Continuing Education
Professional Development
Workforce Training
August - December 2013
Training and **Educational Solutions** for Workers and Employers

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

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

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**Linked Classes**

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

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**Key to Days of Week**

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<thead>
<tr>
<th>Key</th>
<th>Days of Week</th>
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**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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**San Jacinto College will be closed this semester:**

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

**NO CLASSES WILL MEET ON THESE DAYS**
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San Jacinto College will be closed this semester:
- Labor Day – September 2
- Thanksgiving - November 27 – December 1
- Winter Break – December 23 – January 1

No classes will meet on these days

How To Read The Schedule

Course Title

Introduction to International Business & Trade

IBUS 1005

Prerequisites: None
Study techniques for entering the international marketplace. Emphasis on the impact and dynamics of socio-cultural, demographic, economic, technological, and political-legal factors in the foreign trade environment.

Note: Textbook required.

Cost

$220

#50514

Sept. 5-Sept. 8
*Skip 11/21

Time Class is Held

No Class Held on that Day

CEU: 4.8

North

7 p.m.-10 p.m.

HRS: 48

T

Day Class is Held

Continuing Education Units

Campus

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

To Register: All campuses 281-542-2020
ACCOUNTING/FINANCIAL

Introduction to Accounting I
ACNT 1003
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (ACNT 1303)

$269 CEU 4.8 HRS: 48
50246 North MW
Aug 26-Dec 13 8:30 a.m.-9:25 a.m.

Introduction to Computerized Accounting
ACNT 1011
Program parameters, maximum accounts, and company’s user specified accounts. Department jobs, number of open months, maximum fiscal periods, program control, error handling, automatic budget updates, reversing entries, recurring entries, flexible month ends, and user specified growth rates. (ACNT 1311)

$269 CEU 4.8 HRS: 48
50247 North M
Aug 26-Dec 13 6:30 p.m.-9:30 p.m.

Payroll Specialist
ACNT 1003
This program provides the basics of the 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. Specific knowledge, skills, and abilities required for the Fundamental Payroll Certification (FPC) exam offered by the American Payroll Association (APA) will also be covered.

$1313 CEU 7.5 HRS: 75
50064 Central TTh
Sep 17-Dec 08 6:00 p.m.-10:00 p.m.

Payroll/Business Tax Accounting
ACNT 1029
A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. (ACNT 1329)

$269 CEU 4.5 HRS: 45
95500 North TBA
Aug 26-Dec 13 -

BUSINESS

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

$269 CEU 4.8 HRS: 48
95503 North TBA
Aug 26-Dec 13 -

Business Law I
BUSG 2005
This is a study of the principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency. (BUSI 2301)

$269 CEU 4.8 HRS: 48
50256 North Th
Aug 29-Dec 13 6:30 p.m.-9:30 p.m.

Business Report Writing and Correspondence
POFT 1001
Focus on the history of business and business organization including economic systems, types of ownerships, and laws affecting and regulating business. Emphasis on topics related to the specialized fields of management, marketing, finance, manufacturing, production, law, risk and insurance, and human resources. (BUSI 1304)

$269 CEU 4.8 HRS: 48
50255 North MW
Aug 26-Dec 13 12:00 p.m.-1:25 p.m.

Introduction to Business
BUSG 1001
This is a study of fundamental business principles including structure, functions, resources, and operational processes. (BUSI 1301)

$269 CEU 4.8 HRS: 48
50254 North MW
Aug 26-Dec 13 139:10 a.m.-10:05 a.m.

Principles of Exports
IBUS 1001
Export management processes and procedures. Includes governmental controls and compliance, licensing of products, documentation, commercial invoices, and traffic procedures. Emphasizes human and public relations, management of personnel, finance, and accounting procedures. (IBUS 1301)

$269 CEU 4.8 HRS: 48
50258 North W
Aug 28-Dec 13 7:00 p.m.-8:30 p.m.
Principles of Purchasing
BMGT 1013
Learn the purchasing process as it is related to such topics as inventory, control, price determination, vendor selection, negotiation techniques, and ethical issues. (BMGT 1313)
$269    CEU 4.8    HRS: 48
50249    North    M
Aug 26-Dec 13    7:35 p.m.-9:05 p.m.

Production and Operations Management
BMGT 1031
Fundamentals of the various techniques used in the practice of production management to include location, design, and resource allocation. (BMGT 1331)
$269    CEU 4.8    HRS: 48
95502    North    TBA
Aug 26-Dec 13 -

Business & Professions

Business Ethics
BMGT 1041
This course offers discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public. (BMGT 1341)
$269    CEU 4.8    HRS: 48
50251    North    TTh
Aug 27-Dec 13    8:30 a.m.-9:50 a.m.

Culinary Arts

Hospitality Supervision
RSTO 1013
This course focuses on fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, and applicable personnel laws and regulations. Emphasis on leadership development. (RSTO 1313)
$269    CEU 9.6    HRS: 96
50266    North    TTh
Aug 27-Dec 13    2:55 p.m.-4:20 p.m.

Sanitation and Safety
CHEF 1005
This is a study of personal cleanliness; sanitary practices in food preparation: causes, investigation and control of illness caused by food contamination (Hazard Analysis Critical Control Points); and workplace safety standards. Students learn fundamental principles and related legal, moral, and economic issues of sanitation and safety management in public health as related to food service institutions, hospitality industries, and other related operations. (CHEF 1305)
$269    CEU 4.8    HRS: 48
50257    North    TTh
Aug 27-Dec 13    1:20 p.m.-2:45 p.m.

Dietetics/Dietitian

Dietary Manager I
NFND 0000
This preparation for supervisory roles in food service departments emphasizes normal and therapeutic nutrition and food service systems management. Major topics include dietary and meal planning guidelines, sources and functions of nutrients, diet therapy, nutritional assessment and care, food production management and purchasing, and regulatory agencies. (DITA 1400)
$312    CEU 6.4    HRS: 64
50245    Central    T
Aug 27-Dec 13    1:20 p.m.-5:20 p.m.

Human Resource Management

HR - Human Resources Certificate Program
HRPO 1091
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.
$775    CEU 10.5    HRS: 105
50062    South    MW
Sep 04-Dec 04    6:00 p.m.-10:00 p.m.
50063    Central    WF
Sep 04-Dec 06    6:00 p.m.-10:00 p.m.
LEADERSHIP INSTITUTE

**Coaching for Success & Coaching for Improvement**

**BMGT 1012**

This 1-day foundational leadership course teaches leaders how to help their people achieve their goals and avoid problems - a positive experience for them and those being coached. Leaders learn a proven coaching process - a continuous cycle that ensures they identify coaching opportunities, provide needed coaching and support, observe performance, and measure results until the desired outcomes are achieved. During the course, leaders learn a set of essentials skills to conduct effective improvement discussions, provide feedback and ongoing support people need to improve performance. Learners acquire a set of proven coaching skills, discover coaching imperatives for meeting today’s challenges, and realize their role as a leader - leader who inspires others to act.

$250 CEU 0.8 HRS: 8

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Location</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td>95594</td>
<td>Central</td>
<td>Aug 15-Aug 15</td>
<td>8:00 a.m.-5:00 p.m.</td>
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<td>95595</td>
<td>Central</td>
<td>Aug 22-Aug 22</td>
<td>8:00 a.m.-5:00 p.m.</td>
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<td>95596</td>
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<td>Aug 28-Aug 28</td>
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<td>95597</td>
<td>Central</td>
<td>Aug 29-Aug 29</td>
<td>8:00 a.m.-5:00 p.m.</td>
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**Leadership**

**BMGT 2009**

Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles. (BMGT 2309)

$269 CEU 4.8 HRS: 48

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<th>Course Code</th>
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<tr>
<td>50252</td>
<td>North</td>
<td>Aug 26-Dec 13</td>
<td>6:00 p.m.-7:25 p.m.</td>
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OFFICE ADMINISTRATION

**Records & Information Management I**

**POFT 1019**

Development of a systematic approach to the management of business records for decision making and problem solving. Topics include creation, protection, retrieval, preservation, and control of various types of business records and automated systems. (POFT 1319)

$269 CEU 4.8 HRS: 48

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<th>Course Code</th>
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<td>50260</td>
<td>North</td>
<td>Aug 28-Dec 13</td>
<td>10:30 a.m.-11:25 a.m.</td>
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PHOTOGRAPHY TECHNICIAN

**Adobe Photoshop I for Photographers**

**ITSW 1003**

This course for Portrait/Wedding Photographers provides hands-on experience and systematic instructions on how to use Adobe Photoshop to enhance images. Students will develop techniques to update and change images proficiently. This course will cover selection of file formats, resolution for printing output and web use, logo creation, photograph combination, adding colorizing to B&W photographs and applying text.

$295 CEU 3.2 HRS: 32

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<th>Course Code</th>
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<td>50056</td>
<td>South</td>
<td>Sep 10-Oct 03</td>
<td>6:00 p.m.-10:00 p.m.</td>
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<td>50058</td>
<td>South</td>
<td>Oct 08-Oct 31</td>
<td>6:00 p.m.-10:00 p.m.</td>
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**Adobe Photoshop II for Photographers**

**ARTC 1051**

This course for the Portrait/Wedding Photographers provides additional hands-on experience and systematic instructions on how to use Adobe Photoshop to enhance digital images. Each student will learn retouching techniques and the effective use of the clone, eraser, patch and healing tools, color correction using levels, curves and actions, to add borders and torn edges to images, sharpen soft photos and to add soft focus to smooth the skin, red-eye correction, the use of filters, merging images, and much more.

$295 CEU 3.2 HRS: 32

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<td>Oct 08-Oct 31</td>
<td>6:00 p.m.-10:00 p.m.</td>
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**Intermediate Professional Photography**

**PHTC 2004**

Continue learning Professional Photography with emphasis on social, portrait, studio, fashion, theatrical, publicity, and conventional photography as well as landscapes and still life. Creative use of flash and camera functions will also be covered.

$250 CEU 2.4 HRS: 24

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<th>Course Code</th>
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<td>Oct 07-Oct 23</td>
<td>6:00 p.m.-10:00 p.m.</td>
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<tr>
<td>70013</td>
<td>South</td>
<td>Dec 02-Dec 18</td>
<td>6:00 p.m.-10:00 p.m.</td>
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To Register: All campuses 281-542-2020
**Introductory Professional Photography**

PHTC 1004

Get instruction in camera functions, types of lenses, choosing film and filters, flash photography. This course will introduce you to film exposure and print finishing. This course covers the basics of a digital camera and/or 35mm camera, including f-stops, shutter speed, ASA ratings, and picture-taking techniques. Criteria for buying a camera will be discussed with the instructor on the first day of class.

$250 CEU 2.4 HRS: 24
50055 South MW
50060
Sep 09-Oct 25 6:00 p.m.-10:00 p.m.
Nov 04-Nov 20 6:00 p.m.-10:00 p.m.

**Portrait Photography**

PHTC 1091

Study the photographic principles applied to portrait lighting, posing, printing, and subject rapport. You will learn to use a variety of basic lighting patterns; relate the principles of subject rapport and aesthetic posing methods; produce effective finished portraits; and analyze the subject. The photography will be done in color and/or black and white. The students will produce a portfolio of their work from at least five different portrait sessions that will be critiqued by the instructor and their fellow classmates. The students will provide their own digital camera or 35mm single lens reflex cameras, memory card, and film processing. Prerequisites: Introductory and Intermediate Professional Photography

$350 CEU 3.2 HRS: 32
50059 South MW
Nov 05-Dec 05 6:00 p.m.-10:00 p.m.

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**PROJECT MANAGEMENT**

**PM - Project Management Certificate Program**

BMGT 1023

Critical path methods for planning and controlling projects, 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 7.7 HRS: 77
50061 South TTh
Sep 10-Nov 14 6:00 p.m.-10:00 p.m.

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**REAL ESTATE PROFESSIONAL**

复工复盘

Principles of Real Estate I

RELE 1001

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

$226 CEU 3.2 HRS: 32
50261 North MW
Aug 26-Oct 18 10:10 a.m.-12:10 p.m.

Principles of Real Estate II

RELE 1038

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

$226 CEU 3.2 HRS: 32
50262 North TTh
Oct 22-Nov 15 6:00 p.m.-9:00 p.m.

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To Register: All campuses 281-542-2020

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Real Estate Brokerage
RELE 2031
Study of the law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria. (RELE 2331)
$269 CEU 4.8 HRS: 48
50265 North W
Oct 23-Dec 13 6:00 p.m.-9:00 p.m.

Real Estate Finance
RELE 1019
This course provides an overview of monetary systems; primary and secondary money markets; sources of mortgage loans; federal government programs; loan applications, processes and procedures; closing costs; alternative financial instruments; equal credit opportunity laws affecting mortgage lending; and the State Housing Agency. (RELE 1319)
$269 CEU 4.8 HRS: 48
50264 North TBA
Sep 09-Dec 06 10:10 a.m.-12:10 p.m.

Real Estate Marketing
RELE 1021
This course focuses on real estate professionalism and ethics, characteristics of successful salespersons, time management, psychology of marketing, listing procedures, advertising, negotiating and closing, financing, and the Deceptive Trade Practice Act. (RELE 1321)
$269 CEU 4.8 HRS: 48
95504 North TBA
Aug 26-Oct 18-

Sales/Marketing

Principles of Marketing
MRKG 1011
An introduction to marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. (MRKG 1311)
$269 CEU 4.8 HRS: 48
50259 North TBA
Sep 09-Dec 06

Computer/IT Training

Begin Here/Foundations

Computer Concepts
ITSC 1010
Prerequisite: None Note: Textbook required; flash drive recommended
This inviting introductory computer literacy course, covers computer concepts in a highly visual way. Understand the key principles you need to know about hardware, operating systems, productivity software, networks, and the Internet. Information is geared toward the end-user, focusing on partial certification level knowledge required for every worker in today's wired world and for passing one of the three IC3 certification exams.
$175 CEU 1.6 HRS: 16
50210 North MW
Aug 26-Sep 04 8:30 a.m.-12:30 p.m.
Sep 03-Sep 03 8:30 a.m.-12:30 p.m. T
Skip Mon, 9/02/13

Digital Literacy-IC3
POFI 1001
Learn to use a computer in a business environment. Begin with the keyboard; learning typing skills. Then get an introduction to the computer hardware. Learn how to use the Windows operating system. Gain a basic understanding of the most popular business applications - MS Word, MS Excel and PowerPoint. Additionally, learn to use the internet and email. All of these skills prepare you to take the optional IC3 certification exam.
$940 CEU 9.6 HRS: 96
50209 North MW
Aug 26-Oct 30 8:30 a.m.-12:30 p.m.
Sep 03-Sep 03 8:30 a.m.-12:30 p.m. T
Skip Mon, 9/02/13

Internet Fundamentals
ITNW 1007
Prerequisite: Windows Operating Systems or equivalent knowledge Note: Textbook required
Learn to navigate the Internet. Explore Web browsers, electronic mail, newsgroups, file transfer protocol, and much more. Take a tour of search engines and business resources on the World Wide Web. This course will help you build Internet knowledge and foundation skills that can transport you to further destinations in Web specialization. Acquire partial certification level knowledge required to pass the optional IC3 exam.
$175 CEU 1.6 HRS: 16
50213 North MW
Oct 21-Oct 30 8:30 a.m.-12:30 p.m.
Keyboarding on the PC
POFT 1010
Note: Textbook required
The primary input device to a computer is the keyboard. Therefore proficiency and accuracy in keyboarding is your first foundational course to all other computer classes. This course provides an introduction to fundamental keyboarding techniques such as finger position and movement, increasing speed, and reducing errors. Without this course, or a typing speed of at least 20 wpm, you will not be prepared for any other computer class.

$175 CEU 1.6 HRS: 16
Aug 26-Aug 29 8:30 a.m.-12:30 p.m.
50214 North MW
Sep 10-Sep 19 8:30 a.m.-12:30 p.m.
50221 TSCL MTWTh
Oct 28-Oct 31 8:30 a.m.-12:30 p.m.

Windows for the Desktop
ITSC 1006
Prerequisite: Computer Concepts or equivalent knowledge
Note: Textbook required
Open the Window on computer opportunities. Understand the Start menu; the desktop and icons; create shortcuts to applications and documents. Utilize the Documents and Computer folders as you learn file management basics. Create, find, move and delete files, documents, and folders. Learn to use the Help Function. Use the Control Panel to customize the Windows environment. Learn to use the Windows applications including installing and uninstalling applications. Acquire partial certification level knowledge required to pass one of the three optional IC3 exams.

$175 CEU 1.6 HRS: 16
95484 South MTWTh
Aug 26-Sep 06 8:30 a.m.-12:30 p.m.
50218 North MW
Sep 16-Sep 25 8:30 a.m.-12:30 p.m.
50211 TSCL MTWTh
Sep 09-Sep 18 8:30 a.m.-12:30 p.m.

BUSINESS APPLICATIONS

Access-Basic Skills
ITSW 1053
Prerequisite: Windows for the Desktop or equivalent knowledge
Note: Textbook required; flash drive recommended
In this course, you will work with Access 2010, a powerful database application to store and retrieve data. You will begin with learning basic database terminology. You will learn the objects used in Access, how to construct tables, use forms to display data, create queries to select data and to format reports for data that is retrieved from the database. You will use the wizards to create different objects. You will learn relationships between tables, primary keys, date formats, and you will be able to link tables to create queries. Begin to acquire skills and knowledge to pass the optional MOS exam in Access.

$285 CEU 2.4 HRS: 24
95486 TSCL MWF
Aug 26-Sep 06 8:30 a.m.-12:30 p.m.

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

$300 CEU 3.2 HRS: 32
50212 North MW
Sep 23-Oct 16 8:30 a.m.-12:30 p.m.

Excel - Basic Skills
ITSW 1022
Prerequisite: Windows for the Desktop or equivalent knowledge
Note: Textbook required; flash drive recommended
In this course, you will work with Excel 2010, a powerful spreadsheet application. You will begin with preparing and formatting techniques. You learn how to insert texts and formulas into cells. You will use simple functions. You will construct charts for your data. You will learn formatting and printing selected ranges. You will learn about workbooks and moving data between workbooks. Begin to acquire skills and knowledge needed to pass the optional MOS Core exam in Excel.

$175 CEU 1.6 HRS: 16
50202 Central TTh
Sep 17-Sep 26 8:30 a.m.-12:30 p.m.

To Register: All campuses 281-542-2020
**Excel One Day-Advanced**
ITSW 2049
Prerequisite: Excel One Day Intermediate or equivalent knowledge
Note: Textbook required; flash drive required
In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.

$110 CEU .7 HRS: 7
50222 TSCL F
Nov 01-Nov 01  8:30 a.m.-4:30 p.m.

**Excel: One Day-Intermediate**
ITSW 1046
Prerequisite: Excel One Day or equivalent knowledge
Note: Textbook required; flash drive recommended
In the first course in this series, Excel - One Day, students gained all the basic skills needed to create, edit, format, and print basic spreadsheets. This continuation provides the next step: to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, students will use Microsoft Office Excel to streamline and enhance spreadsheets with templates, charts, graphics, and formulas.

$110 CEU .7 HRS: 7
50219 TSCL F
Oct 04-Oct 04  8:30 a.m.-4:30 p.m.

**Integrated Software Applications**
ITSC 1009
Note: Textbook required, flash drive recommended
A study of the integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software is presented. Fundamentals of personal computer operations and the Windows operating system will be covered. (ITSC 1309)

$289 CEU 6.4 HRS: 64
50239 North T
Aug 27-Dec 13  6:00 p.m.-7:50 p.m.
50240 North Th
Aug 29-Dec 13  10:00 a.m.-11:20 a.m.

**PowerPoint-One Day**
ITSW 1037
Note: Textbook required.
In this basic fast paced course, you will explore the PowerPoint 2010 environment and create a new presentation. You will format text on slides and add graphical objects, tables and charts to a presentation.

$110 CEU .7 HRS: 7
50220 TSCL F
Oct 18-Oct 18  8:30 a.m.-4:30 p.m.

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

$350 CEU 3.2 HRS: 32
50207 Central TTh
Oct 01-Oct 24  6:00 p.m.-10:00 p.m.

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

$350 CEU 3.2 HRS: 32
50208 Central TTh
Oct 29-Nov 21  6:00 p.m.-10:00 p.m.

**Word - Advanced Skills**
POFI 2037
Prerequisite: Word - Intermediate Skills or equivalent knowledge
Note: Textbook required, flash drive recommended
Become an Expert User in Microsoft Word 2010. Learn to create and apply styles. Work with shared documents tracking changes, creating multiple versions, protecting documents, and creating custom dictionaries. Create table of contents, indexes, tables of figures and tables of authorities. Acquire skills and knowledge necessary to pass the optional MOS exam in Word.

$175 CEU 1.6 HRS: 16
50006 North MW
Aug 26-Sep 04  8:30 a.m.-12:30 p.m.
**Word - Basic Skills**
POFI 1024
Prerequisite: Windows for the Desktop or equivalent knowledge
Note: Textbook required, flash drive recommended
In this course, you will work with Word 2010, a powerful application to create and format documents. You will begin with preparing and editing techniques. You will learn how to format, save and print a document. You will be using fonts, keyboard shortcuts, manipulating tabs, cut, copy, and paste text. You will learn page setup - margins, page orientation, inserting page numbers, page breaks, headers, footers, date, time, symbols and other images. You will learn to create tables, populating and formatting them. You must be able to type. Begin to acquire skills and knowledge needed to pass the optional MOS Core certification exam in Word.

$175  \hspace{1cm} \text{CEU 1.6}  \hspace{1cm} \text{HRS: 16}  \\
50201  \hspace{1cm} \text{Central}  \hspace{1cm} \text{MW}  \\
Sep 16-Sep 25  \hspace{1cm} 8:30 a.m.-12:30 p.m.

**IT Management Skills**

**Microsoft Project - Advanced Skills**
ITSC 1043
Prerequisite: Microsoft Project Introductory Skills or equivalent knowledge
Note: Textbook required
Build upon your basic project-management software skills. Learn to adjust the time and scope of your project, benchmark your project, track costs, create reports and much more.

$245  \hspace{1cm} \text{CEU 1.6}  \hspace{1cm} \text{HRS: 16}  \\
95122  \hspace{1cm} \text{Central}  \hspace{1cm} \text{TTh}  \\
Aug 20-Sep 05  \hspace{1cm} 6:00 p.m.-10:00 p.m.

**Networking**

**A+ Fast Track**
CPMT 2050
Prerequisite: A working knowledge of PC applications is required, and some experience using and maintaining PC hardware/software is highly recommended.
Note: Textbook required
Prepare yourself for the A+ Certification exams. This course focuses on the A+ exam objectives by the Computing Technology Industry Association (CompTIA) and is designed for those responsible for the installation, upgrade, repair, configuration, and troubleshooting of PC systems hardware and software. Participants will demonstrate their ability to diagnose, maintain, and perform minor repairs on PC systems and peripherals.

$750  \hspace{1cm} \text{CEU 6.4}  \hspace{1cm} \text{HRS: 64}  \\
50215  \hspace{1cm} \text{South}  \hspace{1cm} \text{MWTh}  \\
Sep 09-Oct 14  \hspace{1cm} 6:00 p.m.-10:00 p.m.

**Cisco Exploration 1 - Network Fundamentals**
ITCC 1001
Prerequisite: ITSC 1305 or department chair approval
Note: Textbook required
This course introduces the architecture, structure, functions, components, and models of the Internet. It describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. It covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. The students will build simple LAN topologies by applying basic principles of cabling; performing basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. (ITCC 1401)

$332  \hspace{1cm} \text{CEU 6.4}  \hspace{1cm} \text{HRS: 64}  \\
50244  \hspace{1cm} \text{Central}  \hspace{1cm} \text{TTh}  \\
Aug 27-Dec 13  \hspace{1cm} 10:00 a.m.-11:59 a.m.

**Cisco Exploration 2 - Routing Protocols**
ITCC 1004
Prerequisite: Cisco Exploration 1
Note: Textbook required
Learn architecture, operation of routers, and routing protocols; analyze, configure, verify, and troubleshoot RIPv1, RIPv2, EIGRP, and OSPF. (ITCC 1404)

$332  \hspace{1cm} \text{CEU 6.4}  \hspace{1cm} \text{HRS: 64}  \\
50231  \hspace{1cm} \text{Central}  \hspace{1cm} \text{Th}  \\
Aug 29-Dec 13  \hspace{1cm} 5:00 p.m.-10:00 p.m.

**Key to Days of Week**

- **M** Monday
- **T** Tuesday
- **W** Wednesday
- **Th** Thursday
- **F** Friday
- **S** Saturday
- **Su** Sunday
implementing and supporting servers

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

$289 CEU 6.4 HRS: 64
50232 Central Th
Aug 29-Dec 13 6:00 p.m.-9:00 p.m.

internet/intranet server

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

$289 CEU 6.4 HRS: 64
50233 Central M
Aug 26-Dec 13 6:00 p.m.-9:00 p.m.
95497 Central TBA
Aug 26-Dec 13 -
50236 North T
Aug 27-Dec 13 6:00 p.m.-7:20 p.m.

intro to PC operating systems

ITSC 1046
Prerequisite: Basic Computer skills
Note: Textbook required; flash drive required
This course covers a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Operating systems covered include DOS, Windows and UNIX. (ITSC 1305)

$289 CEU 6.4 HRS: 64
50238 Central M
Aug 26-Dec 13 6:00 p.m.-7:20 p.m.
50237 North TBA
Sep 09-Dec 06 -

network + boot camp

ITNW 1016
Prerequisite: A+ certification is recommended
Note: Textbook required; flash drive recommended
This 64 h comprehensive hands-on program will provide the knowledge and skills needed to do basic administration and support duties for a variety of network operating systems including Microsoft Windows and Linux. You will use racks of equipment to set up real world environments to gain an understanding of the theoretical and practical applications of networking. This vendor-neutral foundation program meets the objectives set forth in the CompTIA Network+ Body of Knowledge. Completion of this program is a perfect stepping-stone to vendor specific programs such as MCSE and/or RHCE.

$850 CEU 6.4 HRS: 64
50216 South MWTh
Oct 21-Nov 25 6:00 p.m.-10:00 p.m.
50238 Central M
Aug 26-Dec 13 6:00 p.m.-9:00 p.m.

personal computer hardware

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

$289 CEU 6.4 HRS: 64
50235 Central MW
Aug 26-Dec 13 9:10 a.m.-11:10 a.m.
50234 Central T
Aug 27-Dec 13 6:00 p.m.-10:00 p.m.
50241 North W
Aug 28-Dec 13 6:00 p.m.-9:00 p.m.
### Server Administration Fundamentals

**ITNW 2051**  
Prerequisite: Basic computer skills  
Note: Textbook required; DVD-RW disc required  
Learn server fundamentals such as managing Windows Servers (including virtualization) and storage, along with monitoring and troubleshooting servers. This course also covers such topics as essential naming, directory, and print services. Students also learn of popular Windows Network Services and Applications.  
**$220**  
20 CEU  
20 HRS  
Oct 14-Oct 23 6:00 p.m.-10:00 p.m.

### Windows Operating System Fundamentals

**ITSC 1006**  
Note: Textbook required, flash drive required  
In this course you will learn to install, configure and manage the Windows 7 operating system. This course will present the essential tasks of operating system configuration and maintenance and provide hands-on experience. You will learn the wide variety of tools and techniques that allow administrators in various job settings to perform these essential tasks efficiently. Finally, you will be prepared to take the MTA exam 98-349.  
**$220**  
20 CEU  
20 HRS  
Sep 16-Sep 25 6:00 p.m.-10:00 p.m.

### Networking Fundamentals

**ITNW 1004**  
Note: Textbook required  
This course is a great place to start to learn the basics of networking. This introductory lecture course surveys fundamental networking concepts and practices. Examine topics such as network architecture and standards, cabling and topologies, networking protocols, network servers, server-side scripting, database connectivity and security basics.  
**$185**  
16 CEU  
16 HRS  
Sep 30-Oct 07 6:00 p.m.-10:00 p.m.

### Security

**Information Tech Security**  
**ITSY 1042**  
Prerequisite: Fundamentals of Networking or Cisco Expl1 NW Fundamentals  
Note: Textbook required; flash drive required  
This course provides instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools, encryption; and protection from viruses.  
**$289**  
64 CEU  
64 HRS  
Sep 09-Dec 06 6:00 p.m.-7:20 p.m.

### Security Fundamentals

**ITSY 1191**  
Prerequisite: Basic computer skills  
Note: Textbook required  
Learn the vital fundamentals of security such as understanding security layers, authentication, authorization, and accounting. Become familiar with security policies, network security and protecting the server and client.  
**$220**  
20 CEU  
20 HRS  
Oct 28-Nov 06 6:00 p.m.-10:00 p.m.

### Web Development

**Internet/Web Page Development**  
**ITSC 1019**  
This course includes instruction in the use of Internet concepts and the introduction to Web page design and website development. It is an introduction to designing and publishing Web documents. It includes basic markup language, hyperlinks, tables, frames, images, forms, and an exploration of tools available for creating and editing Web documents.  
**$269**  
64 CEU  
64 HRS  
Aug 26-Dec 13

### Java Programming

**ITSE 2017**  
Prerequisite: ITSE 1307 or department chair approval  
Note: Textbook required  
Learn to develop executable programs; create appropriate documentation using object-oriented programming techniques. This course emphasizes the fundamental syntax and semantics of JAVA for applications and web applets.  
**$289**  
64 CEU  
64 HRS  
Aug 27-Dec 13 7:30 p.m.-8:50 p.m.
### SharePoint Administrator’s Training

**IMED 1002**  
Prerequisite: Network and server administration skills  
Note: Textbook required  
Students who will be administering SharePoint sites will benefit from this course. It covers command-line administration with Windows Powershell. It reviews service applications in depth and addresses backups and disaster recovery. Yet you will begin with some SharePoint 2010 theory, get introduced to the new interface and the architecture. You will walk through the installation and upgrade and all of the available options step by step. Finally you will learn the functions search, claims, taxonomy, business connectivity, enterprise content management, and social computing.  

$650  
50200 Central  
Sep 09-Sep 12 8:00 a.m.-5:00 p.m.

### SharePoint MOS Certification

**IMED 1002**  
Prerequisite: Microsoft Office Skills  
Note: Textbook and flash drive are required  
This certification course will teach the tasks required to create SharePoint content that you need to store on a SharePoint site by designing SharePoint repositories such as document libraries and lists, as well as structuring navigation of the site so that users can access the content. You will learn to manage pages and the Web parts on a page and analyze site activity. The course will also focus on the features and benefits of SharePoint 2010 My Site, configuring and consuming site search results, and the integration of Microsoft SharePoint 2010 Services and Microsoft Office 2010 applications. All of these skills are required to pass the SharePoint 2010 certification exam.  

$865  
Sep 07-Oct 12 8:30 a.m.-12:30 p.m.  
6:00 p.m.-10:00 p.m. TTh

### SharePoint User's Training

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

$550  
95483 Central  
Aug 26-Aug 29 8:00 a.m.-5:00 p.m.  
50223 TSCL  
Nov 11-Nov 14 8:00 a.m.-5:00 p.m.

### Website Design

**IMED 1002**  
Prerequisite: Windows for the Desktop or equivalent knowledge and Internet fundamentals  
Note: Textbook required; flash drive required  
This course offers instruction in internet website design. You will learn to format text and apply styles to text and to other elements of a site you will build. You will use color background, images, and multimedia to enhance your site. All of these skills will be presented in a manner consistent with good design techniques. You will learn how to publish your site.  

$285  
5017  
Sep 10-Sep 26 8:30 a.m.-12:30 p.m.

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**To Register:** All campuses 281-542-2020
Health Occupations

EMERGENCY HEALTH

ACLS PROVIDER
EMSP 2035
Prerequisite: For approval and additional information, Central Campus: call 281.476.1862; North Campus: call 281.459.7155
Skill development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties. An ACLS card is issued upon completion.
Note: Textbook required
$199  CEU 1.6  HRS: 16
50163  Central  SSu
Nov 02-Nov 03  8:00 a.m.-5:00 p.m.

CPR
EMSP 1019
Prerequisites: Student must arrive at class on time with current textbook. See Note
This class is instruction in lifesaving skills of respiratory, cardiac and choking emergencies for adults, children, and infants. Two rescuer CPR and AED trainings are included. Provides the Healthcare Provider with the CPR certification required for nurses, nursing students, EMT’s, and other allied health professionals involved with clinical patient care. Trains the general public in lifesaving techniques needed until 911 arrives on scene. A CPR card is issued upon completion.
Note: 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.
$85  CEU .8  HRS: 8
95155  Central  Su
Aug 18-Aug 18  8:00 a.m.-5:00 p.m.
5170  Central  F
50224  Central  S
Sep 06-Sep 06  8:00 a.m.-5:00 p.m.
50166  North  S
Sep 07-Sep 07  8:00 a.m.-5:00 p.m.
50167  North  S
Sep 14-Sep 14  8:00 a.m.-5:00 p.m.
50168  Central  Su
Sep 15-Sep 15  8:00 a.m.-5:00 p.m.
50169  Central  S
Sep 28-Sep 28  8:00 a.m.-5:00 p.m.
50170  Central  F
Oct 04-Oct 04  8:00 a.m.-5:00 p.m.
50171  North  S
Oct 05-Oct 05  8:00 a.m.-5:00 p.m.
50172  Central  S
Oct 12-Oct 12  8:00 a.m.-5:00 p.m.
50173  Central  Su
Oct 27-Oct 27  8:00 a.m.-5:00 p.m.
50174  North  F
Nov 01-Nov 01  8:00 a.m.-5:00 p.m.
50175  Central  S
Nov 16-Nov 16  8:00 a.m.-5:00 p.m.
50176  Central  F
Nov 22-Nov 22  8:00 a.m.-5:00 p.m.
70021  Central  F
Dec 06-Dec 06  8:00 a.m.-5:00 p.m.
70022  North  F
Dec 13-Dec 13  8:00 a.m.-5:00 p.m.
70023  Central  S
Dec 14-Dec 14  8:00 a.m.-5:00 p.m.
70024  Central  F
Dec 20-Dec 20  8:00 a.m.-5:00 p.m.

To Register: All campuses 281-542-2020
ITLS Provider

EMSP 1045
Prerequisites: For approval and additional information, Central Campus: call 281-476-1862; North Campus: call 281-459-7155
Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements. An ITLS card is issued upon completion.
Note: Textbook required
$199 CEU 1.6 HRS: 16
50164 Central SSU
Nov 09-Nov 10 8:00 a.m.-5:00 p.m.

EMERGENCY MEDICAL TECH (EMT)

EMS Supervision/Management

EMSP 2059
Prerequisite: EMT Dept approval required. Call 281-476-1862. Online courses require basic computer skills. Must be a currently certified Paramedic. Must enroll concurrently with EMSP 2060. This course covers instruction, literary review, group discussion, and case study on topics pertinent to the emergency medical service (EMS) field supervisor or manager. Identification and interpretation of laws and regulations affecting EMS operations; demonstration of principles of leadership and supervision; discussion and application of strategies used in financial management; explanation and exhibition of principles of personnel management; and development of strategies for evaluating and improving EMS operations. (EMSP 2359)
$299 CEU 4.8 HRS: 48
50273 Central W
Aug 28-Dec 13 6:00 p.m.-10:00 p.m.

Clinical - EMT

EMSP 1060
Prerequisite: Course approval is required, Central Campus: call 281-476-1862; North Campus: call 281-459-7155. Note: Attendance at the Saturday Clinical Orientation is mandatory. As an additional expense, a background check through the EMT Department, drug screen, physical, and immunizations are required. This is one of 3 courses required for EMT-Basic Certification; dates, times and location are determined by instructor. This is a work-based experience with direct client care. This course enables a student to apply theory, skills and concepts learned in the Emergency Medical Technology Basic course. Specific learning objectives are developed by faculty. (EMSP 1160)
$190 CEU 8.4 HRS: 84
95509 North TBA
Aug 26-Dec 13 -
50267 Central TBA
Sep09-Dec06 -
50268 Central TBA
Sep 09-Dec 06 -

EMT Topics - 2013

EMSP 2037
Prerequisite: EMT Dept approval required. Call 281-476-1862. EMSP 2243, 2168 and departmental approval are required. Reading level 7, Writing level 7, and Math level 7 are required. The course consists of 48 lecture hours and 48 lab hours. This course includes topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. The curriculum is based on the National Emergency Medical Services Educational Standards. This course was designed to be repeated multiple times to improve student proficiency. Prerequisites:
$336 CEU 9.6 HRS: 96
50269 Central TW
Aug 27-Dec 13 6:00 p.m.-9:00 p.m.

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

Certified Nurse Aide Training
NURA 1001

Prerequisites: Current negative TB, American Heart Association Health Care Provider CPR Background check through PreCheck is required & is an additional student expense. No GED/HS diploma is required. Students 16-17 are eligible for certification by the state agency, DADS. Parental waiver is required if under 18. Textbook and clinical scrubs are required. Registration after the first class meeting is not allowed. Physical requirements: Must be able to squat, bend and lift or assist with 100 pounds. Students with medical conditions, including pregnancy, must have a release from their physician, prior to class start date.

Enter the field of nursing by becoming a Certified Nurse Aide. This class will teach you the skills, knowledge and abilities to care for residents of long-term care facilities. You will learn how to provide safety and preventive measures in the care of residents as well as how to function as a member of the health care team. You will be prepared for entry level employment in long-term care facilities, hospitals, and doctor's offices. After completion of the class, you will be eligible to take the State of Texas Certified Nurse Aide Certification Exam. Includes 40 hours of clinical practice (Five 8 hour days). *This course of study prepares candidates to be certified. Candidates become “certified” by passing the required certifying agency exam.

$825 CEU 10.8 HRS: 108

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<th>Campus</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
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<td>50525</td>
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<td>Aug 17-Oct 26</td>
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<td>8:00 a.m.-5:00 p.m.</td>
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<td>50515</td>
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<td>Central</td>
<td>Nov 22</td>
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<td>8:00 a.m.-12:00 p.m.</td>
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Certified Medication Aide
NURA 1013

Prerequisites: Nursing home employment required as CNA or non-licensed direct care staff on first day of class. Proof of HS diploma/GED. Background check through PreCheck is required & is an additional student expense. Call 281-542-2088 for more Info. Note: Signed copy of the Texas Department of Aging and Disability Services (DADS) application requirements for the exam will be discussed during first class meeting. Registration after the first class meeting is not allowed. Textbook required. Learn how to prepare and administer drugs in a licensed health care agency. Topics include: drug legislation, drug references, basic anatomy and physiology and common diseases. You will learn medical abbreviations, symbols, terminology, and common equivalents (apothecary, metric, and household measurements) required for medication administration. After completion of the class, you will be prepared to take the Texas Department of Human Services Medication Aide Licensure Exam. Includes 10 hours of clinical practice. *This course of study prepares candidates to be certified. Candidates become “certified” by passing the required certifying agency exam.

$599 CEU 14.4 HRS: 144

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<td>Oct 08-Dec 16</td>
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<td>6:00 p.m.-10:00 p.m.</td>
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EKG Technician
ECRD 1011

Note: Textbook required
Learn the fundamentals of anatomy and physiology of the cardiovascular system and the role of the electrocardiograph in patient assessment. As an EKG technician, you will perform diagnostic tests to assess the heart rhythm and rate in patients. The EKG technician is an integral part of the management of patients with heart disease and is employed by hospitals, medical/surgical clinics, and insurance companies. This class will prepare you to take the American Certification Agency for Healthcare Professionals Certification Exam for ECG technician.

$575 CEU 5.2 HRS: 52

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<td>50178</td>
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<td>Oct 01-Nov 12</td>
<td>Nov 22</td>
<td>1:00 p.m.-5:00 p.m.</td>
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To Register: All campuses 281-542-2020
SUTURING FOR THE SURGICAL TECHNOLOGIST
SRGT 2000
Prerequisites: None.
For the practicing surgical technologist, this course provides a didactic and skill approach to learn the role of the Surgical Technologist and to function effectively in the Operating Room. Specific suturing skills will be practiced. Certified for AST Continuing Education hours.
Note: Student must bring a small bag of pig’s feet.
$135  CEU .8  HRS: 8
50186  Central  S
Oct 12-Oct 12  8:00 a.m.-5:00 p.m.

MEDICAL IMAGING

ANATOMY/POSITIONING & PATIENT ASSESSMENT
MAMT 2037
Prerequisites: Department approval is required. Contact 281-476-1871 for approval and additional information.
This course will be a presentation of specialized instruction in breast imaging. Emphasis will be placed on breast anatomy, physiology, positioning, patient education and assessment. Anatomy instruction will include surface anatomy as well as deep anatomy. Further emphasis will be placed on routine and additional projections and positioning modifications. At the end of the course the student should be able to explain breast anatomy and physiology, conduct patient education and assessment, and perform routine and additional projections used in mammography including positioning modifications. (MAMT 2333).
Note: As an additional student expense, physical, background and drug checks, etc. are requirements. Must be ARRT registered or eligible to test. No textbook is required.
$269  CEU 4.8  HRS: 48
50276  Central  TTh
Aug 27-Oct 18  6:00 p.m.-9:00 p.m.

CLINICAL - MAMMOGRAPHY TECHNOLOGIST
MAMT 2063
Prerequisites: Successful completion of Anatomy/Positioning & Patient Assessment. Course approval is required; Call 281-476-1871. Students will be provided with a health-related work experience that will enable a student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by a clinical professional. By the end of course students should be able to apply theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry. Students should be able to demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (MAMT 2363)
Note: As an additional student expense, physical, background and drug checks, etc. are requirements. Must be ARRT registered or eligible to test. No textbook is required.
$276  CEU 16.0  HRS: 160
50277  Central  TBA
Oct 21-Dec 13  7:30 a.m.-4:00 p.m.

CLINICAL I COMPUTED TOMOGRAPHY
CTMT 2060
Prerequisites: Sectional Anatomy for Medical Imaging, or Department approval at 281-476-1501, ext. 1418
Note: Textbook required
This is an advanced type of health profession work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practice experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional in a clinical setting. (CTMT 2360)
$276  CEU 16.0  HRS: 160
95506  Central  TBA
Aug 26-Dec 13 -

CLINICAL II COMPUTED TOMOGRAPHY
CTMT 2060
Prerequisites: Clinical I Computed Tomography, Computed Tomography Equipment & Methodology, or Department approval at 281-476-1501, ext. 1418
Note: Textbook required
This is a continuation of Clinical I. It also provides an advanced type of health profession work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional in a clinical setting. (CTMT 2361)
$276  CEU 16.0  HRS: 160
95507  Central  TBA
Aug 26-Dec 13 -
**Computed Tomography Equipment and Methodology**

CTMT 2036

Prerequisites: Clinical I - Computed Tomography, and must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT) or Department approval at 281-476-1501, ext. 1418

Note: Textbook required

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

$299 CEU 4.8 HRS: 48
95505 Central TBA
Aug 26-Dec 13

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**Principles of Magnetic Resonance Imaging**

MRIT 2030

Prerequisites: Must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT).

Note: Textbook required

This course focuses on the underlying scientific theory and practice leading to magnetic resonance imaging. It includes the concepts and scientific principles employed in magnetic resonance imaging techniques. There is an emphasis on principles of magnetism and interactions of living matter within magnetic fields. Category A CE credit is approved by the ASRT. (MRIT 2330)

$299 CEU 4.8 HRS: 48
95510 Central TBA
Aug 26-Dec 13

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**Magnetic Resonance Equipment and Methodology**

MRIT 2034

Prerequisites: RADR 2340, MRIT 2330, and must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT)

Call 281-476-1501 X1446 for approval to register

Note: Textbook required

Operation of magnetic resonance imaging equipment. Focuses on routine protocols, image quality, and quality control of magnetic resonance imaging. Includes theory and application of magnetic resonance imaging equipment and the principles of patient imaging techniques utilizing the equipment. Category A CE credit is approved by ASRT. (MRIT 2334)

$299 CEU 4.8 HRS: 48
95511 Central TBA
Aug 26-Dec 13

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**Magnetic Resonance Imaging Clinical I**

MRIT 2061

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

Note: NOT ASRT certified; textbook required

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

$276 CEU 9.6 HRS: 96
95512 Central TBA
Aug 26-Dec 13

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**Magnetic Resonance Imaging Clinical II**

MRIT 2061

Prerequisites: MRI Clinical I, and must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB), or Radiation Therapy (ARRT). Call 281-476-1501, ext. 1446 for approval to register.

Note: NOT ASRT certified; textbook required

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

$276  CEU 9.6  HRS: 96

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**Medical Office**

**Medical Office Professional**

MDCA 1021

Note: Textbook required

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

$1399  CEU 9.0  HRS: 90

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

HITT 1041

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

The AAPC's Professional Medical Coding Curriculum is developed to present the latest information related to medical or insurance reimbursement. You will learn the theory of coding, gain an understanding of the coding fundamentals and then incorporate this learning by using the lab book to work coding reports. The CPC certification exam is included and will be administered the last class day.

Note: Includes AAPC textbooks, AAPC Membership and CPC exam. You must bring your own current CPT and ICD 9 and HCPCS Coding Manuals.

$1595  CEU 9.0  HRS: 90

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**Phlebotomy Technician Basic**

PLAB 1023

Prerequisites: Proof of high school diploma/GED completion

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

Students are involved in skill development to perform a variety of blood collection methods using proper techniques and universal precautions. This course includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants.

Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology.

$395  CEU 4.8  HRS: 48

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**Phlebotomy Technician Practicum**

PLAB 1064

Prerequisites: Proof of high school diploma/GED completion; proof of a current negative TB skin test and Hepatitis B vaccine;

Background check is required and is an additional student expense.

Note: Must also be enrolled in Phlebotomy Technician Basic.

Course begins after successful completion of Phlebotomy Technician Basic; 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.

$235  CEU 12.0  HRS: 120

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

APPLIED TECHNOLOGIES & TRADES

INTRODUCTION TO CRAFT SKILLS
INMT 1005
This course provides the student the opportunity to explore the pipefitting, welding, electrical and sheet metal trades. The curriculum is designed to introduce the student to the industry and provide an experience in each trade, in order to assist them in making a decision as to future studies.

$467 CEU 8.0 HRS: 80
50018 Central TT
Sep 03-Nov 07 6:00 p.m.-10:00 p.m.

AUTO BODY COLLISION

Auto Body M & E Service
ABDR 2002
A course in the repair, replacement, and/or service of collision damaged mechanical or electrical systems. Topics include drive train removal, reinstallation and service; cooling system service and repair; exhaust system service; and emission control systems. Additional topics include wire and connector repair, reading wiring diagrams, and troubleshooting. (ABDR 2502)

$379 CEU 12.8 HRS: 128
95524 North MTWThF
Aug 26-Oct 18 12:00 p.m.-3:00 p.m.

Basic Metal Repair
ABDR 1019
This course offers in-depth coverage of basic metal principles and working techniques including proper tool usage and product application. (ABDR 1519)

$379 CEU 12.8 HRS: 128
95532 North MTWThF
Aug 26-Dec 13 10:50 a.m.-12:25 p.m.
95533 North MTWThF
Aug 26-Dec 13 12:00 p.m.-3:00 p.m.
95536 South MTWTh
Aug 26-Dec 13 2:31 p.m.-4:30 p.m.
50370 North MW
Aug 26-Dec 11 6:00 p.m.-10:00 p.m.
50371 South MW
Aug 26-Dec 11 6:00 p.m.-10:00 p.m.

Basic Refinishing
ABDR 1031
Introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry (ABDR 1431)

$336 CEU 9.6 HRS: 96
95537 North 9:30 a.m.-10:40 a.m.
Aug 26-Dec 13
50372 North TTh
Aug 27-Dec 12
50373 South TTh
Aug 27-Dec 12 6:00 p.m.-9:00 p.m.

Collision Repair Estimating
ABDR 2055
An advanced course in collision estimating and development of an accurate damage report. (ABDR 2255)

$226 CEU 4.8 HRS: 48
50374 North MTWThF
Nov 18-Dec 13 12:00 p.m.-3:00 p.m.

Collision Repair Welding
ABDR 1007
Study industry and standard welding and cutting procedures. (ABDR 1307)

$293 CEU 6.4 HRS: 64
95538 North 8:30 a.m.-9:20 a.m.
Aug 26-Dec 13
95539 South MTWTh
Aug 26-Dec 12 1:31 p.m.-2:30 p.m.
50375 North S
Sep 07-Dec 07 12:30 p.m.-4:30 p.m.

Collision Shop Management
ABDR 2057
A study of methods and equipment used in collision repair shops to improve management functions and profitability. (ABDR 2257)

$226 CEU 4.8 HRS: 48
50376 North MTWThF
Nov 18-Dec 13 12:00 p.m.-3:00 p.m.

Front and Rear Wheel Alignment
ABDR 1023
The study of vehicle steering components including alignment, tire rotation, and balancing. (ABDR 1323)

$293 CEU 6.4 HRS: 64
50384 North MTWThF
Oct 21-Nov 15 12:00 p.m.-3:00 p.m.

To Register: All campuses 281-542-2020
Vehicle Design & Structural Analysis
ABDR 1003
An introduction to the collision repair industry with emphasis on safety, professionalism, and vehicle structural design. (ABDR 1303)
$293
95551
Aug 26-Dec 13
7:30 a.m.-8:20 a.m.
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95552
Aug 26-Dec 12
12:41 p.m.-1:30 p.m.
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50449
Sep 07-Dec 07
7:30 a.m.-11:30 a.m.
South
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50447
Sep 07-Dec 07
8:00 a.m.-12:00 p.m.
North
MTWThF
50448
Oct 21-Nov 15
12:00 p.m.-3:00 p.m.

Automotive Engine Repair
AUMT 1019
Learn the fundamentals of engine operation, diagnosis and repair. Emphasis will be given to overhauling, disassembly, repair and reassembly of selected engines. (AUMT 1419)
$336
50359
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50360
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MTWTh

DRAFTING

Advanced Technologies in Pipe Design and Drafting
DFTG 2057
Prerequisite: DFTG 2423
Advanced design and production techniques using specialized process plant based design software. (DFTG 2457)
$336
95525
Aug 26-Oct 18
8:00 a.m.-11:15 a.m.
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95531
Aug 26-Dec 11
6:05 p.m.-9:05 p.m.
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Architectural Drafting - Commercial
DFTG 2028
Architectural drafting procedures, practices, governing codes, terms and symbols with emphasis on commercial construction methods. (DFTG 1417)
$336
50458
Oct 21-Dec 12
12:00 p.m.-2:50 p.m.
South
MTWTh

Architectural Drafting - Residential
DFTG 1017
This course focuses on architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structures with emphasis on light frame construction methods. (DFTG 1417)
$336
95553
Aug 26-Oct 17
12:00 p.m.-2:50 p.m.
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50357
Aug 26-Dec 11
6:05 p.m.-9:05 p.m.
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BASIC COMPUTER-AIDED DRAFTING

DFTG 1009
An introduction to computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, and using layers. (DFTG 1409)

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50455
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Aug 27-Dec 11
6:45 p.m.-9:45 p.m.

DESCRIPTIVE GEOMETRY

DFTG 2017
This course covers graphical solutions to problems involving points, lines, and planes in space. (DFTG 2417)

$336
50379
Aug 27-Dec 12
6:05 p.m.-9:05 p.m.

INSTRUMENTATION DRAFTING

DFTG 2008
Principles of instrumentation applicable to industrial applications; fundamentals of measurement and control devices, ISA symbology, basic flow sheet layout and drafting practices. (DFTG 2408)

$336
50456
Aug 26-Dec 11
6:45 p.m.-9:45 p.m.
50391
Aug 27-Dec 10
6:05 p.m.-9:05 p.m.

PARAMETRIC MODELING AND DESIGN

DFTG 1045
Students will use parametric modeling techniques to create rendered assemblies, orthographic drawings, auxiliary views, and details from 3-dimensional models. (DFTG 1445)

$336
50427
Aug 29-Dec 12
6:05 p.m.-9:05 p.m.

PIPE DRAFTING

DFTG 2023
A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. (DFTG 2423)

$336
95554
Aug 26-Oct 17
8:30 a.m.-11:20 a.m.
50457
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Aug 26-Dec 09
6:45 p.m.-9:45 p.m.

TECHNICAL DRAFTING

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

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50452
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8:30 a.m.-11:20 a.m.
50453
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Aug 26-Dec 09
6:00 p.m.-10:00 p.m.
50442
North
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Aug 26-Dec 11
6:05 p.m.-9:05 p.m.
50441
North
TTh
Aug 27-Dec 12
8:35 a.m.-11:35 a.m.

TOPOGRAPHICAL DRAFTING

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

$336
50446
Aug 27-Dec 12
8:35 a.m.-11:35 a.m.

ELECTRICAL/ELECTRONICS

ADVANCED ELECTRICITY

HART 2031
Students will study the principles of motor operation, the theory of power distribution to motors, motor controls, motor protection, motor circuit troubleshooting, and the application of solid state devices. (HART 2431)

$332
50352
Aug 27-Dec 12
6:05 p.m.-9:05 p.m.

To Register: All campuses 281-542-2020
Basic Electrical Theory

ELPT 1011
This course is a basic theory and practice of electrical circuits. It includes calculations as applied to alternating and direct current. Also covers electrical terminology, circuit analysis and mathematical formulas. (ELPT 1311)

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<th>Course</th>
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Commercial Wiring

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

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Electrical Calculations I

ELPT 1015
Introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, metric conversion, and applied geometry. Electrical calculations to solve DC and AC electrical circuits are included. (ELPT 1215)

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Electrical Machines

ELPT 1051
Students will cover DC motors, single phase and polyphase alternating current motors and generators. (ELPT 1351)

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Industrial Wiring

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

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<td>Aug 27-Dec 10</td>
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Introduction to Programmable Logic Controllers

ELPT 1003
Basic hardware and software applications for industrial Programmable Logic Controllers (PLC). Includes power supplies, discrete Input/Output (IO) modules, programming devices, processors, basic logic elements, timers, and counters. Materials provided

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Journeyman Electrician Exam Review

ELPT 2001
Preparation for journeyman electrician licensure with emphasis on calculations, and the National Electrical Code (NEC). Special attention is directed toward test taking skills, and practice exams as they apply to the state journeyman exam. (ELPT 2301)

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<th>Course</th>
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Master Electrician Exam Review I

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

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<th>Course</th>
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Motor Controls
ELPT 1041
A study of operating principles dealing with solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, and safety wiring. (ELPT 1441)
$322  CEU 9.6  HRS: 96
50420  North  TTh
Aug 27-Dec 12  7:00 p.m.-10:00 p.m.

Motors & Transformers
ELPT 2005
Motors and Transformers Operation of single and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices. Also included are three-phase power concepts, transformer and motor connections. (ELPT 2405)
$279  CEU 6.4  HRS: 64
50422  North  TTh
Aug 27-Dec 12  2:05 p.m.-4:10 p.m.
50421  Central  W
Aug 28-Dec 11  6:00 p.m.-9:50 p.m.

National Electric Code I
ELPT 1025
An introductory study of the National Electric Code (NEC). Emphasis will be on wiring design, protection, methods and materials; equipment for general use, and basic calculations. (ELPT 1325)
$269  CEU 4.8  HRS: 48
50423  Central  TTh
Aug 27-Dec 12  8:00 a.m.-9:20 a.m.
50424  Central  W
Aug 28-Dec 11  6:45 p.m.-9:40 p.m.
50425  North  MWF
Oct 21-Dec 13  10:40 a.m.-11:40 a.m.

National Electric Code II
ELPT 2025
This is in-depth coverage of the National Electrical Code (NEC). Emphasis is placed on wiring protection and methods, special conditions, and advanced calculations. (ELPT 2325)
$269  CEU 4.8  HRS: 48
50426  North  TTh
Aug 27-Dec 12  5:30 p.m.-6:50 p.m.

Programmable Logic Controllers I
ELPT 2019
Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls. (ELPT 2319)
$279  CEU 6.4  HRS: 64
50430  North  TTh
Aug 27-Dec 12  9:35 a.m.-10:45 a.m.
50429  Central  Th
Aug 29-Dec 12  6:00 p.m.-9:40 p.m.

Residential Wiring
ELPT 1029
Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures. (ELPT 1429)
$336  CEU 6.4  HRS: 64
50434  Central  MW
Aug 26-Dec 11  9:00 a.m.-12:00 p.m.
95547  North  MWF
Aug 26-Dec 13  12:15 p.m.-2:15 p.m.
50435  Central  TTh
Aug 27-Dec 12  6:45 p.m.-9:40 p.m.
50436  North  WTh
Aug 28-Dec 12  5:50 p.m.-8:55 p.m.

HVAC/Refrigeration

AC & Refrigeration Codes
HART 2001
HVAC standards and concepts with emphasis on the understanding, and documentation of the codes and regulations required for the state mechanical contractors license and local codes. (HART 2301)
$269  CEU 4.8  HRS: 48
50422  Central  TTh
Aug 27-Dec 12  9:35 a.m.-10:45 a.m.
50429  Central  W
Aug 29-Dec 12  6:00 p.m.-9:40 p.m.

Air Conditioning Troubleshooting
HART 2036
An advanced course in application of troubleshooting principles and use of test instruments to diagnose A/C and refrigeration components and system problems.
$332  CEU 9.6  HRS: 96
50434  North  MW
Aug 26-Dec 11  6:00 p.m.-9:05 p.m.

To Register: All campuses 281-542-2020
Basic Electricity for HVAC
HART 1001
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. (HART 1401)
$332  CEU 9.6  HRS: 96
95531  North  MWF
Aug 26-Oct 18  7:30 a.m.-10:05 a.m.
50369  North  MW
Aug 26-Dec 11  6:05 p.m.-9:05 p.m.

Commercial Air Conditioning: HVAC 4B
HART 2041
A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. (HART 2441)
$332  CEU 9.6  HRS: 96
95540  North  MWF
Aug 26-Dec 13  9:10 a.m.-12:15 p.m.

Gas Electrical Heating
HART 1045
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. (HART 1445)
$332  CEU 9.6  HRS: 96
50385  North  MWF
Oct 21-Dec 13  10:15 a.m.-12:50 p.m.

Industrial Air Conditioning
HART 2043
Students will study components, accessories and installation of air conditioning systems exceeding 25 tons. (HART 2343)
$269  CEU 4.8  HRS: 48
95543  North  MWF
Aug 26-Dec 13  8:05 a.m.-9:00 a.m.
50389  North  M
Aug 26-Dec 09  6:05 p.m.-9:05 p.m.

Refrigeration Principles: HVAC 1B
HART 1007
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety. (HART 1407)
$332  CEU 9.6  HRS: 96
95546  North  MWF
Aug 26-Oct 18 10:15 a.m.-12:50 p.m.
50432  North  TTh
Aug 27-Dec 12  6:05 p.m.-9:05 p.m.

Residential Air Conditioning
HART 1041
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. (HART 1441)
$332  CEU 9.6  HRS: 96
50433  North  MWF
Oct 21-Dec 13  7:30 a.m.-10:05 a.m.

Non-Destructive Testing
Advanced Ultrasonics
NDTE 2001
Emphasis is on welded plate, pipe, and TKY connectors, immersion testing, written practices and procedures. A study of modern shear wave testing techniques involving the ultrasonic test method. The testing portion of the course is concerned with a study of fundamental properties of sound theory, principles of wave propagation, operation of ultrasonic waves, ultrasonic test equipment, process and techniques as they apply to flaw characterization and sizing. Safety practices, procedures and current development in ultrasonic testing in the industrial area are stressed in relation and application to the metal working industry. (NDTE 2401)
$336  CEU 9.6  HRS: 96
50356  Central  S
Sep 07-Dec 07  8:30 a.m.-3:30 p.m.

Eddy Current Testing
NDTE 1040
Students will be able to apply eddy current testing and procedures. (NDTE 1440)
$336  CEU 9.6  HRS: 96
50380  Central  S
Sep 07-Dec 07  4:00 p.m.-10:30 p.m.

Film Interpretation of Weldments
NDTE 1001
Course designed to give clear insight into interpretation of radiographic images and evaluation of the quality of film. Mathematics involved requires knowledge of algebra, studies in such areas as simple stresses, physical principles, history of industrial radiography, general principles of examination of materials with penetrating radiation, interaction between penetrating radiation and matter, absorption, and scatter and related tables, and density calculations. (NDTE 1301)
$293  CEU 6.4  HRS: 64
50383  Central  F
Sep 06-Dec 06  6:00 p.m.-10:30 p.m.
**Intermediate Ultrasonic: Flaw Detection & Sizing**
NDTE 1054
Basic theory and applications of the ultrasonic techniques of materials testing covering the theoretical material from the certification test for Ultrasonic Level I American Society of Non-Destructive Testing. (NDTE 1454)

$336  CEU 9.6  HRS: 96
50395  Central  MW
Aug 26-Dec 11  7:00 p.m.-10:30 p.m.

**Introduction to Corrosion**
METL 1013
An introduction to internal, external, and atmospheric corrosion including terminology, causes of common corrosion problems in industry, and general remedies such as cathodic protection, protective coatings, material selection, and chemical treatments. (METL 1313)

$293  CEU 6.4  HRS: 64
50412  Central  MW
Aug 26-Dec 11  5:00 p.m.-6:55 p.m.

**Introduction to Testing & Inspection**
QCTC 1046
A study of testing and inspection systems including pertinent specifications, inspection tools, gauges, instruments and mechanisms in illustrating the need for maintaining quality to establish standards. (QCTC 1446)

$336  CEU 9.6  HRS: 96
95548  Central  MTWThF
Aug 26-Sep 20  8:30 a.m.-1:30 p.m.
50443  Central  TTh
Aug 27-Dec 12  1:45 p.m.-4:55 p.m.
50444  Central  TTh
Aug 27-Dec 12  7:00 p.m.-10:30 p.m.
50445  Central  S
Sep 07-Dec 07  8:30 a.m.-3:30 p.m.

**Introduction to Ultrasonics 1 & 2**
NDTE 1005
Students will learn the basic theory and applications of the ultrasonic techniques of materials testing. (NDTE 1405)

$336  CEU 9.6  HRS: 96
50410  Central  TTh
Aug 27-Dec 12  1:45 p.m.-4:55 p.m.
50409  Central  TTh
Aug 27-Dec 12  7:00 p.m.-10:30 p.m.
50411  Central  S
Sep 07-Dec 07  4:00 p.m.-10:30 p.m.
50408  Central  MTWThF
Oct 21-Nov 15  8:30 a.m.-1:30 p.m.

**Liquid Penetrant & Magnetic Particle**
NDTE 1010
This is an introduction to the study of non-destructive testing in accordance with SNT-TC-1A of materials before and after they are welded. An integral part of the course is the interpretation of non-destructive testing in accordance with building codes in liquid. (NDTE 1410)

$336  CEU 9.6  HRS: 96
50415  Central  MW
Aug 26-Dec 1  11:45 p.m.-4:55 p.m.
50416  Central  MW
Aug 26-Dec 1  12:15 p.m.-4:55 p.m.
50414  Central  MTWThF
Sep 23-Oct 18  8:30 a.m.-1:30 p.m.

**Metrology and Blueprint Reading**
QCTC 1048
Terminology, methodology, and practice of measurement systems and the calibration and use of basic measuring tools with techniques for interpreting blueprints. (QCTC 1448)

$336  CEU 9.6  HRS: 96
50418  Central  TTh
Aug 27-Dec 12  7:00 p.m.-10:30 p.m.
50419  Central  TTh
Aug 27-Dec 12  7:00 p.m.-10:30 p.m.

**Preparation for Certified Welding Inspector Exam**
NDTE 2011
General principles of welding inspection including welding processes, terms and definitions, welding discontinuities, duties and responsibilities of inspectors, destructive and nondestructive testing, quality assurance/quality control, welding codes and blueprints, procedures, and case studies. It is an overview of welding tools and equipment, metallurgy, chemistry, and joint design. (NDTE 2411)

$336  CEU 9.6  HRS: 96
50428  Central  TTh
Aug 27-Dec 12  7:00 p.m.-10:30 p.m.

**Standards and Codes**
QCTC 2031
A study of philosophy and theory of standards, appropriate standard organizations and systems, integration to the application of standards criteria in society. Emphasis placed on the study of structural, mechanical and application of the ASME, AWS and API codes along with ASTM and MIL-STD. (QCTC 2331)

$293  CEU 6.4  HRS: 64
50437  Central  MW
Aug 26-Dec 11  7:30 p.m.-10:00 p.m.
50438  Central  TTh
Aug 27-Dec 12  5:00 p.m.-6:55 p.m.

To Register: All campuses 281-542-2020
**Statistical Process Control**

QCTC 1041

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

$293 CEU 6.4 HRS: 64

50439 Central F
Sep 06-Dec 06 6:00 p.m.-10:30 p.m.
50440 Central F
Sep 06-Dec 06 6:00 p.m.-10:30 p.m.

**Welding Metallurgy I**

METL 1001

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

$336 CEU 9.6 HRS: 96

50451 Central MW
Aug 26-Dec 11 7:00 p.m.-10:30 p.m.
50450 Central MTWThF
Nov 18-Dec 13 8:30 a.m.-1:30 p.m.

**Occupational Health & Safety**

Certified Occupational Safety Specialist (COSS)

OSHT 1003

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

$1699 CEU 4.0 HRS: 40

50017 Central MTWThF
Nov 04-Nov 08 8:00 a.m.-5:00 p.m.

Applied Technologies & Trades

**Professional Truck Driver Two**

CVOP 1040

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

$1348 CEU 12.0 HRS: 120

50010 Central SSu
Aug 24-Nov 10 7:00 a.m.-6:00 p.m.
50012 Central MTWTh
Sep 23-Oct 31 7:00 a.m.-6:00 p.m.
50014 Central MTWTh
Nov 04-Dec 19 7:00 a.m.-6:00 p.m.
50016 Central SSu
Nov 16-Feb 17 7:00 a.m.-6:00 p.m.

**Welding**

**Advanced Gas Tungsten ARC Welding GTAW**

WLDG 2051

Advanced topics in GTAW welding, including welding in various positions and directions. (WLDG 2551)

$403 CEU 12.8 HRS: 128

50342 Central TTh
Aug 27-Dec 12 6:00 p.m.-10:00 p.m.
50344 North TTh
Aug 27-Dec 12 6:02 p.m.-8:00 p.m.
50343 Central F
Sep 06-Dec 07 6:00 p.m.-10:00 p.m.
8:00 a.m.-12:00 p.m.

**Advanced Pipe Welding**

WLDG 2053

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

$403 CEU 12.8 HRS: 128

50353 Central MW
Aug 26-Dec 11 6:00 p.m.-10:00 p.m.
50354 Central TTh
Aug 27-Dec 12 6:00 p.m.-10:00 p.m.
50355 North TTh
Aug 27-Dec 12 6:00 p.m.-10:00 p.m.

To Register: All campuses 281-542-2020
Advanced Shielded Metal Arc Welding SMAW

WLDG 2043

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

$403  
CEU 12.8  
HRS: 128  
95530  
Aug 26-Dec 13  
10:15 a.m.-12:50 p.m.  
50346  
Aug 26-Dec 11  
6:00 p.m.-10:00 p.m.  
50347  
Aug 27-Dec 12  
6:00 p.m.-10:00 p.m.  
50350  
Aug 27-Dec 12  
6:00 p.m.-10:00 p.m.  
50348  
Sep 06-Dec 06  
50345  
Oct 21-Dec 13  
8:00 a.m.-1:20 p.m.

Intermediate Pipe Welding

WLDG 2006

This is a comprehensive course on welding of pipe using the shielded metal arc welding (SMAW) process. Welds will be done using various positions. Topics covered include electrode selection, equipment setup and safe shop practices. (WLDG 2506)

$403  
CEU 12.8  
HRS: 128  
50396  
Aug 26-Dec 11  
6:00 p.m.-10:00 p.m.  
50399  
Aug 26-Dec 11  
6:00 p.m.-10:00 p.m.  
50398  
Aug 27-Dec 12  
8:00 a.m.-12:00 p.m.  
50397  
Aug 27-Dec 12  
6:00 p.m.-10:00 p.m.

Intermediate Welding using Multiple Processes

WLDG 2013

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

$403  
CEU 12.8  
HRS: 128  
50394  
Aug 26-Dec 11  
6:00 p.m.-10:00 p.m.  
50392  
Sep 06-Dec 07  
6:00 p.m.-10:00 p.m.  
8:00 a.m.-12:00 p.m.  
S

Introduction to Gas Metal ARC Welding (GMAW)

WLDG 1030

This is a study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools and equipment. (WLDG 1530)

$403  
CEU 12.8  
HRS: 128  
50387  
Aug 26-Dec 11  
6:00 p.m.-10:00 p.m.  
50386  
Aug 27-Dec 12  
1:00 p.m.-5:00 p.m.  
50388  
Aug 27-Dec 12  
6:00 p.m.-10:00 p.m.

Introduction to Gas Tungsten ARC Welding GTAW

WLDG 1034

This is an introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs will be covered. (WLDG 1534)

$403  
CEU 12.8  
HRS: 128  
50401  
Aug 26-Dec 11  
6:00 p.m.-10:00 p.m.  
50403  
Aug 26-Dec 11  
6:00 p.m.-10:00 p.m.  
50400  
Aug 27-Dec 12  
8:00 a.m.-12:00 p.m.  
50402  
Aug 27-Dec 12  
6:00 p.m.-10:00 p.m.

Introduction to Shielded Metal Arc Welding-SMAW

WLDG 1028

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

$403  
CEU 12.8  
HRS: 128  
95545  
Aug 26-Dec 13  
7:30 a.m.-10:05 a.m.  
95544  
Aug 26-Oct 18  
8:00 a.m.-1:20 p.m.  
50404  
Aug 26-Dec 11  
6:00 p.m.-10:00 p.m.  
50407  
Aug 26-Dec 11  
6:00 p.m.-10:00 p.m.  
50405  
Aug 27-Dec 12  
6:00 p.m.-10:00 p.m.  
50406  
Sep 06-Dec 07  
6:00 p.m.-10:00 p.m.  
8:00 a.m.-12:00 p.m.  
S

To Register: All campuses 281-542-2020

29
MARITIME

ABLE BODIED SEAMAN
MART 2073
USCG & STCW approved, this course provides the student with the knowledge, understanding and proficiency required to work aboard vessels as an unlicensed watch stander. Professional training includes marlinspike seamanship, inland and international Rules of the Road, proficiency in survival craft operations, deck safety, and basic navigation.

$800
- CEU 4.0
- HRS: 40
- Central
- MTWThF
- Aug 26-Aug 30
- 8:00 a.m.-5:00 p.m.
- Oct 28-Nov 01
- 8:00 a.m.-5:00 p.m.
- Dec 02-Dec 06
- 8:00 a.m.-5:00 p.m.

ADVANCED FIREFIGHTING
VFFT 1051
The 4-day course is approved by the USCG as an advanced course. It will satisfy the STCW requirements as outlined in A-VI/3 and includes both theory and practical training and assessments. Many flag states require this course be taken at least once every 5 years by deck and engineering officers as well as those individuals responsible for the prevention and combating of fires aboard.

$800
- CEU 3.2
- HRS: 32
- Central
- MTWThF
- Sep 17-Sep 20
- 8:00 a.m.-5:00 p.m.
- Oct 15-Oct 18
- 8:00 a.m.-5:00 p.m.
- Nov 12-Nov 15
- 8:00 a.m.-5:00 p.m.
- Dec 17-Dec 20
- 8:00 a.m.-5:00 p.m.

ADVANCED LNG
NFND 0000
This 72-hour Tank Ship Liquefied Gases course will satisfy the training requirements of 46 CFR 13.209, 13.309, 13.409 or 13.509 for a LG Tanker man advance endorsement (Management Level) training requirements of paragraphs 1-7 and 22-34 of Section A-V/1 of the STCW Code. This course provides training for Masters, Chief engineers, Chief officers, 2nd engineers and any person with immediate responsibility for the loading, discharging and care in transit or handling of LG cargoes. It comprises a specialized training program appropriate to their duties, including gas tanker safety, fire safety measures and systems, pollution prevention, operational practice and obligations under applicable laws and regulations. The course takes full account of Section A-V/1 of the STCW Code adopted by the International Convention on Standards of Training, Certification and Watch keeping for Seafarers 1995, as amended in 2010.

$2000
- CEU 7.2
- HRS: 72
- Central
- MTWThF
- Oct 21-Oct 31
- 8:00 a.m.-5:00 p.m.
- Nov 11-Nov 22
- 8:00 a.m.-5:00 p.m.

ADVANCED STABILITY
MARS 2074
USCG & STCW approved.
Trainees will become proficient in stability and trim theory and it's 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 basic stability and trim theory, as well as basic math and trigonometry.

$1000
- CEU 4.0
- HRS: 40
- Central
- MTWThF
- Sep 09-Sep 13
- 8:00 a.m.-5:00 p.m.

APPRENTICE MATE (STEERING) WESTERN ROUTES
MARS 1078
Successful completion of this USCG approved 16-hour Apprentice Mate (Steersman) Western Rivers Navigation course and presentation of your Certificate of Training will satisfy the Navigation General examination requirements to add a Western Rivers route to a license as U.S. Coast Guard licensed Apprentice Mate (Steersman), Mate (Pilot) of Towing Vessels or Master of Towing Vessels Inland or Near Coastal (exam module 072XX).

$400
- CEU 1.6
- HRS: 16
- Central
- TW
- Sep 03-Sep 04
- 8:00 a.m.-5:00 p.m.
- Oct 14-Oct 15
- 8:00 a.m.-5:00 p.m.
- Dec 05-Dec 06
- 8:00 a.m.-5:00 p.m.
Basic LNG
NFND 0000
This 40-hour Tank Ship Liquefied Gases course will satisfy the training requirements of 46 CFR 13.209, 13.309, 13.409 or 13.509 for a LG Tanker man basic endorsement (Operational Level) training requirements of paragraphs 1-7 and 22-34 of Section A-V/1 of the STCW Code. This course provides training for Junior officers & deck/engine/catering crew and any person with responsibility for assisting during the loading, discharging, and care in transit of LG cargoes. It comprises a familiarization training program appropriate to their duties, including gas tanker safety, fire safety measures and systems, pollution prevention, operational practice and obligations under applicable laws and regulations. The course takes full account of Section A-V/1 of the STCW Code adopted by the International Convention on Standards of Training, Certification and Watch keeping for Seafarers 1995, as amended in 2010.

$1400 CEU 4.0 HRS: 40
50040 Central MTWThF
Oct 21-Oct 25 8:00 a.m.-5:00 p.m.
50051 Central MTWThF
Nov 11-Nov 15 8:00 a.m.-5:00 p.m.

Basic Safety Training
MART 1077
USCG & STCW approved, this 40 hours course consisting of the following four modules: (1) Basic Fire Fighting, (2) First Aid & CPR, (3) Personal Survival Techniques, and (4) Personal Safety and Social Responsibilities satisfies the USCG and STCW requirements for Basic Safety Training.

$1000 CEU 4.0 HRS: 40
50025 Central MTWThF
Sep 16-Sep 20 8:00 a.m.-5:00 p.m.
50036 Central MTWThF
Oct 14-Oct 18 8:00 a.m.-5:00 p.m.
50048 Central MTWThF
Nov 11-Nov 15 8:00 a.m.-5:00 p.m.
70008 Central MTWThF
Dec 16-Dec 20 8:00 a.m.-5:00 p.m.

Bridge Resource Management (Non-Simulator)
MART 1078
USCG & STCW approved, this course focuses on the skills required to operate a vessel safely and efficiently. Teamwork, teambuilding, communication, leadership, decision-making and resource management are incorporated into the larger operational picture of organizational and regulatory management. Also addressed is the management of operational tasks, risk, and stress.

$600 CEU 2.4 HRS: 24
50033 Central WThF
Oct 09-Oct 11 8:00 a.m.-5:00 p.m.

Master, 100 GRT
MART 1072
The student who successfully completes this USCG approved course will have demonstrated that they possess the knowledge required for a license as Master, 100GRT, which includes the applicable regulations and operational procedures necessary to operate a vessel of up to 100 Gross Tons in Near Coastal/Inland/Great Lakes operating environments. Professional training includes navigation, tidal calculations, international and inland rules of the road, coastal pilotage, meteorology, anchoring and mooring, docking and undocking operations, voyage and passage planning, stability and vessel construction, and marlinspike seamanship.

$1200 CEU 8.0 HRS: 80
50027 Central MTWThF
Sep 23-Oct 04 8:00 a.m.-5:00 p.m.
50047 Central MTWThF
Nov 11-Nov 22 8:00 a.m.-5:00 p.m.

Medical Care Provider
EMSP 1026
This 3-day USCG approved course is designed for maritime officers and crew who will provide immediate first aid and assist the Medical Person in Charge. Topics include CPR, heart attacks, cardiac arrest, AED, body structure and function, patient assessment, head, neck and spine injuries, burns and scalds, fractures and dislocations, medical care of the rescued person, effects of heat and cold, pharmacology, medication administrations and IV therapy, toxicology hazards, sterile techniques and universal precautions. This course will satisfy the Medical First Aid training requirements of Section A-V/1-4-1 of the STCW Code and 46 CFR 12.13-1. This course is recommended for all crewmembers.

$800 CEU 2.4 HRS: 24
50037 Central MTW
Oct 14-Oct 16 8:00 a.m.-5:00 p.m.
70010 Central MTW
Dec 16-Dec 18 8:00 a.m.-5:00 p.m.

Proficiency in Survival Craft
MART 2074
USCG & STCW approved, this course provides the knowledge, understanding, and proficiency required to take charge of a survival craft during and after launching. Topics include all the knowledge and duties associated with management of the preparation, embarkation, launching, and taking command of a lifeboat under oars or power, or an inflatable life raft.

$700 CEU 3.2 HRS: 32
50022 Central WThF
Sep 03-Sep 06 8:00 a.m.-5:00 p.m.
50046 Central MTWTh
Nov 04-Nov 07 8:00 a.m.-5:00 p.m.
70007 Central MTWTh
Dec 09-Dec 12 8:00 a.m.-5:00 p.m.

To Register: All campuses 281-542-2020
**Qualified Member of the Engineering Department—Fireman/Oiler/Watertender**

MARS 1075

This 5 week course includes hands-on practical and a classroom lecture portion for theory and familiarization.

**$3900**  
CEU 16.0  
HRS: 160

50030  
Central  
MTWThF

Sep 30-Oct 25  8:00 a.m.-5:00 p.m.

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**Radar Observer Unlimited (Renewal)**

MART 2075

USCG & STCW approved, this course provides the student the means by which to demonstrate proficiency in the use of radar for collision avoidance and navigation for the purpose of renewing this certification on their license.

**$225**  
CEU .8  
HRS: 8

50029  
Central  
F

Sep 27-Sep 27  8:00 a.m.-5:00 p.m.

50043  
Central  
F

Oct 25-Oct 25  8:00 a.m.-5:00 p.m.

70012  
Central  
F

Dec 20-Dec 20  8:00 a.m.-5:00 p.m.

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**Radar Observer—Unlimited**

MART 2072

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

**$600**  
CEU 4.0  
HRS: 40

50028  
Central  
MTWThF

Sep 23-Sep 27  8:00 a.m.-5:00 p.m.

50042  
Central  
MTWThF

Oct 21-Oct 25  8:00 a.m.-5:00 p.m.

70009  
Central  
MTWThF

Dec 16-Dec 20  8:00 a.m.-5:00 p.m.

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**Tankerman PIC-Barge (DL)**

MART 2076

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

**$900**  
CEU 4.0  
HRS: 40

50023  
Central  
MTWThF

Sep 09-Sep 13  8:00 a.m.-5:00 p.m.

50032  
Central  
MTWThF

Oct 07-Oct 11  8:00 a.m.-5:00 p.m.

50045  
Central  
MTWThF

Nov 04-Nov 08  8:00 a.m.-5:00 p.m.

70006  
Central  
MTWThF

Dec 09-Dec 13  8:00 a.m.-5:00 p.m.

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**Upgrade - Master, 100 GRT to Master, 200 GRT**

MART 1076

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.

**$550**  
CEU 2.4  
HRS: 24

95432  
Central  
MTW

Aug 26-Aug 28  8:00 a.m.-5:00 p.m.

50031  
Central  
MTW

Oct 07-Oct 09  8:00 a.m.-5:00 p.m.

70002  
Central  
MT

Nov 25-Dec 02  8:00 a.m.-5:00 p.m.

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**Upgrade to Apprentice Mate**

MART 1074

Upon completion of this USCG approved course the student shall have a good understanding of the subjects pertaining to a mariner in training to become master or mate (pilot) of towing vessels or master of towing vessels (harbor assist).

**$400**  
CEU 1.6  
HRS: 16

95434  
Central  
ThF

Aug 29-Aug 30  8:00 a.m.-5:00 p.m.

50034  
Central  
ThF

Oct 10-Oct 11  8:00 a.m.-5:00 p.m.

70003  
Central  
TW

Dec 03-Dec 04  8:00 a.m.-5:00 p.m.

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**Vessel Security Officer**

MART 1073

This 2-day DNV approved course provides knowledge to those who may be designated to perform the duties and responsibilities of a Vessel Security Officer with respect to the security of a ship, for implementing and maintaining a Vessel Security Plan and for liaising with the Company Security Officer (CSO) and with Port Facility Security Officers (PFSOs).

**$500**  
CEU 1.6  
HRS: 16

50039  
Central  
WTh

Oct 16-Oct 17  8:00 a.m.-5:00 p.m.

50050  
Central  
MT

Nov 18-Nov 19  8:00 a.m.-5:00 p.m.

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To Register: All campuses 281-542-2020
EDUCATION

📚 CHILD DEVELOPMENT ASSOCIATE TRAINING I - SPANISH

CDEC 1017
Note: Textbook required
This course provides educational training for persons interested in teaching young children and/or directing child care centers. (CDEC 1417)

|$332| CEU 4.8 | HRS: 48 |
| 50162 | North | S |
| Sep 07-Oct 26 | 8:30 a.m.-3:30 p.m. |

📚 CHILD DEVELOPMENT ASSOCIATE TRAINING II

CDEC 2022
Prerequisite: Child Development Associate Training I
Note: Textbook required
Provides educational training for persons interested in teaching young children and/or directing child care centers. (CDEC 2422)

|$347| CEU 4.8 | HRS: 48 |
| 50459 | North | S |
| Sep 07-Oct 19 | 8:00 a.m.-3:00 p.m. |

📚 CHILD DEVELOPMENT ASSOCIATE TRAINING III

CDEC 2024
Prerequisite: Child Development Associate Training II
Note: Offered online only; Internet access required; Textbook required
Provides educational training for persons interested in teaching young children and/or directing child care centers. (CDEC 2424)

|$362| CEU 4.8 | HRS: 48 |
| 50460 | North | S |
| Oct 26-Dec 07 | 8:00 a.m.-3:00 p.m. |

Creative Writing

NFND 0000
Prerequisite: Writing level 7
Note: Textbook required
This elective composition course provides an opportunity for students to create imaginative works for pleasure and publication within the supportive atmosphere of a writing workshop. The workshop may emphasize a single genre, such as poetry, fiction, or drama. Alternatively, the workshop may allow individual students to write original compositions in genres of their interest in response to classroom assignments. Students analyze significant contemporary literature, finding models of successful forms and effective technique. In addition, they critique the work of classmates. Literary theory and strategies for publication are discussed. Students are also encouraged to participate as editors of the College literary magazines and to submit their best work for publication. (ENGL 2307)

|$269| CEU 4.8 | HRS: 48 |
| 95563 | Central | TBA |
| Aug 26-Dec 13 | |
| 50471 | Central | TTh |
| Aug 27-Dec 13 | 10:10 a.m.-11:35 a.m. |

Literature and Film

NFND 0000
This course covers the study of one or more literary genres including, but not limited to, fiction, drama and film are included in this course. The course offers an analytical approach to both literature and film. Through various methods, students will learn conceptual frameworks and vocabulary for understanding and explaining how films and literature enhance our perception of society and inform our awareness and judgment. The course strives to help students critically approach culture by analyzing literary works. (ENGL 2341)

|$269| CEU 4.8 | HRS: 48 |
| 95564 | Central | TBA |
| Aug 26-Dec 13- | |
| 50473 | Central | TTh |
| Aug 27-Dec 13 | 8:35 a.m.-10:00 a.m. |
| 50472 | Central | T |
| Aug 27-Dec 13 | 5:30 p.m.-8:30 p.m. |

Mexican-American Literature

NFND 0000
This is a survey course of Mexican-American/Chicano literature including fiction, non-fiction, poetry, and drama. (ENGL 2351)

|$269| CEU 4.8 | HRS: 48 |
| 50474 | Central | MW |
| Aug 26-Dec 13 | 10:10 a.m.-11:35 a.m. |
ENGLISH

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

$250
95471
Aug 26-Sep 19
9:00 a.m.-12:30 p.m.
9:00 a.m.-12:30 p.m. F

95468
Aug 26-Sep 19
6:00 p.m.-9:30 p.m.
6:00 p.m.-9:30 p.m. F

ENGLISH COMMUNICATION SKILLS 1 WITH
COMPUTER APPLICATIONS
COMG 1000
Prerequisite: Pre-assessment required
Note: Textbook required
Learn to carry on simple conversations, ask and answer personal information questions; behave comfortably in social or work situations; read simple English material; write simple present-tense messages, and proceed through segments of daily life such as check writing, reading bills and notices and shopping in grocery stores. Also includes ten hours of computer lab time utilizing specialized software to help students learn and reinforce their English skills.

$275
95469
Aug 26-Sep 19
9:00 a.m.-12:00 p.m.
9:00 a.m.-12:00 p.m. F

Key to Days of Week

To Register: All campuses 281-542-2020
**English Communication Skills 3**  
COMG 1001  
Prerequisite: Pre-assessment required  
Note: Textbook and workbook required  
This course will provide dynamic communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of situations. Students will learn to match vocabulary words with their respective definitions when terms and definitions are presented in writing. Students will learn to select the correct meaning of a word based on the context of the word; give examples of the pronunciation, meaning and part of speech of vocabulary words that relate to work or everyday life activities. This level will provide the student with skills to summarize the main idea in writing.  

$250  
95472  
Aug 26-Sep 19  
9:00 a.m.-12:30 p.m.  
9:00 a.m.-12:30 p.m. F  
50112  
Oct 21-Nov 14  
9:00 a.m.-12:30 p.m.  
50107  
Oct 21-Nov 14  
6:00 p.m.-9:30 p.m.

**English Communication Skills 3 with Computer Applications**  
COMG 1001  
Prerequisite: Pre-assessment required  
Note: Textbook required  
Extend your conversational skills to increase speaking proficiency. Introduction to short writing exercises in multiple tenses. Better understand U.S. culture through visual and audio means. Increase confidence in social and business settings. Be able to comprehend televised commentary to a great degree. Also includes ten hours of computer lab time utilizing specialized software to help students learn and reinforce their English skills.  

$275  
50109  
Sep 23-Oct 17  
9:00 a.m.-12:00 p.m.

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

$250  
50114  
Sep 23-Oct 17  
9:00 a.m.-12:30 p.m.  
50113  
Nov 18-Dec 17  
9:00 a.m.-12:30 p.m.  
50108  
Nov 18-Dec 17  
6:00 p.m.-9:30 p.m.

**English Communication Skills 4 with Computer Applications**  
COMG 1001  
Prerequisite: Pre-assessment required  
Note: Textbook required  
Learn to describe past activities; ask about and give information about past events; be able to ask and tell about future plans and activities. Also, prepare for a job interview; answer questions about skills and work experience; follow a map and interpret a simple map route. In addition, be able to describe an accident, give first-aid instructions and make a doctor’s appointment and call to report an absence from work. Also, includes ten hours of computer lab time utilizing specialized software to help students learn and reinforce their English skills.  

$275  
50115  
Oct 21-Nov 14  
9:00 a.m.-12:30 p.m.

**English Communication Skills 5**  
COMG 1004  
Prerequisite: Pre-assessment required  
Note: Textbook and workbook required  
This level focuses on the improvement in reading and vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job or academic success. The emphasis is on recognition and comprehension of idioms, analogies, antonyms and synonyms, and context clues. The interpretation of factual material and opinions associated with job-related and daily life communications is the focus of this course.  

$250  
95473  
Aug 26-Sep 19  
9:00 a.m.-12:30 p.m.  
9:00 a.m.-12:30 p.m. F  
50115  
Oct 21-Nov 14  
9:00 a.m.-12:30 p.m.

**English Communication Skills 6**  
COMG 1005  
Prerequisite: Pre-assessment required  
Note: Textbook and workbook required  
This is a continuation of English Communication Skills Level 5. This level focuses on the improvement in reading and vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job or academic success.  

$250  
50117  
Sep 23-Oct 17  
9:00 a.m.-12:30 p.m.  
50116  
Nov 18-Dec 17  
9:00 a.m.-12:30 p.m.
**English Communication Skills 7**  
COMG 1005  
Prerequisite: Pre-assessment required  
Note: Textbook and workbook required  
Level 7 is designed for the student who needs to focus on comprehending challenging materials for the workplace or for academic success. This level will prepare the student with the skills to determine meaning from written text, identify word forms and variation in meaning, synonyms and antonyms, context clues, connotation and denotation and fact and opinion. It is designed for advancing students into higher level English language skills.  
$250  
COMG 1005  
50174  
Aug 26-Sep 19  
9:00 a.m.-12:30 p.m.  
9:00 a.m.-12:30 p.m.  
Oct 21-Nov 14  
9:00 a.m.-12:30 p.m.  
**English Communication Skills 8**  
COMG 1007  
Prerequisite: Pre-assessment required  
Note: Textbook and workbook required  
This is a continuation of English Communication Skills Level 7 designed for the student who needs to focus on comprehending challenging materials, texts, or practical discussions for fluency in the English language.  
$250  
COMG 1007  
50177  
Sep 23-Oct 17  
9:00 a.m.-12:30 p.m.  
50176  
Nov 18-Dec 17  
9:00 a.m.-12:30 p.m.  
**Languages**  
**Beginning French I**  
NFND 0000  
Note: Textbook required  
Fundamental skills in listening comprehension, speaking, reading, and writing. Also, includes basic vocabulary, grammatical structures, and culture. (FREN 1411)  
$312  
NFND 0000  
50462  
Aug 26-Dec 13  
8:35 a.m.-9:35 a.m.  
9:45 a.m.-11:10 a.m.  
50461  
Central  
TTh  
Aug 27-Dec 13  
10:10 a.m.-11:45 a.m.  
TTh  
Aug 27-Dec 13  
6:00 p.m.-7:00 p.m.  
7:10 p.m.-8:40 p.m.  
**Beginning German I**  
NFND 0000  
Note: Textbook required.  
This course is an introduction to the German language in written and spoken form. Students will spend three hours a week learning language patterns and forms and two hours a week in lab activities. Students who have successfully completed two years of German in high school may, with the department chair approval, begin with GERM 1412. (GERM 1411)  
$316  
NFND 0000  
50464  
Aug 27-Dec 13  
8:35 a.m.-10:00 a.m.  
10:10 a.m.-11:00 a.m.  
**Beginning Spanish II**  
NFND 0000  
Prerequisite: Successful completion of Beginning Spanish I  
Note: Textbook required  
This course continues the introduction to the Spanish language begun in Beginning Spanish I. Students who have had two or more years of Spanish in high school or can demonstrate adequate proficiency may begin with this course, provided they have approval from the department chair. (SPAN 1412)  
$312  
NFND 0000  
50465  
Aug 26-Dec 13  
8:35 a.m.-10:00 a.m.  
10:10 a.m.-11:10 a.m.  
50466  
Central  
Aug 26-Dec 13  
1:45 a.m.-1:10 p.m.  
1:20 p.m.-2:20 p.m.  
95555  
Aug 26-Dec 13  
10:10 a.m.-12:45 p.m.  
To Register: All campuses 281-542-2020
**Conversational Sign Language I**  
SLNG 1001  
Note: Textbook required  
This course is designed as an introduction to American Sign Language through sign vocabulary, finger spelling and number signing. The class provides basic functional skills required for communication with the deaf. It also presents an introduction to deaf culture with enhanced exposure offered through various guest speakers (hearing and deaf). Through mime, games, music and fun students will build and strengthen their expressive and receptive practical ASL skills. No prior knowledge of sign language is required.  

$175  
CEU 3.0  
HRS: 30  
50143  
South  
TTh  
Sep 03-Oct 03  
6:00 p.m.-9:00 p.m.  
50144  
South  
TTh  
Oct 29-Dec 05  
6:00 p.m.-9:00 p.m.

**Conversational Sign Language II**  
SLNG 1002  
Prerequisite: Conversational Sign Language I  
Note: Textbook required  
A continuation of American Sign Language (Conversational Sign Language I). Continue gaining skills and knowledge to pursue an interpreting career by being introduced to the ASL glossary for further development of vocabulary. Students will learn classifiers and their placement. There will be expressive and receptive use of directional verbs, negations and English to ASL sentences.  

$175  
CEU 1.8  
HRS: 18  
50145  
South  
TTh  
Oct 08-Oct 24  
6:00 p.m.-9:00 p.m.

**Conversational French**  
NFND 0000  
Note: Textbook required  
A beginning French course designed to develop skills of listening, speaking, reading and writing to the point where a student can communicate on a basic level with a sympathetic native speaker. Students will acquire basic vocabulary and structures of French and develop an understanding of its cultural context.  

$250  
CEU 4.2  
HRS: 42  
50141  
Central  
TTh  
Sep 10-Oct 17  
9:00 a.m.-12:30 p.m.

**Conversational Portuguese**  
NFND 0000  
Note: Textbook required  
A beginning Portuguese course designed to develop skills of listening, speaking, reading and writing to the point where a student can communicate on a basic level with a sympathetic native speaker. Students will acquire basic vocabulary and structures of Portuguese and develop an understanding of its cultural context.  

$250  
CEU 4.2  
HRS: 42  
50142  
Central  
TTh  
Oct 08-Nov 14  
6:00 p.m.-9:30 p.m.

**Intermediate Spanish I**  
NFND 0000  
Prerequisites: SPAN 1411-1412  
This course is designed to give the student who has completed Spanish 1411 and 1412 increased fluency and confidence in the use of the Spanish language. Although no lab is scheduled, students will have access to tapes and other lab materials and will be encouraged to use these supplemental learning tools. (SPAN 2311)  

$269  
CEU 4.8  
HRS: 48  
95556  
Central  
TBA  
Aug 26-Dec 13-

**Spanish Conversation: Beginners**  
NFND 0000  
Note: Textbook required. This level is not recommended for those with a native Spanish speaking background.  
A beginning Spanish series designed to develop skills of listening, speaking, reading and writing to the point where a student can communicate on a basic level with a sympathetic native speaker. Students will acquire basic vocabulary and structures of Spanish and develop an understanding of its cultural context.  

$250  
CEU 4.2  
HRS: 42  
50139  
South  
TTh  
Sep 10-Oct 17  
6:00 p.m.-9:30 p.m.

**Spanish Conversation: Intermediate**  
NFND 0000  
Note: Textbook required  
A continuation of Spanish Conversation: Beginners.  

$250  
CEU 4.2  
HRS: 42  
50140  
South  
TTh  
Oct 22-Dec 05  
6:00 p.m.-9:30 p.m.

To Register: All campuses 281-542-2020
PARA EDUCATOR TRAINING

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

$275 CEU 1.8 HRS: 18
50146 South S
Sep 07-Sep 21 8:00 a.m.-3:30 p.m.
50149 South S
Oct 05-Oct 19 8:00 a.m.-3:30 p.m.
50152 South S
Nov 02-Nov 16 8:00 a.m.-3:30 p.m.
70018 South S
Nov 23-Dec 14 8:00 a.m.-3:30 p.m.

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

$65 CEU .6 HRS: 6
50148 South S
Sep 21-Sep 21 8:00 a.m.-1:30 p.m.
50151 South S
Oct 19-Oct 19 8:00 a.m.-1:30 p.m.
50154 South S
Nov 16-Nov 16 8:00 a.m.-1:30 p.m.
70020 South S
Dec 14-Dec 14 8:00 a.m.-1:30 p.m.

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

$260 CEU 1.8 HRS: 18
50147 South S
Sep 07-Sep 21 8:00 a.m.-3:30 p.m.
50150 South S
Oct 05-Oct 19 8:00 a.m.-3:30 p.m.
50153 South S
Nov 02-Nov 16 8:00 a.m.-3:30 p.m.
70019 South S
Nov 23-Dec 14 8:00 a.m.-3:30 p.m.

STUDY SKILLS

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

$75 CEU .8 HRS: 8
50161 North S
Oct 05-Oct 05 8:00 a.m.-5:00 p.m.
**TEST PREPARATION**

**GED Preparación: Español**

**NFND 0000**

Note: Se requiere libro. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. Must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.

Esta serie de preparación para el GED cubre los temas en un ritmo más despacio y un nivel más intensivo. La serie incluye Matemáticas, Estudios Sociales/Ciencia, lectura y gramática (Inglés).

**$395**

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**Ged Preparación: Matemáticas**

**NFND 0000**

Note: Se requiere libro. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. Must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.

Este curso de preparación para el GED es un curso intensivo de matemáticas.

**$165**

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**Ged Preparación: Lectura y Gramática**

**NFND 0000**

Note: Se requiere libro. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. Must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.

Este curso de preparación para el GED es un curso intensivo de gramática.

**$165**

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**Ged Preparación: Ciencia y Estudios Sociales**

**NFND 0000**

Note: Se requiere libro. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. Must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.

Este curso de preparación para el GED es un curso intensivo que cubre ciencias y estudios sociales.

**$120**

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To Register: All campuses 281-542-2020
GED Preparation Tutorial
NFND 0000
Note: Textbook and Casio FX-260 calculator are required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.
The longer GED Preparation series allows for a greater focus on subject matter than the traditional GED Review. Subject matter is covered at a slower pace and a more in-depth level than the GED Review. The series includes Mathematics, Social Studies/Science, and Language Arts. Take each course separately or as a series.

$395 CEU 9.6 HRS: 96
50155 Central MTWTh
Oct 01-Nov 25 9:00 a.m.-12:00 p.m.
50119 Central MTWTh
Oct 01-Nov 25 6:00 p.m.-9:00 p.m.
50120 South MTWTh
Oct 01-Nov 25 6:00 p.m.-9:00 p.m.
50121 North MTWTh
Oct 01-Nov 25 6:00 p.m.-9:00 p.m.

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

$165 CEU 3.6 HRS: 36
95062 Central MTWTh
Aug 26-Sep 16 6:00 p.m.-9:00 p.m.
95063 North MTWTh
Aug 26-Sep 16 6:00 p.m.-9:00 p.m.
95064 South MTWTh
Aug 26-Sep 16 6:00 p.m.-9:00 p.m.
50159 Central MTWTh
Oct 22-Nov 11 9:00 a.m.-12:00 p.m.
50128 Central MTWTh
Oct 22-Nov 11 6:00 p.m.-9:00 p.m.
50129 South MTWTh
Oct 22-Nov 11 6:00 p.m.-9:00 p.m.
50130 North MTWTh
Oct 22-Nov 11 6:00 p.m.-9:00 p.m.

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

$165 CEU 3.6 HRS: 36
50158 Central MTWTh
Oct 01-Oct 21 9:00 a.m.-12:00 p.m.
50123 Central MTWTh
Oct 01-Oct 21 6:00 p.m.-9:00 p.m.
50124 South MTWTh
Oct 01-Oct 21 6:00 p.m.-9:00 p.m.
50125 North MTWTh
Oct 01-Oct 21 6:00 p.m.-9:00 p.m.

Key to Days of Week

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

To Register: All campuses 281-542-2020
GED Preparation: Social Studies/Science
NFND 0000
Note: Textbook is required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required; must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.
For GED applicants who have yet to complete the Social Studies and Science portions of the test. This course is ideal for GED candidates who need more intense tutoring and practice. Like the traditional GED Preparation class, test-taking preparation is included.

$120
50003
Sep 17-Sep 30
50004
Sep 17-Sep 30
50005
Sep 17-Sep 30
50160
Nov 12-Nov 25
50132
Nov 12-Nov 25
50133
Nov 12-Nov 25
50134
Nov 12-Nov 25
CEU 2.4
Central
6:00 p.m.-9:00 p.m.
North
6:00 p.m.-9:00 p.m.
South
6:00 p.m.-9:00 p.m.
Central
9:00 a.m.-12:00 p.m.
Central
6:00 p.m.-9:00 p.m.
South
6:00 p.m.-9:00 p.m.
North
6:00 p.m.-9:00 p.m.
HRS: 24
MTWTh
MTWTh
MTWTh
MTWTh

Life Long Learning
ARTS & CRAFTS

Art Metals I
NFND 0000
This is a basic course in the fabrication and design of jewelry and metalsmithing. (ARTS 2341)

$289
50306
Sep 17-Sep 30
South
3:05 p.m.-6:05 p.m.

Beaded Jewelry (Basic)
NFND 0000
Learn how to make your own double strand necklace and bracelet! We will be making a bracelet and a necklace. Beginners are welcome! See the continuing education registration office for a list of supplies needed.

$30
95167
Aug 15-Aug 15
Central
6:00 p.m.-9:00 p.m.

Bow Making
NFND 0000
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.

$50
95168
Aug 21-Aug 21
Central
6:00 p.m.-9:00 p.m.

Ceramics I
NFND 0000
Note: No textbook required; must be approved by the credit department
Studio Course. An introduction to basic ceramic processes and an exploration of clay as an artistic medium. Includes mechanical (wheel-thrown) and hand-built techniques, and glazing and firing processes. (ARTS 2346)

$289
50278
Aug 26-Dec 13
Central
2:55 p.m.-5:55 p.m.
50279
Aug 26-Dec 13
Central
6:00 p.m.-9:00 p.m.

To Register: All campuses 281-542-2020
CERAMICS II
NFND 0000
Prerequisite: ARTS 2346
Note: No textbook required; must be approved by the credit department
Studio course. A continuation of ARTS 2346. Exploration of clay as an artistic medium, concentrating on combinations of mechanical and hand-built techniques. (ARTS 2347)
$289 CEU 9.6 HRS: 96
50280 Central MW
Aug 26-Dec 13 2:55 p.m.-5:55 p.m.
50281 Central MW
Aug 26-Dec 13 6:00 p.m.-9:00 p.m.

DESIGN II
NFND 0000
Continuation and expansion of Design I includes the study of compositional principals of two-and three-dimensional art and the creative and expressive use of media. (ARTS 1312)
$284 CEU 9.6 HRS: 96
95519 North MWF
Aug 26-Dec 13 8:35 a.m.-10:30am

SCULPTURE I
NFND 0000
An exploration of various sculptural approaches in a variety of media, including additive and subtractive techniques. (ARTS 2326)
$289 CEU 9.6 HRS: 96
50300 North MW
Aug 26-Dec 13 10:45 a.m.-1:45 p.m.
50338 South TTh
Aug 27-Dec 13 11:45 a.m.-2:45 p.m.

SCULPTURE II
NFND 0000
A continuation of sculpture I, this course emphasizes individual expression. Prerequisite: ARTS 2326 or approval of department chair. (ARTS 2327)
$289 CEU 9.6 HRS: 96
50301 North MW
Aug 26-Dec 13 10:45 a.m.-1:45 p.m.

CAKE DECORATING

Wilton Cake Decorating Basics
(Wilton Course 1)
NFND 0000
Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore prior to class starting).
This is the foundation for all Wilton Method Courses. Successful decorating begins with the basics of organizing the ingredients and supplies baking the cake and preparing for decorating, making the icing, and learning how to use the decorating tools properly. You will be introduced to basic cake decorating by learning the star, drop flower, piping gel transfers and be introduced to the rose.
$49 CEU .8 HRS: 8
50078 North M
Sep 16-Oct 07 6:30 p.m.-8:30 p.m.
50080 North W
Sep 19-Oct 09 6:30 p.m.-8:30 p.m.
50081 North M
Oct 14-Nov 04 6:30 p.m.-8:30 p.m.
50082 North W
Oct 16-Nov 11 6:30 p.m.-8:30 p.m.

Wilton Flowers and Cake Design
(Cake Decorating Course 2)
NFND 0000
Prerequisite: Wilton Cake Decorating I
Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore prior to class starting).
In this course you will learn to make beautiful flowers, such as the rose, rosebud, daffodils and violets, perfect for any occasion. Just as important as learning to make the flowers, you will learn the basic design principles to created impressive floral arrangements on your cake. To finish your cake you will learn the basket weave and reverse shell for a lovely finished cake.
$49 CEU .8 HRS: 8
50083 North M
Oct 14-Nov 04 6:30 p.m.-8:30 p.m.

Key to Days of Week

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

To Register: All campuses 281-542-2020
Wilton Gum Paste and Fondant
NFND 0000
Prerequisite: Wilton Cake Decorating I and II
Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore prior to class starting).
Learn how to create incredible lifelike flowers such as the carnation and daisy using the latest gum paste and fondant tools and techniques. You will also learn to cover your cake and cake board with fondant for an impressive display. Then you will finish off your cake using your choice of borders taught in class.

$49  CEU .8  HRS: 8
95490  Central  Th
Aug 15-Aug 29  6:30 p.m.-8:30 p.m.

Aug 26-Aug 26  6:30 p.m.-8:30 p.m.
50084  North  M
Nov 04-Nov 25  9:00 a.m.-11:00am
70014  North  W
Nov 13-Dec 09  9:00 a.m.-11:00am

 BALLROOM DANCE LESSONS II
NFND 0000
Rhumba, Tango, Salsa, Merengue (6 week course). Fun-easy-relaxing- great exercise-keep on dancing  A partner is required.

$80  CEU 1.2  HRS: 12
50070  South  Th
Oct 31-Dec 12  7:00 p.m.-9:00 p.m.

Belly Dancing I
NFND 0000
Note: Students must purchase zills for $15.00-$20.00.
Using the ancient and sensual art of belly dancing you can tone your body and captivate imagination. This class will strive to be creative and aerobic along with stretching and toning all muscle groups.

$80  CEU 1.2  HRS: 12
50079  Central  T
Oct 29-Dec 03  5:30 p.m.-7:20 p.m.

Modern Dance I
NFND 0000
Beginning technique in modern dance with emphasis on floor and center work, basic rhythm, and movement combinations. (DANC 1341)

$183  CEU 9.6  HRS: 96
50294  Central  MW
Aug 26-Dec 13  11:45 a.m.-1:10 p.m.

Wedding or Holiday Dance Crash Course
NFND 0000
Whether you are a bride or groom, parents of the wedding party, or just want to learn some basic skills for special events and holiday parties, this course is for you! Learn to dance to a mixture of different types of music, such as Big Band, Waltz and slow music. You will learn enough in this class to confidently get around the dance floor with anyone. No prior dance training is necessary to take this class.

$50  CEU .6  HRS: 6
50071  South  Th
Sep 19-Oct 24  6:00 p.m.-7:00 p.m.
50072  South  Th
Oct 31-Dec 12  6:00 p.m.-7:00 p.m.

Zumba
NFND 0000
Zumba fuses hypnotic Latin rhythms and easy to follow moves to create a one of a kind fitness program. Our goal is simple: We want you to work out, love working out and to get hooked. Any age person will benefit and improve fitness levels.

$80  CEU 1.2  HRS: 12
50088  Central  MW
Sep 19-Dec 11  6:00 p.m.-7:00 p.m.
**Motorcycle Riders Course**

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

Note: Motorcycle and helmet for class will be provided. Upon successful course completion, certificate is issued for submission to the Texas Department of Public Safety (DPS). Motorcycles are furnished (250cc). Students must wear a helmet, over-the-ankle leather shoes/boots with heels, gloves, long sleeve shirt, long pants, glasses or face shield. Depending on student skill level and size of class, hours may vary. No refunds are given after the course begins.

**No refunds given after course begins.**

$195 CEU 1.9 HRS: 19

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

Contact the campus office to register - 281.459.7119

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**DIGITAL DESIGN**

**Digital Video**

NFND 0000

Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a desktop digital video workstation. ([ARTV 1351](#))

$289 CEU 9.6 HRS: 96

50339 South TTh

Aug 27-Dec 13 8:35 a.m.-11:35 a.m.

**FINANCIAL MANAGEMENT**

**Retirement Planning Today**

NFND 0000

This is an objective education course that examines many aspects of personal finance and how they can work together to create an integrated successful retirement plan. Shows you how to access your financial situation and develop a personalized plan to achieve your financial and retirement goals.

$70 CEU 9 HRS: 9

50076 South T

Sep 24-Oct 08 6:30 p.m.-9:30 p.m.

To Register: All campuses 281-542-2020
GARDENING

**Container Gardening Made Easy**
NFND 0000

This class will cover potting soil mixes, how to make your potting soil mixes, what container fertilizers to use and when, as well as troubleshooting. Perennials, biennials, annuals, and shrubs will be discussed. (evergreens and non-evergreens) and some

$39 CEU .3 HRS: 3
50085 South Th
Nov 21-Nov 21 6:00 p.m.-9:00 p.m.

LIFE LONG LEARNING

**Stagecraft I**
NFND 0000

An introduction to the theory and practical applications of theatre lighting, set design and construction techniques. Students are provided the opportunity to participate in actual production situations as members of the stage crew. Workshop hours will be scheduled as required. (DRAM 1330)

$269 CEU 4.8 HRS: 48
50530 South TTh
Aug 27-Dec 13 11:45 a.m.-1:10 p.m.

**Theatre Practicum I**
NFND 0000

Open to all students interested in the theatre. Course is for acting, technical work or other participation. (DRAM 1120)

$193 CEU 9.6 HRS: 96
95522 South
Aug 26-Oct 18

PAINTING/DRAWING

**Design I**
NFND 0000

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

$279 CEU 9.6 HRS: 96
95518 North MWF
Aug 26-Dec 13 8:35 a.m.-10:30 a.m.

**Drawing I**
NFND 0000

A beginning course investigating a variety of media, techniques and subjects, exploring perceptual and descriptive possibilities with consideration of drawing as a developmental process, as well as an end in itself. (ARTS 1316)

$279 CEU 9.6 HRS: 96
50302 South MW
Aug 26-Dec 13 10:35 a.m.-11:35 a.m.
50303 South MW
Aug 26-Dec 13 3:05 p.m.-4:05 p.m.
50304 South MW
Aug 26-Dec 13 6:30 p.m.-7:30 p.m.
50335 South TTh
Aug 27-Dec 13 8:35 a.m.-11:35 a.m.
50331 North TTh
Aug 27-Dec 13 11:45 a.m.-2:45 p.m.
50336 South TTh
Aug 27-Dec 13 11:45 a.m.-2:45 p.m.

**Drawing II**
NFND 0000

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

$279 CEU 9.6 HRS: 96
50332 North TTh
Aug 27-Dec 13 11:45 a.m.-2:45 p.m.

**Life Drawing I**
NFND 0000

Life Drawing I is a studio course emphasizing structure and action of the human figure. (ARTS 2323)

$279 CEU 9.6 HRS: 96
50337 South TTh
Aug 27-Dec 13 3:05 p.m.-6:05 p.m.

**Painting I**
NFND 0000

Exploring the potentials of painting media with emphasis on color and composition. (ARTS 2316)

$279 CEU 9.6 HRS: 96
50305 South MW
Aug 26-Dec 13 11:45 a.m.-2:45 p.m.
50333 North TTh
Aug 27-Dec 13 8:35 a.m.-11:35 a.m.

**Painting II**
NFND 0000

Prerequisite: ARTS 2316 or approval of department chair. Continuation of Painting I with emphasis on individual expression. (ARTS 2317)

$279 CEU 9.6 HRS: 96
50334 North TTh
Aug 27-Dec 13 8:35 a.m.-11:35 a.m.
**Watercolor I**
NFND 0000
Introduction to the basic techniques and materials of transparent and opaque watercolors. (ARTS 2366)
$279  CEU 9.6  HRS: 96
50307  South  MW
Aug 26-Dec 13  11:45 a.m.-2:45 p.m.

**SCRAPBOOKING**

**Scrapbooking Session 1: The Basics of Scrapbooking**
NFND 0000
Basic scrapbooking tools, adhesives, supplies and organization trends related to getting started in scrapbooking.
$18  CEU .2  HRS: 2
50086  South  T
Nov 19-Nov 19  7:00 p.m.-9:00 p.m.

**Scrapbooking 2: Page Elements and Design**
NFND 0000
Scrapbooking page elements and design, pictures, paper, title/journaling, embellishments and color theory.
$18  CEU .2  HRS: 2
50087  South  T
Nov 26-Nov 26  7:00 p.m.-9:00 p.m.

**Scrapbooking Session 5: Bring on the Bling**
NFND 0000
Tools, techniques and trends related to adding dimension to projects and pages through the use of elements such as metal, fibers, chipboard, beads and brads and buttons.
$20  CEU .2  HRS: 2
95210  South  Th
Aug 15-Aug 15  7:00 p.m.-9:00 p.m.

**SPORTS & RECREATION**

**Advanced Tennis**
NFND 0000
Emphasis is on instruction of advanced techniques, development of a variety of strokes, singles and doubles strategy in game situations and USTA tournament rules and procedures. (PHED 1102)
$183  CEU 4.8  HRS: 48
50283  Central  MW
Aug 26-Dec 13  11:45 a.m.-1:10 p.m.

**Aerobic Activities**
NFND 0000
A cardiovascular conditioning program designed to improve muscle tone and to help maintain a healthy body weight through fun and fitness activities. (PHED 1117)
$183  CEU 4.8  HRS: 48
50314  Central  TTh
Aug 27-Dec 13  11:45 a.m.-1:10 p.m.

**Basketball**
NFND 0000
The student will receive instruction on the basic skills and techniques of basketball. (PHED 1120)
$183  CEU 4.8  HRS: 48
50315  Central  TTh
Aug 27-Dec 13  8:35 a.m.-10:00am
50316  Central  Th
Aug 29-Dec 13  6:30 p.m.-9:30 p.m.

**Beginning Aikido Martial Arts**
NFND 0000
This co-educational introductory course is open to beginners as well as experienced martial arts students. The class is a fun way to learn a non-competitive, non-aggressive, self-defense Japanese Martial Art. Warm-up exercises, throws, pins, basic Aikido history, theory, and tradition are taught. Emphasis is on movement, stress control, and self-defense. You will learn how to redirect an attacker’s strength and momentum as a way to effectively deal with an aggressor. Male or female, big or small, anyone in reasonably good health or physical condition can participate and benefit from this Aikido class.
$129  CEU 2.4  HRS: 24
50067  Central  MW
Aug 26-Oct 16  7:00 p.m.-8:30 p.m.
50065  South  TTh
Aug 27-Oct 17  8:30 p.m.-9:50 p.m.
50068  Central  MW
Oct 21-Dec 11  7:00 p.m.-8:30 p.m.
50066  South  TTh
Oct 22-Dec 17  8:30 p.m.-9:50 p.m.

**Beginning Tennis**
NFND 0000
This course introduces students to beginning skills and strategies in tennis. Lecture topics include history, rules, strategy (both singles and doubles), etiquette, proper care and selection of equipment, and proper time. (PHED 1101)
$183  CEU 4.8  HRS: 48
50282  Central  M
Aug 26-Dec 13  11:45 a.m.-1:10 p.m.
### Fitness Walking

NFND 0000

This course introduces students to walking as a lifetime fitness activity. Emphasis is placed on correct form and pacing to maintain working heart rate. Other topics covered are proper shoe selection, training principles for improved cardiovascular fitness, safety, and injury prevention. (PHED 1143)

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</table>

### Golf - Beginning

NFND 0000

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

<table>
<thead>
<tr>
<th>Course</th>
<th>CEU</th>
<th>HRS</th>
<th>Start Date</th>
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<tbody>
<tr>
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<td>8</td>
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<td>5:30 p.m.-6:50 p.m.</td>
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</table>

### Golf - Intermediate

NFND 0000

Attention is given to proper stance, grip, swing, and game process. Supervised help in developing control and accuracy. Students must bring their own golf clubs and a few golf balls. Additional money will also be needed for purchase of balls at a driving range where some of the instruction will be conducted.

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<tr>
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</tbody>
</table>

### Jogging

NFND 0000

Students cardiovascular and overall physical fitness are emphasized using a variety of methods and materials. (PHED 1114)

<table>
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### Kickboxing for Fitness

NFND 0000

Kickboxing is a fitness program designed to improve muscle tone and cardiovascular endurance through constant motion and repetition using martial arts techniques. A variety of combinations and some martial arts applications are taught. (PHED 1145)

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To Register: All campuses 281-542-2020
**Martial Arts (Aikido)**

NFND 0000

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

$183  CEU 4.8  HRS: 48

| 50290   | Central  | MW |
| Aug 26-Dec 13 | 1:20 p.m.-2:45 p.m. |
| 50289   | Central  | MW |
| Aug 26-Dec 13 | 10:10 a.m.-11:35am |
| 50292   | Central  | MW |
| Aug 26-Dec 13 | 11:45 a.m.-1:10 p.m. |
| 50293   | Central  | MW |
| Aug 26-Dec 13 | 1:20 p.m.-2:45 p.m. |
| 50291   | Central  | M |
| Aug 26-Dec 13 | 6:30 p.m.-9:30 p.m. |
| 50317   | Central  | TTh |
| Aug 27-Dec 13 | 8:35 a.m.-10:00am |
| 50318   | Central  | TTh |
| Aug 27-Dec 13 | 10:10 a.m.-11:35am |
| 50319   | Central  | TTh |
| Aug 27-Dec 13 | 11:45 a.m.-1:10 p.m. |
| 50320   | Central  | TTh |
| Aug 27-Dec 13 | 1:20 p.m.-2:45 p.m. |

**Racquetball**

NFND 0000

This course introduces the student to the rules, terms, safety, basic skills and strategies necessary to play racquetball. (PHED 1109)

$183  CEU 4.8  HRS: 48

| 50285   | Central  | M |
| Aug 26-Dec 13 | 6:30 p.m.-9:30 p.m. |
| 50308   | Central  | TTh |
| Aug 27-Dec 13 | 11:45 a.m.-1:10 p.m. |

**Tai Chi**

NFND 0000

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.

$60  CEU 1.0  HRS: 10

| 50077   | South  | M |
| Sep 09-Nov 11 | 6:00 p.m.-7:00 p.m. |

**Volleyball**

NFND 0000

The student will receive instruction in the skills of passing, setting, spiking, serving, and blocking. Basic offensive and defensive strategies, rules, tournament play, and officiating will be covered. (PHED 1104)

$183  CEU 4.8  HRS: 48

| 50284   | Central  | TTh |
| Aug 27-Dec 13 | 10:10 a.m.-11:35 a.m. |

**Weight Training**

NFND 0000

Lectures, demonstrations and practice in the basic skills and techniques of weight training. (PHED 1123)

$183  CEU 4.8  HRS: 48

| 50290   | Central  | MW |
| Aug 26-Dec 13 | 8:35 a.m.-10:00am |
| 50289   | Central  | MW |
| Aug 26-Dec 13 | 10:10 a.m.-11:35am |
| 50292   | Central  | MW |
| Aug 26-Dec 13 | 11:45 a.m.-1:10 p.m. |
| 50293   | Central  | MW |
| Aug 26-Dec 13 | 1:20 p.m.-2:45 p.m. |
| 50291   | Central  | M |
| Aug 26-Dec 13 | 6:30 p.m.-9:30 p.m. |
| 50317   | Central  | TTh |
| Aug 27-Dec 13 | 8:35 a.m.-10:00am |
| 50318   | Central  | TTh |
| Aug 27-Dec 13 | 10:10 a.m.-11:35am |
| 50319   | Central  | TTh |
| Aug 27-Dec 13 | 11:45 a.m.-1:10 p.m. |
| 50320   | Central  | TTh |
| Aug 27-Dec 13 | 1:20 p.m.-2:45 p.m. |

**Wellness**

**Traditional Chinese Meditation Techniques for Relaxation**

NFND 0000

Note: Students should wear loose-fitting, comfortable clothes to class.

This course will use traditional meditative techniques for Chinese culture, such as slow, rhythmic movement, deep breathing, meditative visualization, and acupressure-type self-massage to help students relax. These exercises are not physically demanding, but students should at least be capable of slow movement, standing, or sitting on the floor.

$40  CEU .6  HRS: 6

| 50073   | South  | T |
| Sep 10-Oct 15 | 6:15 p.m.-7:15 p.m. |

**Key to Days of Week**

| M | Monday |
| T | Tuesday |
| W | Wednesday |
| R | Thursday |
| F | Friday |
| S | Saturday |
| Su | Sunday |
**Adult Learning Institute**

*Classes for Ages 55 and Up!*

10% off select classes!

Are you ready to reinvent yourself? Make new friends? Learn a new skill or hobby? These new offerings are just the ticket.

Choose from the following courses to take advantage of the Adult Learning Institute discounted prices:

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Ballroom Dance Lessons I &amp; II</td>
<td>Retirement Planning Today</td>
</tr>
<tr>
<td>Beaded Jewelry Basics</td>
<td>Scrapbooking Sessions 1-5</td>
</tr>
<tr>
<td>Country &amp; Western Dance I &amp; II</td>
<td>Tai Chi</td>
</tr>
<tr>
<td>Golf – Beginning</td>
<td>Drawing I</td>
</tr>
<tr>
<td>Golf – Intermediate</td>
<td>Chi Kung</td>
</tr>
<tr>
<td>Small Instrument Ensemble – Flute</td>
<td>Knitting I</td>
</tr>
<tr>
<td>Watercolor I</td>
<td>Ceramics I</td>
</tr>
<tr>
<td>Water Aerobics</td>
<td>Jazz Ensemble</td>
</tr>
</tbody>
</table>

**San Jacinto College will be closed this semester:**

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

**NO CLASSES WILL MEET ON THESE DAYS**
Online Learning

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

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

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

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

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

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

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

To Register: Call 281-542-2020
General Information

How To Contact Us

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

Central Campus: 281-542-2020, Interactive Learning Center, 8060 Spencer Hwy., Pasadena, TX 77505
North Campus: 281-542-2020, Slovacek Student Center, 5800 Uvalde Road, Houston, TX 77049
South Campus: 281-542-2020, Academic Administration Building, 13735 Beamer Road, Houston, TX 77089

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

Información General

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

Campo Central 281-542-2020
Campo Norte 281-542-2020
Campo Sur 281-542-2020

y pida que se le envíe ésta información.

Registration Is Easy

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

For parking and security needs, please know your vehicle’s license plate number when you arrive for class.

Telephone Registration

Register by phone. Please have the student personal information and all course information when you call. For hours, see preceding How to Contact Us section.

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

Fax or Email Registration

Fax or email your completed registration form at any time. A blank registration form is located in this schedule. Fax and email access are available 24 hours a day.

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

In Person Registration

Visit our offices at the following locations. For hours, see preceding How to Contact Us section.

Central Campus-Interactive Learning Center, Room C-1.128, 8060 Spencer Hwy., Pasadena
North Campus-Slovacek Student Center Building, Room N-12.212, 5800 Uvalde Road, Houston
South Campus-Administration Bldg., Room S-8.1052, 13735 Beamer Road, Houston

To Register: All campuses 281-542-2020
Payment
To complete registration for a course, payment must be made at the time of class selection, regardless of method of enrollment. Non-payment will result in an automatic withdrawal from the selected class(es). The College accepts Visa, MasterCard, Discover, American Express and web checks. Debit cards without a Visa or MasterCard logo are accepted for in-person payment only. Payment may be made in person at the campus Business Office, or online at www.sanjac.edu by accessing the SOS system through the "My SanJac" link.

Online Registration
Go to www.cpd/sanjac.edu to the Registration heading to view a video tutorial about registering online for Continuing & Professional Development Classes.

To start your registration go to www.cpd/sanjac.edu.

Each course schedule will only show available classes in the instructional area. Begin your registration by selecting one of the course schedules below.

<table>
<thead>
<tr>
<th>Applied Technology &amp; Trades</th>
<th>Life Long Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business &amp; Professions</td>
<td>Maritime</td>
</tr>
<tr>
<td>Computers/IT Training</td>
<td>Motorcycle Rider</td>
</tr>
<tr>
<td>Health Occupations</td>
<td>Online</td>
</tr>
<tr>
<td>Education</td>
<td></td>
</tr>
</tbody>
</table>

How to Search for Courses:
Use the Search feature at the top of the page by selecting a Term and entering a keyword for the subject of interest or click an Advanced Search where you may select to search for a course by various attributes, such as Subject, Schedule type, Campus, or Start Date. An account is not needed in order to search and select 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 by dragging the course box into the schedule area.

Step 2: Select Register and you will have a chance to view the selected courses and sign a disclaimer. At this point you will be asked to sign in with your San Jacinto College ID (G#) if not already signed in. Note: The first time you sign in with an existing G#, select Forgot Password? to create a password and security questions for this software. Please contact the Registration office if any of your personal information, such as address or phone number has changed. You can create an account to obtain a San Jacinto Student ID (G#) if you do not have one (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 confirmation. Accept the Registration Disclosure to continue.

Step 4: Select Payment Option and Continue to complete payment.

Step 5: Select Submit payment.

Step 6: Process payment according to the online directions
The College accepts Visa, MasterCard, Discover, American Express, and web checks. Debit cards without a Visa or MasterCard logo are accepted for in-person payment only. Payment may be made in person at the Development (CPD) students as long as the length of the Course Section is 4 - 16 weeks. Contact your CPD registration office or the campus business office for details.

You must complete the payment process to reserve your seat in the course or you will not be registered.

Registration Contacts:
North Campus 281-459-7119
South and Clear Lake Campuses: 281-922-3440
Central Campus: 281-476-1838

Computer Requirements:
Adobe Flash, Internet access, email, Microsoft Internet Explorer, or Firefox Web browsers.

Convenient Payment Plan (CPP)
Convenient Payment Plans are available to Continuing & Professional Development (CPD) students under the following guidelines:
1. The length of the Course Section must be a minimum of 30 calendar days.
2. Two plans are available: one for classes four to seven weeks in length; the other for classes 8-16 weeks in length.

There will be a $25 setup fee for the CPP payable with the first payment.
3. For a four to seven week class, the student will pay 50 percent plus the $25 set-up fee on the first payment. One installment payment for the remaining 50 percent balance is due 30 days after the set-up date for the CPP.
4. For an 8-16 week class, the student will pay 50 percent plus the $25 set-up fee on the first payment; the first of two installment payments (each 25 percent of the remaining balance) is due 30 days after the set-up date. The second, final installment payment is due 60 days after the set-up date.

The student will be assessed a $25 late payment fee for failure to pay on or before the prescribed payment due dates.
5. A student will be limited to only one CPP during the same term.
6. A student will be limited to a maximum of two plans with a current balance.
7. Failure to make all payments may result in the CPP being forwarded to the collection agency of the College and subject to additional collection fees.
Drops, Cancellations, and Transfers / Refund Policy
Need to drop your class?
• A 100 percent refund is given if a withdrawal request is received before the class begins. No refund is given after the class begins.
• Courses that are linked with academic courses will adhere to the stated CPD refund policy.
• Withdrawal requests must come directly from the student or his/her designee. A Withdrawal/Transfer Request form will be completed by the person making the request (if the request is by telephone, the CPD registration staff will complete the form to include all pertinent information). The official receipt date is the day and time the request is received in the CPD office. All refunds are paid by check to the student regardless of the method or source of original registration payment. Please allow three to four weeks for the refund check to be processed and mailed to the address given at the time of registration. If there has been an address change, please provide the corrected address with your withdrawal request.

Bookstore Questions?
Please call any of the campus bookstores directly:
Central: 281-476-1898
North: 281-459-7111
South: 281-922-3410

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

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

Transcript Requests
Most CPD courses earn Continuing Education Units (CEUs) which are reported as part of your permanent student record. You may request copies of your transcript in person or by mail by contacting one of the campus enrollment services offices. That office will need a completed Transcript Request Form and a copy of your photo ID. For questions, call 281.998.6150.

Screening Requirements for Classes with Clinicals
A criminal background check is required before a student can participate in a clinical assignment. This is a requirement of all clinical facilities in the Houston/Gulf Coast Area, as mandated by JCAHO (Joint Commission on Accreditation of Healthcare Organizations).

The approximate cost of the screening is $55. Information on where to obtain this screening is available from the instructor.

Linked Classes
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.
*If a course is linked to a credit course, the price will be the same as the credit course price.
*Courses that are linked with academic courses will adhere to the stated CPD refund policy.
Emergency Closings

Providing a safe and secure environment for our students, faculty and staff is a top priority at San Jacinto College. In the event the College needs to be closed for any situation, such as inclement weather, students and employees should refer to email, text messages, and the College website at www.sanjac.edu. In addition, local television and radio stations may also broadcast bulletins announcing campus closings in emergency situations.

Students and employees are encouraged to sign up for the SJC Alert Me system to receive voice and text messages in the event of a College closure. SJC Alert Me will provide San Jacinto College with another communication tool to keep students, faculty, and staff informed during threatening situations and weather-related closings. In order to receive voice and text messages, you must provide your telephone and/or cell phone number. There is no cost to sign up for this notification service. However, when the system sends a message to your personal phone, you are responsible for any charges from your phone service provider associated with receiving voice or text messages.

IMPORTANT NOTICES

• Information contained in the schedule is subject to the policies and procedures of the San Jacinto College District and is subject to change without notice.
• All courses are taught in English, unless specified otherwise.
• Classes may be cancelled because of low enrollment.
• Instructors may be changed as conditions warrant.
• Room assignments and building locations may be changed as conditions warrant.
• Students must attend the class section for which they are registered.
• CPD staff and instructors provide information, not advice.
• San Jacinto College requires that its instructors not solicit business for personal gain in the classroom. Any business transaction resulting from a class is the responsibility of the student, not the College.

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

*If a course is linked to a credit course, the price will be the same as the credit course price.

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

Students enrolling into “linked” classes should receive from the CPD Registration Office an informational form for their review. Please ask for this information when you choose to enroll into “linked” classes.

• ESL assessments will not be started after 6 p.m.

Logging In to the College’s Online SOS System

Persons enrolling into their first class with San Jacinto College, or those that have not taken courses recently, are asked to claim your account (student ID or G number) before it can be used to access the College’s online SOS system.

Go to www.sanjac.edu and click on the My SanJac link at the top, to claim your account. Follow the instructions on each screen. For help, contact the College's Tech Support group at 281.998.6137.

San Jacinto College will be closed this semester:

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

NO CLASSES WILL MEET ON THESE DAYS
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<td>Liquid Penentrate &amp; Magnetic Particle</td>
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<td>Magnetic Resonance Equipment And Methodology</td>
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<td>Magnetic Resonance Imaging Clinical I</td>
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<td>Metrology And Blueprint Reading</td>
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<td>Mexican-American Literature</td>
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<td>Mission And Vision Statements</td>
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<td>Modern Dance I</td>
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<td>Motor Controls</td>
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<td>Non-Destructive Testing</td>
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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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<tr>
<td><strong>Name</strong></td>
<td>The following questions are used by the state to help provide support for our programs. Although not required, your cooperation in answering them is appreciated.</td>
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<td>Last</td>
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<td><strong>If known, provide your San Jacinto College ID Number</strong></td>
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<td><strong>Or Social Security No.</strong></td>
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<td><strong>Home Address</strong></td>
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<td><strong>Additional Information</strong></td>
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<td>(Optional-Mark all that apply)</td>
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<td>(2) Black or African American</td>
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<td>(3) Asian or Pacific Islander</td>
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<tr>
<td>(4) American Indian or Alaskan Native</td>
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<td>(5) Native Hawaiian</td>
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<td>(6) Not reported</td>
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<td><strong>CHECK ON</strong></td>
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<td>☐ Non-Hispanic</td>
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<td><strong>Gender</strong></td>
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<tr>
<td>M</td>
<td>(1) Academically Disadvantage</td>
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<tr>
<td>F</td>
<td>(2) Economically Disadvantaged</td>
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<tr>
<td>Birth Date</td>
<td>(3) Disability</td>
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<tr>
<td>MM</td>
<td>(4) Limited English Skills</td>
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<td>DD</td>
<td>(5) Displaced Homemaker</td>
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<td>YY</td>
<td>(6) Single Parent</td>
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<td><strong>Email</strong></td>
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<td><strong>Emergency Contact</strong></td>
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<td><strong>Name</strong></td>
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<td><strong>Phone No.</strong></td>
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<td><strong>Relationship</strong></td>
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<td><strong>Highest Grade or Degree Completed</strong></td>
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<tr>
<td>Grade 7, 8, 9, 10, 11, High School, Some college, Associates, Bachelors, Masters, or Doctorate</td>
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### Registration Information

<table>
<thead>
<tr>
<th>Section No./CRN</th>
<th>Course Title</th>
<th>Start Date</th>
<th>Course Fee</th>
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</thead>
<tbody>
<tr>
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I certify that all information provided on this form is correct. I understand that this registration cannot be transferred to any other individual. If my tuition for a class(es) is being paid by a company or organization, I hereby give the College permission to release my grades and attendance records for that class(es).

**Signature**

**Date**

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

**Registration Office and Fax Numbers**

- Central Campus: Office Number 281.542.2020, Fax Number 281.476.1833, Campus (circle one) C
- North Campus: Office Number 281.542.2020, Fax Number 281.459.7196, Campus (circle one) N
- South Campus: Office Number 281.542.2020, Fax Number 281.922.3422, Campus (circle one) S

**Office Use Only**

- Staff ID: Date: Refund Request Date: Staff ID:
- Transfer/Refund From CRN: To CRN: Date:
SAN JACINTO COLLEGE COMMUNITY COLLEGE DISTRICT

MISSION AND VISION STATEMENTS

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

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

**Our Values**

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

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

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

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

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

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

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

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

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**Annual Security and Fire Safety Report**
The San Jacinto College Community District is committed to assisting all members of the San Jacinto College community in providing for their own safety and security. The annual security compliance document is available on the San Jac Police Department website. A hard copy of the San Jacinto College Annual Security and Fire Safety Report is available for review at each of the three campus police departments.

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

**Equal Opportunity Statement**
The San Jacinto College District is committed to equal employment opportunity for all employees and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. No person including students, faculty, staff, part-time, and temporary workers will be excluded from participation in, denied the benefits of, or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the San Jacinto College District on the basis of the categories listed.
Central Campus
8060 Spencer Hwy., Pasadena 77505
Building 1, Suite 128 (C-1.128)
Interactive Learning Center
281-542-2020

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

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

The Training Space @ Clear Lake
Bay Plaza, 711 West Bay Area Boulevard, Suite 125
Webster, 77598
281-922-3440

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

To register for training, call or visit:

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