The Training Connection
Training and Educational Solutions for Workers and Employers

To register for training, call or visit:

Central Campus
8060 Spencer Hwy, Pasadena 77505
Building 1, Suite 128 (C-1.128)
Interactive Learning Center
281-476-1838

North Campus
5800 Uvalde Road, Houston 77049
Building 12, Suite 212 (N-12.212)
Slovacek Student Center
281-459-7119

South Campus
13735 Beamer Road, Houston 77089
Building 8, Suite 1052 (S-8.1052)
Academic Administration Building
281-922-3440

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

Hours are Monday – Thursday from 8 a.m. – 6:30 p.m. and Friday from 8 a.m. – 4:30 p.m.
Training and Educational Solutions for Workers and Employers

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

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

Linked Classes

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

Key to Days of Week

| Day | Day
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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.
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How To Read The Schedule

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.

Course Title: INTRODUCTION TO INTERNATIONAL BUSINESS & TRADE
Course ID: IBUS 1005
Prerequisites: None
Course Description:
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
CEU: 4.8
HRS: 48

Campus: North
Time Class is Held: 7 p.m.-10 p.m.
Day Class is Held: T

Registration:
North: 281.459.7119  •  South and Clear Lake: 281.922.3440  •  Central: 281.476.1838
**HUMAN RESOURCE MANAGEMENT**  
HR - Human Resources Certificate Program  
HRPO 1091  
**Prerequisites:** None  
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.  
Note: Textbook required.  
$775 CEU 10.5 HRS: 105  
50393 South MW  
Aug 27-Dec 17 6 p.m.-9:30 p.m. S-8 S-8.1031  
50392 Central W F  
Sep 7-Dec 17 6 p.m.-9:30 p.m.

**PROJECT MANAGEMENT**  
PM - Project Management Certificate Program  
BMGT 1023  
**Prerequisites:** None  
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.  
Note: Textbook required.  
$725 CEU 7.7 HRS: 77  
50394 South TTh  
Sep 11-Nov 29 6 p.m.-9:30 p.m. S-8 S-8.1031

**COSMETOLOGY**  
**Advanced Hair Design**  
CSME 2039  
**Prerequisites:** None  
This course promotes advanced concepts in the theory and practice of hair design. (CSME 2539)  
$380 CEU 17.6 HRS: 176  
50740 North M  
Aug 27-Dec 14 7:45 a.m.-9:44 a.m.

**Advanced Haircutting & Related Theory**  
CSME 2010  
**Prerequisites:** None  
Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers. (CSME 2310)  
$293 CEU 11.2 HRS: 112  
50734 North T  
Aug 28 - Dec 14 8:45 a.m.-3:15 p.m. N-10 N-10.252

**Application of Facials/Esthetic Technology I**  
CSME 1002  
**Prerequisites:** Reading level 4, CSME 1421 and CSME 1520 or department chair approval  
This is a laboratory-based learning experience that enables students to apply specialized occupational theory, skills and concepts. (CSME 1302)  
$281 CEU 8.0 HRS: 80  
50746 North MT  
Aug 27-Dec 14 12 p.m.-12:50 p.m. N-10 N-10.201

**Artistry of Hair Design I**  
CSME 1054  
**Prerequisites:** None  
This course offers instruction in hair design. Topics include the theory and applications of wet styling, thermal hair styling, finishing techniques, and client communication skills. (CSME 1354)  
$287 CEU 11.2 HRS: 112  
50737 North F  
Aug 31-Dec 14 7:45 a.m.-3:45 p.m. N-10 N-10.249

**Artistry of Hair Design II**  
CSME 1055  
**Prerequisites:** None  
A continuation of hair design. Topics include the additional theory and applications of current trends in hair design. End-of-course outcomes, practice and mastery of workplace competencies related to hair design; and demonstrating the professional skills related to hair design. (CSME 1355)  
$296 CEU 11.2 HRS: 112  
50741 North F  
Aug 31-Dec 14 7:45 a.m.- 8:44 a.m.
### Chemical Reformation/Related Theory
**CSME 1053**
**Prerequisites:** None
This course features presentation of the theory and practice of chemical reformation, including terminology, application, and workplace competencies. (CSME 1553)

<table>
<thead>
<tr>
<th>Course</th>
<th>CEU</th>
<th>HRS</th>
<th>Dates</th>
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<tr>
<td>Chemical Reformation</td>
<td>17.6</td>
<td>176</td>
<td>Aug 29-Dec 14 12 p.m.-4 p.m. N-10 N-10.200</td>
</tr>
</tbody>
</table>

### Introduction to Haircutting & Related Theory
**CSME 1010**
**Prerequisites:** None
Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques. (CSME 1310)

<table>
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<tr>
<th>Course</th>
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<td>Introduction to Haircutting</td>
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<td>112</td>
<td>Aug 28-Dec 14 7:45 a.m.-8:44 a.m.</td>
</tr>
</tbody>
</table>

### Orientation to Cosmetology
**CSME 1001**
**Prerequisites:** None
This is an overview of the skills and knowledge necessary for the field of cosmetology. Topics to include the theory and/or skills related to service preparation, braiding, and scalp techniques, shampooing, conditioning, etc. (CSME 1501)

<table>
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<tr>
<th>Course</th>
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<td>Orientation to Cosmetology</td>
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<td>Aug 27-Dec 14 7:45 a.m.-10:44 a.m. N-10 N-10.249</td>
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### Principles of Facial/Esthetics Technology I
**CSME 1021**
**Prerequisites:** Reading level 4 and concurrent enrollment in CSME 1421 and CSME 1371 or department chair approval
This is an introduction to the principles of facial/esthetic technology. Topics include anatomy, physiology, theory, and related skills of facial/esthetic technology. (CSME 1421)

<table>
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<th>Course</th>
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<tr>
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<td>128</td>
<td>Aug 30-Dec 14 7:45 a.m.-8:44 a.m. N-10 N-10.201</td>
</tr>
</tbody>
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**Prep for State License Practical Exam**
**CSME 2045**
**Prerequisites:** None
This course is the preparation for the state licensing practical examination and continued focus on client services. Prerequisites: Reading level 4 and courses taken in level sequence order or department chair approval.

<table>
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<tr>
<th>Course</th>
<th>CEU</th>
<th>HRS</th>
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<td>Prep for State License Practical Exam</td>
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<td>80</td>
<td>Aug 28-Dec 1:46 p.m.-7 p.m. N-10 N-10.249</td>
</tr>
</tbody>
</table>

**Preparation for State License Written Exam**
**CSME 2046**
**Prerequisites:** None
Preparation for the state licensing written examination. (CSME 2244)
Note: Text and materials required.

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<tr>
<th>Course</th>
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<tr>
<td>Preparation for State License Written Exam</td>
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<td>80</td>
<td>Aug 27-Dec 14 7:45 a.m.-9:44 a.m.</td>
</tr>
</tbody>
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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
Salon Development
CSME 2043
Prerequisites: None
Applications of procedures necessary for salon development.
Topics include professional ethics and goals, salon operation, and
record keeping. (CSME 2343)
Note: Text and materials required.
$293 CEU 9.6 HRS: 96
50744 North M Aug 27-Dec 14 6 p.m.-10 p.m. N-10 N-10.252
50743 North W Aug 29-Dec 14 7:45 a.m.-8:45 a.m.

PHOTOGRAPHY TECHNICIAN
Adobe PhotoShop I for Photographers
ITSW 1003
Prerequisites: Introductory Professional Photography, Intermediate
Professional Photography, Portrait Photography, Windows for the
Desk or equivalent knowledge
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.
Note: Each student must purchase a USB flash drive. No textbook
required. Hand-outs and other resources will be provided.
$295 CEU 3.2 HRS: 32
50396 South TTh Sep 4-Sep 27 6 p.m.-10 p.m. TSCL D
50399 South TTh Oct 30-Nov 29 6 p.m.-10 p.m. TSCL D

Adobe PhotoShop II for Photographers
ARTC 1051
Prerequisites: Introductory Professional Photography, Intermediate
Professional Photography, Portrait Photography, Windows for the
Desk or equivalent knowledge, PhotoShop I for Photographers
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.
Note: Each student must purchase a USB flash drive. No textbook
required. Hand-outs and other resources will be provided.
$295 CEU 3.2 HRS: 32
50397 South TTh Oct 1-Oct 24 6 p.m.-10 p.m. TSCL D

Intermediate Professional Photography
PHTC 2004
Prerequisites: Introductory Professional Photography
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.
Note: Digital cameras and memory card or 35mm camera and film
are required.
$250 CEU 2.4 HRS: 24
50395 South MW Sep 10-Sep 26 6 p.m.-10 p.m. TSCL D
70021 South MW Nov 26-Dec 12 6 p.m.-10 p.m. S-8 S-8.2038a

Introductory Professional Photography
PHTC 1004
Prerequisites: None
Get instruction in camera functions, types of lenses, choosing
film and filters, flash photograph. 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.
Note: Digital cameras and memory card or 35mm camera and film
required.
$250 CEU 2.4 HRS: 24
50400 South MW Oct 29-Nov 14 6 p.m.-10 p.m. S-8 S-8.2038a

Portait Photography
PHTC 1091
Prerequisites: Introductory Professional Photography and completion
or concurrent enrollment in Intermediate Professional Photography
Study the photographic principles applied to portrait lighting,
posing, printing, and subject rapport. You will learn to use a variety
of basic lighting patterns, relate the principles of subject rapport
and aesthetic posing methods, produce effective finished portraits,
and analyze the subject. The photography will be done in color
and/or black and white. The students will produce a portfolio of
their work from at least five different portrait sessions that will
be critiqued by the instructor and their fellow classmates. The
students will provide their own digital camera or 35mm single lens
reflex cameras, memory card, and film processing.
Prerequisites: Introductory and Intermediate Professional
Photography
Note: Digital cameras and memory card or 35mm camera and
film are required.
$350 CEU 3.2 HRS: 32
50397 South MW Oct 1-Oct 24 6 p.m.-10 p.m. TSCL D

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
BEGIN HERE/FOUNDATIONS

Computer Concepts
ITSC 1010
Prerequisites: None
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.
Note: Textbook required.
$185  CEU 1.6  HRS: 16
50379  North  MW
Sep 10-Sep 19  6 p.m.-10 p.m.  N-12 N-12.204
50375  South  TTh
Oct 23-Nov 1  6 p.m.-10 p.m.  S-8 S-8.2038b

Keyboarding on the PC
POFT 1010
Prerequisites: None
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.
Note: Textbook required.
$185  CEU 1.6  HRS: 16
50378  North  TWThF
Sep 4-Sep 7  6 p.m.-10 p.m.  N-12 N-12.204
50374  South  TTh
Oct 9-Oct 18  6 p.m.-10 p.m.  S-8 S-8.2038b

Windows for the Desktop
ITSC 1006
Prerequisites: Computer concepts or equivalent knowledge
Open the Window on computer opportunities. Understand the Start menu, the desktop and icons, create shortcuts to applications and documents. Utilize Windows Explorer and My Computer 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.
Note: Textbook required.
$185  CEU 1.6  HRS: 16
50381  North  MW
Sep 24-Oct 3  6 p.m.-10 p.m.  N-12 N-12.204
50376  South  TTh
Nov 6-Nov 15  6 p.m.-10 p.m.  S-8 S-8.2038b

Business Applications
Access - One Day
ITSW 1053
Prerequisites: None
In this basic course, you will use Microsoft Access 2010 to design a simple database, build a new database with related tables, manage data in a table, query a database using different methods, design forms and generate reports.
Note: Textbook required; flash drive recommended.
$120  CEU .7  HRS: 7
50358  South  F
Sep 7-Sep 7  8:30 a.m.-4:30 p.m.  TSCL B

Access: One Day-Intermediate
ITSW 1055
Prerequisites: Access basic or equivalent knowledge
In the first course in this series, Access: One Day, participants gained all the basic skills needed to work Access tables, relationships, queries, forms, and reports. In this intermediate level course, participants will consider how to design and create a new Access database, how to customize database components, and how to share Access data with other applications.
Note: Textbook required, flash drive recommended.
$120  CEU .7  HRS: 7
50359  South  F
Sep 14-Sep 14  8:30 a.m.-4:30 p.m.  TSCL B
**ACCESS ONE DAY-ADVANCED**
ITSW 2047

**Prerequisites: Access Intermediate**

In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.

Note: Textbook required; flash drive required.

$120
CEU .7
HRS: 7

50360
South
F

Sep 21-Sep 21
8:30 a.m.-4:30 p.m.  
TSCL B

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**BASIC BUSINESS APPLICATIONS**
ITSC 1022

**Prerequisites: Windows for the desktop or equivalent knowledge**

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

Note: Textbook required.

$320
CEU 3.2
HRS: 32

50382
North
MTW

Oct 8-Oct 23
6 p.m.-10 p.m.
N-12 N-12.204

50377
South
TWTh

Nov 27-Dec 12
6 p.m.-10 p.m.
S-8 S-8.2038b

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**ACCESS ONE DAY**

**Prerequisites: None**

In this course, you will create and edit basic Microsoft Excel 2010 worksheets and workbooks. You will learn to create basic formulas and perform basic calculations.

Note: Textbook required.

$120
CEU .7
HRS: 7

50361
South
F

Sep 28-Sep 28
8:30 a.m.-4:30 p.m.
TSCL B

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**Excel - One Day-Intermediate**

**Prerequisites: Excel basic or equivalent knowledge**

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 and charts, merge data and create macros.

Note: Textbook required.

$120
CEU .7
HRS: 7

50363
South
F

Oct 5-Oct 5
8:30 a.m.-4:30 p.m.
TSCL B

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**Excel One Day-Advanced**

**Prerequisites: Excel One Day Intermediate**

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.

Note: Textbook required; flash drive required.

$120
CEU .7
HRS: 7

50362
South
F

Oct 12-Oct 12
8:30 a.m.-4:30 p.m.
TSCL B

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**EXCEL BASIC SKILLS**

**Prerequisites: Windows for the Desktop or equivalent knowledge**

In this course, you will work with Excel 2010, a powerful spreadsheet application. You will begin with preparing and formatting techniques. You will 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 exam in Excel.

Note: Textbook required.

$185
CEU 1.6
HRS: 16

50383
North
MW

Oct 29-Nov 7
6 p.m.-10 p.m.
N-12 N-12.204

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**MOS Access**

**Prerequisites: Windows for the Desktop or equivalent knowledge. Type 20 wpm.**

MOS Access teaches the information worker how to work with different types of documents using a variety of core and advanced features to create and edit professional databases for a variety of purposes and situations. You will learn to create and modify database tables. You will learn to create and modify forms, queries and reports. This course teaches the skills you will need to successfully complete the MOS Access 2010 Certification Core exam.

Note: Textbook required.

$480
CEU 4.0
HRS: 40

50370
South
Sa

Sep 8-Nov 10
8:30 a.m.-12:30 p.m.  
S-8 S-8.2038b
MOS Excel
ITSW 2057
Prerequisites: Windows for the Desktop or equivalent knowledge. Type 20 wpm.
MOS Excel teaches the information worker how to work with different types of documents using a variety of core and advanced features to create and edit professional-looking spreadsheets for a variety of purposes and situations. You will learn to construct cell data, format worksheets, work with charts and graphics. This course teaches the skills you will need to successfully complete the MOS Excel 2010 Certification Core exam.
Note: Textbook required.
$480 CEU 4.0 HRS: 40
50371 South MW
Oct 15-Nov 14 6 p.m.-10 p.m. S-8 S-8.2038b

MOS PowerPoint
ITSW 2056
Prerequisites: Windows for the Desktop or equivalent knowledge. Type 20 wpm.
MOS PowerPoint teaches the information worker how to create and manage presentations using a variety of core and advanced features. You will use PowerPoint to create and edit professional-looking presentations for a variety of purposes and situations, as well as explore different ways to share the information with internal and external customers. You will learn to work with text, illustrations, media, charts and tables. In this course you will have reviewed all of the exam objectives necessary to prepare for the Microsoft PowerPoint 2010 Certification Core Exam.
Note: Textbook required.
$250 CEU 2.4 HRS: 24
50391 Central Sa
Sep 8-Oct 20 8:30 a.m.-12:30 p.m. C-1 C-1.107

MOS Word
ITSW 2058
Prerequisites: Windows for the Desktop or equivalent knowledge. Type 20 wpm.
MOS Word teaches the information worker how to work with different types of documents using a variety of core and advanced features to create and format business documents such as letters, forms, newsletters, memos and proposals. As you begin to build your skills, you will then create a variety of flyers and other promotional materials as well as explore different ways to share the information with internal and external customers. These are all skills needed to successfully complete the MOS Word 2010 Certification Core Exam.
Note: Textbook required.
$480 CEU 4.0 HRS: 40
50369 South TTh
Sep 4-Oct 4 6 p.m.-10 p.m. S-8 S-8.2038b

Outlook - One Day
ITSW 1030
Prerequisites: Windows for Desktop or equivalent knowledge
Learn to create new messages, schedule appointments and tasks, manage messages, create and manage contacts, and create and manage tasks and notes. Communicate and coordinate your schedule with family, friends and colleagues.
Note: Textbook required.
$120 CEU .7 HRS: 7
50364 South F
Oct 19-Oct 19 8:30 a.m.-4:30 p.m. TSCL B

PowerPoint-One Day
ITSW 1037
Prerequisites: None
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. You will also add tables and charts and finalize a presentation.
Note: Textbook required.
$120 CEU .7 HRS: 7
95352 North Th
Aug 23-Aug 23 8:30 a.m.-4:30 p.m. N-12 N-12.204
50365 South F
Oct 26-Oct 26 8:30 a.m.-4:30 p.m. TSCL B

QuickBooks - Basic Skills
ACNT 1010
Prerequisites: None
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.
Note: Textbook required.
$350 CEU 3.2 HRS: 32
50386 Central MW
Sep 10-Oct 3 6 p.m.-10 p.m. C-1 C-1.112

QuickBooks Advanced
ACNT 1054
Prerequisites: QuickBooks Basic Skills or equivalent
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, setup 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 setup the software to track time and mileage.
Note: Textbook required.
$350 CEU 3.2 HRS: 32
50387 Central MW
Oct 8-Oct 31 6 p.m.-10 p.m. C-1 C-1.112

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
Word - Basic Skills  
POFI 1024  
Prerequisites: Windows for the Desktop or equivalent knowledge. Must be able to type.  
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. Begin to acquire skills and knowledge needed to pass the optional MOS Certification exam in Word.  
Note: Textbook required.  
$185  
CEU 1.6  
HRS: 16  
50380  
North  
TTh  
Sep 11-Sep 20  
6 p.m.-10 p.m.  
N-12 N-12.204  

Word-One Day  
POFI 1024  
Prerequisites: None  
Learn the basics of Word 2010 and be able to create and edit a simple document, format text and paragraphs, add tables, graphics, watermarks, headers and footers.  
Note: Textbook required.  
$120  
CEU .7  
HRS: 7  
50366  
South  
F  
Nov 2-Nov 2  
8:30 a.m.-4:30 p.m.  
TSCL B

Word-One Day-Intermediate  
POFI 1042  
Prerequisites: Word Basic or equivalent knowledge  
In the first course in this series, Word: One Day, students gained all the basic skills needed to create a wide range of standardized business documents. This continuation provides the next step: to improve proficiency. To do so, one can customize and automate the way Microsoft Word works, and improve the quality of work by enhancing documents with customized Microsoft Word elements. In this course, participants will increase the complexity of their Microsoft Word documents by adding components such as customized lists, tables, charts, and graphics. Participants will also create personalized Microsoft Word efficiency tools.  
Note: Textbook required.  
$120  
CEU .7  
HRS: 7  
50367  
South  
F  
Nov 9-Nov 9  
8:30 a.m.-4:30 p.m.  
TSCL B

Word-One Day-Advanced  
POFI 2037  
Prerequisites: Word One Day Intermediate  
In this course, you will use Word to create, manage, revise, and distribute long documents and forms.  
Note: Textbook required; flash drive required.  
$120  
CEU .7  
HRS: 7  
50368  
South  
F  
Nov 16-Nov 16  
8:30 a.m.-4:30 p.m.  
TSCL B

IT Management Skills

Microsoft Project-Introductory Skills  
ITSC 1018  
Prerequisites: Project Management experience or equivalent knowledge helpful  
Learn introductory topics needed to effectively use Microsoft Project software in home and business situations. You will learn to create a new project plan, manage project tasks and resources. Finally you will learn to finalize a plan and set it as a baseline.  
Note: Textbook required.  
$280  
CEU 1.6  
HRS: 16  
50372  
South  
MW  
Sep 10-Sep 19  
6 p.m.-10 p.m.  
S-8 S-8.2038b

Microsoft Project - Advanced Skills  
ITSC 1043  
Prerequisites: Microsoft Project Introductory Skills  
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.  
Note: Textbook required.  
$280  
CEU 1.6  
HRS: 16  
50373  
South  
MW  
Sep 24-Oct 3  
6 p.m.-10 p.m.  
S-8 S-8.2038b

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
NETWORKING

**CISCO Exploration I - Network Fundamentals**
ITCC 1001

**Prerequisites:** ITSC 1305 or department chair approval
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)

Note: Textbook required.

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<thead>
<tr>
<th>Course</th>
<th>Location</th>
<th>Dates</th>
<th>Times</th>
<th>Credits</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
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<td>Central</td>
<td>Aug 27-Dec 10</td>
<td>5 p.m.-10 p.m.</td>
<td>C-3 C-3.167</td>
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<tr>
<td>50566</td>
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<td>Aug 28-Dec 13</td>
<td>10 a.m.-11:50 a.m.</td>
<td>C-3 C-3.167</td>
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**Cisco Exploration 2 - LAN Routing Protocols**
ITCC 1004

**Prerequisites:** Cisco Exploration 1
Learn architecture, operation of routers, and routing protocols; analyze, configure, verify, and troubleshoot RIPv1, RIPv2, EIGRP, and OSPF. (ITCC 1404)

Note: Textbook required.

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<tr>
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<td>Central</td>
<td>Aug 30-Dec 13</td>
<td>5 p.m.-10 p.m.</td>
<td>C-3 C-3.167</td>
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**Cisco Exploration 4 - Accessing the WAN**
ITCC 2010

**Prerequisites:** Cisco Exploration 1, Cisco Exploration 2
Learn traffic control principles, access control lists, and protocols at the data link layer for wide-area access. Implement PPoE, DSL, and Frame Relay. (ITCC 2410)

Note: Textbook required.

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<tr>
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<td>5 p.m.-10 p.m.</td>
<td>C-3 C-3.167</td>
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**PERSONAL COMPUTER HARDWARE**
ITSC 1025

**Prerequisites:** 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)

Note: Textbook required.

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<th>Times</th>
<th>Credits</th>
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<td>6 p.m.-10 p.m.</td>
<td>C-3 C-3.164</td>
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</table>

**Intermediate PC Operating Systems**
ITSC 1021

**Prerequisites:** Introduction to PC Operating Systems
This course covers advanced operating system installation, configuration, and troubleshooting. Topics include installation and configuration, file management, memory and storage management, continued study in advanced installation, configuration troubleshooting, advanced file management, memory, storage management, update peripheral device drivers, and use of utilities to increase system performance. (ITSC 1321)

Note: Textbook required.

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<thead>
<tr>
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<td>Oct 22-Dec 10</td>
<td>6 p.m.-9 p.m.</td>
<td>N-10 N-10.142</td>
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**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
Prerequisites: ITNW 1308 or ITCC 1401 or department chair approval
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.
Note: Textbook required; flash drive recommended.
$289 CEU 6.4 HRS: 64
50568 Central Th
Aug 30-Dec 13 6 p.m.-8:50 p.m. C-3 C-3.163

UNIX OPERATING SYSTEMS I LINUX
ITSC 1007
Prerequisites: None
Study the UNIX operating system, multi-user concepts, terminal emulation, basic commands, and writing script files. (ITSC 1307)
Note: Textbook required.
$289 CEU 6.4 HRS: 64
50562 North W
Aug 29-Dec 12 6 p.m.-9:50 p.m. N-10 N-10.135

PROGRAMMING

PROGRAMMING BASICS
ITSE 1003
Prerequisites: None
Do you want to get with the program? This introductory course is the place for you to start. You will encounter concepts central to structured programming, including program design, pseudo code and developing algorithms; basic terminology, data types and modularization.
Note: Textbook required.
$290 CEU 2.4 HRS: 24
50385 Central TTh
Sep 4-Sep 20 6 p.m.-10 p.m. C-1 C-1.112
50384 North MTW
Nov 12-Nov 26 6 p.m.-10 p.m. N-12 N-12.204

C++ INTRODUCTION
ITSE 1055
Prerequisites: None
Learn to program using C++. You will journey through the software lifecycle of develop, test, implement, and document as you learn the basics of object-oriented design. This programming course includes syntax, data and file structures, input/output devices and files.
Note: Textbook required.
$375 CEU 3.2 HRS: 32
50388 Central TTh
Sep 25-Oct 18 6 p.m.-10 p.m. C-1 C-1.112

Visual Basic Programming
ITSE 1003
Prerequisites: None
This introductory course starts you on the path to programming in Visual Basic 6.0. Become familiar with Windows common controls including forms, labels and text boxes. You will write code and declare variables, validate data and create visual user interfaces as well as create a menu, use multiple forms, read and write text files, and examine database objects and Structured Query Language (SQL).
Note: Textbook required.
$375 CEU 3.2 HRS: 32
50389 Central TTh
Oct 23-Nov 15 6 p.m.-10 p.m. C-1 C-1.112

WEB DEVELOPMENT

HTML/CSS
ITNW 1059
Prerequisites: Basic computer skills and knowledge of Windows Operating System
Learn to create web pages using Hypertext markup language (HTML) and Cascading Style Sheets (CSS). Students will plan content and structure of a basic web page. Topics will include tables, formatting, images and colors.
Note: Textbook required.
$345 CEU 3.2 HRS: 32
70019 Central TTh
Nov 27-Dec 20 6 p.m.-10 p.m. C-1 C-1.112
Web Site Design
IMED 1002
Prerequisites: Windows for the Desktop or equivalent knowledge and Internet fundamentals
This course offers instruction in internet web site design. You will get an introduction to HTML, XHTML, and CSS. You will learn to format text and apply styles to text and to other elements. You will use color, backgrounds, images, and multimedia to enhance your site. All of these skills will be presented in a manner consistent with good design techniques. You will publish your website. Note: Textbook required.
$285 CEU 2.4 HRS: 24
70018 North MW
Dec 3-Dec 19 6 p.m.-10 p.m. N-12 N-12.204

Security
Security Fundamentals
ITSY 1191
Prerequisites: Basic computer skills
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. Note: Textbook required.
$215 CEU 2.0 HRS: 20
50390 Central MW
Nov 5-Nov 19 6 p.m.-10 p.m. C-1 C-1.112

Health Occupations

Emergency Medical Tech (EMT)

Clinical-EMT
EMSP 1060
Prerequisites: Course approval is required, call 281-476-1862. Attendance at the Saturday Clinical Orientation is mandatory. An additional expense, a background check through the EMT department, drug screen, physical, and immunizations are required.
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) Note: Dates, times, and location determined by instructor.
$183 CEU 8.4 HRS: 84
95693 North MW
Aug 27-Dec 14 TBD OFFS OW
95694 North TBA
95695 Central TBA
95696 Central TBA
95697 Central TBA
95698 Central TBA
95699 Central TBA

EMS Operations
EMSP 2038
Prerequisites: Department Chair approval, call 281-476-1862.
A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. Curriculum based on the National Emergency Medical Services Educational Standards. Practical field exercises are performed, some will require weekend participation. The students must meet the expected outcomes and terminal objectives of the class for completion. (EMSP 2238) Note: One of three courses required for EMT-Basic Certification. Textbook will be used from EMT Basic class.
$265 CEU 11.2 HRS: 112
50754 Central TBA
50755 Online OFFS OW
50756 Central TBA
50757 Online OFFS OW
50758 Central TBA
50759 Online OFFS OW
50760 Central TBA
50761 Online OFFS OW

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
EMT Basic
EMSP 1001
Prerequisites: Must be 18 by the class end date and have a high school diploma/GED to be eligible for certification. Call 281-4761862 for approval to register.

This course provides the introduction to the level of Emergency Medical Technician (EMT)-Basic level of emergency care. All the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services are taught. The course includes American Heart Association Healthcare Provider CPR. Enrollment and successful completion of the EMT Basic Clinical is required for certification. (EMSP 1501)

Note: Textbook required. Attendance at the Saturday Skill Day and the Saturday Field Day is mandatory. Call 281-476-1862 for dates and times.

$380
50753  Central  Aug 27-Dec 12 8 a.m.-12 p.m.  C-11 C-11.2058
95699  North  Aug 27-Dec 14 12 p.m.-3 p.m.  N-10 N-10.212
50751  North  Aug 27-Dec 14 1 p.m.-5 p.m.  N-10 N-10.212
50752  North  Aug 27-Dec 14 6 p.m.-10 p.m.  N-10 N-10.212
50757  Central  Aug 27-Dec 12 6 p.m.-10 p.m.  C-11 C-11.2058
50755  Central  Aug 28-Dec 13 8 a.m.-12 p.m.  C-11 C-11.2058
50759  Central  Aug 28-Dec 13 6 p.m.-10 p.m.  C-11 C-11.2058

Health Care Professional
Certified Medication Aide
NURA 1013
Prerequisites: Nursing home employment as CNA or non-licensed direct care staff on first day of class. Proof of HS diploma/GED with notarized student signature added. Background check is required and is an additional student expense.

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. Note: Textbook required. Signed copy of the Texas Department of Aging and Disability Services (DADS) application requirements for the exam to be presented when registering for the class. Registration after the first class meeting is not allowed.

$599
50506  Central  Oct 15-Nov 12 6 p.m.-10 p.m.  C-11 C-11.1099

Certified Nurse Aide
NURA 1001
Prerequisites: Current negative TB, Health Care Provider CPR.

Background check is required & is an additional student expense. No GED/HS diploma required. Students 16-17 are eligible for certification by the state agency, DADS. Parental waiver is required if under 18.

Enter the field of nursing by becoming a Certified Nurse Aide. This class will teach you the skills, knowledge and abilities to care for 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 24 hours of clinical practice (Three eight hour days). This course of study prepares candidates to be certified. Candidates cannot be listed as unemployable on the Employee Misconduct Registry (EMR) and cannot have been convicted of a criminal offense as listed in Texas Health and Safety Code 250.006. Candidates become "certified" by passing the required certifying agency exam.

Note: Textbook and clinical scrubs required. Registration after the first class meeting is not allowed.

$725
95419  Central  Aug 16-Sep 20 6 p.m.-10 p.m.  C-11 C-11.1099
95418  South  Aug 17-Sep 14 8 a.m.-12 p.m.  S-8 S-8.1034
95417  North  Aug 22-Sep 27 6 p.m.-10 p.m.  N-8 N-8.206
50507  Central  Aug 29-Oct 11 1 p.m.-5 p.m.  C-11 C-11.1099
50515  North  Sep 17-Oct 17 8 a.m.-12 p.m.  N-8 N-8.206
50511  South  Sep 17-Oct 25 6 p.m.-10 p.m.  S-8 S-8.1034
50508  Central  Oct 4-Nov 2 8 a.m.-12 p.m.  C-11 C-11.1099
50509  Central  Oct 6-Dec 15 8 a.m.-5 p.m.  C-11 C-11.1099
50512  South  Oct 12-Nov 13 8 a.m.-12 p.m.  S-8 S-8.1034
50516  North  Oct 12-Dec 20 8 a.m.-5 p.m.  N-8 N-8.206
50513  South  Oct 17-Nov 19 6 p.m.-10 p.m.  S-8 S-8.1034
50514  North  Oct 22-Nov 28 6 p.m.-10 p.m.  N-8 N-8.206
50510  Central  Nov 6-Dec 7 8 a.m.-12 p.m.  MTWTh
50519  Central  Nov 6-Dec 7 8 a.m.-12 p.m.  MTWTh
50518  Central  Nov 6-Dec 7 8 a.m.-12 p.m.  MTWTh
50517  Central  Nov 6-Dec 7 8 a.m.-12 p.m.  MTWTh
Phlebotomy Technician Basic  
PLAB 1023  
Prerequisites: Proof of high school diploma/GED completion  
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. Must also enroll in the Phlebotomy Practicum.  
Note: Textbook required.  
$395 CEU 4.8 HRS: 48  
50500 Central TTth  
Aug 28-Oct 25 4 p.m.-7 p.m. C-11 C-11.1093  
Sep 26-Nov 19 4 p.m.-7 p.m. C-11 C-11.1093

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.  
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. Must also enroll in Phlebotomy Technician Basic.  
Note: Taken in conjunction with Phlebotomy Technician Basic; Dates, times, and location determined by instructor.  
$175 CEU 12.0 HRS: 120  
50502 Central TBA  
Oct 29-Dec 20 7 a.m.-4 p.m. OFFS OW  
50503 Central TBA  
Nov 26-Dec 14 7 a.m.-4 p.m. OFFS OW

EMERGENCY HEALTH  
ACLS Provider  
EMSP 2035  
Prerequisites: Call 281-476-1862 for approval to register.  
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.  
Note: Textbook required.  
$199 CEU 1.6 HRS: 16  
70030 Central SaSu  
Dec 1-Dec 2 8 a.m.-5 p.m. C-11 C-11.1097

CPR  
EMSP 1019  
Prerequisites: None  
Instruction in lifesaving skills of respiratory, cardiac and choking emergencies for adults, children, and infants. Two rescuer CPR and AED training are included. Provides the Healthcare Provider 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: Textbook required. to attend class. Students MUST arrive at class on time.  
$85 CEU .8 HRS: 8  
95281 North 8 a.m.-5 p.m.  
Aug 18-Aug 18 Central  
95269 North 8 a.m.-5 p.m.  
Aug 19-Aug 19 Central  
95268 North 8 a.m.-5 p.m.  
Aug 25-Aug 25 Central  
95267 North 8 a.m.-5 p.m.  
Aug 26-Aug 26 Central  
95266 North 8 a.m.-5 p.m.  
Aug 31-Aug 31 Central  
50486 North 8 a.m.-5 p.m.  
Sep 7-Sep 7 Central  
50487 North 8 a.m.-5 p.m.  
Sep 8-Sep 8 Central  
50488 North 8 a.m.-5 p.m.  
Sep 21-Sep 21 Central  
50489 North 8 a.m.-5 p.m.  
Sep 29-Sep 29 Central  
50490 North 8 a.m.-5 p.m.  
Oct 6-Oct 6 Central  
50491 North 8 a.m.-5 p.m.  
Oct 13-Oct 13 Central  
50492 North 8 a.m.-5 p.m.  
Oct 27-Oct 27 Central  
50493 North 8 a.m.-5 p.m.  
Nov 3-Nov 3 Central  
50494 North 8 a.m.-5 p.m.  
Nov 9-Nov 9 Central  
50495 North 8 a.m.-5 p.m.  
Nov 17-Nov 17 Central  
70031 North 8 a.m.-5 p.m.  
Dec 8-Dec 8 Central  
70032 North 8 a.m.-5 p.m.  
Dec 15-Dec 15 Central  
70031 North 8 a.m.-5 p.m.  
Dec 8-Dec 8 Central  
70032 North 8 a.m.-5 p.m.  
Dec 15-Dec 15 Central

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**ITLS Provider**

EMSP 1045

Prerequisites: Call 281-476-1862 for approval to register.

Participate in 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
50485  Central  SaSu
Nov 10-Nov 11  8 a.m.-5 p.m.  C-11 C-11.1097

**EKG Technician**

EKG Technician

ECRD 1011

Prerequisites: None

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 certification exam for ECG Technician.

Note: Textbook required.

$575  CEU 5.2  HRS: 52
50496  Central  Sa
Sep 8-Dec 15  9 a.m.-1 p.m.  C-11 C-11.2079
50497  Central  MTWTh
Se. 10-Oct 25  12:30 p.m.-2:30 p.m.  C-11 C-11.2081
50498  Central  MW
Oct 8-Nov 19  6 p.m.-10 p.m.  C-11 C-11.2081
50499  North  TTh
Oct 30-Dec. 13  1 p.m.-5 p.m.  N-10 N-10.212

**MEDICAL IMAGING**

**Anatomy/Positioning & Patient Assessment**

MAMT 2037

Prerequisites: Course approval required. As an additional student expense, a physical, background and drug check are some of the requirements. Must be ARRT registered or eligible to test. For approval and additional info, call 281-476-1871.

This course will prepare the registered technologist to enter the advanced field of mammography. A mammographer uses specialized X-ray equipment to obtain diagnostic images and breast tissue biopsies. This specialized technologist is pivotal in the diagnosis of breast tissue abnormalities in both men and women. Students will learn to position patients and equipment to provide quality images. Effective communications with patients, physicians and other healthcare professionals will be demonstrated and practiced. Students will also develop an understanding of radiation protection, anatomy, pathology, ethics, and medicolegal issues. (MAMT 2333)

Note: Textbook is required.

$269  CEU 4.8  HRS: 48
50749  Central  TTh
Aug 28-Oct 18  6 p.m.-9 p.m.  C-11 C-11.2171

**Clinical-Mammography Technologist**

MAMT 2063

Prerequisites: Successful completion of Mammography. Course approval is required, Call 281-476-1871. As an additional student expense, a physical, background and drug check are some of the requirements. Must be ARRT registered or eligible to test.

Students will apply mammography theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within the systems associated with the mammography work environment. Students will demonstrate legal & ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using mammography terminology. (MAMT 2363)

Note: Textbook required.

$269  CEU 16.0  HRS: 160
50750  Central  TBA
Oct 22-Dec 13  -  OFFS OW
Clinical I Computed Tomography
CTMT 2060
Prerequisites: RADR 2340, CTMT 2332
This is an advanced type of health professions 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)
Note: Textbook required.
$269  CEU 16.0  HRS: 160
95684  Central  TBA
Aug 27-Dec 14  TBD  OFFS OW

Clinical II Computed Tomography
CTMT 2060
Prerequisites: CTMT 2360, CTMT 2336
This is a continuation of CTMT 2360. It also provides an advanced type of health professions 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 clinical setting. (CTMT 2361)
Note: Textbook required.
$269  CEU 16.0  HRS: 160
95685  Central  TBA
Aug 27-Dec 14  TBD  OFFS OW

Computed Tomography Equipment and Methodology
CTMT 2036
Prerequisites: RADR 2340, and must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT)
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
95683  Central  TBA
Aug 27-Dec 14  Online

Magnetic Resonance Imaging Clinical I
MRIT 2061
Prerequisites: Must have current NMTCB or AART national registration in X-ray or nuclear medicine OR approval from the medical imaging department at 281-476-1501 X1446.
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)
Note: Textbook required.
$299  CEU 4.8  HRS: 48
95688  Central  TBA
Aug 27-Dec 14  Online

Magnetic Resonance Imaging Clinical II
MRIT 2061
Prerequisites: MRI Clinical I, and MUST have current NMTCB or ARRT national registration in X-ray or nuclear medicine OR approval from the medical imaging department 281-476-1501 X1446.
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)
Note: Textbook required, NOT ASRT certified
$269  CEU 9.6  HRS: 96
95689  Central  TBA
Aug 27-Dec 14  TBD  OFFS OW
Principles of Magnetic Resonance Imaging

MRIT 2030
Prerequisites: Must have current NMTCB or AART national registration in X-ray or nuclear medicine OR approval from the medical imaging department at 281-476-1501 X1446.
Focus is on the underlying scientific theory and practice leading to magnetic resonance imaging. Includes the concepts and scientific principles employed in magnetic resonance imaging techniques. Emphasis is on principles of magnetism and interactions of living matter within magnetic fields. Category A CE credit is approved by the ASRT. (MRIT 2330)
Note: Textbook required.
$299 CEU 4.8 HRS: 48
95687 Central TBA
Aug 27-Dec 14 Online

Sectional Anatomy for Medical Imaging

RADR 2040
Prerequisites: Must have current NMTCB or AART national registration in X-ray, nuclear medicine OR approval from the medical imaging department at 281-476-1501 X1446.
This class is designed to familiarize the student with anatomic relationships that are present under various sectional orientations as depicted by computed tomography, magnetic resonance imaging, or ultrasound. Category A CE credit is approved by the ASRT. (RADR 2340)
Note: Textbook required.
$299 CEU 4.8 HRS: 48
95691 Central TBA
Aug 27-Dec 14 Online

Medical Office Professional

MDCA 1021
Prerequisites: None
This class will prepare you to work in a medical office setting and will provide a foundation for more advanced medical records careers. The content includes basic office procedures, medical records administration, medical terminology, and pathophysiology. This course is the prerequisite course for AAPC Medical Coding Curriculum for CPC Certification.
Note: Textbook required.
$1399 CEU 9.0 HRS: 90
50505 Central MW
Aug 29-Dec 19 6:30 p.m.-9:30 p.m. C-1 C-1.107

AAPC Professional Medical Coding

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 capsulize 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 after the last class.
Note: Includes membership to AAPC, CPC exam fee, and lab books. Students must supply Coding manuals.
$1595 CEU 9.0 HRS: 90
50504 Central TTh
Aug 28-Dec 13 6:30 p.m.-9:30 p.m. C-1 C-1.107
Automotive Technologies & Trades

Automotive

Auto Electrical Diagnosis & Repair
AUMT 2021
Prerequisites: None
Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. (AUMT 2321)

$293  CEU 9.6  HRS: 96
95633  Central  MTWThF
Aug 27-Oct 18 8 a.m.-10:30 a.m.  C-26 C-26.168
50629  Central  MW
Aug 27-Dec 14 6 p.m.-9 p.m.  C-26 C-26.168

Auto Electrical System
AUMT 1007
Prerequisites: None
Get an overview of your vehicle’s automotive electrical system. Learn to test, diagnose and repair batteries and electrical accessories. (AUMT 1407)

$336  CEU 12.8  HRS: 128
50628  Central  MTWThF
Aug 27-Dec 14 6 p.m.-10 p.m.  C-26 C-26.106
50572  Central  MTWThF
Oct 22-Dec 13 8 a.m.-11:15 a.m.  C-26 C-26.136

Auto Suspension & Steering Systems
AUMT 1016
Prerequisites: None
The course focuses on the theory and operation of automotive suspension and steering systems, including tire and wheel probable diagnosis, component repair, and alignment procedures. It may be taught with manufacturer-specific focus. (AUMT 1316)

$293  CEU 9.6  HRS: 96
95629  Central  MTWThF
Aug 27-Oct 18 11 a.m.-1:30 p.m.  C-26 C-26.136
50571  Central  MW
Aug 27-Dec 14 6 p.m.-9 p.m.  C-26 C-26.134

Automotive Engine Performance Analysis I
AUMT 2017
Prerequisites: None
Students will study the theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. (AUMT 2417)
Note: Textbook required.

$336  CEU 12.8  HRS: 128
50631  Central  MW
Aug 27-Dec 14 6 p.m.-10 p.m.  C-26 C-26.107
50630  Central  MTWThF
Oct 22-Dec 13 9 a.m.-12:15 p.m.  C-26 C-26.145

Introduction to Automotive Technology
AUMT 1005
Prerequisites: None
Introduce yourself to the world of automotive technology. Learn the history, safety practices, shop equipment and tools for vehicle maintenance. (AUMT 1305)

$293  CEU 9.6  HRS: 96
95628  Central  MTWThF
Aug 27-Oct 18 8 a.m.-10:30 a.m.  C-26 C-26.136
50570  Central  MW
Aug 27-Dec 14 6 p.m.-9 p.m.  C-26 C-26.136

Construction

CORE Curriculum: Introductory Craft Skills
OSHT 1007
Prerequisites: None
Students will understand the obligations of workers to maintain a safe workplace and recognize job-site hazards and protections such as lock-out/tag-out and personal protective equipment.

$300  CEU 7.3  HRS: 73
50423  North  M
Aug 20-Nov 19 5 p.m.-9:30 p.m.  N-19 N-19.108

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
### DIESEL

**Advanced Diesel Tune-up and Troubleshooting**

DEMR 2034  
**Prerequisites:** None  
Advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis on the science of diagnostics with a common sense approach. (DEMR 2334)  
Note: Textbook required.  
$287  
CEU 9.6  
HRS: 96  
Aug 27-Dec 14  
6 p.m.-9 p.m.  
N-18 N-18.107

**Basic Electrical Systems**

DEMR 1005  
**Prerequisites:** None  
An introduction to the basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, batteries, and regulators. (DEMR 1405)  
Note: Textbook required.  
$330  
CEU 9.6  
HRS: 96  
Aug 27-Dec 14  
7:30 a.m.-10:20 a.m.  
N-18 N-18.107

**Diesel Engine I**

DEMR 1006  
**Prerequisites:** Reading level 4  
Introduces student to the basic principles of diesel engines and associated systems. (DEMR 1306)  
Note: Textbook required.  
$287  
CEU 9.6  
HRS: 96  
Aug 27-Oct 18  
12 p.m.-3 p.m.  
N-18 N-18.107

**Diesel Engine T&R I**

DEMR 1010  
**Prerequisites:** Reading level 4  
Introduces student to diesel engine testing and repair including associated systems and specialized tools. (DEMR 1410)  
Note: Textbook required.  
$330  
CEU 9.6  
HRS: 96  
Aug 27-Dec 14  
9:30 a.m.-11:20 a.m.  
N-18 N-18.107  
50662  
North  
MTWThF  
Oct 22-Dec 13  
12 p.m.-3 p.m.  
N-18 N-18.107

**HVAC Troubleshooting Repair**

DEMT 1023  
**Prerequisites:** None  
Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs. (DEMR 1423)  
$330  
CEU 9.6  
HRS: 96  
Aug 27-Dec 14  
10:30 a.m.-1:20 p.m.  
N-18 N-18.107

**Drafting**

**Advanced Computer-Aided Drafting**

DFTG 2032  
**Prerequisites:** None  
Advanced techniques, including the use of a customized system. Presentation of advanced drawing applications, such as three-dimensional solids modeling and linking graphic entities to external non-graphic data. (DFTG 2432)  
$336  
CEU 9.6  
HRS: 96  
Aug 27-Dec 14  
8:30 a.m.-11:20 a.m.  
N-9 N-9.216

**Advanced Pipe Drafting**

DFTG 2045  
**Prerequisites:** None  
A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting. (DFTG 2445)  
$336  
CEU 9.6  
HRS: 96  
Aug 27-Dec 14  
6:45 p.m.-9:45 p.m.  
N-9 N-9.216

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**Key to Days of Week**

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<thead>
<tr>
<th>Key</th>
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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
ARCHITECTURAL DRAFTING - RESIDENTIAL
DFTG 1017
Prerequisites: None
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  CEU 9.6  HRS: 96
50671  North  TTh
Aug 27-Dec 14  12 p.m.-2:50 p.m.  N-9 N-9.216

BASIC COMPUTER-AIDED DRAFTING
DFTG 1009
Prerequisites: DFTG 1405 or DFTG 1413 or department chair approval
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)

$336  CEU 9.6  HRS: 96
50669  North  MW
Aug 27-Dec 14  8:30 a.m.-11:20 a.m.  N-9 N-9.203
50668  North  MW
Aug 27-Dec 14  12 p.m.-2:50 p.m.  N-9 N-9.203
50670  North  TTh
Aug 27-Dec 14  6 p.m.-9 p.m.  N-9 N-9.203

PARAMETRIC MODELING AND DESIGN
DFTG 1045
Prerequisites: DFTG 1409 or DFTG 1413 or department chair approval
Students will use parametric modeling techniques to create rendered assemblies, orthographic drawings, auxiliary views, and details from three-dimensional models. (DFTG 1445)

$336  CEU 9.6  HRS: 96
50672  North  T
Aug 27-Dec 14  6 p.m.-9 p.m.  N-9 N-9.216

SOLID MODELING/DESIGN
DFTG 2040
Prerequisites: None
A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. (DFTG 2440)

$336  CEU 9.6  HRS: 96
50675  North  Th
Aug 27-Dec 14  6 p.m.-9 p.m.  N-9 N-9.216

TECHNICAL DRAFTING
DFTG 1005
Prerequisites: None
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, and sections. (DFTG 1405)

$336  CEU 9.6  HRS: 96
50665  North  T
Aug 27-Dec 14  8:30 a.m.-11:20 a.m.  N-9 N-9.206
50666  North  TTh
Aug 27-Dec 14  12 p.m.-2:50 p.m.  N-9 N-9.206
50667  North  MW
Aug 27-Dec 14  6 p.m.-9 p.m.  N-9 N-9.206

ELECTRICAL/ELECTRONICS

ADVANCED ELECTRICITY
HART 2031
Prerequisites: HART 1441 Residential Air Conditioning and HART 1443 Gas Electrical Heating or department chair approval.
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)
Note: Textbook required.

$332  CEU 9.6  HRS: 96
50696  North  TTh
Aug 27-Dec 14  5:15 p.m.-6:35 p.m.  N-10 N-10.123

BASIC ELECTRICAL THEORY
ELPT 1011
Prerequisites: None
Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current. Also covers electrical terminology, circuit analysis and mathematical formulas. (ELPT 1311)
Note: Textbook required.

$279  CEU 6.4  HRS: 64
50718  Central  TTh
Aug 27-Dec 14  11:30 a.m.-1:20 p.m.  C-16 C-16.218
50678  North  T
Aug 27-Dec 14  12 p.m.-1:50 p.m.  N-9 N-9.106
50719  Central  MW
Aug 27-Dec 14  1 p.m.-2:50 p.m.  C-16 C-16.218
50679  North  MW
Aug 27-Dec 14  5:30 p.m.-7:20 p.m.  N-9 N-9.106
50720  Central  T
Aug 27-Dec 14  6 p.m.-10 p.m.  C-16 C-16.218
50721  Central  W
Aug 27-Dec 14  6 p.m.-10 p.m.  C-16 C-16.218
50722  Central  Th
Aug 27-Dec 14  6 p.m.-9:55 p.m.  C-16 C-16.218
### Commercial Wiring

**ELPT 1045**  
**Prerequisites:** None  
A study of commercial wiring methods. Includes over current protection, raceway panel board installation, proper grounding techniques, and associate safety procedures. (ELPT 1345)  
**$293 CEU 6.4 HRS: 64**  
Aug 27-Dec 14  
9:30 a.m.-11:20 a.m.  
C-16 C-16.218  
North Central  
Aug 27-Dec 14  
1 p.m.-2:50 p.m.  
N-9 N-9.106  
North MW  

### Electrical Calculations I

**ELPT 1015**  
**Prerequisites:** None  
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. (ELPT 1215)  
Note: Textbook required.  
**$226 CEU 3.2 HRS: 32**  
Aug 27-Dec 14  
8 a.m.-8:50 a.m.  
C-16 C-16.201  
North Central  
Aug 27-Dec 14  
2:00pm-2:50 p.m.  
N-9 N-9.106  
North Central  
Aug 27-Dec 14  
5 p.m.-5:50 p.m.  
C-16 C-16.218  
Central  
Aug 27-Dec 14  
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### Electrical Calculations II

**ELPT 2015**  
**Prerequisites:** None  
Mathematical applications used to solve problems in the electrical field. Includes fractions, decimals, ratio and proportion, applied geometry, and utilization of right triangles to calculate electrical values. (ELPT 2215)  
**$226 CEU 3.2 HRS: 32**  
Aug 27-Dec 14  
-  

### Industrial Wiring

**ELPT 1057**  
**Prerequisites:** None  
Students will receive training in reading electrical drawings, computing wire size and overcurrent protection, wiring methods and device installation. (ELPT 1357)  
**$293 CEU 6.4 HRS: 64**  
Aug 27-Dec 14  
5:30 p.m.-6:50 p.m.  
N-9 N-9.106  
Central Th  
Aug 27-Dec 14  
6 p.m.-10 p.m.  
C-16 C-16.201  

### Journeyman Electrician Exam Review

**ELPT 2001**  
**Prerequisites:** None  
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)  
**$269 CEU 4.8 HRS: 48**  
Aug 27-Dec 14  
7 p.m.-10 p.m.  
C-16 C-16.218  

### Master Electrician Exam Review I

**ELPT 1040**  
**Prerequisites:** None  
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)  
**$312 CEU 6.4 HRS: 64**  
Aug 27-Dec 14  
6 p.m.-10 p.m.  
C-16 C-16.201  

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*To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838*
Motor Controls
ELPT 1041
Prerequisites: None
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
50685 North MW Aug 27-Dec 14 9:30 a.m.-12:20 p.m. N-9 N-9.134

Motors & Transformers
ELPT 2005
Prerequisites: None
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
50687 North TTh Aug 27-Dec 14 10 a.m.-11:50 a.m. N-9 N-9.134
50732 Central W Aug 27-Dec 14 6 p.m.-10 p.m. C-16 C-16.201

National Electric Code I
ELPT 1025
Prerequisites: None
An introductory study of the National Electric Code (NEC). Emphasis will be on wiring design, protection, methods and materials. (ELPT 1325)
Note: Textbook required.
$269 CEU 4.8 HRS: 48
50680 North MW Aug 27-Dec 14 8 a.m.-9:20 a.m. N-9 N-9.106
50723 Central TTh Aug 27-Dec 14 8 a.m.-9:20 a.m. C-16 C-16.218
50681 North TTh Aug 27-Dec 14 5:30 p.m.-6:50 p.m. N-9 N-9.106
50724 Central W Aug 27-Dec 14 6:45 p.m.-9:45 p.m. C-16 C-16.218

Residential Wiring
ELPT 1029
Prerequisites: None
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
50728 Central MW Aug 27-Dec 14 9 a.m.-11:50 a.m. C-16 C-16.201
50729 Central TTh Aug 27-Dec 14 6:45 p.m.-9:45 p.m. C-16 C-16.201
50684 North TTh Aug 27-Dec 14 7 p.m.-10 p.m. N-9 N-9.134

Auto Body Collision
Auto Body M & E Service
ABDR 2002
Prerequisites: None
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
95674 South MTWTh Aug 27-Dec 14 2:31 p.m.-4:30 p.m. S-14 S-14.102a
95672 South MTWTh Aug 27-Dec 14 2:31 p.m.-4:30 p.m. S-14 S-14.102a
50713 South MW Aug 27-Dec 14 5:50 p.m.-10 p.m. S-14 S-14.102a
50660 North MW Aug 27-Dec 14 6 p.m.-10 p.m. N-18 N-18.104

Basic Metal Repair
ABDR 1019
Prerequisites: None
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
95639 North MTWThF Aug 27-Dec 14 10:50 a.m.-12:25 p.m. N-18 N-18.104
95672 South MTWTh Aug 27-Dec 14 2:31 p.m.-4:30 p.m. S-14 S-14.102a
50713 South MW Aug 27-Dec 14 5:50 p.m.-10 p.m. S-14 S-14.102a
50660 North MW Aug 27-Dec 14 6 p.m.-10 p.m. N-18 N-18.104
**Basic Refinishing**  
ABDR 1031  
*Prerequisites: None*  
Introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. (ABDR 1431)  
$336  
95638  
Aug 27-Dec 14  
9:30 a.m.-10:40 a.m.  
N-18 N-18.104  
North  
MTWThF  

**Collision Repair Welding**  
ABDR 1007  
*Prerequisites: None*  
Study industry and standard welding and cutting procedures. (ABDR 1307)  
$293  
95637  
Aug 27-Dec 14  
8:30 a.m.-9:20 a.m.  
N-18 N-18.104  
North  
MTWTh  

**Color Analysis and Paint Matching**  
ABDR 2053  
*Prerequisites: None*  
Learn color theory, color analysis, tinting, and advanced blending techniques for commercially acceptable paint matching. (ABDR 2353)  
$293  
95673  
Aug 27-Dec 14  
1:31 p.m.-2:30 p.m.  
S-14 S-14.102a  
South  
MTWTh  

**Vehicle Design & Structural Analysis**  
ABDR 1003  
*Prerequisites: None*  
An introduction to the collision repair industry with emphasis on safety, professionalism, and vehicle structural design. (ABDR 1303)  
$293  
95636  
Aug 27-Dec 14  
7:30 a.m.-8:20 a.m.  
N-18 N-18.104  
North  
MTWThF  

**Engineering & Manufacturing**

**Basic Lathes**  
MCHN 1008  
*Prerequisites: None*  
An introduction to the common types of lathes with emphasis on basic parts, nomenclature, lathe operations, safety, machine mathematics, and blueprint reading.  
Note: None  
$460  
50424  
Aug 28-Dec 18  
6 p.m.-9 p.m.  
N-19 N-19.109  
North  
MTWTh  

**Intro to Automation & Control (N)**  
INTC 1091  
*Prerequisites: None*  
This popular course combines lecture and hands-on labs to provide an overview of industrial measurement and control.  
$2995  
50406  
Oct 8-Oct 11  
8 a.m.-5 p.m.  
C-17  
Central  
MTWTh  

**Math for Instrumentation Techs (N)**  
INTC 1091  
*Prerequisites: None*  
This course is designed for the instrument technician who may be struggling with mathematical computations or those who need a basic refresher.  
$1630  
50403  
Sep 17-Sep 20  
8 a.m.-5 p.m.  
C-17  
Central  
MTWTh  

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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
STANDARD INSTRUMENTATION & CONTROL DOCUMENTATION (N)
INTC 1091
Prerequisites: None
This course will present the methodology for the design and development of control systems documentation.
$1395 CEU 1.6 HRS: 16
70023 Central MT
Dec 10-Dec 11 8 a.m.-5 p.m. C-17

TUNING CONTROL LOOPS (N)
ITNC 1091
Prerequisites: None
This course is designed to gain a better understanding of how to tune control loops, whether they have turned loops before and would like to become more proficient, or they have never turned a loop before.
$1630 CEU 2.4 HRS: 24
50409 Central MT
Nov 5-Nov 7 8 a.m.-5 p.m. C-17

HVAC/REFRIGERATION

**Basic Electricity for HVAC**
HART 1001
Prerequisites: None
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
95647 North MTWThF
Aug 27-Oct 18 7:25 a.m.-9:45 a.m. N-10 N-10.113
50689 North MW
Aug 27-Dec 14 12:11 p.m.-3:01 p.m. N-10 N-10.113
50714 South MW
Aug 27-Dec 14 1 p.m.-3:50 p.m. S-13 S-13.105
50690 North MW
Aug 27-Dec 14 6:45 p.m.-9:45 p.m. N-10 N-10.123

**Commercial Refrigeration: HVAC 2B**
HART 2042
Prerequisites: None
The theory and practical application in the maintenance of commercial refrigeration; medium, and low-temperature applications and ice machines. (HART 2442)
$332 CEU 9.6 HRS: 96
50698 North MW
Aug 27-Dec 14 6:45 p.m.-9:45 p.m. N-10 N-10.113

**Gas Electrical Heating**
HART 1045
Prerequisites: None
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
50694 North MTWThF
Aug 27-Dec 14 9:50 a.m.-12:10 p.m. N-10 N-10.113

**Preparation for EPA Recovery Certification**
HART 1056
Prerequisites: None
Preparatory course and testing for HVAC refrigerant recovery and recycling to meet requirements of EPA Section 608 of the Clean Air Act. (HART 1356)
Note: Materials included. Test card and study guide required
$269 CEU 4.8 HRS: 48
50688 North F
Aug 27-Dec 14 12:11 p.m.-3:01 p.m. N-10 N-10.113

**Commercial Air Conditioning: HVAC 1B**
HART 2041
Prerequisites: None
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety. (HART 1407)
Note: Textbook required.
$332 CEU 9.6 HRS: 96
95648 North MTWThF
Aug 27-Oct 18 9:50 a.m.-12:10 p.m. N-10 N-10.113
50691 North TTh
Aug 27-Dec 14 12:11 p.m.-3:01 p.m. N-10 N-10.113
50715 South TTh
Aug 27-Dec 14 1 p.m.-3:50 p.m. S-13 S-13.107
50692 North TTh
Aug 27-Dec 14 6:45 p.m.-9:45 p.m. N-10 N-10.123
**Residential A/C System Design**

HART 2045

*Prerequisites: None*

Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection; and balancing the air system. (HART 2345)

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**Residential Air Conditioning**

HART 1041

*Prerequisites: None*

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

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**Non-Destructive Testing**

**Advanced Ultrasonics**

NDTE 2001

*Prerequisites: None*

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)

Note: Textbook required.

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**Eddy Current Testing**

NDTE 1040

*Prerequisites: None*

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

Note: Textbook required.

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**Film Interpretation of Weldments**

NDTE 1001

*Prerequisites: None*

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

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### Intermediate Ultrasonic: Flaw Detection & Sizing
NDTE 1054

**Prerequisites:** None

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)

Note: Textbook required.

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### Introduction to Testing & Inspection
QCTC 1046

**Prerequisites:** None

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)

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### Introduction to Ultrasonics 1 & 2
NDTE 1005

**Prerequisites:** None

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

Note: Textbook required.

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Aug 27-Dec 14 7 p.m.-10 p.m.  C-16 C-16.104

### Liquid Penetrant & Magnetic Particle
NDTE 1010

**Prerequisites:** None

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)

Note: Textbook required.

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### Metrology and Blueprint Reading
QCTC 1048

**Prerequisites:** Math 1333 or Math 1314

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

Note: Textbook required.

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Aug 27-Dec 14 7 p.m.-10 p.m.  C-16 C-16.203

### Preparation for Certified Welding Inspector Exam
NDTE 2011

**Prerequisites:** None

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

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Aug 27-Dec 14 7 p.m.-10 p.m.  C-16 C-16.203

### Standards and Codes
QCTC 2031

**Prerequisites:** None

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)

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Aug 27-Dec 14 5 p.m.-6:55 p.m.  C-16 C-16.203

### Statistical Process Control
QCTC 1041

**Prerequisites:** Math 1333 or Math 1314

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

Note: Textbook required.

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Sep 7-Dec 9 6 p.m.-10 p.m.  C-17 C-17.224

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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**Welding Metallurgy I**

METL 1001  
**Prerequisites:** None  
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  
50632  
Aug 27-Dec 14  
7 p.m.-10 p.m.  
Central  
C-17 C-17.224

**Occupational Health & Safety**

**Certified Occupational Safety Specialist (COSS)**

OSHT 1003  
**Prerequisites:** None  
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.  
Note: Materials provided.  
$1699  
95593  
Aug 27-Aug 31  
8 a.m.-5 p.m.  
South  
TSCL D  
50401  
Nov 12-Nov 16  
8 a.m.-5 p.m.  
South  
TSCL D

**Pipefitting**

**Pipefitting 3A**

PFPB 2032  
**Prerequisites:** None  
Skill development in rigging practices and equipment, standards and specs, advanced trade math, motorized equipment, and above-ground pipe installation.  
Note: No textbook required.  
$300  
95597  
Aug 20-Oct 29  
6 p.m.-10 p.m.  
North  
N-19 N-19.106

**Sheetmetal**

**Sheet Metal III: Sheetmetal 3B**

MCHN 1053  
**Prerequisites:** None  
A continuation to the triangulation layout and fabrication of ductwork. Introduction to equipment and techniques of welding metal. Includes shielded metal arc welding and gas cutting methods. Application of field measurements for layout and installation of duct sections and offsets.  
Note: Textbook required.  
$300  
95596  
Aug 16-Dec 20  
5 p.m.-9 p.m.  
North  
Th  
N-19 N-19.112

**Truck Driving**

**PTD Defensive Driving**

NFND 0000  
**Prerequisites:** Must contact SJC truck driving department at (281)476-1872 or (281)476-1886 for information.  
Required certification course for professional truck drivers. The course is for certification and insurance purposes only and cannot be utilized for traffic violations. This six hour course is to meet state requirements.  
$52  
95449  
Aug 24-Aug 24  
8 a.m.-3 p.m.  
Central  
F  
C-31 C-31.103  
50422  
Sep 29-Oct 6  
8 a.m.-11 a.m.  
Central  
Sa  
C-30 C-30.109  
50420  
Oct 5-Oct 5  
8 a.m.-3 p.m.  
Central  
F  
C-30 C-30.109  
50421  
Nov 16-Nov 16  
8 a.m.-3 p.m.  
Central  
F  
C-30 C-30.109

**Professional Truck Driver One**

CVOP 1013  
**Prerequisites:** Must sign up for Professional Truck Driver Two at the same time AND contact SJC commercial truck driving department at (281)476-1872 or (281)476-1886.  
General truck driving with hands-on skills development and instruction coordinated with the Department of Transportation. This course includes the required six hour Defensive Driving course to meet state requirements.  
Note: Textbook required.  
$1085  
50011  
Aug 18-Nov 4  
7 a.m.-6 p.m.  
Central  
SaSu  
C-31 C-31.103  
50414  
Sep 17-Oct 25  
7 a.m.-6 p.m.  
Central  
MTWTh  
C-30 C-30.109  
50415  
Oct 29-Dec 13  
7 a.m.-6 p.m.  
Central  
SaSu  
C-30 C-30.109  
50416  
Nov 10-Feb 17  
7 a.m.-6 p.m.  
Central  
C-30 C-30.109
Professional Truck Driver Two  
CVOP 1040  
Prerequisites: Must sign up for Professional Truck Driver One at the same time AND contact SJC commercial truck driving department at (281)476-1872 or (281)476-1886.  
A continuation of Professional Truck Driver One. General truck driving with hands-on skills development and instruction coordinated with the Department of Transportation. Instruction in the operation of a tractor-trailer combination in city and highway conditions, including control and maneuvering of the vehicle through various traffic situations in different conditions with numerous tractor-trailer combinations.  
Note: Textbook required.  

$965  
50012  
Aug 18-Nov 4  
7 a.m.-6 p.m.  
C-31 C-31.103  
50417  
Sep 17-Oct 25  
7 a.m.-6 p.m.  
C-30 C-30.109  
50418  
Oct 29-Dec 13  
7 a.m.-6 p.m.  
C-30 C-30.109  
50419  
Nov 10-Feb 17  
7 a.m.-6 p.m.  
C-30 C-30.109  

Advanced Shielded Metal Arc Welding SMAW  
WLDG 2043  
Prerequisites: None  
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  
95669  
Aug 27-Dec 14  
10:15 a.m.-12:50 p.m.  
N-19 N-19.104  
95635  
Aug 27-Dec 14  
10:45 a.m.-1:20 p.m.  
C-32 C-32.117  
50653  
Aug 27-Dec 14  
6 p.m.-10 p.m.  
C-32 C-32.111  
50654  
Aug 27-Dec 14  
6 p.m.-10 p.m.  
C-32 C-32.117  
50706  
Aug 27-Dec 14  
6 p.m.-10 p.m.  
N-19 N-19.108  

Intermediate Pipe Welding  
WLDG 2006  
Prerequisites: None  
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  
50703  
Aug 27-Dec 14  
8 a.m.-12 p.m.  
N-19 N-19.106  
95667  
Aug 27-Oct 18  
12 p.m.-3 p.m.  
N-19 N-19.104  
50651  
Aug 27-Dec 14  
6 p.m.-10 p.m.  
C-32 C-32.118  
50704  
Aug 27-Dec 14  
6 p.m.-10 p.m.  
N-19 N-19.104  

Intermediate Welding Using Multiple Processes  
WLDG 2013  
Prerequisites: WLDG 1534 and WLDG 2551  
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)  
Note: No textbook required.  

$403  
50705  
Aug 27-Dec 14  
6 p.m.-10 p.m.  
N-19 N-19.109  
50652  
Aug 27-Dec 14  
6 p.m.-10 p.m.  
N-19 N-19.109  
50770  
Sep 7-Dec 9  
6 p.m.-10 p.m.  
C-32 C-32.111  

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
### Introduction to Shielded Metal Arc Welding-SMAW

**WLDG 1028**

**Prerequisites: None**

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)

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### Introduction to Gas Metal ARC Welding (GMAW)

**WLDG 1030**

**Prerequisites: None**

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)

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### Introduction to Gas Tungsten ARC Welding GTAW

**WLDG 1034**

**Prerequisites: None**

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. (WLDG 1534)

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<td>Aug 27-Dec 14</td>
<td>6 p.m.-10 p.m.</td>
<td>N-19 N-19.108</td>
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</tbody>
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**To Register:** North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**Advanced Cargo Handling and Stowage**

MARS 1073

*Prerequisites: None*

USCG and STCW approved, this course will cover the principles of materials handling and their application to the movement of marine cargoes, safe cargo operations, certification of cargo gear, stresses on cargo gear, mathematical calculations of safe and efficient cargo stowage, dehumidification units and prevention of moisture damage due to cargo and ship sweat. In addition, this course will examine ship stability and trim, and the practical application of these principles in the loading of vessels carrying break bulk, bulk and container cargoes. A container loading project will be completed involving computing stowage, trim, KG, GM and LCG. The objective of this course is to provide students with the detailed knowledge to support the training outcomes related to cargo handling and stowage at the management level and in doing so, satisfy company, national, and international regulations for candidates for certification as master or chief mate.

$2000  
CEU 8.0  
HRS: 80  
50326  
Central  
MTWThF  
Sep 24-Oct 5  
8 a.m.-5 p.m.

**Advanced Firefighting**

VFFT 1051

The four 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 five years by deck and engineering officers as well as those individuals responsible for the prevention and combating fires aboard.

*Prerequisites: Basic Fire Fighting*

$800  
CEU 3.2  
HRS: 32  
50318  
Central  
MTWThF  
Sep 11-Sep 14  
8 a.m.-5 p.m.  
50324  
Central  
MTWThF  
Sep 18-Sep 21  
8 a.m.-5 p.m.  
50347  
Central  
MTWThF  
Oct 30-Nov 2  
8 a.m.-5 p.m.

**Advanced Meteorology**

SCIT 1093

*Prerequisites: None*

This course encompasses the following: the earth-atmosphere system, weather elements: atmospheric thermodynamics; wind systems; cyclones and anti-cyclones, air masses, fronts and middle-latitude cyclones; violent local storms; tropical storms; the synoptic weather map; weather service for merchant shipping; weather forecasting; ocean waves; sea ice and ice accretion; weather map construction and analysis; optimum ship routing utilizing the prevailing and projected weather conditions to advantage; weather routing to avoid adverse conditions; practice of practical shipboard reporting procedures. Forecasting and hurricane avoidance techniques. Students will be able to understand and interpret synoptic charts and forecast area weather. This syllabus covers the requirements of the 1995 STCW Convention Chapter II, Section A-II/2. This functional element provides the detailed knowledge to support the training outcomes related to the Navigation at the Management Level.

Any applicant who has successfully completed this 40-hour advanced meteorology course will satisfy the advanced meteorology training requirements for STCW certification as master or chief mate on vessels of 500 or more gross tonnage (ITC). The practical assessments in this course will be accepted as the equivalent of the following assessments from the National Assessment Guidelines for Table A-II/2 of the STCW Code: M-6-1A; M-6-2A. Applicants who have successfully completed your course need not present completed “Control Sheets” for these assessments in application for STCW certification.

$950  
CEU 4.0  
HRS: 40  
95470  
Central  
MTWThF  
Aug 20-Aug 24  
8 a.m.-5 p.m.  
50334  
Central  
MTWThF  
Oct 8-Oct 12  
8 a.m.-5 p.m.  
70009  
Central  
MTWThF  
Dec 3-Dec 7  
8 a.m.-5 p.m.

**Advanced Navigation**

MARS 1074

*Prerequisites: None*

USCG and STCW approved, this course provides trainees with knowledge, understanding and proficiency in appraising and planning an ocean and coastal voyage. Use of Bridge Electronics such as GPS, GYRO, and Autopilot in executing the plan. Includes: Electronic Chart Display and Information Systems which provides students with knowledge and skills necessary to fully utilize the features of ECDIS, including installation and correction of electronic charts.

$2200  
CEU 8.0  
HRS: 80  
50314  
Central  
MTWThF  
Sep 4-Sep 14  
8 a.m.-5 p.m.
Advanced Stability
MARS 2074
Prerequisites: None
USCG and STCW approved, this course encompasses the following: Trainees will become proficient in stability and trim theory and its practicable applications. The course objectives are also aimed at providing the ship’s senior officers with the knowledge and competence sufficient to make full use of the stability booklet required for a vessel by 46 CFR 170.110. This course requires the trainee to have a fundamental understanding of basic stability and trim theory, as well as basic math and trigonometry.

$1000 CEU 4.0 HRS: 40
50325 Central MTWThF
Sep 17-Sep 21 8 a.m.-5 p.m.

Apprentice Mate (Steering) Western Routes
MARS 1078
Prerequisites: None
Successful completion of this USCG approved 16-hour apprentice mate (steersman) western rivers Navigation course and presents your certificate of training which 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
50343 Central MT
Oct 22-Oct 23 8 a.m.-5 p.m.
70016 Central MT
Dec 17-Dec 18 8 a.m.-5 p.m.

Basic Safety Training
MART 1077
Prerequisites: None
USCG and 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
50317 Central MTWThF
Sep 10-Sep 14 8 a.m.-5 p.m.
50323 Central MTWThF
Sep 17-Sep 21 8 a.m.-5 p.m.
50346 Central MTWThF
Oct 29-Nov 2 8 a.m.-5 p.m.

Bridge Resource Management (Non-Simulator)
MART 1078
Prerequisites: None
USCG and STCW approved, this course focuses the student on the skills required to operate a vessel safely and efficiently. Teamwork, team building, 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
50320 Central WThF
Sep 12-Sep 14 8 a.m.-5 p.m.
50344 Central WThF
Oct 24-Oct 26 8 a.m.-5 p.m.

Cargo Handling & Stowage (Operation Level)
LMGT 1093
Prerequisites: None
USCG and STCW approved, this course will satisfy the candidate with reliable knowledge of technical principles of sea transport of cargo and skills in the assessment of cargo securing arrangements. Also covered are the duties undertaken by the deck watch while loading and discharging cargo in port, and the care of cargo in transit. Subjects include: inspection and preparation of holds, cargo segregation, securing cargo, cargo handling equipment and safety, confined space entry and an overview of ship types (tankers, bulk carrier, container etc).

$800 CEU 4.0 HRS: 40
50336 Central MTWThF
Oct 8-Oct 12 8 a.m.-5 p.m.
 MARITIME

**Maritime**

**Celestial Navigation**
MARS 2076

*Prerequisites: None*

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

**$2500 CEU 12.0 HRS: 120**
50339 Central MTWThF
Oct 15-Nov 2 8 a.m.-5 p.m.

**DDE 1000/4000 HP**
MARS 1075

*Prerequisites: None*

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

**$4000 CEU 16.0 HRS: 160**
50337 Central MTWThF
Oct 8-Nov 2 8 a.m.-5 p.m.

**Electronic Chart Display and Information Systems (ECDIS)**
MART 1075

*Prerequisites: None*

USCG and STCW approved, this course provides the student with the knowledge and skills required to fully utilize the features of a computer-based navigation system capable of continuously determining a vessel's position in relation to land, charted objects, aids-to-navigation, and unseen hazards.

**$1000 CEU 3.2 HRS: 32**
50316 Central MTWThF
Sep 10-Sep 13 8 a.m.-5 p.m.

**Electronic Navigation**
MARS 2076

*Prerequisites: None*

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

**$900 CEU 4.0 HRS: 40**
50356 Central MTWThF
Nov 26-Nov 30 8 a.m.-5 p.m.

**Global Maritime Distress and Safety Systems (GMDSS)**
MARS 1077

*Prerequisites: None*

USCG and STCW approved, this course is required for officers who serve on vessels equipped with GMDSS. It is divided into one theory week and one practical week. Subjects include: satellite systems, terrestrial communications, transmission and reception of distress alerts and messages, and maritime safety information.

**$1500 CEU 7.0 HRS: 70**
95432 Central MTWThF
Aug 20-Aug 31 8 a.m.-5 p.m. CMAR 003
50335 Central MTWThF
Oct 8-Oct 18 8 a.m.-5 p.m.
50355 Central MTWThF
Nov 26-Dec 6 8 a.m.-5 p.m.
**Master, 100 GRT**

**MART 1072**

**Prerequisites: None**

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
50329 Central MTWThF
Oct 1-Oct 12 8 a.m.-5 p.m.
50354 Central MTWThF
Nov 26-Dec 7 8 a.m.-5 p.m.

**Medical Person in Charge**

**EMSP 1091**

**Prerequisites: Medical care provider**

This USCG approved course is required if you are designated to order and administer medical supplies onboard. Subjects include: pain management; rescue at sea, death at sea, diseases and advanced medical skills. This course will also acquaint the attendee with short-term and long-term care for the sick or injured patient. Anatomy and physiology of the human body, diagnostic procedures, basic and advanced first aid techniques, CPR, automated external defibrillator (AED), the use of drugs and medication, medical reports, and communication, as well as other pertinent shipboard medical problems will be presented in depth.

$1500 CEU 4.0 HRS: 40
50332 Central MTWTh
Oct 1-Oct 5 8 a.m.-5 p.m.
70012 Central MTWThF
Dec 3-Dec 7 8 a.m.-5 p.m.

**Operating Principles of Marine Propulsion Plants**

**MARS 1071**

**Prerequisites: None**

USCG and STCW approved, in this five-day course trainees will become knowledgeable in the operation of marine power plants, ship's auxiliary machine, and marine engineering terms. This course aims to meet the mandatory minimum requirements for knowledge, understanding, and proficiency for the officer in charge of a navigational watch on vessels of 500 or more gross tonnage (ITC) level. This course familiarizes deck officers with the fundamental principles of marine power plants.

$1000 CEU 4.0 HRS: 40
95436 Central MTWThF
Aug 27-Aug 31 8 a.m.-5 p.m. CMAR 008

**Proficiency in Survival Craft**

**MART 2074**

**Prerequisites: None**

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

$700 CEU 3.2 HRS: 32
95452 Central MTWTh
Aug 20-Aug 23 8 a.m.-5 p.m. CMAR 001
50350 Central MTWTh
Oct 1-Oct 4 8 a.m.-5 p.m.
50350 Central MTWTh
Nov 12-Nov 15 8 a.m.-5 p.m.

**Radar Observer Unlimited (Renewal)**

**MART 2075**

**Prerequisites: None**

USCG and STCW approved, this course provides 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
50333 Central F
Oct 5-Oct 5 8 a.m.-5 p.m.
50351 Central F
Nov 16-Nov 16 8 a.m.-5 p.m.

**Radar Observer-Unlimited**

**MART 2072**

**Prerequisites: None**

USCG and 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
95454 Central MTWThF
Aug 20-Aug 24 8 a.m.-5 p.m. CMAR 007
50349 Central MTWThF
Oct 1-Oct 5 8 a.m.-5 p.m.
50349 Central MTWThF
Nov 12-Nov 16 8 a.m.-5 p.m.
Ratings Forming Part of Navigational Watch (Lookout Only)

MAR 2073

**Prerequisites:** None

This course is required for all mariners assigned to lookout and watchkeeping support duties on ocean going vessels. An ordinary seaman assigned to either the deck department or the maintenance department who either stands navigational watches, or may be assigned to stand navigational watches, must also be qualified as a RFPNW.

$100  CEU  .8  HRS: 8
50321  Central  F
Sep 14-Sep 14  8 a.m.-5 p.m.
50345  Central  F
Oct 26-Oct 26  8 a.m.-5 p.m.
50353  Central  T
Nov 20-Nov 20  8 a.m.-5 p.m.
70017  Central  W
Dec 19-Dec 19  8 a.m.-5 p.m.

Tankerman PIC-Barge (DL)

MART 2076

**Prerequisites:** None

USCG and 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
50315  Central  TWThF
Sep 4-Sep 7  8 a.m.-5 p.m.
50341  Central  MTWThF
Oct 22-Oct 26  8 a.m.-5 p.m.
70014  Central  MTWThF
Dec 10-Dec 14  8 a.m.-5 p.m.

Terrestrial & Coastal Navigation

MARS 1072

**Prerequisites:** None

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

$1800  CEU  8.0  HRS: 80
50322  Central  MTWThF
Sep 10-Sep 21  8 a.m.-5 p.m.
70011  Central  MTWThF
Dec 3-Dec 14  8 a.m.-5 p.m.

Upgrade - Master, 100 GRT to Master, 200 GRT

MART 1076

**Prerequisites:** None

Upon completion of this 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  3.2  HRS: 32
50338  Central  MTW
Oct 15-Oct 17  8 a.m.-5 p.m.
70013  Central  MTW
Dec 10-Dec 12  8 a.m.-5 p.m.

Upgrade to Apprentice Mate

MART 1074

**Prerequisites:** None

Upon completion of this 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  2.4  HRS: 24
50340  Central  ThF
Oct 18-Oct 19  8 a.m.-5 p.m.
70015  Central  ThF
Dec 13-Dec 14  8 a.m.-5 p.m.

Vessel Security Officer

MART 1073

**Prerequisites:** None

This two-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
50319  Central  MT
Sep 10-Sep 11  8 a.m.-5 p.m.
50342  Central  MT
Oct 22-Oct 23  8 a.m.-5 p.m.
50352  Central  MT
Nov 19-Nov 20  8 a.m.-5 p.m.
70010  Central  MT
Dec 3-Dec 04  8 a.m.-5 p.m.
ENGLISH

Advanced Composition
NFND 0000
Prerequisites: Completion of ESOL 0352 with a grade of C or better or minimum score on standardized test of English language proficiency
This course is for ESOL students who have taken ESOL 0352 and need to master the rhetorical modes for academic English writing and reading situations and learn to recognize the different uses of language. This course does not apply toward any degree. (ESOL 0353)
Note: Textbook required.

$269
CEU 4.8
HRS: 48
Central
MW
Aug 27-Dec 14
8 a.m.-9:20 a.m.
C-4 C-4.208
South
M
Aug 27-Dec 14
6:30 p.m.-9:30 p.m.
S-8 S-8.2025
North
TTh
Oct 22-Dec 13
8:30 a.m.-11:20 a.m.
50589
South
TTh
Oct 22-Dec 13
8:30 a.m.-11:20 a.m.
50590
North
TTh
Oct 22-Dec 13
6:30 p.m.-9:30 p.m.

Advanced Reading
NFND 0000
Prerequisites: Completion of Reading-Intermediate or minimum score on a standardized test of English language proficiency
Designed for students whose primary language is other than English. Exploration of various reference sources and practice suggested proofreading techniques to assist with on-the-job document production. This course continues development through reading comprehension, vocabulary building, and adapting reading rate for different purposes. (ESOL 0323)
Note: Textbook required.

$269
CEU 4.8
HRS: 48
Central
TTh
Aug 27-Dec 14
8 a.m.-9:20 a.m.
C-4 C-4.210
North
MW
Aug 27-Oct 18
8:30 a.m.-11:20 a.m.
50578
South
TTh
Aug 27-Oct 18
11:30 a.m.-2:20 p.m.
S-8 S-8.2025
North
MW
Aug 27-Oct 18
6:30 p.m.-9:30 p.m.
50579
South
W
Aug 27-Dec 14
6:30 p.m.-9:30 p.m.
S-8 S-8.2025

Advanced Writing & Grammar
NFND 0000
Prerequisites: Minimum score on a standardized test of English language proficiency
This course is for students whose primary language is other than English and who need to master the rhetorical modes for academic English writing situations such as persuasion, comparison-contrast, cause-effect, and definition. This course will introduce them to essays, short stories, and poetry. (ESOL 0333)
Note: Textbook required.

$269
CEU 4.8
HRS: 48
Central
TTh
Aug 27-Oct 18
8:30 a.m.-12:20 p.m.
50584
North
MW
Aug 27-Dec 14
9:30 a.m.-10:50 a.m.
C-4 C-4.208
North
TTh
Aug 27-Oct 18
6 p.m.-10 p.m.
50585
South
Th
Aug 27-Dec 14
6 p.m.-10 p.m.
50586
South
MW
Oct 22-Dec 13
8:30 a.m.-11:20 a.m.
S-8 S-8.2025
**English Communication Skills 1**  
**COMG 1000**  
*Prerequisites. (pre-assessment 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 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.  
Note: Textbook and workbook required.

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<td>Sep 24-Oct 18</td>
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**English Communication Skills 2**  
**COMG 1000**  
*Prerequisites. (pre-assessment required)*  
This is a continuation of English Communication Skills Level 1. The emphasis is on high-frequency vocabulary (basic sight words) and phonics; refining oral and written production; assists with listening skills for enhanced job productivity; and increasing control of the English sound system to minimize on-the-job miscommunication or misinterpretation due to foreign accent. This is the second class in our nine levels of English language instruction.  
Note: Textbook and workbook required.

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<td>9 a.m.-12:30 p.m.</td>
<td>S-8 S-8.1044</td>
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**English Communication Skills 3**  
**COMG 1001**  
*Prerequisites. (pre-assessment 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.  
Note: Textbook and workbook required.

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<td>MTWTh</td>
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<td>9 a.m.-1 p.m.</td>
<td>S-8 S-8.1044</td>
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</table>

**English Communication Skills 4**  
**COMG 1004**  
*Prerequisites. (pre-assessment 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.  
Note: Textbook and workbook required.

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<td>9 a.m.-12:30 p.m.</td>
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<td>MTWTh</td>
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<tr>
<td>Sep 24-Oct 18</td>
<td>9 a.m.-12:30 p.m.</td>
<td>CVEC 0003</td>
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</tbody>
</table>

**Key to Days of Week**

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

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**English Communication Skills 5**
COMG 1004

**Prerequisites. (pre-assessment required)**
This level focuses on the improvement in reading 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.

Note: Textbook and workbook required.

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**English Communication Skills 6**
COMG 1005

**Prerequisites. (pre-assessment required)**
This is a continuation of English Communication Skills Level 5. This level focuses on the improvement in reading vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job or academic success.

Note: Textbook and workbook required.

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**Intermediate Developmental Composition**
NFND 0000

**Prerequisites:** Completion of ESOL 0351 with a grade of C or better, or minimum score on standardized test of English language proficiency

This course is designed for non-native speakers who have taken ESOL 0351 and need to master the rhetorical modes for academic and professional English writing and reading situations. This course does not apply toward any degree. (ESOL 0352)

Note: Textbook required.

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**Intermediate Listening & Speaking**
NFND 0000

**Prerequisites:** Completion of Listening & Speaking-Introductory course or minimum score on standardized test of English language proficiency

Improvement in reading vocabulary/comprehension skills, as well as speaking, writing and listening skills for job success. Focus on recognition and comprehension of idioms, analogies, antonyms, and synonyms, and context clues. Interpretation of factual material and inferences associated with job-related communication.

This course is designed for students with some English skills who want to increase their listening, speaking, and writing communication skills. (ESOL 0312)

Note: Textbook required.

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**English Communication Skills 9**
COMG 1007

**Prerequisites. (pre-assessment required)**
This level is designed for advanced students who want to focus on the exploration of various reference sources and who would like to practice suggested proofreading techniques to assist them with on the job document production or for academic success.

Note: Textbook required.

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**Intermediate Listening & Speaking**
NFND 0000

**Prerequisites:** Completion of Listening & Speaking-Introductory course or minimum score on standardized test of English language proficiency

Improvement in reading vocabulary/comprehension skills, as well as speaking, writing and listening skills for job success. Focus on recognition and comprehension of idioms, analogies, antonyms, and synonyms, and context clues. Interpretation of factual material and inferences associated with job-related communication.

This course is designed for students with some English skills who want to increase their listening, speaking, and writing communication skills. (ESOL 0312)

Note: Textbook required.

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## Intermediate Reading

**NFND 0000**

*Prerequisites: Completion of Reading-Introductory or minimum score on a standardized test of English language proficiency*

Designed for students whose primary language is other than English. Presentation of industry-related basic reading, writing, speaking and listening skills. Emphasis on high-frequency vocabulary (basic sight words) and phonics; refining oral written production and listening skills for enhanced job productivity; and increasing control of the English sound system to minimize on-the-job miscommunication or misperception due to foreign accent. This course continues language development through reading comprehension, vocabulary building, and paragraph organization. (ESOL 0322)

Note: Textbook required.

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<td>Aug 27-Dec 14 6:30 p.m.-9:30 p.m. S-7 S-7.138</td>
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</table>

## Introductory Composition

**NFND 0000**

*Prerequisites: Minimum score on a standardized test of English language proficiency*

Introduction to Developmental Composition for non-native speakers is for ESOL students who need to master the rhetorical modes for academic English writing situations such as persuasion, comparison-contrast, cause-effect, and definition. This course will introduce them to essays, short stories, and poetry. This course does not apply toward any degree. (ESOL 0351)

Note: Textbook required.

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## Intermediate Writing & Grammar

**NFND 0000**

*Prerequisites: Minimum score on a standardized test of English language proficiency*

Improvement in reading vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job success. Focus on recognition and comprehension of idioms, analogies, antonyms, synonyms, and context clues. This course introduces the development of controlled and guided paragraphs using a variety of organizational structures, logic patterns, and basic grammar. (ESOL 0332)

Note: Textbook required.

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## Introductory Listening & Speaking

**NFND 0000**

*Prerequisites: Standardized test of English language proficiency*

This course provides on-the-job dynamic communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of relevant job-related contexts. This course focuses on developing basic social and pre-academic speaking and listening skills which include pronouncing, describing, giving directions, and comprehending oral directions. (ESOL 0311)

Note: Textbook required.

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<td>Aug 27-Dec 14 8 a.m.-9:20 a.m. C-4 C-4.208</td>
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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**Introductory Reading**
NFND 0000

*Prerequisites: Minimum score on a standardized test of English language proficiency*

Designed for students whose primary language is other than English. Presentation of industry-related basic reading, writing, speaking and listening skills. Emphasis on high-frequency vocabulary (basic sight words) and phonics; refining oral written production and listening skills for enhanced job productivity; and increasing control of the English sound system to minimize on-the-job miscommunication or misperception due to foreign accent. The course is designed for the non-native speaker. It focuses on English language development through reading activities such as comprehension and vocabulary. (ESOL 0321)

Note: Textbook required.

$269  
CEU 4.8  
HRS: 48  

50607  
Central  
TTh  

Aug 27-Dec 14  
8 a.m.-9:20 a.m.  
C-4 C-4.206  

Aug 27-Oct 18  
8:30 a.m.-11:20 a.m.  
N-8 N-8.110  

Aug 27-Oct 18  
8:30 a.m.-11:20 a.m.  
S-7 S-7.138  

Aug 27-Oct 18  
6:30 p.m.-9:30 p.m.  
N-8 N-8.110  

**Introductory Writing & Grammar**
NFND 0000

*Prerequisites: Minimum score on a standardized test of English language proficiency*

Provides on-the-job communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of relevant job-related contexts. This course helps students learn to comprehend and use the basic structures of English and perform simple writing tasks such as using complete sentences, filling out forms, writing invitations, and communicating through short notes. (ESOL 0331)

Note: Textbook required.

$269  
CEU 4.8  
HRS: 48  

50625  
North  
TTh  

Aug 27-Oct 18  
8:30 a.m.-12:20 p.m.  
N-8 N-8.110  

Aug 27-Dec 14  
9:30 a.m.-10:50 a.m.  
C-4 C-4.204  

Aug 27-Oct 18  
6 p.m.-10 p.m.  
N-8 N-8.110  

Aug 27-Oct 18  
6:30 p.m.-9:30 p.m.  
S-7 S-7.138  

**Languages**

**Conversational Chinese**
NFND 0000

*Prerequisites: None*

A beginning Chinese 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 Chinese and develop an understanding of its cultural context.

Note: Textbook required.

$250  
CEU 4.2  
HRS: 42  

95604  
South  
MW  

Aug 27-Oct 3  
6 p.m.-9:30 p.m.  
S-8 S-8.1044

**Conversational French**
NFND 0000

*Prerequisites: None*

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.

Note: Textbook required.

$250  
CEU 4.2  
HRS: 42  

50486  
South  
TTh  

Sep 11-Oct 18  
6 p.m.-9:30 p.m.  
S-11 S-11.237  

50469  
South  
TTh  

Oct 23-Dec 6  
6 p.m.-9:30 p.m.  
S-11 S-11.237

**Conversational Portuguese**
NFND 0000

*Prerequisites: None*

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.

Note: Textbook required.

$250  
CEU 4.2  
HRS: 42  

50470  
South  
MW  

Oct 8-Nov 14  
6 p.m.-10:30pm  
S-11 S-11.237
**Conversational Sign Language I**
SLNG 1001
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.

*Note: Textbook required. Prior sign knowledge is not required*

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**Conversational Sign Language II**
SLNG 1002

*Prerequisites: Conversational Sign Language I*
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.

*Note: Textbook required.*

<table>
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<td>6 p.m.-9 p.m.</td>
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<td>Dec 3-Dec 12</td>
<td>6 p.m.-9 p.m.</td>
<td>S-11</td>
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</tbody>
</table>

**Spanish Conversation: Beginners**
NFND 0000

*Prerequisites: None*
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.

*Note: Textbook required. This level is not recommended for those with a native Spanish speaking background.*

<table>
<thead>
<tr>
<th>$250</th>
<th>CEU 4.2</th>
<th>HRS: 42</th>
</tr>
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<tbody>
<tr>
<td>50464</td>
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<tr>
<td>Sep 4-Oct 11</td>
<td>6 p.m.-9:30 p.m.</td>
<td>S-8 S-8.1044</td>
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<tr>
<td>50465</td>
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<tr>
<td>Sep 10-Oct 17</td>
<td>6 p.m.-9:30 p.m.</td>
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</table>

**Spanish Conversation: Intermediate**
NFND 0000

*Prerequisites: None*
A continuation of Spanish Conversation: Beginners.

*Note: Textbook required.*

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<tr>
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<th>HRS: 42</th>
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<tbody>
<tr>
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<tr>
<td>Oct 16-Nov 29</td>
<td>6 p.m.-9:30 p.m.</td>
<td>S-8 S-8.1044</td>
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<td>50467</td>
<td>Central</td>
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<tr>
<td>Oct 22-Dec 5</td>
<td>6 p.m.-9:30 p.m.</td>
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</tbody>
</table>

**Mental Health**

**Certified Domestic Violence Facilitator**
PMHS 2000

*Prerequisites: None*
As a group leader, this course will provide you with a framework for Domestic Violence and Battering Intervention group instruction. Interactive lessons and exercises cover important topics such as respect and accountability, maintaining positive relationships, good communication, parenting, and the role of religion in recovery. This course will count towards and give new instructors the needed amount of Batterers Intervention Prevention Program (BIPP) training as well as count towards the continuing education requirement for current instructors.

*Note: Textbook required.*

<table>
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<tr>
<th>$275</th>
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<th>HRS: 16</th>
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<tr>
<td>95412</td>
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<tr>
<td>Aug 18-Aug 25</td>
<td>8 a.m.-5 p.m.</td>
<td>N-12</td>
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</tbody>
</table>
Para Educator Institute Training
CDEC 1032
Prerequisites: High School Diploma or GED from Texas accredited institution
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.
Note: Materials provided.
$195 CEU 1.8 HRS: 18
50476
Sep 15-Sep 29 8 a.m.-3:30 p.m. South S-8 S-8.1044
50479
Oct 13-Oct 27 8 a.m.-3:30 p.m. South Sa S-8 S-8.1044
50482
Nov 3-Nov 17 8 a.m.-3:30 p.m. South Sa S-8 S-8.1044
70027
Dec 1-Dec 15 8 a.m.-3:30 p.m. South Sa S-8 S-8.1044
Para Educator Certification Re-take
NFND 0000
Prerequisites: Para Educator Training
Paraprofessional Certification re-take provided for those students needing to retake paraprofessional exam.
Note: Materials provided.
$65 CEU .6 HRS: 6
95231
Aug 25-Aug 25 8 a.m.-1:30 p.m. South Sa S-8 S-8.1044
50478
Sep 29-Sep 29 8 a.m.-1:30 p.m. South Sa S-8 S-8.1044
50481
Oct 27-Oct 27 8 a.m.-1:30 p.m. South Sa S-8 S-8.1044
50484
Nov 17-Nov 17 8 a.m.-1:30 p.m. South Sa S-8 S-8.1044
70029
Dec 15-Dec 15 8 a.m.-1:30 p.m. South Sa S-8 S-8.1044
Test Preparation
GED Preparation Tutorial
NFND 0000
Prerequisites: None
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.
Note: Textbook and Casio FX 260 calculator are required.
$300 CEU 9.6 HRS: 96
50440
Sep 24-Nov 15 9 a.m.-12 p.m. Central MTWTh CLPC 117
50441
Sep 24-Nov 15 6 p.m.-9 p.m. Central MTWTh C-1 C-1.109
50442
Sep 24-Nov 15 6 p.m.-9 p.m. South MTWTh S-11
50443
Sep 24-Nov 15 6 p.m.-9 p.m. North MTWTh N-7 N-7.164
GED Preparation: Math
NFND 0000
Prerequisites: None
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.
Note: Textbook and Casio FX-260 calculator required.

$110 CEU 3.6 HRS: 36
50444 Central 9 a.m.-12 p.m. MTWTh C-1 C-1.109
Sep 24-Oct 11
50445 Central 6 p.m.-9 p.m. MTWTh
Sep 24-Oct 11
50446 South 6 p.m.-9 p.m. MTWTh
Sep 24-Oct 11
50447 North 6 p.m.-9 p.m. MTWTh
Sep 24-Oct 11
50448 Central 9 a.m.-12 p.m. MTWThF Nov 26-Dec 13
50449 Central 6 p.m.-9 p.m. MTWTh
Nov 26-Dec 13
50450 South 6 p.m.-9 p.m. MTWTh
Nov 26-Dec 13
50451 North 6 p.m.-9 p.m. N-7 N-7.164
Nov 26-Dec 13

GED Preparation: Language Arts
NFND 0000
Prerequisites: None
For GED applicants who have yet to complete the language arts-writing and language arts-reading portions of the test. This course is ideal for GED candidates who need more intense tutoring and practice in reading and writing. Like the traditional GED Preparation class, test-taking preparation is included.
Note: Textbook required.

$110 CEU 3.6 HRS: 36
95213 Central 9 a.m.-12 p.m. MTWTh Aug 20-Aug 23
95208 Central 6 p.m.-9 p.m. MTWTh Aug 20-Aug 30
95212 North 6 p.m.-9 p.m. MTWTh Aug 20-Aug 30
95215 South 6 p.m.-9 p.m. MTWTh Aug 20-Aug 30
50452 Central 6 p.m.-9 p.m. MTWTh Oct 15-Nov 1
50453 Central 9 a.m.-12 p.m. MTWTh Oct 15-Nov 1
50454 South 6 p.m.-9 p.m. MTWTh Oct 15-Nov 1
50455 South 6 p.m.-9 p.m. MTWTh Oct 15-Nov 1
50456 Central 6 p.m.-9 p.m. MTWTh Nov 5 -Nov 15

GED Preparación: Español
NFND 0000
Prerequisites: None
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, y las Artes del Idioma (Inglés).
Note: Se requiere libro y calculadora Casio FX-260.

$300 CEU 9.6 HRS: 96
50460 South 6 p.m.-9 p.m. CVEC 0001 Sep 24-Nov 15

GED Preparación: Matemáticas
NFND 0000
Prerequisites: None
Este curso de preparación para el GED es un curso intensivo de matemáticas.
Note: Se requiere libro y calculadora Casio FX-260.

$110 CEU 3.6 HRS: 36
50461 South 6 p.m.-9 p.m. CVEC 0001 Sep 24-Nov 15

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
GED Preparación: Lectura y Gramática
NFND 0000
Prerequisites: None
Este curso de preparación para el GED es un curso intensivo de lectura y gramática.
Note: Se requiere libro.
$110 CEU 3.6 HRS: 36
95196 South MTWTh
Aug 20-Sep 6 6 p.m.-9 p.m. CVEC 0001
50462 South MTWTh
Oct 15-Nov 1 6 p.m.-9 p.m. CVEC 0001

GED Preparación: Ciencia y Estudios Sociales
NFND 0000
Prerequisites: None
Este curso de preparación para el GED es un curso intensivo que cubre ciencias y estudios sociales.
Note: Se requiere libro.
$110 CEU 3.6 HRS: 36
95196 South MTWTh
Aug 20-Sep 6 6 p.m.-9 p.m. CVEC 0001
50462 South MTWTh
Oct 15-Nov 1 6 p.m.-9 p.m. CVEC 0001

Lifelong Learning

ARTS & CRAFTS

Art Metals I
NFND 0000
Prerequisites: ARTS 1312 and 1317 or approval from department
This is a basic course in the fabrication and design of jewelry and metalsmithing. (ARTS 2341)
$289 CEU 4.8 HRS: 48
50522 South MW
Aug 27-Dec 14 2:30 p.m.-5:20 p.m. S-15 S-15.110

Basic Home Centerpieces (New)
NFND 0000
Prerequisites: None
Want to make your home even more beautiful? Add a special centerpiece, especially one you created yourself. This class teaches the basic techniques to create centerpieces for your home.
(Material fee: $32)
$69 CEU .3 HRS: 3
50249 Central W
Oct 17-Oct 17 6 p.m.-9 p.m. C-1 C-1.108

Beaded Jewelry (Basic)
NFND 0000
Prerequisites: None
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.
Note:
$30 CEU .3 HRS: 3
50250 Central Sa
Oct 20-Oct 20 9 a.m.-1 p.m. C-1 C-1.108

Bow Making (New)
NFND 0000
Prerequisites: None
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. (Materials included)
$50 CEU .3 HRS: 3
50253 Central T
Oct 2-Oct 2 6 p.m.-9 p.m. C-1 C-1.108
### BRIDAL AND FLORAL SEMINAR (NEW)
NFND 0000

**Prerequisites:** None

This seminar is designed for individuals who truly enjoy beautiful wedding work and new ideas. We will cover bow making techniques, and corsage and boutonniere ideas for the wedding party. You will be able to create a beautiful basic bouquet. Come enjoy this wonderful learning adventure!

Note: materials included.

$100  CEU .5  HRS: 5  
50254  Central  Sa  
Nov 3-Nov 3  10 a.m.-3 p.m.  C-1 C-1.108

### CORSAGES AND BOUTONNIERES (NEW)
NFND 0000

**Prerequisites:** None

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

Note: materials included.

$50  CEU .3  HRS: 3  
50256  Central  T  
Sep 18-Sep 18  6 p.m.-9 p.m.  C-1 C-1.108

### BROOMSTICK & LACE HAIRPIN
NFND 0000

**Prerequisites:** None

In this course students will learn to make simple objects using both methods of Hairpin and Broomstick crochet.

Note: Supplies needed: Hairpin Lace Loom, Size 35 or 50 knitting needle, broomstick lace needle, Size 3 Mercerized cotton, fingering-sport weight yarn, Size D crochet hook.

$50  CEU .6  HRS: 6  
50255  Central  T  
Nov 6-Nov 13  6 p.m.-9 p.m.  C-1 C-1.108

### LIFE LONG LEARNING

### CERAMICS I
NFND0000

**Prerequisites:** None

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)

Note: No textbook required and must be approved by the credit department.

$289  CEU 9.6  HRS: 96  
50527  Central  MW  
Aug 27-Dec 14  11:30 a.m.-2:20 p.m.  C-13 C-13.150  
50528  Central  MW  
Aug 27-Dec 14  6 p.m.-9 p.m.  C-13 C-13.150

### CERAMICS II
NFND 0000

**Prerequisites:** None

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)

Note: No textbook required and must be approved by the credit department.

$289  CEU 9.6  HRS: 96  
50529  Central  MW  
Aug 27-Dec 14  11:30 a.m.-2:20 p.m.  C-13 C-13.150  
50530  Central  MW  
Aug 27-Dec 14  6 p.m.-9 p.m.  C-13 C-13.150

### GIFT BASKETS (NEW)
NFND 0000

**Prerequisites:** None

Presenting beautiful gift baskets that are always a welcomed gift. They can be used for so many occasions! Come learn how to create themed gift baskets that suit any occasion. Holiday gifts, baby shower gifts, and fruit gifts. There are so many occasions to make someone happy with your very own creation.

Note: The material fee is $25.

$69  CEU .3  HRS: 3  
50265  Central  W  
Oct 31-Oct 31  6 p.m.-9 p.m.  C-1 C-1.108

### DESIGN II
NFND 0000

**Prerequisites:** Design I

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  
95625  North  MWF  
Aug 27-Dec 14  8:30 a.m.-10:20 a.m.  N-1 N-1.144

### KNITTING I
NFND 0000

**Prerequisites:** None

Learn to knit by completing easy starter projects. Basic stitches will be taught, including the chain stitch, slip stitch, single stitch and double crochet stitch. Also learn to knit fibers and understand the affect they have on a projects. Pattern abbreviations will be discussed for seaming and weaving. (Some advanced projects will be taken home to complete).

Note: Supplies needed: Size F hook, 220 yards of non-super wash 100% worsted weight wool, 1 stitch marker that opens.

$50  CEU .6  HRS: 6  
50272  Central  Th  
Oct 4-Oct 18  6:30 p.m.-8:30 p.m.  C-1 C-1.108
MIND GAMES FOR MEMORY (NEW)
NFND 0000
Prerequisites: None
Research has shown that playing strategy-oriented games will help retain memory and sharpen mental skills. Class will focus on the science behind keeping mental skills sharp while aging, initial instruction in strategy games such as Chess, Mahjong, Pinocle, and many other traditional games as well as time for group practice. Build skills and friendships while retaining memory and mental skills. Class taught by a highly-ranked chess master.
Note: Materials provided.
$49 CEU .8 HRS: 8
50273 Central Th
Sep 27-Oct 18 4 p.m.-6 p.m. C-1 C-1.108

SCULPTURE I
NFND 0000
Prerequisites: None
An exploration of various sculptural approaches in a variety of media, including additive and subtractive techniques. (ARTS 2326)
$289 CEU 9.6 HRS: 96
50553 North Th
Aug 27-Dec 14 8:30 a.m.-11:20 a.m. N-1 N-1.146
50554 South MW
Aug 27-Dec 14 11:30 a.m.-2:20 p.m. S-15 S-15.110

SCULPTURE II
NFND 0000
Prerequisites: Sculpture I
A continuation of sculpture 1, this course emphasizes individual expression. Prerequisite: ARTS 2326 or approval of department chair. (ARTS 2327)
$289 CEU 9.6 HRS: 96
50555 North Th
Aug 27-Dec 14 8:30 a.m.-11:20 a.m. N-1 N-1.146

SPIRAL RING MAKING (NEW)
NFND 0000
Prerequisites: None
Make a ring for yourself or a gift! You will need these supplies; 20 gauge wire and 24 wire any color, wire cutters, round nose and flat nose pliers. The ring mandrel will be provided. It is an option to add a bead on your ring. (Option: Bead size approximately 10 mm by 6 mm). Beginners are welcome!
$50 CEU .4 HRS: 4
50301 Central Sa
Nov 10-Nov 10 9 a.m.-1 p.m. C-1 C-1.108

CAKE DECORATING

ADVANCED CAKE DECORATING WORKSHOP
NFND 0000
Prerequisites: Wilton Cake Decorating and Fondant workshop recommended
Learn and practice advanced gum paste flowers such as orchids, roses, tulips, string, lattice and lace techniques. In this advanced cake decorating course you will create sweet show stopping elegant cakes.
$50 CEU .8 HRS: 8
70002 North MW
Dec 3-Dec 12 9:30 a.m.-11:30 a.m. N-2 N-2.112

CAKE ONOMICS (NEW)
NFND 0000
Prerequisites: None
Thinking about turning your cake decorating hobby or passion into a career or business. This informative seminar will help you to get started.
$59 CEU .4 HRS: 4
95253 North MW
Aug 20-Aug 22 7 p.m.-9 p.m.

FONDANT MAKING WORKSHOP
NFND 0000
Prerequisites: Wilton Cake Decorating Basics
With your instructor's know-how, you will learn how to make your desired flavor of marshmallow fondant such as chocolate, rum, cherry and more. You will also learn how to cover your cake with ease and precision by learning tips and tricks of the cake decorating trade. Tools and supplies include: large rolling pin, Wilton roll and cut mat, tapered spatula and ingredients from your kitchen.
Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore prior to class starting).
$39 CEU .2 HRS: 2
50261 North M
Oct 8-Oct 8 9:30 a.m.-11:30 a.m. N-2 N-2.112
50262 North W
Nov 7-Nov 7 6:30 p.m.-8:30 p.m. N-2 N-2.112
50263 Central M
Nov 12-Nov 12 6:30 p.m.-8:30 p.m. C-13

SEASONAL/HOLIDAY CAKE DECORATING WORKSHOP
NFND 0000
Prerequisites: None
You've seen the wonderful creations of the chefs, now create your very own masterpiece. Upon registration, a list of suggested materials to purchase.
$50 CEU .4 HRS: 4
50300 North Th
Nov 1-Nov 1 9:30 a.m.-1:30 p.m. N-2 N-2.112
Wilton Cake Decorating Basics  
(Wilton Course 1)  
NFND 0000  
Prerequisites: None  
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. Students need to purchase the Wilton textbook and Wilton student kit in the SJC bookstore prior to the first class.  
Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore prior to class starting).  
$49  
CEU .8  
HRS: 8  
50305  
North  
W  
Sep 5-Sep 26  
6:30 p.m.-8:30 p.m.  
N-2 N-2.112  
50306  
North  
MW  
Sep 10-Sep 19  
9:30 a.m.-11:30 a.m.  
N-2 N-2.112  
50307  
Central  
M  
Sep 10-Oct 1  
6:30 p.m.-8:30 p.m.  
C-13  
50308  
North  
MW  
Sep 24-Oct 3  
9:30 a.m.-11:30 a.m.  
N-2 N-2.112  
50309  
North  
W  
Oct 3-Oct 24  
6:30 p.m.-8:30 p.m.  
N-2 N-2.112  
50310  
Central  
M  
Oct 15-Nov 5  
6:30 p.m.-8:30 p.m.  
C-13  

Wilton Flowers and Cake Design  
(Cake Decorating Course 2)  
NFND 0000  
Prerequisites: Wilton Cake Decorating Course 1  
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.  
Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore prior to class starting).  
$49  
CEU .8  
HRS: 8  
50311  
North  
MW  
Oct 15-Oct 24  
9:30 a.m.-11:30 a.m.  
N-2 N-2.112  
70007  
North  
W  
Nov 14-Dec 12  
6:30 p.m.-8:30 p.m.  
N-2 N-2.112  
Skip 11/21/12  
70008  
Central  
M  
Nov 19-Dec 10  
6:30 p.m.-8:30 p.m.  
C-13  

Wilton Gum Paste and Fondant  
NFND 0000  
Prerequisites: Wilton Cake 1 and 2  
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.  
Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore prior to class starting).  
$49  
CEU .8  
HRS: 8  
50312  
North  
MW  
Nov 5-Nov 14  
9:30 a.m.-11:30 a.m.  
N-2 N-2.112  

DANCE  
Advanced Country & Western Dance  
NFND 0000  
Prerequisites: Country & Western Dance Level I and II  
This class will be advanced moves in two-step, polka, & waltz that evolve from the basic moves learned in level I & II with emphasis on the proper techniques to master the movements. Students must have completed Country Western Dance level I & II. Partners are not required as we will rotate partners in class.  
Note: Flip flops and shoes with rubber soles are not recommended.  
$80  
CEU 1.2  
HRS: 12  
50246  
Central  
Th  
Sep 6-Oct 11  
7 p.m.-9 p.m.  
C-14 C-14.264  

Ballet I  
NFND 0000  
Prerequisites: None  
Introduction to the theory, practice, and terminology of classical ballet with emphasis on development and refinement of barre and center technique. (DANC 1341)  
$269  
CEU 9.6  
HRS: 96  
95622  
South  
MTWTh  
Aug 27-Dec 14  
10 a.m.-11:20 a.m.  
S-15 S-15.168  

Ballet III  
NFND 0000  
Prerequisites: Placement Audition  
(DANC 2341)  
$269  
CEU 9.6  
HRS: 96  
95623  
South  
MTWTh  
Aug 27-Dec 14  
10 a.m.-11:20 a.m.  
S-15 S-15.168
**Ballroom Dance Lessons I**
NFND 0000
*Prerequisites: Partner required*
Foxtrot, Swing, Waltz, Cha Cha Cha (6 week course). Partner require. FUN-EASY-RELAXING. Great Exercise. KEEP ON DANCING.

<table>
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<tr>
<th>$80</th>
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<th>HRS: 12</th>
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<td>50247</td>
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<tr>
<td>Sep 5-Oct 10</td>
<td>7 p.m.-8:50 p.m.</td>
<td>S-15 S-15.115</td>
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</tbody>
</table>

**Ballroom Dance Lessons for Beginners II**
NFND 0000
*Prerequisites: None*
Rhumba, Tango, Salsa, Merengue (6 week course). FUN EASY - RELAXING. Great Exercise. KEEP ON DANCING.

Note: Partner required

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<tr>
<th>$80</th>
<th>CEU 1.2</th>
<th>HRS: 12</th>
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<tbody>
<tr>
<td>50248</td>
<td>South</td>
<td>W</td>
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<tr>
<td>Oct 17-Nov 28</td>
<td>7 p.m.-9 p.m.</td>
<td>S-15 S-15.115</td>
</tr>
</tbody>
</table>

**Belly Dancing I**
NFND 0000
*Prerequisites: None*
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. Students must purchase zills for $15-20.

Note: Students needs to purchase zills for $15-20

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<thead>
<tr>
<th>$80</th>
<th>CEU 1.2</th>
<th>HRS: 12</th>
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<tr>
<td>50251</td>
<td>Central</td>
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<tr>
<td>Sep 11-Nov 27</td>
<td>6 p.m.-6:50 p.m.</td>
<td>C-18 C-18.116</td>
</tr>
</tbody>
</table>

**Belly Dancing 2**
NFND 0000
*Prerequisites: Belly Dance 1*
Belly Dancing 2 continues to build on the basic techniques learned in Belly Dancing 1. This class will focus on more complex movements and combinations of movement with transitions. Students should bring their zills and veil to every class. A short routine will be taught which incorporates the movements taught.

Note: Bring zills and veil to each class.

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<thead>
<tr>
<th>$80</th>
<th>CEU 1.2</th>
<th>HRS: 12</th>
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<td>Sep 11-Nov 27</td>
<td>7 p.m.-7:50 p.m.</td>
<td>C-18 C-18.116</td>
</tr>
</tbody>
</table>

**Country & Western Dance I**
NFND 0000
*Prerequisites: None*
Emphasis will be on mastering the basic steps and turns of the Texas 2-Step, Waltz, and Texas Polka. Partners are not required; everyone will be requested to change partners after each exercise or dance.

<table>
<thead>
<tr>
<th>$80</th>
<th>CEU 1.2</th>
<th>HRS: 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>50257</td>
<td>Central</td>
<td>Th</td>
</tr>
<tr>
<td>Sep 6-Oct 11</td>
<td>7 p.m.-9 p.m.</td>
<td>C-18 C-18.116</td>
</tr>
</tbody>
</table>

**Country & Western Dance II**
NFND 0000
*Prerequisites: Country Western Level 1*
Reviews basics of Texas 2-Step and Texas Polka adding many of the modern turns, spins and movements being seen in clubs and on television.

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<thead>
<tr>
<th>$80</th>
<th>CEU 1.2</th>
<th>HRS: 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>50258</td>
<td>Central</td>
<td>Th</td>
</tr>
<tr>
<td>Oct 18-Nov 29</td>
<td>7 p.m.-9 p.m.</td>
<td>C-18 C-18.116</td>
</tr>
</tbody>
</table>

**Country & Western East Coast Swing & Cha-Cha**
NFND 0000
*Prerequisites: None*
Have fun while learning two fun and energetic dances, east coast swing and cha-cha. Partners are not required as we will rotate partners in class.

Note: Flip flops and shoes with rubber soles are not recommended.

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<thead>
<tr>
<th>$80</th>
<th>CEU 1.2</th>
<th>HRS: 12</th>
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</thead>
<tbody>
<tr>
<td>50259</td>
<td>Central</td>
<td>Th</td>
</tr>
<tr>
<td>Oct 18-Nov 29</td>
<td>7 p.m.-9 p.m.</td>
<td>C-14 C-14.264</td>
</tr>
</tbody>
</table>

**Modern Dance I**
NFND 0000
*Prerequisites: None*
Beginning technique in modern dance with emphasis on floor and center work, basic rhythm, and movement combinations.

(DANC 1345)

<table>
<thead>
<tr>
<th>$269</th>
<th>CEU 9.6</th>
<th>HRS: 96</th>
</tr>
</thead>
<tbody>
<tr>
<td>95626</td>
<td>South</td>
<td>MTWTh</td>
</tr>
<tr>
<td>Aug 27-Dec 14</td>
<td>1:30 p.m.-2:50 p.m.</td>
<td>S-15 S-15.168</td>
</tr>
</tbody>
</table>
**Wedding or Holiday Crash Dance Course**  
NFND 0000  
*Prerequisites: None*  
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  
50303 South W  
Sep 5-Oct 10 9 p.m.-10 p.m. S-15 S-15.115  
50304 South W  
Oct 17-Nov 28 6 p.m.-6:50 p.m. S-15 S-15.115

**ZUMBA**  
NFND 0000  
*Prerequisites: None*  
Zumba program fuses hypnotic Latin rhythms and easy-to-follow moves to create a one-of-a-kind fitness program. The goal is simple: we want you to work out, to love working out and get hooked. Any age person will benefit who wants to improve their fitness level.  

$80 CEU 1.2 HRS: 12  
50313 Central MW  
Sep 10-Oct 17 6:30 p.m.-7:30 p.m. C-18 C-18.116

**DIGITAL DESIGN**

**Digital Video**  
NFND 0000  
*Prerequisites: None*  
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  
50535 South TTh  
Aug 27-Dec 14 11:30 a.m.-2:20 p.m. S-8 S-8.2048

**FINANCIAL MANAGEMENT**

**Retirement Planning Today**  
NFND 0000  
*Prerequisites: None*  
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. Showing you how to assess your financial situation and develop a personalized plan to achieve your financial and retirement goals.  

$70 CEU .9 HRS: 9  
50294 Central W  
Sep 19-Oct 3 6:30 p.m.-9:30 p.m. C-1 C-1.108  
50293 South Th  
Sep 20-Oct 4 6:30 p.m.-9:30 p.m. S-8 S-8.2038a

**LIFELONG LEARNING**

**Genealogy**  
NFND 0000  
*Prerequisites: None*  
In this three day course students will learn the use of the Internet to effectively research their family history. Students need a working knowledge of windows and the internet. Bring family history.  

$50 CEU .9 HRS: 9  
50264 Central M  
Sep 10-Sep 24 6 p.m.-9 p.m. C-1 C-1.108

**Historical Costuming**  
NFND 0000  
*Prerequisites: Basic sewing skills desired but not necessary*  
You will create a simple historical costume for Dickens on the Strand or the Renaissance Festival. For women you will create a simple skirt, chemise and bodice. For men you will create pants, shirt and vest. Note: This is a new Fall 2011 course.  

$80 CEU 1.2 HRS: 12  
50271 South M  
Sep 17-Oct 22 5:30 p.m.-7:30 p.m. S-8 S-8.2038a

**Key to Days of Week**

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

To Register: North: 281.459.7119  •  South and Clear Lake: 281.922.3440  •  Central: 281.476.1838
**Motorcycle Rider Course-Exp**  
NFND 0000  
*Prerequisites: None*  
An experienced motorcycle rider's course that offers street riding skills such as counter steering, turning and advanced braking. The Experienced Motorcycle Rider's course is approved by the state for the purpose of dismissing traffic citations issued to motorists. This course is approved for insurance discounts for three years. A special certificate is issued after successful completion of this course.  

<table>
<thead>
<tr>
<th>Date</th>
<th>North Campus</th>
<th>Central Campus</th>
<th>North Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 17-Aug 19</td>
<td>50286 North FFSSU</td>
<td>95333 Central FSSU</td>
<td>Oct 26-Oct 28 Central FSSU</td>
</tr>
<tr>
<td>Sep 7-Sep 9</td>
<td>50274 Central FSSU</td>
<td>50274 Central FFSSU</td>
<td>Nov 2-Nov 4 Central FFSSU</td>
</tr>
<tr>
<td>Sep 14-Sep 16</td>
<td>50276 Central FSSU</td>
<td>50276 Central FFSSU</td>
<td>Nov 9-Nov 11 Central FFSSU</td>
</tr>
<tr>
<td>Sep 21-Sep 23</td>
<td>50277 Central FFSSU</td>
<td>50277 Central FFSSU</td>
<td>Nov 16-Nov 18 Central FFSSU</td>
</tr>
<tr>
<td>Sep 28-Sep 30</td>
<td>50278 Central FFSSU</td>
<td>50278 Central FFSSU</td>
<td>Nov 30-Dec 2 Central FFSSU</td>
</tr>
<tr>
<td>Oct 5-Oct 7</td>
<td>50279 Central FFSSU</td>
<td>50279 Central FFSSU</td>
<td>Dec 7-Dec 9 Central FFSSU</td>
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<tr>
<td>Oct 12-Oct 14</td>
<td>5028 Central FFSSU</td>
<td>5028 Central FFSSU</td>
<td>Dec 14-Dec 16 Central FFSSU</td>
</tr>
</tbody>
</table>

**MUSIC**  
**College Choir**  
NFND 0000  
*Prerequisites: None*  
Membership is open to all students on the basis of audition and/or conference. The College Choir performs many styles of sacred and secular literature. (MUEN 1141)  

<table>
<thead>
<tr>
<th>Date</th>
<th>North Campus</th>
<th>Central Campus</th>
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<tbody>
<tr>
<td>Aug 27-Dec 14</td>
<td>50531 South MW</td>
<td>50531 North Sa</td>
<td>11:30 a.m.-12:50 p.m. Sa-15 S-15.115</td>
</tr>
<tr>
<td>Aug 27-Dec 14</td>
<td>50532 South T</td>
<td>50532 South T</td>
<td>6 p.m.-9 p.m. T S-15 S-15.115</td>
</tr>
</tbody>
</table>
**Concert Band**

NFND 0000

*Prerequisites: None*

Membership is open to all students on the basis of audition and/or conference. Performance literature represents many styles of music. Concert band meets three hours per week, with special rehearsals called as needed. (MUEN 1122)

|$50 | CEU 4.8 | HRS: 48 |
| 50533 | South | T |
| Aug 27-Dec 14 | 6 p.m.-9 p.m. | S-15 S-15.143 |

**Concert Choir**

NFND 0000

*Prerequisites: Audition required*

Membership is open to all students on the basis of audition. This group has a limited membership which performs serious and entertaining music throughout the semester. (MUEN 1143)

|$50 | CEU 4.8 | HRS: 48 |
| 50534 | Central | T |
| Aug 27-Dec 14 | 7 p.m.-10 p.m. | C-5 C-5.151 |

**Jazz Ensemble**

NFND 0000

*Prerequisites: None*

Membership is open to all students on the basis of audition and/or conference. Instruments in the jazz ensemble include trumpets, trombones, saxophones, clarinets, flutes, piano, bass, guitar and drums. Performance literature represents many styles of music; big band jazz, swing, Latin jazz, and jazz/rock. The jazz ensemble meets three hours per week, with special rehearsals called as needed. (MUEN 1125)

|$95 | CEU 4.5 | HRS: 45 |
| 50542 | South | M |
| Aug 27-Dec 14 | 6 p.m.-9 p.m. | S-15 S-15.143 |

**Small Instrument Ensemble**

NFND 0000

*Prerequisites: None*

Membership is open to all students on the basis of audition and/or conference. Instruments in the small instrumental ensemble may vary from semester to semester. The small instrumental ensemble meets three laboratory hours per week with special rehearsals called as needed. (MUEN 1131)

|$95 | CEU 4.5 | HRS: 45 |
| 50557 | South | MW |
| Aug 27-Dec 14 | 1 p.m.-2:20 p.m. | S-15 S-15.144 |
| 50556 | South | M |
| Aug 27-Dec 14 | 4 p.m.-6:50 p.m. | S-15 S-15.144 |

**PAINTING/DRAWING**

**Design I**

NFND 0000

*Prerequisites: None*

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

|$279 | CEU 9.6 | HRS: 96 |
| 95624 | North | MWF |
| Aug 27-Dec 14 | 8:30 a.m.-10:20 a.m. | N-1 N-1.144 |

**Drawing I**

NFND 0000

*Prerequisites: None*

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 |
| 50537 | South | MW |
| Aug 27-Dec 14 | 8:30 a.m.-11:20 a.m. | S-15 S-15.116 |
| 50539 | South | TTh |
| Aug 27-Dec 14 | 8:30 a.m.-11:20 a.m. | S-15 S-15.116 |
| 50536 | North | TTh |
| Aug 27-Dec 14 | 11:30 a.m.-2:20 p.m. | N-1 N-1.144 |
| 50538 | South | MW |
| Aug 27-Dec 14 | 2:30 p.m.-5:20 p.m. | S-15 S-15.116 |
| 50540 | South | MW |
| Aug 27-Dec 14 | 6:30 p.m.-9:30 p.m. | S-15 S-15.116 |

**Drawing II**

NFND 0000

*Prerequisites: None*

Expansion of Drawing I, stressing the expressive and conceptual aspects of drawing, including the human figure within a spatial environment. (ARTS 1317)

|$279 | CEU 9.6 | HRS: 96 |
| 50541 | North | TTh |
| Aug 27-Dec 14 | 11:30 a.m.-2:20 p.m. | N-1 N-1.144 |

**Life Drawing I**

NFND 0000

*Prerequisites: None*

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

|$279 | CEU 9.6 | HRS: 96 |
| 50543 | South | TTh |
| Aug 27-Dec 14 | 2:30 p.m.-5:20 p.m. | S-15 S-15.116 |

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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**Painting I**  
NFND 0000  
*Prerequisites: None*  
Exploring the potentials of painting media with emphasis on color and composition. (ARTS 2316)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
<th>CEU</th>
<th>HRS</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Painting I</td>
<td>$279</td>
<td>9.6</td>
<td>96</td>
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<td>Aug 27-Dec 14 10:30 a.m.-1:20 p.m.</td>
<td>N-1 N-1.144</td>
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<td>Central</td>
<td>Aug 27-Dec 14 11:30 a.m.-2:20 p.m.</td>
<td>C-13 C-13.151</td>
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<td>South</td>
<td>Aug 27-Dec 14 11:30 a.m.-2:20 p.m.</td>
<td>S-15 S-15.116</td>
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</table>

**Painting II**  
NFND 0000  
*Prerequisites: None*  
Continuation of painting I with emphasis on individual expression. (ARTS 2317)  

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<thead>
<tr>
<th>Course</th>
<th>Fee</th>
<th>CEU</th>
<th>HRS</th>
<th>Days</th>
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<tbody>
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<td>N-1 N-1.144</td>
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<td>Central</td>
<td>Aug 27-Dec 14 11:30 a.m.-2:20 p.m.</td>
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<td>South</td>
<td>Aug 27-Dec 14 11:30 a.m.-2:20 p.m.</td>
<td>S-15 S-15.116</td>
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</table>

**Watercolor I**  
NFND 0000  
*Prerequisites: None*  
Introduction to the basic techniques and materials of transparent and opaque watercolors. (ARTS 2366)  

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<tr>
<th>Course</th>
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<th>CEU</th>
<th>HRS</th>
<th>Days</th>
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<th>Location</th>
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<tr>
<td>Watercolor I</td>
<td>$279</td>
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<td>96</td>
<td>North</td>
<td>Aug 27-Dec 14 10:30 a.m.-1:20 p.m.</td>
<td>N-1 N-1.144</td>
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<td>Central</td>
<td>Aug 27-Dec 14 11:30 a.m.-2:20 p.m.</td>
<td>C-13 C-13.151</td>
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<td></td>
<td></td>
<td>South</td>
<td>Aug 27-Dec 14 11:30 a.m.-2:20 p.m.</td>
<td>S-15 S-15.116</td>
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</tbody>
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**Scrapbooking**

**Cutter's Class & Crop**  
NFND 0000  
*Prerequisites: None*  
This fast paced fun-filled course will provide beginner through experienced scrapbookers and papercrafters with an array of strategies and techniques to take their die cut designs to the next level. Using existing die cuts and ones cut in class, instructors will demonstrate how to add dimension and design to die cut creations by embossing, stamping, chalking, and painting, misting and other treatments. Bring idle products and tools from their stash to use in building their skills and confidence in the new techniques. The class will culminate in an open crop where participants can then employ their new expertise in the enhancement of their own scrapbooking and papercrafting projects.  

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
<th>CEU</th>
<th>HRS</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Cutter's Class &amp; Crop</td>
<td>$20</td>
<td>.4</td>
<td>4</td>
<td>South</td>
<td>Dec 1-Dec 1 9 a.m.-1 p.m.</td>
<td>S-8 S-8.2038a</td>
</tr>
</tbody>
</table>

**Glass Etching**  
NFND 0000  
*Prerequisites: None*  
This two hour course will provide beginner through experienced crafters with the opportunity to expand the use of their personal die cutting machine into the creation of etched glass projects for home décor or gift giving. Using their existing die cut machines and the class kit of vinyl, transfer tape, paper piercing tool and etching cream, participants will transform the clear/smooth glassware and stemware that they bring to class into elegant gifts and accessories.  

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
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<th>HRS</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Glass Etching</td>
<td>$20</td>
<td>.2</td>
<td>2</td>
<td>South</td>
<td>Nov 15-Nov 15 7 p.m.-9 p.m.</td>
<td>S-8 S-8.2038a</td>
</tr>
</tbody>
</table>

**Scrapbooking Session 1: The Basics of Scrapbooking**  
NFND 0000  
*Prerequisites: None*  
Basic scrapbooking tools, adhesives, supplies and organization trends related to getting started in scrapbooking.  

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>Scrapbooking Session 1: The Basics of Scrapbooking</td>
<td>$20</td>
<td>.2</td>
<td>2</td>
<td>South</td>
<td>Oct 11-Oct 11 7 p.m.-9 p.m.</td>
<td>S-8 S-8.2038a</td>
</tr>
</tbody>
</table>

**Scrapbooking 2: Page Elements and Design**  
NFND 0000  
*Prerequisites: None*  
Scrapbooking page elements and design, pictures, paper, title/journaling, embellishments and color theory.  

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
<th>CEU</th>
<th>HRS</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scrapbooking 2: Page Elements and Design</td>
<td>$20</td>
<td>.2</td>
<td>2</td>
<td>South</td>
<td>Oct 18-Oct 18 7 p.m.-9 p.m.</td>
<td>S-8 S-8.2038a</td>
</tr>
</tbody>
</table>
Scrapbooking Session 3: Telling the Story
NFND 0000
Prerequisites: None
An advanced look at tools, techniques, and trends related to page enhancements such as titles, lettering, stickers, embellishments, etc.
$20  CEU .2  HRS: 2
50297  South  Th
Oct 25-Oct 25  7 p.m.-9 p.m.  S-8 S-8.2038a

Scrapbooking Session 4: Exciting Embellishments
NFND 0000
Prerequisites: None
A comprehensive look at tools, techniques, and trends related to advanced page enhancements such as embossing, painting, chalking and stamping.
$20  CEU .2  HRS: 2
50298  South  Th
Nov 1-Nov 1  7 p.m.-9 p.m.  S-8 S-8.2038a

Scrapbooking Session 5: Bring on the Bling
NFND 0000
Prerequisites: None
Tools, techniques and trends related to adding dimension to projects and pages through the use of elements such as metal, fibers, chipboard, beads, brads, and buttons.
$20  CEU .2  HRS: 2
50299  South  Th
Nov 8-Nov 8  7 p.m.-9 p.m.  S-8 S-8.2038a

SPORTS & RECREATION

Advanced Martial Arts
NFND 0000
Prerequisites: None
Advanced training in the physical and psychological aspects of street defense situations through vigorous flexibility, muscular endurance, and technical instruction and practice. Technical instruction will include martial art skills, combinations, and advanced training techniques. In addition, psychological strategies such as cognitive behavior modification, vision-motor behavior rehearsal and stress inoculation training will be taught. (PHED 2140)
$183  CEU 4.8  HRS: 48
50267  Central  TTh
Sep 11-Sep 27  5:30 p.m.-6:50 p.m.  C-1 C-1.108
50269  Central  MW
Sep 12-Oct 1  5:30 p.m.-6:50 p.m.  C-1 C-1.108

Aerobic Activities
NFND 0000
Prerequisites: None
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
50521  Central  Sa
Sep 7-Dec 9  8 a.m.-11:50 a.m.  C-18 C-18.113

Beginning Tennis
NFND 0000
Prerequisites: None
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
50523  Central  MW
Aug 27-Dec 14  11:30 a.m.-12:50 p.m.  C-18 C-18.166
50524  Central  TTh
Aug 27-Dec 14  11:30 a.m.-12:50 p.m.  C-18 C-18.166
50525  Central  Sa
Sep 8-Dec 9  8:30 a.m.-12:20 p.m.  C-18 C-18.174

Golf - Beginning
NFND 0000
Prerequisites: None
Basic skills and strokes are stressed. Includes rules and etiquette of the game. 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 meetings at a driving range.
Note: Do not bring golf clubs to the first class.
$70  CEU .8  HRS: 8
50267  Central  TTh
Sep 11-Sep 27  5:30 p.m.-6:50 p.m.  C-1 C-1.108
50269  Central  MW
Sep 12-Oct 1  5:30 p.m.-6:50 p.m.  C-1 C-1.108

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**Golf - Intermediate**
NFND 0000

**Prerequisites: None**

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. First class meeting will be on campus; subsequent meetings at a driving range.

Note: Do not bring golf clubs to the first class.

$70  CEU .8  HRS: 8
50268  Central  TTh
Oct 9-Oct 25  5:30 p.m.-6:50 p.m.  C-1 C-1.108
50270  Central  MW
Oct 10-Oct 29  5:30 p.m.-6:50 p.m.  C-1 C-1.108

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**Kickboxing for Fitness**
NFND 0000

**Prerequisites: None**

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)

$183  CEU 4.8  HRS: 48
50761  Central  Sa
Sep 8-Dec 9  1 p.m.-4:40 p.m.  C-18 C-18.117

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**Martial Arts (Aikido)**
NFND 0000

**Prerequisites: None**

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
50544  South  TTh
Aug 27-Dec 14  7 p.m.-8:20 p.m.  S-21 S-21.120

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**Racquetball**
NFND 0000

**Prerequisites: None**

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
50550  Central  MW
Aug 27-Dec 14  11:30 a.m.-12:50 p.m.  C-18 C-18.170
50551  Central  TTh
Aug 27-Dec 14  11:30 a.m.-12:50 p.m.  C-18 C-18.170
50552  Central  M
Aug 27-Dec 14  6:30 p.m.-9:30 p.m.  C-18 C-18.170

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**Tai Chi**
NFND 0000

**Prerequisites: None**

Tai Chi is an ancient system for maintaining well-being. Sifu Rich McKay offers instruction in the popular Yang style short form. The classes will include an explanation of the martial aspects of the art and instruction in chi kung and easy exercises that promote feelings of energy and relaxation. You should dress in loose-fitting, comfortable clothing and be capable of mild exertion and slow, rhythmic movements. Beginners are welcome.

$90  CEU 1.5  HRS: 15
50302  South  W
Sep 5-Nov 7  6:30 p.m.-8 p.m.  S-21 S-21.105

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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
General Information

How To Contact Us

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

**Central Campus**: 281-476-1838, Room C-1.128, Interactive Learning Center, 8060 Spencer Hwy., Pasadena, TX 77505

**North Campus**: 281-459-7119, Room N-12.212, Slovacek Student Center, 5800 Uvalde Road, Houston, TX 77049

**South Campus**: 281-922-3440, Room S-8.1052, Academic Administration Building, 13735 Beamer Road, Houston, TX 77089

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

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

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.
Web Registration

Access the San Jacinto College website at www.sanjac.edu. The SOS Login is located under the "My SanJac" link. If you have ever taken credit or non-credit classes at San Jacinto College, enter your User ID (Student Identification Number that begins with “G”) and your PIN (date of birth for first time Web Registrants).

If you have not taken classes before, call the campus that is offering your desired course and speak with a registration specialist. If you are currently admitted as a San Jacinto College student, you may access Web registration.

Step 1. Go to the SJC college homepage at www.sanjac.edu. Find the SOS Login located under the "My SanJac" link.

To log in:

Step 2. Enter your User ID—this is your nine-digit SJC student ID (GXXXXXXX).

Step 3. Enter your six-digit PIN—initially this is your birth date: MMDDYY (e.g., 040458=April 4, 1988). If you have never claimed your account or set up a password for SOS, please click the highlighted text to claim your account. If you have claimed your account and set up your questions, please change your password using the Password Self Service system.

Step 4. When you use the SOS system for the first time, you will be taken to a page requiring you to change your PIN to an individual six-digit number. This number is confidential and should not be shared with anyone.

Step 5. Select “My Student Records, Registration and Financial Aid” and then follow the detailed directions under “My Registration.”

Step 6. When asked to select a term, select “Continuing Education 2012-13 June–August.”

Step 7. Be sure to check your schedule to ensure that all classes selected are at the campus or extension center location you desire.

Step 8. After you have selected your classes, click “Complete My Registration.”

Step 9. To complete your registration, select a payment method from the bottom of the page and follow the directions.

Student Web Payment Process

Prior to access to the SOS Login screen, you must be admitted and/or registered for your class(es).

- Access the San Jacinto college web site at www.sanjac.edu and go to the SOS Login located under the "My SanJac" link.
- First enter your User ID# (Student ID number G00XXXXXXX)
- New student: If you have never claimed your account or set up a password for SOS, please click the highlighted text to claim your account. If you need assistance retrieving your login information, please contact Tech Support at 281-998-6137.
- Current student: You will need your student ID (G00XXXXXXX” and your password to access SOS.

To Make a Payment on a Student Account:

Step 1. Select My Student Records, Registration and Financial Aid
Step 2. Select My Registration
Step 3. Select Step 6: review your change and make a payment.

Step 5. Select Student Account Suite (another webpage will open after selecting this option)
- CPD Students must make payment at the time of registration
- You can view the Refund Policy from this screen.
- Classes at least four weeks in length are eligible for a Convenient Payment Plan (CPP). Payment plans can be set up by selecting this payment option and entering your information by following the directions given.

Step 6. Select Make a Payment
Step 7. Select Pay (please verify the class fees before Pay)
Step 8. Select Payment Method then Select Go button
Step 9. Process Payment according to online directions. Please verify that all of your information is correct before you submit your payment.
- Once processed, please print out the confirmation page for your records.

If you should have any problems or questions, please contact your Continuing & Professional Development registration office or the campus business office.
Convenient Payment Plan (CPP)

Convenient Payment Plans are available to Continuing & Professional Development (CPD) students under the following guidelines:
1. The length of the Course Section must be a minimum of 30 calendar days.
2. Two plans are available: one for classes four to seven weeks in length; the other for classes 8-16 weeks in length. 
   **There will be a $25 setup fee for the CPP payable with the first payment.**
3. For a four to seven week class, the student will pay 50 percent plus the $25 set-up fee for the initial payment. One installment payment for the remaining 50 percent balance is due 30 days after the set-up date for the CPP.
4. For an 8-16 week class, the student will pay 50 percent plus the $25 set-up fee on the first payment; the first of two installment payments (each 25 percent of the remaining balance) is due 30 days after the set-up date. The second, final installment payment is due 60 days after the set-up date.
   **The student will be assessed a $25 late payment fee for failure to pay on or before the prescribed payment due dates.**
5. A student will be limited to only one CPP during the same term.
6. A student will be limited to a maximum of two plans with a current balance.
7. Failure to make all payments may result in the CPP being forwarded to the collection agency of the College and subject to additional collection fees.

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, 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. Additionally, the course costs may differ for the credit section.

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

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.

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. Additionally, the course costs may differ for the credit section.

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

Bookstore Questions?

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

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.

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. Additionally, the course costs may differ for the credit section.
* Courses that are linked with academic courses will adhere to the stated CPD refund policy.
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.
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**Student Information—REQUIRED**

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If known, provide your San Jacinto College ID Number G

Or Social Security No.

**Demographics/Other Information**

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.

**RACE (SELECT ALL THAT APPLY)**

(MARK WITH AN X)

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

**Home Address**

- Street
- Apt. No.
- City
- State
- Zip code

**County or Country**

**Home Phone ( )**

**Work Phone ( )**

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

Please include area code and work extension

- (1) Academically Disadvantaged
- (2) Economically Disadvantaged
- (3) Disability
- (4) Limited English Skills
- (5) Displaced Homemaker
- (6) Single Parent

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.

**Highest Grade or Degree Completed**

- Grade 7, 8, 9, 10, 11, High School, Some college, Associates, Bachelors, Masters, or Doctorate

**Registration Information**

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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**

- **Office Number:**
  - Central Campus: 281.476.1833
  - North Campus: 281.459.7119
  - South Campus: 281.922.3422

- **Fax Number:**
  - Central Campus: 281.476.1833
  - North Campus: 281.459.7119
  - South Campus: 281.922.3422

**Campus (circle one):** C N S

**Office Use Only**

- **Staff ID:**
- **Date:**
- **Refund Request Date:**

**Transfer/Refund**

- From CRN: To CRN:
- **Date:** Staff ID:

**To Register:**

- North: 281.459.7119
- South and Clear Lake: 281.922.3440
- Central: 281.476.1838
Maps
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 passion is people, learning, innovation, and continuous improvement.

**OUR VALUES**

- **Integration: 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, faculty, staff, and the community."

- **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 SJCC community in providing for their own safety and security. The annual security compliance document is available on the San Jac 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.

**Central Campus**

- W.M. Newton Student Center
- 8060 Spencer Highway
- Pasadena, Texas 77505

**North Campus**

- Slovak Student Center
- 5800 Uvalde Road
- Houston, Texas 77049

**South Campus**

- J.D. Bruce Student Center
- 13735 Beamer Road
- Houston, Texas 77080

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**Accreditation Statement**

San Jacinto Community College District is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the status of 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.