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, 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 MW
Aug 27-Oct 17 4-8 p.m.
50438 Central MW
Sep 30-Nov 20 5-9 p.m.

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 are an additional student expense. See San Jacinto College 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

August - December 2019
**Auto Body Collision**

**Auto Body M & E Service**

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)

$390

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50035

North

MW

Aug 26-Dec 11

6-10 p.m.

**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 14499)

$312

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50033

North

TTh

Aug 27-Dec 12

7-9:55 p.m.

**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)

$234

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50031

North

TTh

Aug 27-Dec 12

5-6:50 p.m.

**Construction**

**NCCER Electrical Level 1**

CETT 1002

**Prerequisites:** None

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

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

$714

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50103

Central

MW

Sep 4-Dec 18

6-10 p.m.

**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.

$714

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50104

Central

TTh

Sep 3-Dec 17

6-10 p.m.

**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.

$714

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50455

Central

WM

Sep 4-Dec 18

6-10 p.m.
## 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.  

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

## NCCER Millwright Level 2

**MCHN 55025**  
**Prerequisite:** NCCER Core, Millwright Level I  
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.  

- **Cost:** $714  
- **CEU:** 12.0  
- **Hrs:** 120  
- **Location:**  
  - Central WM  
  - 50457  
  - 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 to the orientation of the trade, pipefitting, hand and power tools, oxyfuel cutting, ladders and scaffolds, and motorized equipment.  

- **Cost:** $714  
- **CEU:** 12.0  
- **Hrs:** 120  
- **Location:**  
  - Central MW  
  - 50100  
  - 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.  

- **Cost:** $714  
- **CEUs:** 12.0  
- **Hrs:** 120  
- **Location:**  
  - Central MW  
  - 50101  
  - 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 commonsense approach. (DEMR 2334)  

- **Cost:** $234  
- **CEU:** 9.6  
- **Hrs:** 96  
- **Location:**  
  - Central  
  - 50046  
  - Aug 26-Dec 11  
  - 6-9 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)  

- **Cost:** $312  
- **CEU:** 9.6  
- **Hrs:** 96  
- **Location:**  
  - North TTh  
  - 50044  
  - Aug 27-Dec 12  
  - 6-8:55 p.m.  
  - WM  
  - 50042  
  - Oct 21-Dec 13  
  - 9:40 a.m.-12 p.m.  
  - TTh  
  - 50043  
  - 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)  

- **Cost:** $234  
- **CEU:** 9.6  
- **Hrs:** 96  
- **Location:**  
  - North TTh  
  - 50041  
  - 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)  

- **Cost:** $312  
- **CEU:** 9.6  
- **Hrs:** 96  
- **Location:**  
  - North MTWThF  
  - 50045  
  - Oct 21-Dec 13  
  - 7:15-9:35 a.m.
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 ampacity, 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.
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)
$312 CEU 9.6 Hrs: 96
50051 North M
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)
$234 CEUs 4.8 HRS: 48
50048 North Th
Aug 26-Dec 12 8-10:55 a.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)
$312 CEU 9.6 Hrs: 96
50054 North MW
Aug 26-Dec 11 6-9 p.m.

Applied Technologies & Trades

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)
$312 CEU 4.8 Hrs: 48
50056 North MTWTh
Oct 21-Dec 12 8:10-11 a.m.

Industrial Air Conditioning
HART 55014
Prerequisite: HART 2441 and HART 2431 or department chair approval
Note: Textbook is required.
Students will study components, accessories, and installation of air conditioning systems exceeding 25 tons. (HART 2343)
$234 CEU 4.8 Hrs: 48
50055 North TTh
Aug 27-Dec 12 6-7:50 p.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)
$312 CEU 9.6 Hrs: 96
50057 North MW
Aug 26-Dec 11 6-9 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 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  
Sep 16-Oct 24 7 a.m.-6 p.m.  
50461  
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 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  
Sep 16-Oct 24 7 a.m.-6 p.m.  
50463  
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  
Aug 26-Dec 11 6-9:55 p.m.  
50059  
Aug 27-Dec 12 6-9:50 p.m.  
50060  
Aug 27-Dec 12 8-11:50 a.m.  
50062  
Aug 27-Dec 12 6-9:50 p.m.  
50058  
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  
Aug 26-Dec 13 10:50 a.m.-1:30 p.m.  
95519  
Aug 26-Dec 11 3:50 p.m.  
50068  
Aug 26-Dec 11 6-9:55 p.m.  
50069  
Aug 27-Dec 12 6-9:50 p.m.  
50459  
Sep 3-Dec 17 6-10 p.m.  
50065  
Sep 30-Nov 1 7:15-11:55 a.m.  
50066  
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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Gas Metal ARC Wldg (GMAW)
WLDG 55004
This course includes a study of the principles of gas metal arc welding, setup and the use of GMAW equipment, and safe use of tools and equipment. It also includes instruction in various joint designs. (WLDG 1430)

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Intermediate Pipe Welding
WLDG 55036
Prerequisite: WLDG 1428
Note: Textbook is required.
This is a comprehensive course on welding of pipe using the shielded metal arc welding (SMAW) process. Welding will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices. (WLDG 2406)

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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 Wldg
WLDG 55001
Note: Textbook is required.
This course is an introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. It includes welding instruction in various positions on joint designs. (WLDG 1434)

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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)

$406  CEU 12.8  Hrs: 128

95522  North  MTWTThF
Aug 26-Sep 27  7:05-11:55 a.m.

95523  North  MTWTTh
Aug 26-Oct 17  6-9:40 p.m.

95524  Central  MWF
Aug 26-Dec 13  8-10:40 a.m.

50086  Central  MW
Aug 26-Dec 11  6-9:55 p.m.

50085  Central  TTh
Aug 27-Dec 12  8-11:50 a.m.

50087  Central  TTh
Aug 27-Dec 12  6-9:50 p.m.

50458  Central  WM
Sep 4-Dec 18  6-10 p.m.

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)

$312  CEU 12.8  Hrs: 128

50089  North  TTh
Aug 27-Dec 12  6-9:50 p.m.

50088  North  MTWTThF
Nov 4-Dec 6  6:45-11:55 a.m.

Oxyfuel Cut and Weld

WLDG 55056

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

$156  CEU 6.4  Hrs: 64

50091  North  MW
Aug 26-Dec 11  3:30-5:20 p.m.

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)

$234  CEUs 6.4  HRS: 64

50090  North  W
Aug 26-Dec 13  6-10 p.m.
Maritime

For more information: 281-974-2200
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.

$800 CEU 4.6 Hrs: 46
50144 Central 8 a.m.-5 p.m.
30145 Central 8 a.m.-5 p.m.
50146 Central 8 a.m.-5 p.m.
70001 Central 8 a.m.-5 p.m.

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.

$500 CEU 1.6 Hrs: 16
50147 Central 8 a.m.-5 p.m.
50148 Central 8 am-5 p.m.
50149 Central 8 a.m.-5 p.m.
50150 Central 8 a.m.-5 p.m.
50151 Central 8 a.m.-5 p.m.
70004 Central 8 a.m.-5 p.m.

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 a training experience that combines formal classroom instruction with practical exercises, 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, handle physical labor, climb vertical ladders, handle moderate weights (from 30 to 60 pounds), and capable of haul/move 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, 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, and 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 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 who have 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 and 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, and 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 trainees 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, handle physical labor, climb vertical ladders, handle moderate weights (from 30 to 60 pounds), and haul/move 50 to 100 foot lengths of charged fire hoses. Pursuant to National Maritime Center Policy Letter 11-02.

To register:
All campuses 281-542-2020

$500
50186 Central 8 a.m.-5 p.m.
Sep 10-Sep 11
50187 Central 8 a.m.-5 p.m.
Sep 24-Sep 25
50188 Central 8 a.m.-5 p.m.
Oct 8-Oct 9
50189 Central 8 a.m.-5 p.m.
Oct 22-Oct 23
50190 Central 8 a.m.-5 p.m.
Nov 5-Nov 6
50191 Central 8 a.m.-5 p.m.
Nov 19-Nov 20
70017 Central 8 a.m.-5 p.m.
Dec 3-Dec 4
70018 Central 8 a.m.-5 p.m.
Dec 17-Dec 18

CEU 1.6 Hrs: 16
Central

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). They 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, handle physical labor, climb vertical ladders, handle moderate weights (from 30 to 60 pounds), and haul/move 50 to 100 foot lengths of charged fire hoses. Pursuant to National Maritime Center Policy Letter 11-02.

$750
50204 Central 8 a.m.-5 p.m.
Sep 10-Sep 12
50205 Central 8 a.m.-5 p.m.
Sep 24-Sep 26
50206 Central 8 a.m.-5 p.m.
Oct 8-Oct 10
50207 Central 8 a.m.-5 p.m.
Oct 22-Oct 24
50208 Central 8 a.m.-5 p.m.
Nov 5-Nov 7
50209 Central 8 a.m.-5 p.m.
Nov 19-Nov 21
70019 Central 8 a.m.-5 p.m.
Dec 3-Dec 5
70020 Central 8 a.m.-5 p.m.
Dec 17-Dec 19

CEU 2.4 Hrs: 24
Central

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-III/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
MTWThF
Sep 16-Sep 20 8 a.m.-5 p.m.
50211
Central
MTWThF
Oct 21-Oct 25 8 a.m.-5 p.m.
50212
Central
MTWThF
Nov 18-Nov 22 8 a.m.-5 p.m.
70021
Central
MTWThF
Dec 9-Dec 13 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 toe 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
W
Sep 11-Sep 11 6 a.m.-3 p.m.
50214
Central
W
Sep 25-Sep 25 6 a.m.-3 p.m.
50215
Central
W
Oct 9-Oct 9 6 a.m.-3 p.m.
50216
Central
W
Oct 23-Oct 23 6 a.m.-3 p.m.
50217
Central
W
Nov 6-Nov 6 6 a.m.-3 p.m.
50218
Central
W
Nov 20-Nov 20 6 a.m.-3 p.m.
70022
Central
W
Dec 4-Dec 4 6 a.m.-3 p.m.
70023
Central
W
Dec 18-Dec 18 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
WThF
Sep 4-Sep 6 8 a.m.-5 p.m.
50235
Central
WThF
Oct 16-Oct 18 8 a.m.-5 p.m.
70024
Central
WThF
Dec 4-Dec 6 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
MTWThF
Sep 16-Sep 20 8 a.m.-5 p.m.
50237
Central
MTWThF
Nov 11-Nov 15 8 a.m.-5 p.m.
70025
Central
MTWThF
Dec 9-Dec 13 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 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  

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<td>Dec 2-Dec 20 8 a.m.-5 p.m.</td>
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**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  

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<td>Dec 5-Dec 6 8 a.m.-5 p.m.</td>
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**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  

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Electronic Chart ECDIS  
MARS 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  
50243 Central MTWThF  
Oct 7-Oct 11 8 a.m.-5 p.m.  
50244 Central MTWThF  
Nov 18-Nov 22 8 a.m.-5 p.m.  
70028 Central MTWThF  
Dec 16-Dec 20 8 a.m.-5 p.m.  

**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 determining 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  
50245 Central MTWThF  
Sep 30-Oct 4 8 a.m.-5 p.m.  
50246 Central MTWThF  
Nov 11-Nov 15 8 a.m.-5 p.m.  
70029 Central MTWThF  
Dec 9-Dec 13 8 a.m.-5 p.m.  

**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  
50247 Central MTWThF  
Sep 23-Sep 27 8 a.m.-5 p.m.  
50248 Central MTWThF  
Nov 18-Nov 22 8 a.m.-5 p.m.  

**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  
50249 Central M  
Sep 9-Sep 9 8 a.m.-5 p.m.  
50250 Central M  
Sep 23-Sep 23 8 a.m.-5 p.m.  
50251 Central M  
Oct 7-Oct 7 8 a.m.-5 p.m.  
50252 Central M  
Oct 21-Oct 21 8 a.m.-5 p.m.  
50253 Central M  
Nov 4-Nov 4 8 a.m.-5 p.m.  
50254 Central M  
Nov 18-Nov 18 8 a.m.-5 p.m.  
70030 Central M  
Dec 2-Dec 2 8 a.m.-5 p.m.  
70031 Central M  
Dec 16-Dec 16 8 a.m.-5 p.m.  

To register: All campuses 281-542-2020
Global Maritime Distress and Safety Systems (GMDSS)
MARS 55004
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 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 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 oceangoing 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 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.

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.

$1500 CEU 7.0 Hrs: 70
50465 Central MTWThF
Sep 23-Oct 3 8 a.m.-5 p.m.
50284 Central MTWThF
Nov 4-Nov 14 8 a.m.-5 p.m.
70034 Central MTWThF
Dec 2-Dec 12 8 a.m.-5 p.m.

$950 CEU 3.6 Hrs: 36
50285 Central MTWTh
Sep 23-Sep 26 8 a.m.-6 p.m.
50286 Central MTWTh
Oct 21-Oct 24 8 a.m.-6 p.m.
50287 Central MTWTh
Nov 18-Nov 21 8 a.m.-6 p.m.
70035 Central MTWTh
Dec 9-Dec 12 8 a.m.-6 p.m.
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
Sep 6-Sep 6 8 a.m.-5 p.m.
50289 Central
Oct 4-Oct 4 8 a.m.-5 p.m.
50290 Central
Nov 1-Nov 1 8 a.m.-5 p.m.
70036 Central
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 the 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
Sep 6-Sep 6 8 a.m.-5 p.m.
50292 Central
Sep 30-Sep 30 8 a.m.-5 p.m.
50293 Central
Oct 4-Oct 21 8 a.m.-5 p.m.
50294 Central
Nov 1-Nov 1 8 a.m.-5 p.m.
50295 Central
Nov 22-Nov 22 8 a.m.-5 p.m.
70037 Central
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 who presents his or her 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 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.

Management of Electrical & Electronic Control Equipment (MEECE)
MARI 55000
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course will satisfy the Management of Electrical Electronic Control Equipment training requirements of 46 CFR 11.325(a)(3)(iii) for original and (b)(3) for renewal; 46 CFR 11.327(a)(3)(iii) for original and (b)(3) for renewal; 46 CFR 11.331(a)(3)(iii) for original and (b)(3) for renewal; and 46 CFR 11.333(a)(3)(iii) for original and (b)(3) for renewal.

$1000 CEU 4.0 Hrs: 40
50301 Central MTWThF
Sep 16-Sep 20 8 a.m.-5 p.m.
50302 Central MTWThF
Nov 4-Nov 8 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 presents a certificate of training within five years to a U.S. 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.

To register: All campuses 281-542-2020

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, and student 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
MAR 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.O, 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.

$100  CEU 0.4  Hrs: 4
50351  Central  F  Sep 13-Sep 13  1-5 p.m.
50352  Central  F  Sep 27-Sep 27  1-5 p.m.
50353  Central  F  Oct 11-Oct 11  1-5 p.m.
50354  Central  F  Oct 25-Oct 25  1-5 p.m.
50355  Central  F  Nov 8-Nov 8  1-5 p.m.
50356  Central  F  Nov 22-Nov 22  1-5 p.m.

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, handle physical labor, climb vertical ladders, and handle 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.

$300  CEU 1.2  Hrs: 12
50305  Central  ThF  Sep 12-Sep 13  8 a.m.-5 p.m.
50306  Central  ThF  Sep 26-Sep 27  8 a.m.-5 p.m.
50307  Central  ThF  Oct 10-Oct 11  8 a.m.-5 p.m.
50308  Central  ThF  Oct 24-Oct 25  8 a.m.-5 p.m.
50309  Central  ThF  Nov 7-Nov 8  8 a.m.-5 p.m.
50310  Central  ThF  Nov 21-Nov 22  8 a.m.-5 p.m.
70042  Central  ThF  Dec 5-Dec 6  8 a.m.-5 p.m.
70043  Central  ThF  Dec 19-Dec 20  8 a.m.-5 p.m.

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.

$700  CEU 3.2  Hrs: 32
50311  Central  MTWTh  Sep 16-Sep 19  8 a.m.-5 p.m.
50312  Central  MTWTh  Oct 14-Oct 17  8 a.m.-5 p.m.
50313  Central  MTWTh  Nov 11-Nov 14  8 a.m.-5 p.m.
70044  Central  MTWTh  Dec 9-Dec 12  8 a.m.-5 p.m.
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 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-Inland
MART 55007
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
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, and 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.

$400 CEU 3.2 Hrs: 32
50339 Central MTWTh
Sep 9-Sep 12 8 a.m.-5 p.m.
50340 Central MTWTh
Oct 7-Oct 10 8 a.m.-5 p.m.
50341 Central MTWTh
Nov 4-Nov 7 8 a.m.-5 p.m.
70047 Central MTWTh
Dec 2-Dec 5 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, including 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, and 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.
**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; and familiarity with the functions of ECS required by performance standards in force.

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**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 12-14 Guidelines on Qualifications for Officer in Charge of a Navigational Watch on Vessels of 500 GT or More: 6.1.A. The following practical assessment performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 13-14 Master and Officer in Charge of a Navigational Watch of Vessels of Less Than 500 GT Limited to Near-Coastal Waters: 4.1.A.

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**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 12-14 Guidelines on Qualifications for Officer in Charge of a Navigational Watch on Vessels of 500 GT or More: 6.1.A. The following practical assessment performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 13-14 Master and Officer in Charge of a Navigational Watch of Vessels of Less Than 500 GT Limited to Near-Coastal Waters: 4.1.A.

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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, statical 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.
This course will satisfy the training requirements of 46 CFR 11.305(a)(2) and 11.307(a)(2) for STCW endorsements as Chief Mate or Master on vessels of 3,000 GT or more. The following practical assessments performed during this course have been determined to be equivalent of National Assessment Guidelines TASKs, as documented in NVIC 10-14 Tasks for Master or Chief Mate on Vessels of 3,000 GT or More (Management Level):

$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 sea time 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 meet 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 ensure 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 of 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 tank cargo operations and chemical tanker cargo operations training requirements of 46 CFR 13.605 and 13.605 for an STCW endorsement; and satisfy the training requirements of 46 CFR 13.120(b)(2) for renewal of a merchant mariner credential as Tankerman PIC Dangerous Liquids. Any applicant who successfully completes your Tank Ship Dangerous Liquids (SANJCC 501) course will satisfy the training requirements of 46 CFR 13.201(c)(4) for an endorsement as Tankerman-PIC DL and 13.201(c)(4) for an endorsement as Tankerman-PIC (Barge) DL; the requirements of 46 CFR 13.501(C)(4) for an endorsement as Tankerman Engineer DL; the requirements of 46 CFR 13.603(a)(2), 46 CFR 13.603(b)(2), 46 CFR 13.603(c)(2), and STCW Code Table A-V/1-1-2 for an STCW endorsement for Advanced Oil Tanker Cargo Operations; and the requirements of 46 CFR 13.605(a)(2), 46 CFR 13.605(b)(2), 46 CFR 13.605(c)(2), and STCW Code Table A-V/1-1-3 for an STCW endorsement for Advanced Chemical Tanker Cargo Operations. Note: The course will also satisfy training requirements for endorsements as Tankerman-Assistant DL, Tankerman-Engineer DL, and Basic Oil and Chemical Tanker Cargo Operations. This course covers all subjects in Table 2 to 46 CFR 13.121(e) and STCW Code Tables A-V/1-1-1, A-V/1-1-2, and A-V/1-1-3. Anyone may enroll in this course. For the actual Tankerman Candidate, he/she should be able to attain the requirements outlined in 46 CFR 13.201 through 13.605 within five years from the date of completion on the certificate for this course. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

$900  
50369  
Sep 9-Sep 13  
50370  
Oct 7-Oct 11  
50371  
Nov 4-Nov 8  
70058  
Dec 2-Dec 6  
CEU 4.0  
Central  
8 a.m.-5 p.m.  
MTWThF  

CEU 12.0  
Hrs: 40  
50372  
Central  
8 a.m.-5 p.m.  
MTWThF  
Sep 9-Sep 27  
50373  
Central  
8 a.m.-5 p.m.  
MTWThF  
Nov 4-Nov 22  

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.

$2500  
50466  
Central  
8 a.m.-5 p.m.  
MTWThF  
Sep 16-Sep 20  
50467  
Central  
8 a.m.-5 p.m.  
MTWThF  
Oct 21-Oct 25  

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.

$1000  
50374  
Central  
8 a.m.-5 p.m.  
MTW  
Oct 7-Oct 9  
50375  
Central  
8 a.m.-5 p.m.  
MTW  
Nov 18-Nov 20  
70059  
Central  
8 a.m.-5 p.m.  

$400  
50372  
Central  
8 a.m.-5 p.m.  
MTWThF  
Oct 7-Oct 9  
50375  
Central  
8 a.m.-5 p.m.  
MTW  
Nov 18-Nov 20  
70059  
Central  
8 a.m.-5 p.m.  

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  
CEU 12.0  
Hrs: 120  
50372  
Central  
8 a.m.-5 p.m.  
MTWThF  
Sep 9-Sep 27  
50373  
Central  
8 a.m.-5 p.m.  
MTWThF  
Nov 4-Nov 22  

To register: All campuses 281-542-2020
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/6-2.2 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 CEU 1.6 Hrs: 16
50376 Central ThF
Sep 5-Sep 6 8 a.m.-5 p.m.
50377 Central ThF
Oct 3-Oct 4 8 a.m.-5 p.m.
50378 Central ThF
Nov 7-Nov 8 8 a.m.-5 p.m.
70060 Central ThF
Dec 5-Dec 6 8 a.m.-5 p.m.
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). 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 functional areas of study include a safe, healthy learning environment and 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, assisting 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.  
50283  
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, assisting 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

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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 and 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

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To register: All campuses 281-542-2020
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

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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

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### 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.

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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  CEU 3.2  Hrs: 32
50272  North  MTWTh
Sep 11-Oct 8  11:15 a.m.-1:15 p.m.
50329  North  MTWTh
Sep 11-Oct 8  8-10 p.m.
50444  South  MTWTh
Sep 11-Oct 8  11:15 a.m.-1:15 p.m.
50446  South  MTWTh
Sep 11-Oct 8  8-10 p.m.
50274  North  MTWTh
Oct 15-Nov 12  11:15 a.m.-1:15 p.m.
50384  North  MTWTh
Oct 15-Nov 12  8-10 p.m.
50448  South  MTWTh
Oct 15-Nov 12  11:15 a.m.-1:15 p.m.
50450  South  MTWTh
Oct 15-Nov 12  8-10 p.m.
50276  North  MTWTh
Nov 19-Dec 18  11:15 a.m.-1:15 p.m.
50386  North  MTWTh
Nov 19-Dec 18  8-10 p.m.
50452  South  MTWTh
Nov 19-Dec 18  11:15 a.m.-1:15 p.m.
50454  South  MTWTh
Nov 19-Dec 18  8-10 p.m.

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  CEU 1.8  Hrs: 18
50222  Central  S
Sep 14-Sep 28  8 a.m.-3:30 p.m.
50277  North  S
Oct 12-Oct 26  8 a.m.-3:30 p.m.
50225  Central  S
Nov 2-Nov 16  8 a.m.-3:30 p.m.
70032  North  S
Dec 7-Dec 21  8 a.m.-3:30 p.m.

ParaEducator Institute 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  CEU 1.8  Hrs: 18
50223  Central  S
Sep 14-Sep 28  8 a.m.-3:30 p.m.
50387  North  S
Oct 12-Oct 26  8 a.m.-3:30 p.m.
50226  Central  S
Nov 16-Nov 16  8 a.m.-1 p.m.
70062  North  S
Dec 7-Dec 21  8 a.m.-3:30 p.m.

Para Educator Training
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  CEU 0.6  Hrs: 6
50224  Central  S
Sep 28-Sep 28  8 a.m.-1:30 p.m.
50278  North  S
Oct 26-Oct 26  8 a.m.-1:30 p.m.
50227  Central  S
Nov 16-Nov 16  8 a.m.-1:30 p.m.
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 be a high school graduate. If you’re age 17, parental or guardian consent is required; also, you must have been withdrawn from high school for at least six months and not be 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. 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 be a high school graduate. If you’re age 17, parental or guardian consent is required; also, you must have been withdrawn from high school for at least six months and not be a high school graduate.
For GED applicants who have yet to complete the language arts portion of the test, this course is ideal for GED candidates who need more intense preparation and practice in reading and writing. The Language Arts preparation includes test-taking practice.
$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 be a high school graduate. If you’re age 17, parental or guardian consent is required; also, you must have been withdrawn from high school for at least six months and not be 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 be a high school graduate. If you’re age 17, parental or guardian consent is required; also, you must have been withdrawn from high school for at least six months and not be a high school graduate.
For GED applicants who have yet to complete the social studies and science portions of the test, this course is ideal for GED candidates who need more intense tutoring and practice. Like the traditional GED preparation class, test-taking preparation is included.
$205 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.

To register: All campuses 281-542-2020
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

San Jacinto College
Continuing & Professional Development
An Equal Opportunity Institution
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. 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. 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 3:05-6:05 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 and 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
50011 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
50012 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
Fine Art Photography II
NFND 59570
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

### Life Long Learning

#### Fine Art 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.

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### 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.

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### Motorcycle Riders Course

**South Campus**

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<thead>
<tr>
<th>Code</th>
<th>Location</th>
<th>Dates</th>
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<tbody>
<tr>
<td>50152</td>
<td>South</td>
<td>Sep 6-Sep 8</td>
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<td>50154</td>
<td>South</td>
<td>Sep 20-Sep 22</td>
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<td>50155</td>
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<td>Oct 11-Oct 13</td>
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<td>50156</td>
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<td>70002</td>
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<td>Dec 6-Dec 8</td>
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</tbody>
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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.
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, 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/continuing-professional-development/community/life-long-learning](http://www.sanjac.edu/continuing-professional-development/community/life-long-learning) or call 281-478-3672.

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

Partnership with Education to Go

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

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

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

After the login process, please choose the “Already Paid” option as you have already made your required payments to San Jacinto College. You will then be given the option to click on the blue highlighted link to complete the orientation process. Once this has been completed, you will have 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, and 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, Microsoft Internet Explorer or Mozilla Firefox web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at www.adobe.com/downloads by clicking Adobe Flash Player and Adobe Reader under “Downloads”). You must have your own personal copy of any software required in the course. Software must be installed and operational on your personal computer before the course begins.

To register: Call 281-542-2020

To register: All campuses 281-542-2020
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 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.

Web Registration
Go to noncredit.sanjac.edu.

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

How to Search for Courses: Use the search feature at the top of the page by entering a 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 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 “Review Your Changes and Make a Payment.”

Step 5: Select “Student Account Suite” (another webpage will open after selecting this option).

- CPD students must make payment at the time of registration.
- You can view the Refund Policy from this screen.
- Classes at least four weeks in length are eligible for a Convenient Payment Plan (CPP). Payment plans can be set up by selecting this payment option and entering your information by following the directions given.

Step 6: Select “Make a Payment.”

Step 7: Select “Pay” (please verify the class fees before 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 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 to 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 at 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: 281-459-7111
South: 281-922-3410
M-Th: 7:45 a.m.-6 p.m.
Fri: 7:45 a.m.-2 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 and Sun: Closed
North: 281-459-7116
M-Th: 7:30 a.m.-8:45 p.m.
Fri: 7:30-11:45 a.m.
Sat and 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 at www.sanjac.edu/soslogin.

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. Unofficial 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 that TASP/THEA prerequisites require 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 at 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. 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 to allow the license holder to grasp it without materially changing position. A license holder who carries a handgun on campus must carry it in a holster that completely covers the trigger and the entire trigger guard area. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling.

The College does not provide storage for handguns.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

19. The Campus Safety and Security Council, appointed by the Chancellor, shall be established and tasked, at a minimum, with the following responsibilities:

(1) Support the consistent implementation of these policies;
(2) Provide a review process for recommendations to the Chancellor; and
(3) Compile, maintain and provide a periodic review of the premises where license holders are prohibited from carrying a handgun.

A student or a member of the faculty or staff of the College may appeal a decision regarding the implementation of a policy or procedure contained herein to the Campus Safety and Security Council for consideration. A further appeal of the decision of the Campus Safety and Security Council may be submitted to the Vice Chancellor of Fiscal Affairs for consideration. The Vice Chancellor of Fiscal Affairs may choose to make a final decision or submit the appeal to the Chancellor for 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 he/she is 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.

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
- 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

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

"Pursuant to Section 30.06, Penal Code (trespass by holder of license to carry a concealed handgun, a person licensed under Subchapter H, Chapter 411, Government Code (concealed handgun law), may not enter this property with a concealed handgun."

"Si quieren con la Sección 30.06 del Código Penal (ingreso sin autorización de un portador de una licencia para portar un arma corta oculta, una persona con licencia según el Subcapítulo H, Capítulo 411 del Código del Gobierno Lej. para portar armas cortas ocultas, no puede ingresar a esta propiedad con un arma corta oculta."

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To register: All campuses 281-542-2020
### Registration Form - Continuing Education/Open Enrollment

**Please Print Clearly and Complete ALL Unshaded Areas**

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<th>Student Information-REQUIRED</th>
<th>Demographics/Other Information</th>
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<tbody>
<tr>
<td><strong>Name</strong></td>
<td>The following questions are used by the state to help provide support for our programs. Although not required, your cooperation in answering them is appreciated.</td>
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<tr>
<td>Last First Mi</td>
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<tr>
<td>If known, provide your San Jacinto College ID Number G</td>
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<tr>
<td>Or Social Security No.</td>
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<tr>
<td><strong>Home Address</strong></td>
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<tr>
<td>Street</td>
<td>(1) White</td>
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<tr>
<td>Apt. No.</td>
<td>(2) Black or African American</td>
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<tr>
<td>City State Zip code</td>
<td>(3) Asian or Pacific Islander</td>
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<tr>
<td>County or Country</td>
<td>(4) American Indian or Alaskan Native</td>
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<td>(5) Native Hawaiian</td>
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<td></td>
<td>(6) Not reported</td>
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<tr>
<td><strong>Home Phone ()</strong></td>
<td><strong>CHECK ONE □ Non-Hispanic □ Hispanic</strong></td>
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<td><strong>Work Phone ()</strong></td>
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<tr>
<td><strong>Gender</strong></td>
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<tr>
<td>M</td>
<td>(1) Academically Disadvantaged</td>
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<tr>
<td>F</td>
<td>(2) Economically Disadvantaged</td>
</tr>
<tr>
<td><strong>Birth Date</strong></td>
<td>(3) Disability</td>
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<td>MM DD YY</td>
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<tr>
<td><strong>Email</strong></td>
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<tr>
<td><strong>Emergency Contact</strong></td>
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<tr>
<td>Name Relationship Phone No.</td>
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<td><strong>Type of Disability:</strong></td>
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<tr>
<td>(1) Limited English Skills</td>
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<tr>
<td>(5) Displaced Homemaker</td>
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<tr>
<td>(6) Single Parent</td>
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<tr>
<td>Highest Grade or Degree Completed:</td>
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<tr>
<td>Grade 7, 8, 9, 10, 11; High School; Some college; Associates; Bachelor; Masters; or Doctorate</td>
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**Registration Information**

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

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

**Signature**

**Date**

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

**Registration Office and Fax Numbers**

- **Central Campus**
  - Office Number: 281.542.2020
  - Fax Number: 281.476.1833
  - Campus: C
- **North Campus**
  - Office Number: 281.542.2020
  - Fax Number: 281.459.7196
  - Campus: N
- **South Campus**
  - Office Number: 281.542.2020
  - Fax Number: 281.922.3422
  - Campus: S

**Office Use Only**

<table>
<thead>
<tr>
<th>Staff ID:</th>
<th>Date:</th>
<th>Refund Request Date:</th>
<th>Staff ID:</th>
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</table>

**Transfer/Refund**

<table>
<thead>
<tr>
<th>From CRN:</th>
<th>To CRN:</th>
<th>Date:</th>
</tr>
</thead>
</table>

To register: All campuses 281-542-2020
To register: All campuses 281-542-2020
Our Mission
San Jacinto College is focused on student success, academic progress, university transfer, and employment. We are committed to opportunities that enrich the quality of life in the communities we serve.

Our Vision
San Jacinto College will advance the social and economic mobility of all members of our community. We will be known for our excellence in teaching and learning, our intentional student-centered support, and our commitment to every student. We will be the preferred workforce and economic development partner in the region and a champion for lifelong learning. San Jacinto College will inspire students to explore opportunities, define their educational and career paths, and achieve their goals and dreams.

Our Values
- **Integrity: We Act Honorably and Ethically**
  “We conduct ourselves in ways that are professional, instill confidence, and promote trust.”
- **Inclusivity: We Grow through Understanding**
  “We respect and learn from the diversity of our cultures, experiences, and perspectives.”
- **Collaboration: We Are Stronger Together**
  “We believe in the power of working together.”
- **Innovation: We Embrace New Possibilities**
  “We anticipate change, explore opportunities, and create continuously evolving solutions.”
- **Accountability: We Are Responsible Individually and Collectively**
  “We take ownership for our commitments and outcomes.”
- **Sense of Community: We Care for Those We Serve**
  “We demonstrate concern for the well-being and success of our students, our communities, and our people.”
- **Excellence: We Strive for Outstanding Results**
  “We take risks, we assess our work, and we aspire to improve the quality of everything we do.”

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

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

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

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

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

**Maritime Technology and Training Center**
- 3700 Old Highway 146
- Room M1.210Q
- La Porte, Texas 77571

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

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

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

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

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

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

**Allatia Harris**
- Vice Chancellor of Strategic Initiatives
- Equity in Athletics
- 8060 Spencer Hwy.
- Pasadena, Texas 77505
- allatia.harris@sjcd.edu
- 281-459-7140

**Sandra Ramirez**
- Vice Chancellor of Human Resources, Organizational and Talent Effectiveness
- Equal Opportunity Compliance Officer
- Co-Lead Title IX Coordinator (employees)
- 4620 Fairmont Pkwy.
- Pasadena, Texas 77504
- sandra.ramirez@sjcd.edu
- 281-991-2648
Hours are Monday – Thursday from 8 a.m. – 6:30 p.m. and Friday from 8 a.m. – 4:30 p.m.

To register for training, call or visit:

**Central Campus**
8060 Spencer Hwy., Pasadena, 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**
3700 Old Highway 146
La Porte, Texas 77571
281-874-2200