Training and Educational Solutions for Workers and Employers

The Continuing and 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 and 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 and Professional Development refund policy.

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.
To register: All campuses 281-542-2020

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- Human Resource Management .................................. 6
- Project Management .................................................. 7

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<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course ID</th>
<th>Course Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Acct Specialist Fast Track</strong></td>
<td>ACNT 55035</td>
<td>Prerequisites: High school/GED and proficiency in reading, writing, mathematics and speak English. Note: Textbook is required. This course is a study of basic accounting cycle from the source documents to the post-closing documents. Using a workbook, learners will have the opportunity to analyze, record, journalize, post, etc. for a fictitious business. Learners will acquire the understanding of banking procedures and control of cash. Students will also be exposed to the payroll process by calculating, paying, recording, and reporting payroll and payroll taxes.</td>
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<tr>
<td>Cost</td>
<td>$630</td>
<td>CEU 5.6</td>
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<td>50105</td>
<td>Hours: 56</td>
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<td>No class held on that day</td>
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<td>(room and building information will be provided to you at registration)</td>
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</tbody>
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**San Jacinto College will be closed this semester:**

- January 20, 2020 – Martin Luther King Jr. Day
- March 9 - 15, 2020 – Spring Break
- April 10 - 12, 2020 – Spring Holidays
- May 25, 2020 – Memorial Day

**NO CLASSES WILL MEET ON THESE DAYS**
Business Operations, Supply Chain, and Entrepreneurship

Accounting/Financial ........................................... 6
Banking ................................................................. 6
Human Resource Management ............................. 6
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### Accounting/Financial

#### Acct 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.

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<tr>
<th>Course Code</th>
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<tr>
<td>ACNT 55035</td>
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</table>

#### 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.

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<tr>
<th>Course Code</th>
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<td>ACNT 55030</td>
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</table>

#### 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.

<table>
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<tr>
<th>Course Code</th>
<th>Duration</th>
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<tbody>
<tr>
<td>ACNT 55036</td>
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### 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.

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<th>Course Code</th>
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### Human Resource Management

#### HR Fast Track Cert Program

**HRPO 55022**

**Note:** Textbook is required.

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

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<th>Course Code</th>
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<td>HRPO 55022</td>
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</table>
Project Management

P.M. - CERT PROGRAM FAST TRACK
BMGT 55102
Learn critical path methods for planning and controlling projects. This includes time/cost tradeoffs, resource utilization, considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude and project supervision.

$725  CEU 5.6  Hrs: 56
70434  South  TTh
Jan 14 - Mar 5  6 - 9:30 p.m.
90360  South  MW
Apr 6 - May 20  6 - 9:30 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
70429  Central  S
Feb 1 - Apr 4  9 a.m. - 1 p.m.
90356  Central  S
May 2 - Jul 11  9 a.m. - 1 p.m.

PMP Exam Prep Plus Boot Camp
BMGT 55156
This course is designed to prepare the individual for Project Management Institute (PMI®) Inc., and Project Management Professional (PMP®) Certification.

$1,050  CEU 4.0  Hrs: 40
70435  South  S
Feb 1 - Mar 7  8:30 a.m. - 5 p.m.

Accounting/Financial

Acct 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
70428  Central  TTh
Feb 11 - Apr 9  6 - 9:30 p.m.
90354  North  MW
Apr 13 - May 20  6:30 - 9:30 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
70430  Central  S
Feb 1 - Apr 4  9 a.m. - 1 p.m.
90357  Central  S
May 2 - Jul 11  9 a.m. - 1 p.m.
Community Health Worker

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

For more information, email CPDEducation@sjcd.edu
Or visit: http://bit.ly/CHWinfo

Applying to nursing school or radiography?
Prepare by taking San Jac's HESI A2 Boot Camp

For more information, email CPDEducation@sjcd.edu
Or visit http://bit.ly/HESIA2Information

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, 4620 Fairmont Pkwy., Pasadena, TX 77504; 281-991-2659; Sandra.Ramirez@sjcd.edu.
IT Tech

Advanced Manufacturing ........................................ 10
Begin Here/Foundations ....................................... 11
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Electronics .......................................................... 13
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Security .............................................................. 14
**Advanced Manufacturing**

**NCCER CORE CURRICULUM: INTRODUCTORY CRAFT SKILLS**

OSHT 55010

**Prerequisites:** None

**Note:** PPE to be purchased at the student’s expense.

Students will understand the obligations of workers to maintain a safe workplace, properly use power and hand tools along with worksite skills such as lock-out/tag-out and personal protective equipment.

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**Intermediate CNC HAAS Lathe**

**MCHN 55028**

**Prerequisite:** Introduction to CNC or industry experience

This intermediate course includes learning to write HAAS CNC programs from engineering drawings using G & M codes, practice machine shop safety continuously, apply machine shop math to solve problems, use precision machine shop measuring instruments, set up a Dual-Spindle HAAS CNC Turning center, and manufacture parts using student written programs from engineering drawings.

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<th>Course</th>
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**Introduction to CNC**

**MCHN 55012**

**Prerequisites:** None.

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

Demonstrate operations of CNC machine controls. Compare and contrast the differences between conventional and CNC machines. Utilize CNC machine applications for machining operations.

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**Introduction to PLCs- Siemens**

**ELPT 55043**

**Prerequisite:** None

**Note:** Materials provided

This course provides theory of Siemens programmable controllers, including hardware, timers, counters data manipulation, and troubleshooting. The course covers how to quickly diagnose problems using PLC software, connect to a processor that is online, make minor changes in the program to get the machine running, and test new ideas and new components.

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**Machine Shop Calculations**

**MCHN 55033**

**Note:** Workbook is included.

This course consists of fundamental machine shop safety, math, and measurement. You will learn how to properly use hand tools and safely use various shop equipment. You will apply mathematical principles while learning the use of measuring instruments and print reading.

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<td>Jan 7 - 30</td>
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**NCCER Sheetmetal 2A**

**MCHN 55044**

An introduction to various types of pipe and fittings. Emphasis on principals and type fittings for radial line development and factors that influence bend allowance.

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**NCCER Sheetmetal 3A**

**MCHN 55001**

An introduction to the principles of air flow as applied to HVAC air distribution systems along with an introduction to the components of HVAC and the basic refrigeration cycle. Introduction to brazing and field measurements. Extensive application of triangulation layout and fabrication of fiberglass ducts.

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<tr>
<th>Course</th>
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**NCCER Sheetmetal 4A**

**MCHN 55002**

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.

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<tr>
<th>Course</th>
<th>CEU</th>
<th>Hrs</th>
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To register: All campuses 281-542-2020
**Begin Here/Foundations**

**DIGITAL FOUNDATIONS**
POFI 55037

*Note: Textbook and flash drive required.*

This foundational course will provide students with skills that can be used at home and at work. From keyboarding, and logging in to 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 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.

$625 CEU 5.2 Hrs: 52  
90340 Central  
Mar 17 - Apr 28 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.

$230 CEU 1.6 Hrs: 16  
70415 Central  
Jan 7 - 16 8:30 a.m. - 12:30 p.m.  
70413 North  
Jan 14 - 23 8:30 a.m. - 12:30 p.m.  
70414 South  
Feb 1 - 22 8:30 a.m. - 12:30 p.m.  
90348 South  
Mar 31 - Apr 9 6 - 10 p.m.

**DIGITAL LITERACY**
POFI 55025

*Prerequisite: English Proficiency, Keyboarding 20 WPM.*

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

$1,080 CEU 8.0 Hrs: 80  
90353 Central  
Mar 18 - May 27 6 - 10 p.m.

**WINDOWS FOR THE DESKTOP**
ITSC 55008

*Prerequisite: Computer Concepts or equivalent knowledge.*

*Note: Textbook required. Flash drive recommended.*

Open the Window of computer opportunities. Learn to create strong passwords and how to switch users. You will be introduced to Live Tiles and learn to start and control apps. Next you will join others in the cloud as you create a Microsoft Online account and log into OneDrive and other online apps. You will create web notes in Edge and say hey to Cortana. Most importantly, you will learn to manage your files and folders and to defend yourself from web threats.

$230 CEU 1.6 Hrs: 16  
70425 South  
Feb 10 - 19 8:30 a.m. - 12:30 p.m.

**Business Applications**

**BASIC BUSINESS APPLICATIONS**
ITSC 55045

*Prerequisite: Windows for the desktop or equivalent knowledge*

*Note: Textbook is required; flash drive is recommended.*

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

$355 CEU 3.2 Hrs: 32  
70404 South  
Jan 14 - Feb 6 6 - 10 p.m.  
70403 North  
Jan 27 - Feb 19 8:30 a.m. - 12:30 p.m.  
70405 Central  
Feb 1 - Mar 28 8:30 a.m. - 12:30 p.m.

**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.

$230 CEU 1.6 Hrs: 16  
70411 Central  
Jan 7 - 16 6 - 10 p.m.  
90344 North  
Mar 16 - 25 8:30 a.m. - 12:30 p.m.
**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.

$230  
CEU 1.6  
Hrs: 16  
Jan 21 - 30  
6 - 10 p.m.

**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 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  
Jan 31  
8:30 a.m. - 4:30 p.m.  
70409  
South  
F  
Feb 7  
8:30 a.m. - 4:30 p.m.  
90341  
Central  
F  
Mar 6  
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 Excel to enhance spreadsheets with templates, charts, graphics, and advanced formulas.

$135  
CEU 0.7  
Hrs: 7  
70423  
Central  
F  
Jan 17  
8:30 a.m. - 4:30 p.m.  
70422  
South  
F  
Feb 21  
8:30 a.m. - 4:30 p.m.  
90349  
North  
F  
Mar 27  
8:30 a.m. - 4:30 p.m.

**Integrated Software Apps**

ITSC 55013

Note: Textbook required, flash drive is recommended.

A study of the integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software is presented. Fundamentals of personal computer operations and the Windows operating system will be covered. (ITSC 1309)

$234  
CEU 6.4  
Hrs: 64  
70145  
North  
W  
Jan 15 - May 6  
10:10 - 11:40 a.m.  
70146  
North  
W  
Jan 15 - May 6  
6 - 7:30 p.m.

**Introduction to Database**

ITSW 55069

Prerequisite: ITSC 1309 or department chair approval.

Note: Textbook required.

This course is an introduction to database theory and the practical applications of a database. Students will plan, define and design a database; design and generate tables, forms and reports; and devise and process queries. (ITSC 1307)

$234  
CEU 6.4  
Hrs: 64  
70157  
North  
TTh  
Jan 14 - May 7  
8:20 - 10:10 a.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 graphics, tables, and charts to a presentation. Other topics include adding bullet lists, transitions, slide show delivery, and printing.

$135  
CEU 0.7  
Hrs: 7  
70423  
Central  
F  
Jan 17  
8:30 a.m. - 4:30 p.m.  
70422  
South  
F  
Feb 21  
8:30 a.m. - 4:30 p.m.  
90349  
North  
F  
Mar 27  
8:30 a.m. - 4:30 p.m.
**QuickBooks Complete w/Excel**

**AGNT 55038**

This course is designed for the student with basic Excel skills and/or basic accounting skills. It offers a full course in Excel Intermediate skills and covers basic accounting concepts. You will learn to manage Excel workbooks, data, tables, special charts, and PivotTables. The step-by-step approach to learning QuickBooks is used as the lesson begins as a service company and then moves to a service and merchandise company. There are lots of repetitive exercises in performing QuickBooks tasks, allowing you to learn and master new skills such as working with customers and vendors, banking, creating a company file, managing inventory, working with balance sheets, performing payroll, job costing, reporting and closing the books.

- **$720 CEU 8.0 Hrs: 80**
- 70424 Central TTh
- Feb 4 - Mar 31 6 - 10 p.m.

**Drafting**

**DFTG 55002**

**BASIC CAD**

**Note:** Textbook required.

Additional fees may apply for online and hybrid classes. This course is an introduction to computer-aided drafting with an emphasis on setup, creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers coordinate systems, and plot/print to scale. (DFTG 1409)

- **$312 CEU 9.6 Hrs: 96**
- 70140 North TTh
- Jan 14 - May 7 6 - 9 p.m.

**Technical Drafting**

**DFTG 55001**

**Prerequisite:** None

**Note:** Textbook required

This course is an introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projections methods, geometric construction, sections, auxiliary views. (DFTG 1305)

- **$234 CEU 9.6 Hrs: 96**
- 70139 North MW
- Jan 13 - May 6 6 - 9 p.m.

**Electronics**

**ELPT 55026**

**Program Logic Controllers I**

**Prerequisite:** None

**Note:** Textbook required.

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

- **$234 CEU 6.4 Hrs: 64**
- 70083 North Th
- Jan 16 - May 7 6 - 9:50 p.m.

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

**Fund of Networking Tech**

ITNW 55010

**Prerequisite:** ITSC 1305 or Department Chair Approval.

Note: Textbook and flash drive required.

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

$234  
CEU 9.6  
Hrs: 96  
70141  
North  
MW  
Jan 13 - May 6  
8:20 - 10:10 a.m.

**Programming**

**C++ Introduction**

ITSE 55006

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

$475  
CEU 4.0  
Hrs: 40  
90345  
Central  
MW  
Mar 16 - Apr 15  
6 - 10 p.m.

Security

**Operating System Security**

ITSY 55006

**Prerequisite:** ITSY 1342.

Note: Textbook and flash drive required.

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

$234  
CEU 6.4  
Hrs: 64  
70159  
North  
M  
Jan 13 - May 4  
6 - 7:40 p.m.

**Intro to PC Operating Systems**

ITSC 55049

**Prerequisite:** Basic computer skills

Note: Textbook and flash drive required.

This course covers a study of personal computer operating systems. Topics include installation and configuration, file management, memory, 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  
70143  
North  
T  
Jan 14 - May 5  
6 - 7:35 p.m.
# Health and Safety

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<td>Eye Care Technology</td>
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<td>Occupational Health &amp; Safety</td>
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<td>Phlebotomy Technician</td>
<td>20</td>
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</tbody>
</table>
**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 a 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.

$1,010 CEU 14.4 Hrs: 144

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<tr>
<td>Jan 27 - Apr 6</td>
<td>South MTWTh</td>
<td>6 - 10 p.m.</td>
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</table>

**Certified Nurse Aide Training**

NURA 55006

Prerequisites: Immunizations or titers as per the Texas Health and Human Services website at http://bit.ly/TXimmunizations; background check through www.dps.texas.gov; and American 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 doctors 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 that could keep you from being licensed by the state of Texas. If you have a question about your background, please speak with your faculty member or department chair. Prospective students can review their 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.

$905 CEU 10.8 Hrs: 108

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<tr>
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<td>Jan 27- Mar 4</td>
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<td>Apr 27 - Jun 2</td>
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<td>Apr 27 - Jun 2</td>
<td>South MTWTh</td>
<td>9 a.m. - 1 p.m.</td>
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<td>May 4 - Jun 10</td>
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<td>May 4 - Jun 10</td>
<td>South MTWTh</td>
<td>5:30 - 9:30 p.m.</td>
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</table>
Emergency Health
CPR for Healthcare Providers
EMSP 55008
Prerequisites: The current textbook is required to attend.
Note: The San Jacinto College bookstore is not open on weekends and closes at 4:30 p.m. on Friday. 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 one-day 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.

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<tr>
<th>Course Code</th>
<th>CEU</th>
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<td>Central</td>
<td>May 30</td>
<td>1 - 5:30 p.m.</td>
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</table>

Eye Care Technology
Ophthalmic Dispensing
OPTS 55007
Prerequisites: High school diploma or GED. Department approval required.
Note: Textbook is required.

This course is an introduction to the basic principles of frame selection, styling, refractive errors, lens design, and the use of tools and instruments used to measure and make adjustments necessary to properly dispense spectacles. (OPTS 1401

<table>
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<tr>
<th>Course Code</th>
<th>CEU 11.2</th>
<th>Hours</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
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<td>70134</td>
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<td>Central</td>
<td>Jan 13 - May 4</td>
<td>7:45 - 10:45 a.m.</td>
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<td>70135</td>
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<td>Central</td>
<td>Jan 14 - May 5</td>
<td>7:45 - 10:45 a.m.</td>
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To register: All campuses 281-542-2020
### 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**  
**70443**  
Central  
S  
Jan 4 - Mar 7  
8:30 a.m. - 1 p.m.  
**70444**  
Central  
MW  
Feb 3 - Apr 8  
6 - 9 p.m.  
**90369**  
Central  
S  
Mar 21 - Apr 4  
8:30 a.m. - 1 p.m.  
**90370**  
Central  
TTh  
Mar 17 - May 14  
6 - 9 p.m.  
**90371**  
Central  
TTh  
Mar 17 - May 14  
9 a.m. - 12 p.m.

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### Medical Imaging
#### CT Equipment/Methodology

**CTMT 55003**  
**Prerequisites:** Clinical I - Computed Tomography, and must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT), or Department approval at 281-476-1501 x1418.  
**Note:** Textbook is required.

The concepts and physical principles employed in computed tomography are discussed. The course material emphasizes interactions between X-rays and matter with concepts of radiation detectors and digital imaging. Current knowledge and theory of the biological effects of X-rays are explored, with an emphasis on how they relate to data acquisition, image production, and control and manipulation of image production. This course also provides skill development in the operation of computed tomographic equipment, focusing on routine protocols, image quality, quality-assurance, and radiation protection. Category A CE credit is approved by the ASRT. (CTMT 2332).

$234  
**CEU 4.8**  
**Hrs: 48**  
**70129**  
Central  
T  
Jan 14 - May 5  
6 - 8:45 p.m.

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### Mammography - Essentials

**MAMT 55000**  
**Prerequisites:** Department approval is required. Contact 281-476-1501 ext. 1714 for approval and additional information.  
**Note:** As an additional student expense, physical, background and drug checks are some of the requirements. Students must be ARRT registered or eligible to test.  
**Textbook is required.**

This course will be a presentation of specialized instruction in breast imaging. Emphasis will be placed on breast anatomy, physiology, positioning, patient education, and assessment. Anatomy instruction will include surface anatomy as well as deep anatomy. Further emphasis will be placed on routine and additional projections and positioning modifications. At the end of the course the student should be able to explain breast anatomy and physiology, conduct patient education and assessment, and perform routine and additional projections used in mammography, including positioning modifications. (MAMT 2333).

$234  
**CEU 4.8**  
**Hrs: 48**  
**70126**  
Central  
T  
Jan 14 - Mar 3  
6 - 8:35 p.m.

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### Principles of Computed Tomography

**CTMT 55000**  
**Prerequisites:** Co-requisite: Clinical I Computer Tomography. Must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB or ARRT), or Radiation Therapy (ARRT).  
**Note:** Textbook required.

An introduction to the concepts and physical principles employed in computed tomography, this course emphasizes interactions between X-rays and matter and concepts of radiation detectors and digital imaging. Current knowledge and theory of the biological effects of X-rays are explored, with an emphasis on how they relate to data acquisition, image production, and control and manipulation of image production. Category A CE credit is pending approval by the ASRT. (CTMT 2332).

$234  
**CEU 4.8**  
**Hrs: 48**  
**70129**  
Central  
T  
Jan 14 - May 5  
6 - 8:45 p.m.
**Principles of Magnetic Resonance Imaging**

MRIT 55000

Prerequisites: Must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB or ARRT), or Radiation Therapy (ARRT). Call 281-476-1501 x1354 for approval to register.

Note: Textbook is required.

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

$234  CEU 4.8  Hrs: 48

70132  Central  W
Jan 15 - May 6  6 - 8:45 p.m.

**Medical Office**

**Medical Office Professional**

MDCA 55001

Prerequisite: None

Note: Textbook is required.

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

$1,399  CEU 9.0  Hrs: 90

70441  Central  MW
Jan 27 - Mar 4  5:30 - 9:30 p.m.
90368  Central  MW
Apr 6 - May 13  8:30 a.m. - 12:30 p.m.

**Certified Occupational Safety Specialist-COSS**

OSHT 55016

Prerequisite: None

Note: Materials are provided.

This course is designed to build core competencies in the field of safety for adult learners. COSS is a highly intensive, highly interactive course that focuses on providing individuals who are responsible for safety, the tools and techniques they need to make safety work for them. This is a challenging class requiring study time outside the classroom hours.

$1,799  CEU 4.0  Hrs: 40

70446  Central  MTWThF
Feb 3 - 7  8 a.m. - 5 p.m.
90376  Central  MTWThF
May 18 - 22  8 a.m. - 5 p.m.

**Safe Supervisor**

OSHT 55024

Achieving an injury-free workplace takes a team effort. Your frontline supervisors interact with more employees on a daily basis and must understand their role in creating and maintaining a safe work environment. Safe Supervisor is a 3-day certificate course designed to enhance a frontline supervisor’s understanding of their safety responsibilities.

$525  CEU 2.0  Hrs: 20

90375  Central  MTW
May 6 - 8  8 a.m. - 5 p.m.
**Phlebotomy Technician**

**Phlebotomy Technician Basic**
PLAB 5500
Prerequisites: Proof of high school diploma/GED completion is required. All prerequisites for practicum must be completed before registering for Phlebotomy Technician class.
Note: Must also enroll in the Phlebotomy Practicum; textbook is required.
Students are involved in skill development to perform a variety of blood collection methods using proper techniques and universal precautions. This course includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles, and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology. For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

$407
CEU 4.8
Hrs: 48
70445 Central TTh
Jan 7 - Mar 3 9 a.m. - 1 p.m.
90372 Central MW
Mar 16 - May 6 5:30 - 9:30 p.m.

**Phlebotomy Technician 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
90373 Central MTWThF
Mar 16 - Apr 2 7 a.m. - 4 p.m.
90374 Central MTWThF
May 11 - 29 7 a.m. - 4 p.m.
Health and Safety

To register:
All campuses 281-542-2020

This document was supported by Grant [90FX0035-01-00] from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS. HPOG is a study funded by the federal government which is being conducted to determine how these training opportunities help people improve their skills and find better jobs. During the study, all new eligible applicants will be selected by lottery to participate in these training opportunities. Not all eligible applicants will be selected to participate in these opportunities.

An Equal Opportunity Institution

To register: All campuses 281-542-2020

Health Career Pathways Partnership Grant

FREE! FREE! FREE! FREE!
Tuition and Supplies for Healthcare Training

Grant Approved Courses

- Certified Nurse Aide
- Community Health Worker
- EKG Technician
- Eye Care Technician
- Licensed Vocational Nurse
- Medical Assistant
- Medical Billing & Coding Certificate
- Medical Office Professional
- Pharmacy Technician
- Phlebotomy Technician
- Associate degree programs may be approved with a completed short-term course.

Student can earn:

- Laptops
- Scrubs/Supplies
- Books

For more information visit the website or contact:
www.sanjac.edu/cpd/hpog
hcgp-grant@sjcd.edu or 281.478.2723

Proudly Funded By
HPOG
Office of Family Assistance
January - May 2020

**Applied Trades**

- Auto Body Collision ......................................................... 24
- Construction........................................................................ 24
- Diesel .................................................................................. 25
- Electrical/Electronics......................................................... 25
- HVAC/Refrigeration............................................................. 27
- Welding.................................................................................. 27
### Auto Body Collision

**Basic Refinishing**

ABDR 55001  
**Prerequisite:** Reading Level 4.  
**Note:** Textbook required.  
This is an introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis is on surface preparation, masking techniques, and refinishing of replacement parts. (ABDR 1431)  
$312  
Jan 13 - May 8  
12:46 - 1:54 p.m.

### Collision Repair Welding

ABDR 55000  
**Prerequisite:** Reading Level 4.  
**Note:** Textbook Required.  
This is a study of collision repair welding and cutting procedures. (ABDR 1307)  
$234  
Jan 13 - May 8  
12 - 12:45 p.m.

### Major Collision Repair

ABDR 55010  
**Prerequisite:** Reading Level 4.  
**Note:** Textbook required.  
This course focuses on instruction in preparation of vehicles for major repair processes. It covers interpreting information from damage reports, planning repair sequences, selecting appropriate tools, and organizing removed parts for reinstallation. (ABDR 2541)  
$390  
Jan 14 - May 7  
5:30 - 9:20 p.m.

### Structural Analysis I

ABDR 55011  
**Prerequisite:** Reading Level 4.  
**Note:** Textbook required.  
Students learn the roughing and shaping procedures on automotive sheet metal necessary to perform body repairs. Topics include the alignment of component parts such as doors, hood, front-end, assemblies, and deck lids. (ABDR 1441)  
$312  
Jan 13 - May 8  
1:55 - 3 p.m.

### Vehicle Design & Structural

ABDR 55008  
**Prerequisite:** Reading Level 4.  
**Note:** Textbook required.  
An introduction to the collision repair industry with emphasis on safety, professionalism, and vehicle structural design. (ABDR 1303)  
$234  
Jan 13 - Mar 4  
5:30 - 9:20 p.m.

### Vehicle Trim and Hardware

ABDR 55012  
**Prerequisite:** Reading Level 4.  
**Note:** Textbook required.  
This is an in-depth study of vehicle trim and glass service. (ABDR 1315)  
$234  
Mar 16 - May 6  
5:30 - 9:05 p.m.

### Construction

#### Adv Pipe Stan/Specs/Install

PFPB 55020  
**Prerequisite:** PFPB 1308 and PFPB 1343  
The course covers skill development in motorized equipment, above-ground pipe installation valves, field routing and vessel trim, spring can supports, testing piping systems and equipment, basic plumbing, planning work activities, and non-destructive testing (NDT). (PFPB 2332)  
$312  
Mar 16 - Apr 9  
8 a.m. - 12:20 p.m.

#### Basic Pipefitting Skills

PFPB 55018  
**Prerequisite:** None  
This course covers mathematical operations necessary to calculate laying lengths of pipe fittings for fabrication. It includes identification and use of hand tools and power tools and identification of pipe, pipe fittings, flanges and fasteners used in the trade. (PFPB 1308)  
$312  
Jan 13 - Feb 7  
8 a.m. - 12:35 p.m.
### Pipefitting Fab/Blueprint Read

**PFPB 55021**

**Prerequisite:** PFPB 1308.

This course is a continuation of pipe fabrication, rigging, pipe hangers and supports, blueprint reading, standards and specifications, and trade math. (PFPB 1343)

- **Cost:** $312
- **CEUs:** 9.6
- **Hours:** 96
- **Location:** 70088 North MTWThF
- **Dates:** Feb 10 - Mar 6 8 a.m. - 12:35 p.m.

### HVAC Troubleshooting Repair

**DEMR 55004**

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

- **Cost:** $312
- **CEUs:** 9.6
- **Hours:** 96
- **Location:** 90004 North MTWThF
- **Dates:** Mar 16 - May 8 8:45 - 11 a.m.

### Pipefitting: Adv Fab & Install

**PFPB 55019**

**Prerequisites:** PFPB 1308 and PFPB 1343.

This course focuses on advanced pipe fabrication and pipe alignment for rotating equipment. It includes identifying, describing, applying, and maintaining stream traps, in-line specialties, special piping, hot taps, and valves. (PFPB 2333)

- **Cost:** $312
- **CEUs:** 9.6
- **Hours:** 96
- **Location:** 90010 North MTWThF
- **Dates:** Apr 13 - May 8 8 a.m. - 12:20 p.m.

### Preventative Maintenance

**DEMR 55011**

**Note:** Textbook Required.

This is an introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems. (DEMR 1229)

- **Cost:** $156
- **CEUs:** 4.8
- **Hours:** 48
- **Location:** 90002 North TTh
- **Dates:** Mar 17 - May 7 8:30 - 11:15 a.m.

### Diesel

#### Basic Brake Systems

**DEMR 55006**

**Prerequisite:** Reading Level 4.

**Note:** Textbook required.

This is an introduction to the basic principles of brake systems of diesel-powered equipment with an emphasis on maintenance, repairs, and troubleshooting. (DEMR 1317)

- **Cost:** $234
- **CEUs:** 9.6
- **Hours:** 96
- **Location:** 70075 North MTWThF
- **Dates:** Jan 13 - Mar 6 8:40 - 11 a.m.

### Electrical/Electronics

#### Commercial Wiring

**ELPT 55008**

**Note:** Textbook required.

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

- **Cost:** $234
- **CEUs:** 6.4
- **Hours:** 64
- **Location:** 70078 North TTh
- **Dates:** Jan 16 - May 7 8 - 11:50 a.m.
**Electrical Calculations I**

ELPT 55009  
Note: Textbook required.  
Introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, metric conversion, and applied geometry. Electrical calculations to solve DC and AC electrical circuits are included. (ELPT 1215)  
$156 CEU 3.2 Hrs: 32  
70076 North TW  
Jan 14 - Mar 4 12 - 1:40 p.m.

**Electrical Calculations II**

ELPT 55017  
Prerequisite: ELPT 1215 or approval by department chair  
Note: Textbook required.  
This is the further study of mathematical applications used to solve problems in the electrical field. The course includes fractions, decimals, ratio and proportion, applied geometry, and utilization of right triangles to calculate electrical values. It also includes power factor correction, fault currents, neutral currents, conductor ampacity, and other advanced calculations. (ELPT 2215)  
$156 CEU 3.2 Hrs: 32  
90005 North TW  
Mar 17 - May 6 12 - 1:40 p.m.

**Electrical Machines**

ELPT 55020  
Prerequisite: ELPT 1311.  
Note: Textbook required.  
This is a study of direct current (DC) motors, single-phase and polyphase alternating current (AC) motors, generators and alternators. Emphasis will be on construction, characteristics, efficiencies, starting and speed control. (ELPT 1351)  
$234 CEU 6.4 Hrs: 64  
70079 North MWF  
Jan 13 - May 8 8:15 - 11 a.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  
70072 North T  
Jan 14 - May 5 8 - 11:40 a.m.  
70073 North TTh  
Jan 14 - May 7 6 - 8 p.m.

**Industrial Wiring**

ELPT 55021  
Prerequisite: None.  
Note: Textbook 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 CEU 6.4 Hrs: 64  
70080 North W  
Jan 15 - May 6 6 - 9:40 p.m.

**Motors & Transformers**

ELPT 55012  
This course focuses on motors and transformers operation of single and three-phase motors and transformers. It includes transformer banking, power factor correction, and protective devices. Also included are three-phase power concepts, transformer and motor connections, transformer, and motor metering. (ELPT 2405)  
$234 CEU 6.4 Hrs: 64  
70082 North Th  
Jan 16 - May 7 12 - 1:40 p.m.

**National Electric Code I**

ELPT 55013  
Note: Textbook required.  
An introductory study of the National Electric Code (NEC). Emphasis will be on wiring design, protection, methods and materials, equipment for general use, and basic calculations. (ELPT 1325)  
$234 CEU 4.8 Hrs: 48  
70077 North T  
Jan 14 - May 5 8 - 10:50 a.m.

**National Electric Code II**

ELPT 55014  
Prerequisite: ELPT 1325 or department chair approval.  
Note: Textbook required.  
This course includes in-depth coverage of the National Electrical Code (NEC) for those employed in the fields requiring knowledge of the Code, with an emphasis on wiring protection and methods, special conditions, and advanced calculations.  
$234 CEU 4.8 Hrs: 48  
70084 North Th  
Jan 16 - May 7 8 - 11 a.m.
HVAC/Refrigeration

A/C Troubleshooting
HART 55006
Prerequisite: HART 1441 and HART 1445 or department chair approval.
Note: Textbook required.
An advanced course in application of troubleshooting principles and use of test instruments to diagnose A/C and refrigeration components and system problems, including conducting performance tests. (HART 2436)
$234 CEU 9.6 Hrs: 96
90007 North MTWTh
Mar 16 - May 7 8:30 - 11:15 a.m.

Refrigeration Principles
HART 55000
Prerequisite: None.
Note: Textbook required.
This course is an introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety. (HART 1407)
$312 CEU 9.6 Hrs: 96
90006 North MTWTh
Mar 16 - May 7 6 - 8:45 p.m.

Basic Electricity for HVAC
HART 55002
Prerequisite: None.
Note: Textbook required.
This course focuses on principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. (HART 1401)
$312 CEU 9.6 Hrs: 96
70085 North MTWTh
Jan 13 - Mar 5 6 - 8:50 p.m.

Welding

Adv Gas Tungsten ARC (GTAW)
WLDG 55002
Prerequisite: WLDG 1430 or approval of department chair.
Note: Textbook required.
This course covers advanced topics in GTAW welding, including welding in various positions and directions. (WLDG 2451)
$312 CEU 12 Hrs: 128
70100 Central MW
Jan 13 - May 6 6 - 10 p.m.
70096 North TTh
Jan 14 - May 7 6 - 9:50 p.m.
70099 Central TTh
Jan 14 - May 7 8 - 11:50 a.m.
70101 Central TTh
Jan 14 - May 7 6 - 10 p.m.

Comm A/C System Design
HART 55011
Prerequisite: HART 2345 and HART 2441 or department chair approval.
Note: Textbook required.
This is an advanced study in essential elements of commercial air conditioning contracting, including duct systems design and/or material takeoff, weight estimating, equipment selection, using manufacturer's catalog data, job cost estimating, scheduling preparation of shop drawings, and submittals. (HART 2302)
$234 CEU 4.8 Hrs: 48
70086 North MTWTh
Jan 13 - Mar 5 9:30 - 11 a.m.

Adv Shielded Metal Arc Welding
WLDG 55008
Prerequisite: WLDG 1428 or approval of department chair.
Note: Textbook required.
This course covers advanced topics based on accepted welding codes. Training is provided with various electrodes in shielded metal arc welding with open V-groove joints in all positions. (WLDG 2443)
$312 CEU 12.8 Hrs: 128
70102 Central MW
Jan 13 - May 6 8 - 11:50 a.m.
70104 Central MW
Jan 13 - May 6 6 - 10 p.m.
70103 Central TTh
Jan 14 - May 7 1 - 5 p.m.
70105 Central TTh
Jan 14 - May 7 6 - 10 p.m.
90001 North MTWTh
Mar 16 - May 7 6 - 9:30 p.m.

Commercial Refrigeration
HART 55004
Prerequisite: HART 1401 and HART 1407 or department chair approval. Textbook Required.
Theory and practical application in the maintenance of commercial refrigeration; medium, and low temperature applications and ice machines. (HART 2442)
$312 CEU 9.6 Hrs: 96
90008 North MTWTh
Mar 16 - May 7 6 - 8:45 p.m.

To register: All campuses 281-542-2020
**Advanced Pipe Welding**

WLDG 55005  
Prerequisite: WLDG 2406 or approval of department chair  
Note: Textbook required.

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

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**Art Metals**

WLDG 55038  
Note: Textbook required.

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

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**Intermediate Pipe Welding**

WLDG 55036  
Prerequisite: WLDG 1428.  
Note: Textbook 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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**Intermediate Welding Multiple Processes**

WLDG 55037  
Prerequisite: WLDG 1434, WLDG 1430, WLDG 1428.  
Note: Textbook required.

This course offers instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shielding metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process. (WLDG 2413)

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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 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)

$312 CEU 12.8 Hrs: 128

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**Intro Shielded Metal Arc-SMAW**

WLDG 55000

**Note: Textbook 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)

$312 CEU 12.8 Hrs: 128

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**Intro to FCAW**

WLDG 55055

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

$312 CEU 12.8 Hrs: 128

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**Oxyfuel Cut and Weld**

WLDG 55056

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

$156 CEU 6.4 Hrs: 64

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To register: All campuses 281-542-2020
Maritime
Able Bodied Seaman

MART 55004

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

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

$800 CEU 4.6 Hrs: 46
70278 Central 8 a.m. - 5 p.m. MTWThF
Jan 6 - 10
70279 Central 8 a.m. - 5 p.m. MTWThF
Feb 3 - 7
90170 Central 8 a.m. - 5 p.m. MTWThF
Mar 2 - 6
90171 Central 8 a.m. - 5 p.m. MTWThF
Mar 30 - Apr 3
90172 Central 8 a.m. - 5 p.m. MTWThF
May 4 - 8

Adv 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 satisfy company, national, and international regulations for candidates for certification as master or Chief Mate.

$2,000 CEU 8.0 Hrs: 80
70284 Central 8 a.m. - 5 p.m. MTWThF
Feb 3 - 14
90177 Central 8 a.m. - 5 p.m. MTWThF
Mar 30 - Apr 9

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
70280 Central 8 a.m. - 5 p.m. TW
Jan 14 - 15
70281 Central 8 a.m. - 5 p.m. WTh
Jan 22 - 23
70282 Central 8 a.m. - 5 p.m. TW
Feb 4 - 5
70283 Central 8 a.m. - 5 p.m. TW
Feb 18 - 19
90173 Central 8 a.m. - 5 p.m. TW
Mar 3 - 4
90174 Central 8 a.m. - 5 p.m. TW
Mar 31 - Apr 1
90175 Central 8 a.m. - 5 p.m. TW
Apr 21 - 22
90176 Central 8 a.m. - 5 p.m. TW
May 5 - 6
90390 Central 8 a.m. - 5 p.m. WTh
May 27 - 28
ADV 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 the one-day 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
70289 Central Th
Jan 9 8 a.m. - 5 p.m.
70290 Central Th
Jan 23 8 a.m. - 5 p.m.
70291 Central Th
Feb 13 8 a.m. - 5 p.m.
70292 Central W
Feb 19 8 a.m. - 5 p.m.
90183 Central W
Mar 4 8 a.m. - 5 p.m.
90184 Central Th
Mar 19 8 a.m. - 5 p.m.
90185 Central W
Apr 1 8 a.m. - 5 p.m.
90186 Central Th
Apr 16 8 a.m. - 5 p.m.
90187 Central W
May 6 8 a.m. - 5 p.m.
90188 Central Th
May 21 8 a.m. - 5 p.m.

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 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
70285 Central MTWTh
Jan 13 - 16 8 a.m. - 5 p.m.
70286 Central TWTh
Jan 21 - 24 8 a.m. - 5 p.m.
70287 Central MTWTh
Feb 3 - 6 8 a.m. - 5 p.m.
70288 Central MTWTh
Feb 17 - 20 8 a.m. - 5 p.m.
90178 Central MTWTh
Mar 2 - 5 8 a.m. - 5 p.m.
90179 Central MTWTh
Mar 30 - Apr 2 8 a.m. - 5 p.m.
90180 Central MTWTh
Apr 20 - 23 8 a.m. - 5 p.m.
90181 Central MTWTh
May 4 - 7 8 a.m. - 5 p.m.
90182 Central TWThF
May 26 - 29 8 a.m. - 5 p.m.

To register: All campuses 281-542-2020
**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 Navigation at the Management Level. Any applicant who has successfully completed this 40-hour Advanced Meteorology course will satisfy the Advanced Meteorology training requirements for STCW certification as Master or Chief Mate on vessels of 500 or more gross tonnage (ITC). The practical assessments in this course will be accepted as the equivalent of the following assessments from the National Assessment Guidelines for Table A-II/2 of the STCW Code: M-6-1A; M-6-2A. Applicants who have successfully completed your course need not present completed control sheets for these assessments in application for STCW certification.

$950 CEU 4.0 Hrs: 40 MTWThF

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**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.

$3,200 CEU 8.0 Hrs: 80 MTWThF

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**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.

$1,000 CEU 4.0 Hrs: 40 MTWThF

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<td>Apr 20 - 24</td>
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</table>
**App Mate Western Routes**

MARS 55003  
**Prerequisite:** 540 days sea time.  
**Note:** It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.  
This one-day 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.

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**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.

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**Apprentice Mate**

MART 55019  
**Prerequisite:** 540 days sea time.  
**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.

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<td>May 4 - 22</td>
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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, and short-sleeve t-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.

$500
70303 Central 8 a.m. - 5 p.m.
70304 Central 8 a.m. - 5 p.m.
70305 Central 8 a.m. - 5 p.m.
70306 Central 8 a.m. - 5 p.m.
90203 Central 8 a.m. - 5 p.m.
90204 Central 8 a.m. - 5 p.m.
90205 Central 8 a.m. - 5 p.m.
90206 Central 8 a.m. - 5 p.m.
90207 Central 8 a.m. - 5 p.m.
90208 Central 8 a.m. - 5 p.m.
90209 Central 8 a.m. - 5 p.m.
90210 Central 8 a.m. - 5 p.m.
90211 Central 8 a.m. - 5 p.m.
90212 Central 8 a.m. - 5 p.m.
90213 Central 8 a.m. - 5 p.m.
90214 Central 8 a.m. - 5 p.m.

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, and short-sleeve t-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
70307 Central 8 a.m. - 5 p.m.
70308 Central 8 a.m. - 5 p.m.
70309 Central 8 a.m. - 5 p.m.
70310 Central 8 a.m. - 5 p.m.
90209 Central 8 a.m. - 5 p.m.
90210 Central 8 a.m. - 5 p.m.
90211 Central 8 a.m. - 5 p.m.
90212 Central 8 a.m. - 5 p.m.
90213 Central 8 a.m. - 5 p.m.
90214 Central 8 a.m. - 5 p.m.

To register: All campuses 281-542-2020
Basic Ship & Steer Control Sys
MARS 55018
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
The completion of this course will satisfy the competency requirements of Table A-II/1 of the STCW, as amended 2010, and the tasks listed below from NVIC 12-14, for Officer in Charge of a Navigational Watch on Vessels of 500 GT or more and will satisfy the training requirements of 46 CFR 11.309(a)(4)(xi) AND The following Tasks from Enclosure (3) to NVIC 12-14: 1.8.A, 1.8.B, 9.1.A, 9.2.A, 9.3.A, 9.4.A, AND 9.5.A.

$2,000 CEU 4.0 Hrs: 40
70311 Central MTWThF 8 a.m. - 5 p.m.
Jan 6 - 10
70312 Central MTWThF 8 a.m. - 5 p.m.
Feb 17 - 21
90215 Central MTWThF 8 a.m. - 5 p.m.
Apr 13 - 17

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 course to ensure proper fitting of SCBA mask. Clothing: Long pants, closed-toed shoes with socks, and short-sleeve t-shirt (no tank tops). Students must be able to swim or float unassisted for 60 seconds.
The completion of the one-day 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
70313 Central W 6 a.m. - 3 p.m.
Jan 8
70314 Central W 6 a.m. - 3 p.m.
Jan 29
70315 Central W 6 a.m. - 3 p.m.
Feb 12
70316 Central W 6 a.m. - 3 p.m.
Feb 2
90216 Central W 6 a.m. - 3 p.m.
Mar 18
90217 Central W 6 a.m. - 3 p.m.
Apr 1
90218 Central W 6 a.m. - 3 p.m.
Apr 15
90219 Central W 6 a.m. - 3 p.m.
May 13
90220 Central W 6 a.m. - 3 p.m.
May 20

Bridge Resource Management
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
70317 Central TTh 8 a.m. - 5 p.m.
Jan 21 - 23
90221 Central MTW 8 a.m. - 5 p.m.
Mar 23 - 25
90222 Central WThF 8 a.m. - 5 p.m.
May 27 - 29

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
70318 Central MTWThF 8 a.m. - 5 p.m.
Jan 27 - 31
90223 Central MTWThF 8 a.m. - 5 p.m.
Mar 2 - 6
90224 Central MTWThF 8 a.m. - 5 p.m.
Apr 27 - May 1

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; the ephemera elements of the celestial sphere; and use of time, including predictions of celestial phenomena, nautical astronomy, sextant and altitude correction, sight reduction, lines of position, meridian transits, time of sunrise and sunset, 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 vessels position, determine gyro and compass error by celestial observations, and determine the vessels 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 satisfy company, national, and international regulations.

$2,500 CEU 12.0 Hrs: 120

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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, fluid power systems, 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.

$4,000 CEU 16.0 Hrs: 160

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**Designated Duty Engineer (DDE) Unlimited**

**MARI 55001**

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

Designated Duty Engineer (DDE) Unlimited horsepower is a 20-day USCG- & STCW-approved course that provides students with the functional knowledge, understanding, and skills in the following areas of marine engineering: general knowledge and functions, electricity, electronics and control systems, machinery, systems and auxiliary machinery/equipment, refrigeration and air conditioning, steam generators and auxiliary steam turbines, motor propulsion, diesels, diesel propulsion plants and machinery operating procedures, marine engineering safety, and general safety, hazards, and lifesaving appliances.

$4000 CEU 16.0 Hrs: 160

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<td>Jan 6 - 31</td>
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<td>Feb 3 - 28</td>
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<td>Mar 16 - Apr 9</td>
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<td>90247</td>
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<td>Apr 27 - May 22</td>
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To register: All campuses 281-542-2020
**Electrical Machinery and Basic Electronics**

MARI 55006

The completion of the Electrical Machinery and Basic Electronics (SANJCC-861) course will satisfy the training requirements of 46 CFR 11.329(a)(4)(x) for STCW endorsements as OICEW on vessels powered by main propulsion machinery of 750 kW 1,000 HP propulsion power or more. The following specific TASKs from the OICEW NVIC 17-14: 6.1.A; 6.1.B; 6.1.C; 6.1.D; 6.1.E and 6.2.A. Applicants are not required to present completed task control sheets in application for an STCW endorsement.

**$4,000 CEU 16.0 Hrs: 160**

70351 Central MTWThF

Mar 16 - Apr 9 8 a.m. - 5 p.m.

**Electronic Chart ECDIS**

MART 55005

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

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

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

**$1,000 CEU 4.0 Hrs: 40**

70326 Central MTWThF

Jan 21 - 24 8 a.m. - 5 p.m.

70327 Central MTWThF

Feb 24 - 28 8 a.m. - 5 p.m.

90234 Central MTWThF

Mar 30 - Apr 3 8 a.m. - 5 p.m.

90235 Central MTWThF

Apr 27 - May 1 8 a.m. - 5 p.m.

90236 Central MTWThF

May 18 - 22 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.

**$1,000 CEU 4.0 Hrs: 40**

70326 Central MTWThF

Jan 21 - 24 8 a.m. - 5 p.m.

70327 Central MTWThF

Feb 24 - 28 8 a.m. - 5 p.m.

90234 Central MTWThF

Mar 30 - Apr 3 8 a.m. - 5 p.m.

90235 Central MTWThF

Apr 27 - May 1 8 a.m. - 5 p.m.

90236 Central MTWThF

May 18 - 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 one-day course is open primarily to entry-level mariners and other mariners needing to satisfy the emergency medical training requirements and preferably should be given before they take up employment in sea-going vessels. There are no educational requirements. Pursuant to National Maritime Center Policy Letter 11-02.

**$100 CEU 0.8 Hrs: 8**

70328 Central M

Jan 6 8 a.m. - 5 p.m.

70329 Central M

Jan 27 8 a.m. - 5 p.m.

70330 Central M

Feb 10 8 a.m. - 5 p.m.

70331 Central M

Feb 24 8 a.m. - 5 p.m.

90237 Central M

Mar 16 8 a.m. - 5 p.m.

90238 Central M

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

90239 Central R

Apr 16 8 a.m. - 5 p.m.

90240 Central M

Apr 27 8 a.m. - 5 p.m.

90241 Central M

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

90242 Central M

May 18 8 a.m. - 5 p.m.
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.

$1,500  CEU 7.0  Hrs: 70
70336 Central  8 a.m. - 5 p.m.  MTWThF
Jan 21 - 31
90248 Central  8 a.m. - 5 p.m.  MTWThF
Mar 23 - Apr 2
90249 Central  8 a.m. - 5 p.m.  MTWThF
May 4 - 14

Instrumentation
MARI 55005
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
The completion of the Instrumentation (SANJCC-230) course will satisfy the Control System training requirements of 46 CFR 11.329(a)(4)(xi) for STCW endorsements as OICEW on vessels powered by main propulsion machinery of 750 kW I 1,000 HP propulsion power or more. The following specific TASKs from the OICEW NVIC 17-14: 6.3.A; 7.1.A; 7.2.A; 7.2.B; 7.3.A; 7.4.A; 7.5.A; 7.5.B; and 7.5.C Applicants are not required to present the completed record of assessment sheets when applying for the STCW endorsement.

$4,000  CEU 16.0  Hrs: 160
90265 Central  8 a.m. - 5:30 p.m.
May 4 - 29

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.

$950  CEU 3.6  Hrs: 36
70332 Central  8 a.m. - 5 p.m.  MTWTh
Jan 6 - 9
70333 Central  8 a.m. - 5 p.m.  MTWTh
Feb 17 - 20
90243 Central  8 a.m. - 5 p.m.  MTWTh
Mar 16 - 19
90244 Central  8 a.m. - 5 p.m.  MTWTh
Apr 20 - 23
90245 Central  8 a.m. - 5 p.m.  MTWTh
May 11 - 14

To register: All campuses 281-542-2020
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 one-day leadership and teamwork 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/1 or 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
70337 Central F
Jan 10 8 a.m. - 5 p.m.
70338 Central F
Feb 21 8 a.m. - 5 p.m.
90250 Central F
Mar 20 8 a.m. - 5 p.m.
90251 Central F
Apr 24 8 a.m. - 5 p.m.
90252 Central F
May 15 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 and 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.

$1,000 CEU 4.0 Hrs: 40
70346 Central MTWThF
Jan 13 - 17 8 a.m. - 5 p.m.
70347 Central MTWThF
Feb 17 - 21 8 a.m. - 5 p.m.
90262 Central MTWThF
Mar 23 - 27 8 a.m. - 5 p.m.
90263 Central MTWThF
Apr 20 - 24 8 a.m. - 5 p.m.
90264 Central MTWThF
May 11 - 15 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 one-day 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
70339 Central W
Jan 8 8 a.m. - 5 p.m.
70340 Central F
Feb 14 8 a.m. - 5 p.m.
90253 Central M
Mar 2 8 a.m. - 5 p.m.
90254 Central W
Apr 22 8 a.m. - 5 p.m.
90255 Central F
May 15 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(c)(1)(iii) for renewal, and 46 CFR 10.227(j) for reissuance of a merchant mariner endorsement as Master or Mate of not more than 100 gross tons Upon Near Coastal, or Great Lakes and Inland, or Inland Waters; and the examination requirements of 46 CFR 11.201(j) for original issuance, 46 CFR 10.227(c)(1)(iii) for renewal, and 46 CFR 10.227(j) for reissuance of a merchant mariner endorsement as Operator of Uninspected Passenger Vessels (OUPV) Upon Near Coastal, or Great Lakes and Inland, or Inland Waters.

$1,200 CEU 8.0 Hrs: 80
70341 Central MTWThF
Feb 3 - 14 8 a.m. - 5 p.m.
90256 Central MTWThF
Apr 20 - May 1 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  
70342 Central  
Jan 13 - 15 8 a.m. - 5 p.m.  
70343 Central  
Feb 19 - 21 8 a.m. - 5 p.m.  
90257 Central  
Mar 23 - 25 8 a.m. - 5 p.m.  
90258 Central  
Apr 22 - 24 8 a.m. - 5 p.m.  
90259 Central  
May 4 - 6 8 a.m. - 5 p.m.

OIC ENGINEERING WATCH-DIESEL ENGINE  
MARI 55007  
This course will satisfy the Motor Plants training requirements of 46 CFR 11.329(a)(4)(ix) toward an STCW endorsement as OICEW on vessels powered by main propulsion machinery of 750 kW/ 1,000 HP propulsion power or more; will be credited with the following specific TASKs from the OICEW NVIC 17-14: 1.1.A; 1.1.B; 1.1.E; 1.1.F; 1.2.A; 3.1.A; 4.1.A; 4.2.A; 4.3.A (Motor); 4.3.C; 4.3.F; 6.1.B; and 6.1.D. Applicants are not required to present the completed record of assessment sheets when applying for the STCW endorsement.  
$4,000 CEU 16.0 Hrs: 160  
70350 Central  
Feb 10- Mar 6 8 a.m. - 5 p.m.

OICEW-AUXILIARY MACHINERY  
MARI 55013  
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.  
$4,000 CEU 12.0 Hrs: 120  
70345 Central  
Jan 13 - Jan 31 8 a.m. - 5 p.m.

METEOROLOGY (OPERATIONAL)  
SCIT 55001  
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.  
This course provides the background knowledge, 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  
70344 Central  
Jan 21 - 24 8 a.m. - 5 p.m.  
90260 Central  
Mar 16 - 20 8 a.m. - 5 p.m.  
90261 Central  
May 4 - 8 8 a.m. - 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.

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<td>90272</td>
<td>May 21 - 22</td>
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**Proficiency In Surv Craft Refresher**

**MARS 55029**

**Prerequisite:** Previously passed Basic Safety Training.

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

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

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<td>90276</td>
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<td>May 13 - 14</td>
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**Proficiency In Survival Craft**

**MART 55009**

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

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

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<td>90275</td>
<td>May 11 - 14</td>
<td>8 a.m. - 5 p.m.</td>
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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.

$3,500 CEU 14.5 Hrs: 145
70360 Central MTWThF
Jan 6 - 29 8 a.m. - 5 p.m.
70361 Central MTWThF
Feb 3 - 26 8 a.m. - 5 p.m.
90279 Central MTWThF
Mar 16 - Apr 8 8 a.m. - 5 p.m.
Apr 27 - May 20 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
70362 Central WThF
Jan 22 - 24 8 a.m. - 5 p.m.
70363 Central WThF
Feb 17 - 19 8 a.m. - 5 p.m.
90281 Central WThF
Mar 23 - 25 8 a.m. - 5 p.m.
90282 Central WThF
Apr 22 - 24 8 a.m. - 5 p.m.
90283 Central WThF
May 18 - 20 8 a.m. - 5 p.m.

RFPEW
MARI 55002
Any applicant who successfully completed your Rating Forming Part of an Engineering Watch Motor Assessments Only (SANJCC-746) course, including specific practical assessments from the Guidelines for Qualification for STCW Endorsements as Rating Forming Part of an Engineering Watch, NVIC 07-14, will satisfy the assessment requirement of 46 CFR 12.609(a)(3) and Table A-III/4 of the Seafarers’ Training, Certification, and Watchkeeping (STCW) Code, as amended, 2010, Specification of Minimum Standard of Competence for Ratings Forming Part of an Engineering Watch. Applicants using this approval to apply for endorsement as RFPEW-Motor Only must document at least 60 days of seagoing service that involve experience associated with engine room functions and the performance of duties carried out under the direct supervision of an engineer officer or a qualified STCW rating. Those specific TASKs performed in the course are considered equivalent to those of NVIC 07-14, and are: 1.1.A; 1.1.B(M); 1.1.C; 1.1.D; 1.1.E; 1.1.F; 1.1.G; 1.1.H(M); 1.1.H(M/G); 1.11(M); 1.1; 1.1. K1.2.A; 1.2.B; 1.2.C; 1.2.D; 1.2.E; 1.2.F; 1.3.A; 1.3.B; 1.3.C; 1.2.A; 1.2.B; 1.2.C; 2.2.A; 2.2.B; 2.3.A; 3.1.B; 4.1.A; 4.2.A; 4.2.B. Applicants who have successfully completed your course need not present completed “Control Sheets” for these assessments in application for STCW certification. Removal of the Motor Only limitation shall be satisfied by submission of the following completed TASKs from NVIC 07-14: 1.1.B(S); 1.1.B(G); 1.1.H(S); 1.1.I(S); 1.1.I(G); 3.1.A; 3.1.C; 3.1.E; 3.1.F; 3.1.G; 3.1.H; 3.1.I; 3.1.J; 3.1.K; 3.1.L; 3.1.M; 3.1.N; 3.1.O; 3.1.P; 3.1.Q; 3.1.R; 3.1.S; 3.1.T; 3.1.U; 3.1.V; 3.1.W; 3.1.X; 3.1.Y; 3.1.Z. The completion of the one-day 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.

$300 per day CEU 2.4 Hrs: 24
70348 Central WThF
Jan 29 - 31 8 a.m. - 5 p.m.
70349 Central WThF
Feb 26 - 28 8 a.m. - 5 p.m.
90266 Central WThF
May 20 - 22 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.

$225 CEU 0.8 Hrs: 8
70368 Central F
Jan 10 8 a.m. - 5 p.m.
70369 Central F
Feb 14 8 a.m. - 5 p.m.
90290 Central F
Mar 20 8 a.m. - 5 p.m.
90291 Central F
Apr 17 8 a.m. - 5 p.m.
90292 Central F
May 22 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
70364 Central F
Jan 10 8 a.m. - 5 p.m.
70365 Central F
Feb 14 8 a.m. - 5 p.m.
90284 Central F
Mar 20 8 a.m. - 5 p.m.
90285 Central F
Apr 17 8 a.m. - 5 p.m.
90286 Central F
May 22 8 a.m. - 5 p.m.

Radar Observer-Unlimited
MART 55008
Prerequisite: Previously passed USCG-approved Master’s 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 and 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 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
70370 Central MTWThF
Jan 6 - 10 8 a.m. - 5 p.m.
70371 Central MTWThF
Feb 10 - 14 8 a.m. - 5 p.m.
90293 Central MTWThF
Mar 16 - 20 8 a.m. - 5 p.m.
90294 Central MTWThF
Apr 13 - 17 8 a.m. - 5 p.m.
90295 Central MTWThF
May 18 - 22 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 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
70366 Central MTWTh
Jan 6 - 9 8 a.m. - 5 p.m.
70367 Central MTWTh
Feb 10 - 13 8 a.m. - 5 p.m.
90287 Central MTWTh
Mar 16 - 19 8 a.m. - 5 p.m.
90288 Central MTWTh
Apr 13 - 16 8 a.m. - 5 p.m.
90289 Central MTWTh
May 18 - 21 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.
$300 CEU 0.8 Hrs: 8
70372 Central F
Jan 17 8 a.m. - 5 p.m.
70373 Central F
Feb 7 8 a.m. - 5 p.m.
90296 Central W
Mar 18 8 a.m. - 5 p.m.
90297 Central F
Apr 17 8 a.m. - 5 p.m.
90298 Central W
May 13 8 a.m. - 5 p.m.
**Safety & Social Res (BST Pt 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 seagoing vessels. There are no educational requirements. The mariner must be in good health. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

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**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 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 has 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. Applicants are not required to present completed task control sheets when applying for an STCW endorsement.

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<td>May 7 - 8</td>
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To register: All campuses 281-542-2020
SEARCH AND RESCUE (MGMT 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 has 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 13-14 Master and Officer in Charge of a Navigational Watch of Vessels of Less Than 500 GT Limited to Near-Coastal Waters: 4.1.A.

$500 CEU 1.6 Hrs: 16

70380 Central  MT
Jan 6 - 7  8 a.m. - 5 p.m.
70381 Central  WTh
Feb 12 - 13  8 a.m. - 5 p.m.
90308 Central  TW
Mar 3 - 4  8 a.m. - 5 p.m.
90309 Central  MT
Apr 20 - 21  8 a.m. - 5 p.m.
90310 Central  WTh
May 13 - 14  8 a.m. - 5 p.m.

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

70382 Central  MTWThF
Jan 13 - 17  8 a.m. - 5 p.m.
70383 Central  MTWThF
Feb 24 - 28  8 a.m. - 5 p.m.
90313 Central  MTWThF
Apr 20 - 24  8 a.m. - 5 p.m.

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

$1500 CEU 4.0 Hrs: 40

70384 Central  MTWThF
Jan 13 - 17  8 a.m. - 5 p.m.
70385 Central  MTWThF
Feb 24 - 28  8 a.m. - 5 p.m.
90311 Central  MTWTh
Apr 6 - 9  8 a.m. - 5 p.m.
90312 Central  MTWThF
May 18 - 22  8 a.m. - 5 p.m.

To register: All campuses 281-542-2020
**Tank Barge Dangerous Liquids**  
MART 55011  
**Prerequisite:** 90 days seetime 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  
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**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 tanker cargo operations and chemical tanker cargo operations training requirements of 46 CFR 13.603 and 13.605 for an STCW endorsement; AND satisfy the training requirements of 46 CFR 13.120(b)(2) for renewal of a merchant mariner credential as Tankerman PIC Dangerous Liquids. Any applicant who successfully completes your Tank Ship Dangerous Liquids (SANJCC 501) course will satisfy the training requirements of 46 CFR 13.201 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 CEU 4.0 Hrs: 40  
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To register: All campuses 281-542-2020
**Terrestrial/Coastal Navigation**

MARS 55005

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

USCG and 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.

<table>
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<tr>
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<td>May 4 - 22 8 a.m. - 5 p.m.</td>
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</table>

**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 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-1/6, 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.

<table>
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**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.

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**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).

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VPDSD
MART 55018

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

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

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Vessel & Company Sec Officer
MART 55000

Prerequisite: 90 days seetime. No prerequisite requirement for CSO.

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

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). 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. Training providers are responsible for verifying that these conditions are met before accepting candidates for training. However, no specific entry requirements are contemplated. All trainees must be certified by a doctor to be in good health. Although the course is designed with the professional mariner in mind, it remains open for anyone simply wishing to expand his or her maritime knowledge. 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. However, a photo ID is required. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

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To register: All campuses 281-542-2020
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.

$2,700
CEU 8.0
Hrs: 80

70402 Central MTWThF
Feb 3 - 14 8 a.m. - 5 p.m.
90338 Central MTWThF
Mar 30 - Apr 9 8 a.m. - 5 p.m.
90339 Central MTWThF
May 11 - 22 8 a.m. - 5 p.m.
To register: All campuses 281-542-2020
January - May 2020

**Education**

- English Communication Skills ......................... 54
- Para Educator Training ........................................ 57
- Test Preparation .................................................. 58
English Communication Skills

ESL-Advanced A
COMG 55072
Prerequisite: Pre-assessment required.
Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.
This course is designed for the students to focus on comprehending challenging materials for the workplace or for academic success. This level will prepare the student with the skills to determine meaning from written text, identify word forms and variation in meaning, synonyms and antonyms, context clues, connotation and denotation, and fact and opinion. It is designed for advancing students into higher level English language skills. This is the seventh class in our sequence of Everyday English language instruction.

$275

CEU 3.2          Hrs: 32
70165
Jan 8 - Feb 5
70166
Jan 8 - Feb 5
70167
Feb 11 - Mar 5
70168
Feb 11 - Mar 5
70169
Feb 11 - Mar 5
70170
Feb 11 - Mar 5
90017
Mar 18 - Apr 16
90018
Mar 18 - Apr 16
90021
Apr 21 - May 14
90022
Apr 21 - May 14
90025
May 19 - Jun 15
90026
May 19 - Jun 15

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
70173
Jan 8 - Feb 5
70174
Jan 8 - Feb 5
70175
Feb 11 - Mar 5
70176
Feb 11 - Mar 5
70177
Feb 11 - Mar 5
70178
Feb 11 - Mar 5
90029
Mar 18 - Apr 16
90030
Mar 18 - Apr 16
90033
Apr 21 - May 14
90034
Apr 21 - May 14
90037
May 19 - Jun 15
90038
May 19 - Jun 15

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

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<th>Section</th>
<th>Campus</th>
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**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.

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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
70205 North 9 - 11 a.m. MTWTh
Jan 8 - Feb 5
70206 North 5:45 - 7:45 p.m. MTWTh
Jan 8 - Feb 5
70209 North 9 - 11 a.m. MTWTh
Feb 11 - Mar 5
90077 North 5:45 - 7:45 p.m. MTWTh
Mar 18 - Apr 16
90078 North 9 - 11 a.m. MTWTh
Mar 18 - Apr 16
90081 North 5:45 - 7:45 p.m. MTWTh
Apr 21 - May 14
90082 North 9 - 11 a.m. MTWTh
Apr 21 - May 14
90085 North 5:45 - 7:45 p.m. MTWTh
May 19 - Jun 15
90086 North 9 - 11 a.m. MTWTh
May 19 - Jun 15
ESL-HIGH INTERMEDIATE B
COMG 55077
Prerequisite: Pre-assessment required.
Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.
This is a continuation of the high intermediate English Level. This course focuses on the improvement in reading and vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job or academic success. This is the sixth class in our sequence of Everyday English language instruction.
$275
70213 North 9 - 11 a.m. MTWTh
Jan 8 - Feb 5
70214 North 5:45 - 7:45 p.m. MTWTh
Jan 8 - Feb 5
70217 North 9 - 11 a.m. MTWTh
Feb 11 - Mar 5
70218 North 5:45 - 7:45 p.m. MTWTh
Feb 11 - Mar 5
90089 North 9 - 11 a.m. MTWTh
Mar 18 - Apr 16
90090 North 9 - 11 a.m. MTWTh
Mar 18 - Apr 16
90093 North 5:45 - 7:45 p.m. MTWTh
Apr 21 - May 14
90094 North 9 - 11 a.m. MTWTh
Apr 21 - May 14
90097 North 5:45 - 7:45 p.m. MTWTh
May 19 - Jun 15
90098 North 9 - 11 a.m. MTWTh
May 19 - Jun 15
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
70221 North 11:15 a.m. - 1:15 p.m. MTWTh
Jan 8 - Feb 5
70222 North 8 - 10 p.m. MTWTh
Jan 8 - Feb 5
70225 North 11:15 a.m. - 1:15 p.m. MTWTh
Feb 11 - Mar 5
70226 North 8 - 10 p.m. MTWTh
Feb 11 - Mar 5
90101 North 11:15 a.m. - 1:15 p.m. MTWTh
Mar 18 - Apr 16
90102 North 8 - 10 p.m. MTWTh
Mar 18 - Apr 16
90105 North 11:15 a.m. - 1:15 p.m. MTWTh
Apr 21 - May 14
90106 North 8 - 10 p.m. MTWTh
Apr 21 - May 14
90109 North 11:15 a.m. - 1:15 p.m. MTWTh
May 19 - Jun 15
90110 North 8 - 10 p.m. MTWTh
May 19 - Jun 15

**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.

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<td>Apr 21 - May 14</td>
<td>North</td>
<td>11:15 a.m. - 1:15 p.m.</td>
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</tbody>
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*Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.*

**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.

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Hours</th>
<th>Location</th>
<th>Dates</th>
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**$70**

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**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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Hours</th>
<th>Location</th>
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<td>North</td>
<td>May 2</td>
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</table>

To register: All campuses 281-542-2020
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

Jan 11 - 25  
70254  
Central  
8 a.m. - 3 p.m.

Jan 11 - 25  
70255  
North  
8 a.m. - 3 p.m.

Feb 8 - 22  
70257  
North  
8 a.m. - 3 p.m.

Feb 8 - 22  
90144  
Central  
8 a.m. - 3 p.m.

Mar 21 - Apr 4  
90145  
North  
8 a.m. - 3 p.m.

Mar 21 - Apr 4  
90146  
Central  
8 a.m. - 3 p.m.

May 2 - 16  
90147  
North  
8 a.m. - 3 p.m.

May 2 - 16  
90148  
Central  
8 a.m. - 3 p.m.

Test Preparation

CPD HESI A2 Test Prep  
HPRS 55007

This course provides a comprehensive HESI A2 preparation to help students improve their HESI A2 scores. Students will learn materials covered on the HESI A2, including math, reading comprehension, vocabulary, grammar, and anatomy and physiology. Students will also create a study plan for use outside the class.

$115  
CEU 0.8  
Hrs: 8

Jan 22 - 23  
70160  
South  
6 - 10 p.m.

Feb 8  
70161  
Central  
8 a.m. - 5 p.m.

Feb 22  
70162  
South  
8 a.m. - 5 p.m.

90014  
Mar 4 - 5  
South  
6 - 10 p.m.

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 are 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

Jan 13 - Mar 5  
70235  
South  
6 - 9 p.m.

Jan 13 - Mar 5  
70236  
North  
6 - 9 p.m.

Mar 23 - May 14  
90125  
South  
6 - 9 p.m.

Mar 23 - May 14  
90124  
North  
6 - 9 p.m.

Mar 23 - May 14  
90135  
Central  
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 are 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.

$300  
CEU 3.6  
Hrs: 36

Feb 4 - 25  
70238  
South  
6 - 9 p.m.

Feb 4 - 25  
70239  
North  
6 - 9 p.m.

Apr 13 - 30  
90126  
Central  
6 - 9 p.m.

Apr 13 - 30  
90127  
South  
6 - 9 p.m.

Apr 13 - 30  
90128  
North  
6 - 9 p.m.

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

$300 CEU 3.6 Hrs: 36
70240 South MTWTh
Jan 13 - Feb 3 6 - 9 p.m.
70241 North MTWTh
Jan 13 - Feb 3 6 - 9 p.m.
90129 Central MTWTh
Mar 23 - Apr 9 6 - 9 p.m.
90130 South MTWTh
Mar 23 - Apr 9 6 - 9 p.m.
90131 North MTWTh
Mar 23 - Apr 9 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 are 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
70243 South MTWTh
Feb 26 - Mar 5 6 - 9 p.m.
70244 North MTWTh
Feb 26 - Mar 5 6 - 9 p.m.
90132 Central MTWTh
May 4 - 14 6 - 9 p.m.
90133 South MTWTh
May 4 - 14 6 - 9 p.m.
90134 North MTWTh
May 4 - 14 6 - 9 p.m.
San Jacinto College offers free courses to take you to the next step!

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

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

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

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

Connect with us on

San Jacinto College
Continuing & Professional Development
An Equal Opportunity Institution

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

Arts & Crafts .......................................................... 62
Cake Decorating ...................................................... 62
Financial Management ............................................. 63
Sports & Recreation .................................................. 63
Motorcycle ............................................................. 63
Wellness ............................................................... 64
Arts & Crafts

Basic Crochet
NFND 59340
Prerequisite: None.
Discover (or re-discover) the joy of creating beautiful and useful objects using basic crochet stitches. You will learn the slip-knot, the chain stitch, and single-, double-, and triple-crochet stitches. You will learn to change colors and to crochet in the round. You will create a granny square, which can be used alone or as a building block for a larger project.

$70 CEU 0.8 Hrs: 8
70258 Central MW
Feb 3 - 26 5:30 - 6:30 p.m.
90148 Central MW
Mar 16 - Apr 8 5:30 - 6:30 p.m.

Basic Home Centerpieces
NFND 59439
Note: Material fee $32.
Want to make your home even more beautiful? Add a special centerpiece, especially one you created yourself. This class teaches basic techniques to create centerpieces for your home.

$90 CEU 0.3 Hrs: 3
90149 Central W
Apr 8 6 - 9 p.m.

Bow Making
NFND 59435
Note: Materials included
Come join us and learn the techniques to create beautiful florist’s bows. We will also learn the Dior bow and a variety of other bow-making tips and ideas.

$70 CEU 0.3 Hrs: 3
90159 Central W
Apr 15 6 - 9 p.m.

Corsages and Boutonnieres
NFND 59436
Special flowers honoring special people! We will learn how to create corsages for the wedding party, baby shower, or a special honoree. This is one learning experience you will not want to miss!

$70 CEU 0.3 Hrs: 3
90164 Central W
Apr 22 6 - 9 p.m.

Cake Decorating

Wilton 1: Building Buttercream
NFND 59242
Prerequisite: None.
Note: Wilton textbook required (available in San Jacinto College bookstore prior to class starting).
This is the foundation for all Wilton Method Courses. Build buttercream skills you can use for all decorating projects—from cupcakes to cakes for any occasion. Learn to ice and decorate a cake and other treats; make six different flowers, pipe lines, and simple borders and letters; transfer images to cakes; and fill and use a decorating bag.

$70 CEU 0.8 Hrs: 8
70267 North Th
Jan 9 - J30 6:30 - 8:30 p.m.
70268 Central T
Jan 14 - Feb 4 6:30 - 8:30 p.m.
90160 Central T
Apr 21 - May 5 6:30 - 8:30 p.m.
90161 North Th
Apr 23 - May 14 6:30 - 8:30 p.m.

Wilton 2 Flowers & Cake Design
NFND 59298
Prerequisite: Wilton Course 1.
Note: Wilton textbook required (available in San Jacinto College bookstore prior to class starting).
Design a professional-looking cake! Learn how to select colors, arrange flowers, and work with royal icing. You’ll learn core techniques to make a wide variety of flowers, such as pansies, lilies, and The Wilton Rose. Learn to design the color palette and pattern for a cake, complete piping techniques, create seven different types of flowers, pipe royal icing appliques, and create new decorative borders.

$70 CEU 0.8 Hrs: 8
70270 Central T
Feb 4 - 25 6:30 - 8:30 p.m.
70269 North Th
Feb 13 - Mar 5 6:30 - 8:30 p.m.

Wilton 3: Gum Paste & Fondant
NFND 59299
Prerequisite: Wilton Course 1
Note: Wilton textbook required (available in San Jacinto College bookstore prior to class starting).
Develop your skills working with fondant and gum paste, and apply them to create shapes, borders, and flowers. You’ll also learn how to cover a cake with fondant. Plus, you’ll design and create a complete project using all the techniques you were taught. You will also learn to create different types of bows and flowers, including the calla lily, rose, and carnation.

$70 CEU 0.8 Hrs: 8
90163 Central T
Mar 17 - Apr 7 6:30 - 8:30 p.m.
90162 North Th
Mar 19 - Apr 9 6:30 - 8:30 p.m.
To register: All campuses 281-542-2020

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
90393 South Th
Feb 20 - Mar 5 6:30 - 9:30 p.m.

Martial Arts
NFND 59036
Prerequisite: None.
Note: Textbook required.
This class is affiliated with the Aikido World Alliance. Certified rank promotion and testing are available through this class. Classes are coed, and anyone in reasonably good health can participate. No uniforms are required for the class. Instructor is certified through the Aikido World Alliance. This martial arts course is open to beginners as well as experienced martial arts students. No prior experience is necessary, only the desire to learn. The class is a great way to learn a non-competitive self-defense Japanese martial art. Warm-up exercises, throws, pins, basic Aikido history, theory, and tradition are taught. Emphasis is on movement, stress control, and self-defense. You will learn how to redirect an attacker's strength and momentum as a way to effectively deal with an aggressor. Male or female, big or small, anyone in reasonably good health or physical condition can participate and benefit from this Aikido class. (PHED 1140)

$78 CEU 4.8 Hrs: 48
70137 North T
Jan 14 - May 5 6:30 - 9:25 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
70138 North Th
Jan 16 - May 7 6:30 - 9:25 p.m.

Motorcycle Riders Course

NFND 0000
Prerequisite: Student must have a valid driver's license or instructional permit. Students must be able to ride a bicycle. Students must also pass the state mandated e-course before registering for the in-person course.
Note: Motorcycle and helmet for class will be provided. Full attendance for each class day is required. No rescheduling or refunds allowed once class begins.
Upon successful course completion, certificate is issued for submission to the Texas Department of Public Safety (DPS). Motorcycles are furnished (250cc). Students must wear over-the-ankle leather shoes/boots with heels, gloves, long-sleeve shirt, long pants, glassess, or face shield. Rider gear is only required to be worn on Saturday and Sunday. Provided helmet must be worn. Depending on student skill level and size of class, hours may vary.

$250 CEU 1.9 Hrs: 19
Meets Friday 6 - 9 p.m., Saturday and Sunday 7 a.m. - 4 p.m.
Tai Chi
NFND 59076
Note: No textbook required; dress in loose-fitting clothing and be capable of mild exertion and slow, rhythmic movements.
Students will learn and practice the popular Yang-style short form of Tai Chi. Classes will include an explanation of the background of the art. Beginners are welcome.

$40  CEU 0.4  Hrs: 4
70276 Central Th
Jan 9 - 30 6 - 7 p.m.
70275 South T
Jan 14 - Feb 4 6:30 - 7:30 p.m.
70277 South T
Feb 11 - Mar 3 6:30 - 7:30 p.m.
90168 South T
Mar 24 - Apr 14 6:30 - 7:30 p.m.
90169 Central Th
Mar 26 - Apr 16 6 - 7 p.m.

Wellness
Beginning Tai Chi
NFND 59630
The course will begin with a brief introduction of Tai Chi. Demonstration of pre-selected Yang style 24 forms with students learning 3-5 moves per class.

$40  CEU 0.4  Hrs: 4
70265 Central Th
Jan 9 - 30 5 - 6 p.m.
70264 South T
Jan 14 - Feb 4 5:30 - 6:30 p.m.
70266 South T
Feb 11 - Mar 3 5:30 - 6:30 p.m.
90157 South T
Mar 24 - Apr 14 5:30 - 6:30 p.m.
90158 Central Th
Mar 26 - Apr 16 5 - 6 p.m.

Gentle Yoga
NFND 59612
This is an introduction to basic yoga postures, breathing and relaxation techniques. It is a gentle and relaxed workout that takes in consideration students physical capabilities.

$40  CEU 0.4  Hrs: 4
70271 Central T
Jan 14 - Feb 4 5:30 - 6:30 p.m.
70272 Central T
Feb 11 - Mar 3 5:30 - 6:30 p.m.
90165 Central T
Mar 24 - Apr 14 5:30 - 6:30 p.m.
Child Development
Associate Training

Do you have a passion for shaping the future? Do you desire to inspire the youth around you? San Jacinto College’s child development program is designed for students like you! Our program offers the knowledge and technical skills you need to enter the child development profession through linked classes such as:

Educational Aide Associate
CDA I
CDA II
CDA III

For more information visit:
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, 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, choose the “Already Paid” option as you have already made your required payments to San Jacinto College. You will then have the option to click on the blue highlighted link to complete the orientation process, granting you access to the classroom.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

For hours, see preceding How to Contact Us section.

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

To register at Central, North, or South Campus call 281-542-2020.
Web Registration

Go to [noncredit.sanjac.edu](http://noncredit.sanjac.edu).

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

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

How to Register and Pay:

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

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

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

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

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

Step 4: Enter credit card or electronic check information.

Step 5: Select “Submit Payment.”

Student Web Payment Process

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

- Access the San Jacinto College website at [www.sanjac.edu](http://www.sanjac.edu) and go to the SOS Login located under the “Student Services.”

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

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

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

To Make a Payment on a Student Account:

Step 1: Select “My Student Records, Registration, and Financial Aid.”

Step 2: Select “My Registration.”

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

Step 4: Select a term. Please make sure to choose a Continuing Education term, then submit to process. Example: If your class starts between Sept 2016 and Nov 2016, you would choose Continuing Ed 2016 -Sept-Nov. If your class starts between Dec 2016 and Feb 2017, you would choose Continuing Ed 2016-17-Dec-Feb.

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

- CPD students must make payment at the time of registration.

- You can view the refund policy from this screen.

- Classes at least four weeks in length are eligible for a Convenient Payment Plan (CPP). Payment plans can be set up by selecting this payment option and entering your information by following the directions given.

Step 6: Select “Make a Payment.”

Step 7: Select “Pay” (please verify the class fees before paying).

Step 8: Select “Payment Method,” then select the “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 and Professional Development registration office or the campus business office.

Convenient Payment Plan (CPP)

Convenient Payment Plans are available to Continuing and 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 eight-to-16 weeks in length. There will be a prorated $25 service fee over all installments (including the down payment) for the CPP.
3. For a four- to seven-week class, the student will pay half the total charges as a down payment (which includes half of the $25 service fee). The other half is due 30 days after the set-up date for the CPP. If this date falls on a weekend or College closure, the student is responsible to pay either online by the due date or the previous business day at any campus business office.
4. For an eight-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 Central, North, 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.

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. - 3 p.m.
Sat: 10 a.m. - 2 p.m.
Sun: 1-5 p.m.

South: 281-998-6150, ext. 3306
M-Th: 7:30 a.m. - 9 p.m.
Fri: 7:30 a.m. - 3 p.m.
Sat: 10 a.m. - 1 p.m.
Sun: Closed

North: 281-459-7116
M-Th: 7:30 a.m. - 8:45 p.m.
Fri: 7:30 a.m. - 3 p.m.
Sat: 11 a.m. - 2 p.m.
Sun: Closed

To register: All campuses 281-542-2020
Cancelled Classes
If San Jacinto College cancels a class, a 100 percent tuition refund is automatically processed for students who do not choose to transfer to another available class. CPD personnel will make every attempt to contact you in the event a class cancels using contact information you have provided. Please make sure we have a valid daytime phone number on file for you. You may also inquire by calling your respective campus or by logging onto the SOS system on the College website: www.sanjac.edu.

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

Transcript Requests
Most CPD courses earn Continuing Education Units (CEUs), which are reported as part of your permanent student record. Un-official transcripts may 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 classes 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 is required for students 21 and under.

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

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

To register at Central, North, 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 close 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 requiere 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.
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., in purse, backpack, bag, etc.) or (2) secure their handgun in a locked motor vehicle. The carrying of an unconcealed handgun on campus is restricted to authorized law enforcement officers and other persons who may be designated by appropriate law enforcement agencies. All other weapons are strictly prohibited for students, faculty, staff, and visitors; their possession on campus is grounds for immediate action by law enforcement. See Section 46.05 of the Texas Penal Code for a list of weapons.

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

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

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

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

The College does not provide storage for handguns.

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

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

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

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

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

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

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

9. The concealed carry of handguns shall be prohibited in areas in which formal hearings are being conducted pursuant to Code of Student Conduct (Student Handbook), academic hearings; veterans appeal hearings; financial aid appeal hearings; employee hearings; and employee grievances. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

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

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

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

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

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

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

- The extent to which the area (or areas) designated as exclusion zones are segregated from other areas of the building.
- The extent to which use of the building and hence its status as an exclusion zone varies from day to day or week to week.

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

- If 85% or more of the total building in terms of number of rooms or assignable space is subject to exclusion or if the excludable space is not segregated from other space, then as a matter of practicality, the whole building may be excluded.
- Appropriate signage shall be posted that conforms to Texas Penal Code, Section 30.06.

14. The College shall develop training materials particular to San Jacinto College on how to respond to an active shooter situation. These shall be incorporated in the active shooter training, and all faculty and staff shall be required to complete this module. All students are encouraged to complete training on how to respond to an active shooter situation.
15. The College shall develop and post 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 consideration. The Chancellor may approve, reject or modify the decision in question or may submit the issue to the Campus Safety and Security Council for reconsideration. The decision of the Chancellor to approve, reject, or modify a decision is final.

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

20. Not later than Sept. 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”:** A person licensed to carry a handgun must carry a handgun in a manner that the handgun is close enough to the license holder that he or she can reach it without materially changing position.

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

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

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

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

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

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

Where may a License to Carry holder carry a concealed handgun?
Any area that is not designated as a gun exclusion zone. Examples: Public or private driveway
- Streets
- Sidewalk or walkway
- Parking lot, parking garage, or other parking area
- Hallways
- Classrooms
- Offices open to the general public
- Financial aid
- Nursing labs
- Culinary labs
- Gym/wellness centers

If you see someone with a handgun on campus: Do not confront him or her!
- Call San Jacinto College Police Department immediately at 5555 from college phones or 281-476-9128
- Hearing impaired text: 713-469-1071
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<td>Pipelining: Adv Fab &amp; Install</td>
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<td>PowerPoint-One Day</td>
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<td>Preventative Maintenance</td>
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<td>Principles of Computed Tomography</td>
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<td>Principles of Magnetic Resonance Imaging</td>
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<td>Proficiency in Survival Craft</td>
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<td>Program Logic Controllers I</td>
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<td>Programming</td>
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<td>QMED-Oiler</td>
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<tr>
<td>QMED-Oiler-Intermediate</td>
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<td>Radar Obs (Inland/GWW)Recert</td>
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<tr>
<td>Radar Observer-Unlimited</td>
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<td>Retirement Planning Today</td>
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<td>RFPEW</td>
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<td>Rose Point ECS Training</td>
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<tr>
<td>Safety &amp; Social Res (BST Pt 4)</td>
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<tr>
<td>San Jacinto College Community College District</td>
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<td>San Jacinto College will be closed this semester</td>
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<tr>
<td>Search &amp; Rescue (Op Level)</td>
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<td>Search and Rescue (Mgmt Level)</td>
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<td>Ship Construction &amp; Basic Stability (Operational Level)</td>
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<td>Sports &amp; Recreation</td>
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<td>Structural Analysis I</td>
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<td>TAI</td>
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<td>Tai Chi</td>
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<td>Tank Barge Dangerous Liquids</td>
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<td>Tankerman PIC-Tankship</td>
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<td>Technical Drafting</td>
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<td>Terrestrial/Coastal Navigation</td>
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<td>Test Preparation</td>
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<td>Train the Trainer</td>
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<tr>
<td>Upgrade Master 100 to 200 GRT</td>
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<tr>
<td>Upgrade to Apprentice Mate</td>
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<tr>
<td>VEHICLE Design &amp; Structural</td>
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<tr>
<td>Vehicle Trim and Hardware</td>
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<td>Vessel &amp; Company Sec Officer</td>
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<td>VPDSD</td>
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<td>Watchkeeping (Operational Level)</td>
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<td>Welding</td>
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<td>Wellness</td>
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<td>Wilton 1: Building Buttercream</td>
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<tr>
<td>Wilton 2 Flowers &amp; Cake Design</td>
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<tr>
<td>Wilton 3: Gum Paste &amp; Fondant</td>
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<tr>
<td>Windows for the Desktop</td>
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<tr>
<td>Word-One Day</td>
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<td>Word: One Day-Intermediate</td>
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<tr>
<td>Windows for the Desktop</td>
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<td>To register: All campuses 281-542-2020</td>
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</tbody>
</table>
Please Print Clearly and Complete ALL Unshaded Areas

<table>
<thead>
<tr>
<th>Student Information-REQUIRED</th>
<th>Demographics/Other Information</th>
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<tbody>
<tr>
<td>Name</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>
</tr>
<tr>
<td>Last First Mi</td>
<td></td>
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<tr>
<td>If known, provide your San Jacinto College ID Number</td>
<td></td>
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<tr>
<td>Or Social Security No.</td>
<td></td>
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<tr>
<td>Home Address</td>
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<tr>
<td>City State Zip code</td>
<td></td>
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<tr>
<td>County or Country</td>
<td></td>
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<tr>
<td>Home Phone ()</td>
<td></td>
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<tr>
<td>Work Phone ()</td>
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<tr>
<td>Additional Information</td>
<td></td>
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<tr>
<td>Please include area code and work extension</td>
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<tr>
<td>Gender</td>
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<tr>
<td>Birth Date</td>
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<td>MM</td>
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<td>YY</td>
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<tr>
<td>Email</td>
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<tr>
<td>Emergency Contact</td>
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<tr>
<td>Name Relationship Phone No.</td>
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<tr>
<td>Email</td>
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<tr>
<td>Type of Disability:</td>
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</tr>
<tr>
<td>(1) Academically Disadvantaged</td>
<td></td>
</tr>
<tr>
<td>(2) Economically Disadvantaged</td>
<td></td>
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<tr>
<td>(3) Disability</td>
<td></td>
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<tr>
<td>(4) Limited English Skills</td>
<td></td>
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<tr>
<td>(5) Displaced Homemaker</td>
<td></td>
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<tr>
<td>(6) Single Parent</td>
<td></td>
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<tr>
<td>Highest Grade or Degree Completed</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Registration Information</th>
<th>Start Date</th>
<th>Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section No./CRN</td>
<td>Course Title</td>
<td>Start Date</td>
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<tr>
<td>Office Use Only</td>
<td>Staff ID:</td>
<td>Date:</td>
</tr>
<tr>
<td>Transfer/Refund</td>
<td>From CRN:</td>
<td>To CRN:</td>
</tr>
</tbody>
</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 the same day registered and can be made online or at any campus business office. Enrollment into a class is not complete until payment is received.

Registration Office and Fax Numbers:
- Office Number
  - Central Campus: 281.542.2020
  - North Campus: 281.542.2020
  - South Campus: 281.542.2020
- Fax Number
  - C: 281.476.1333
  - N: 281.458.7196
  - S: 281.922.3422

To register: All campuses 281-542-2020

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Maps

SAN JACINTO COLLEGE

CENTRAL CAMPUS

C-1 Interactive Learning Center
C-2 West Classroom Building
C-3 Administration Building
C-4 East Classroom Building
C-5 Music Building
C-6 Education Center-Lab School
C-11 Health Science
C-12 Slomcomb Auditorium
C-13 Fine Arts
C-14 Student Center/Bookstore
C-15 Davison Tech
C-16 Ball Tech
C-17 Anderson Tech
C-18 Gymnasium
C-19 Science Building
C-20 Freis Building
C-21 Library
C-26 Transportation Center
C-27 Welcome Center *under construction*
C-30 Technical Education I
C-31 Technical Education II
C-32 Welding and CTD
C-33 Facilities Services
C-34 Support Services Center/Deliveries
C-40 Tennis Courts
C-42 Facilities Services
C-42a Switch Gear Building
C-42b Central Plant
C-43 Center for Petrochemical, Energy, & Technology

8060 Spencer Hwy. | Pasadena, Texas 77505
281-998-6150

An Equal Opportunity Institution

SAN JACINTO COLLEGE

SOUTH CAMPUS

S-1 Science and Allied Health
S-2 Engineering Technology *under construction*
S-6 Welcome Center
S-5 Central Plant
S-7 Academic Wing North
S-8 Academic Hall
S-9 Academic Wing South
S-10 Library
S-11 Student Center/Bookstore
S-12 Interactive Learning Center
S-13 James Technical Building
S-14 HVAC Technology
S-15 Fine Arts Center
S-21 Gymnasium
S-22 Industrial Technology Center
S-24 Cosmetology Center *under construction*
S-25 Softball Field
S-25a Softball Training Facility
S-26 Soccer Field
S-30 Support Services Center/Deliveries

13735 Beamer Rd.
Houston, Texas 77089
281-998-6150

An Equal Opportunity Institution
To register: All campuses 281-542-2020

An Equal Opportunity Institution
**SAN JACINTO COLLEGE COMMUNITY COLLEGE DISTRICT**

**MISSION and Vision Statements**

**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 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.”

**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.

**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**
Slovaek Student Center
N12.205
5800 Uvalde Road
Houston, Texas 77049

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

**Maritime Technology and Training Center**
on the Maritime Campus
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 providing equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws.

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

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

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

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

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

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

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

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 on the Maritime Campus**
3700 Old Highway 146
La Porte, Texas 77571
281-874-2200

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