THE TRAINING CONNECTION
Training and Educational Solutions for Workers and Employers

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

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

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

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**Linked Classes**

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

**Key to Days of Week**

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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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**San Jacinto College will be closed this semester:**
- Labor Day – September 2
- Thanksgiving - November 27 – December 1
- Winter Break – December 23 – January 1

**NO CLASSES WILL MEET ON THESE DAYS**
Life Long Learning
- Arts & Crafts
- Cake Decorating
- Dance
- Digital Design
- Financial Management
- Motorcycle
- Gardening
- Life Long Learning
- Painting/Drawing
- Scrapbooking
- Sports & Recreation
- Wellness

San Jacinto College will be closed this semester:
- Labor Day – September 2
- Thanksgiving - November 27 – December 1
- Winter Break – December 23 – January 1

No classes will meet on these days

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Cost
$220
CEU: 4.8
HRS: 48

How To Read The Schedule

Course Title
Course ID
IBUS 1005

INTRODUCTION TO INTERNATIONAL BUSINESS &_trade

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.

Continuing Education Units

Course Description

No Class Held on that Day

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

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

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

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

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

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

Payroll Specialist
ACNT 1003
This program provides the basics of the accounting cycle from the source documents to the post-closing documents. Using a workbook, learners will have the opportunity to analyze, record, journalize, post, etc. for a fictitious business. Specific knowledge, skills, and abilities required for the Fundamental Payroll Certification (FPC) exam offered by the American Payroll Association (APA) will also be covered.

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

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

$269  CEU 4.5  HRS: 45
95500  North  TBA
Aug 26-Dec 13  -
Principles of Purchasing
BMGT 1013
Learn the purchasing process as it is related to such topics as inventory, control, price determination, vendor selection, negotiation techniques, and ethical issues. (BMGT 1313)
$269  CEU 4.8  HRS: 48
50249  North  M
Aug 26-Dec 13  7:35 p.m.-9:05 p.m.

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

Business & Professions

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

Culinary Arts

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

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

Dietetics/Dietitian

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

Human Resource Management

HR - Human Resources Certificate Program
HRPO 1091
This course covers the evaluation of the current methods of job analysis, recruitment, selection, training/development, performance management, promotion and separation. Topics also include ethical, social, and legal responsibilities, the assessment methods of compensation and benefits planning and analysis of the role of strategic human resource planning in support of organizational mission and objectives.
$775  CEU 10.5  HRS: 105
50062  South  MW
Sep 04-Dec 04  6:00 p.m.-10:00 p.m.
50063  Central  WF
Sep 04-Dec 06  6:00 p.m.-10:00 p.m.
LEADERSHIP INSTITUTE

Coaching for Success & Coaching for Improvement
BMGT 1012
This 1-day foundational leadership course teaches leaders how to help their people achieve their goals and avoid problems - a positive experience for them and those being coached. Leaders learn a proven coaching process - a continual cycle that ensures they identify coaching opportunities, provide needed coaching and support, observe performance, and measure results until the desired outcomes are achieved. During the course, leaders learn a set of essentials skills to conduct effective improvement discussions, provide feedback and ongoing support people need to improve performance. Learners acquire a set of proven coaching skills, discover coaching imperatives for meeting today’s challenges, and realize their role as a leader - leader who inspires others to act.

$250 CEU .8 HRS: 8
95594 Central Th
Aug 15-Aug 15 8:00 a.m.-5:00 p.m.
95595 Central Th
Aug 22-Aug 22 8:00 a.m.-5:00 p.m.
95596 Central W
Aug 28-Aug 28 8:00 a.m.-5:00 p.m.
95597 Central Th
Aug 29-Aug 29 8:00 a.m.-5:00 p.m.

Leadership
BMGT 2009
Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles. (BMGT 2309)

$269 CEU 4.8 HRS: 48
50252 North M
Aug 26-Dec 13 6:00 p.m.-7:25 p.m.

OFFICE ADMINISTRATION

Records & Information Management I
POFT 1019
Development of a systematic approach to the management of business records for decision making and problem solving. Topics include creation, protection, retrieval, preservation, and control of various types of business records and automated systems. (POFT 1319)

$269 CEU 4.8 HRS: 48
50260 North W
Aug 28-Dec 13 10:30 a.m.-11:25 a.m.

PHOTOGRAPHY TECHNICIAN

Adobe PhotoShop I for Photographers
ITSW 1003
This course for Portrait/Wedding Photographers provides hands-on experience and systematic instructions on how to use Adobe Photoshop to enhance images. Students will develop techniques to update and change images proficiently. This course will cover selection of file formats, resolution for printing output and web use, logo creation, photograph combination, adding colorizing to B&W photographs and applying text.

$295 CEU 3.2 HRS: 32
50056 South TTh
Sep 10-Oct 03 6:00 p.m.-10:00 p.m.

Adobe PhotoShop II for Photographers
ARTC 1051
This course for the Portrait/Wedding Photographers provides additional hands-on experience and systematic instructions on how to use Adobe Photoshop to enhance digital images. Each student will learn retouching techniques and the effective use of the clone, eraser, patch and healing tools, color correction using levels, curves and actions, to add borders and torn edges to images, sharpen soft photos and to add soft focus to smooth the skin, red-eye correction, the use of filters, merging images, and much more.

$295 CEU 3.2 HRS: 32
50058 South TTh
Oct 08-Oct 31 6:00 p.m.-10:00 p.m.

Intermediate Professional Photography
PHTC 2004
Continue learning Professional Photography with emphasis on social, portrait, studio, fashion, theatrical, publicity, and conventional photography as well as landscapes and still life. Creative use of flash and camera functions will also be covered.

$250 CEU 2.4 HRS: 24
50057 South MW
Oct 07-Oct 23 6:00 p.m.-10:00 p.m.
70013 South MW
Dec 02-Dec 18 6:00 p.m.-10:00 p.m.
**INTRODUCTORY PROFESSIONAL PHOTOGRAPHY**

PHTC 1004
Get instruction in camera functions, types of lenses, choosing film and filters, flash photography. This course will introduce you to film exposure and print finishing. This course covers the basics of a digital camera and/or 35mm camera, including f-stops, shutter speed, ASA ratings, and picture-taking techniques. Criteria for buying a camera will be discussed with the instructor on the first day of class.

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

**PORTRAIT PHOTOGRAPHY**

PHTC 1091
Study the photographic principles applied to portrait lighting, posing, printing, and subject rapport. You will learn to use a variety of basic lighting patterns; relate the principles of subject rapport and aesthetic posing methods; produce effective finished portraits; and analyze the subject. The photography will be done in color and/or black and white. The students will produce a portfolio of their work from at least five different portrait sessions that will be critiqued by the instructor and their fellow classmates. The students will provide their own digital camera or 35mm single lens reflex cameras, memory card, and film processing. Prerequisites: Introductory and Intermediate Professional Photography

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

**PROJECT MANAGEMENT**

**PM - Project Management Certificate Program**

BMGT 1023
Critical path methods for planning and controlling projects, includes time/cost tradeoffs, resource utilization, considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

$725 CEU 7.7 HRS: 77
50061 South TTh
Sep 10-Nov 14 6:00 p.m.-10:00 p.m.

**REAL ESTATE PROFESSIONAL**

**Principles of Real Estate I**

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

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

**Principles of Real Estate II**

RELE 1038
Overview of licensing as a broker or salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Fulfills at least 30 of 60 hours of required instruction for salesperson license. (RELE 1238)

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

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To Register: All campuses 281-542-2020
**Real Estate Brokerage**

RELE 2031
Study of the law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria. (RELE 2331)

$269  \hspace{1cm} \text{CEU 4.8}  \hspace{1cm} \text{HRS: 48}

50265  \hspace{1cm} \text{North}  \hspace{1cm} \text{W}
Oct 23-Dec 13  \hspace{1cm} 6:00 p.m.-9:00 p.m.

**Real Estate Finance**

RELE 1019
This course provides an overview of monetary systems; primary and secondary money markets; sources of mortgage loans; federal government programs; loan applications, processes and procedures; closing costs; alternative financial instruments; equal credit opportunity laws affecting mortgage lending; and the State Housing Agency. (RELE 1319)

$269  \hspace{1cm} \text{CEU 4.8}  \hspace{1cm} \text{HRS: 48}

50264  \hspace{1cm} \text{North}  \hspace{1cm} \text{TBA}
Sep 09-Dec 06  \hspace{1cm} TBA
50263  \hspace{1cm} \text{North}  \hspace{1cm} \text{F}
Sep 13-Dec 06  \hspace{1cm} 10:10 a.m.-12:10 p.m.

**Real Estate Marketing**

RELE 1021
This course focuses on real estate professionalism and ethics, characteristics of successful salespersons, time management, psychology of marketing, listing procedures, advertising, negotiating and closing, financing, and the Deceptive Trade Practice Act. (RELE 1321)

$269  \hspace{1cm} \text{CEU 4.8}  \hspace{1cm} \text{HRS: 48}

95504  \hspace{1cm} \text{North}  \hspace{1cm} \text{TBA}
Aug 26-Oct 18-

**SALES/MARKETING**

**Principles of Marketing**

MRKG 1011
An introduction to marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. (MRKG 1311)

$269  \hspace{1cm} \text{CEU 4.8}  \hspace{1cm} \text{HRS: 48}

50259  \hspace{1cm} \text{North}  \hspace{1cm} \text{TBA}
Sep 09-Dec 06

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**Computer/IT Training**

**BEGIN HERE/FOUNDATIONS**

**Computer Concepts**

ITSC 1010
Prerequisite: None  Note: Textbook required; flash drive recommended
This inviting introductory computer literacy course, covers computer concepts in a highly visual way. Understand the key principles you need to know about hardware, operating systems, productivity software, networks, and the Internet. Information is geared toward the end-user, focusing on partial certification level knowledge required for every worker in today’s wired world and for passing one of the three IC3 certification exams.

$175  \hspace{1cm} \text{CEU 1.6}  \hspace{1cm} \text{HRS: 16}

50210  \hspace{1cm} \text{North}  \hspace{1cm} \text{MW}
Aug 26-Sep 04  \hspace{1cm} 8:30 a.m.-12:30 p.m.
Sep 03-Sep 03  \hspace{1cm} 8:30 a.m.-12:30 p.m.  \hspace{1cm} T
Skip Mon, 9/02/13

**Digital Literacy-IC3**

POFI 1001
Learn to use a computer in a business environment. Begin with the keyboard; learning typing skills. Then get an introduction to the computer hardware. Learn how to use the Windows operating system. Gain a basic understanding of the most popular business applications - MS Word, MS Excel and PowerPoint. Additionally, learn to use the internet and email. All of these skills prepare you to take the optional IC3 certification exam.

$940  \hspace{1cm} \text{CEU 9.6}  \hspace{1cm} \text{HRS: 96}

50209  \hspace{1cm} \text{North}  \hspace{1cm} \text{MW}
Aug 26-Oct 30  \hspace{1cm} 8:30 a.m.-12:30 p.m.
Sep 03-Sep 03  \hspace{1cm} 8:30 a.m.-12:30 p.m.  \hspace{1cm} T
Skip Mon, 9/02/13

**Internet Fundamentals**

ITNW 1007
Prerequisite: Windows Operating Systems or equivalent knowledge Note: Textbook required
Learn to navigate the Internet. Explore Web browsers, electronic mail, newsgroups, file transfer protocol, and much more. Take a tour of search engines and business resources on the World Wide Web. This course will help you build Internet knowledge and foundation skills that can transport you to further destinations in Web specialization. Acquire partial certification level knowledge required to pass the optional IC3 exam.

$175  \hspace{1cm} \text{CEU 1.6}  \hspace{1cm} \text{HRS: 16}

50213  \hspace{1cm} \text{North}  \hspace{1cm} \text{MW}
Oct 21-Oct 30  \hspace{1cm} 8:30 a.m.-12:30 p.m.

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To Register: All campuses 281-542-2020
**Keyboarding on the PC**
POFT 1010
Note: Textbook required
The primary input device to a computer is the keyboard. Therefore proficiency and accuracy in keyboarding is your first foundational course to all other computer classes. This course provides an introduction to fundamental keyboarding techniques such as finger position and movement, increasing speed, and reducing errors. Without this course, or a typing speed of at least 20 wpm, you will not be prepared for any other computer class.

$175  CEU 1.6  HRS: 16
95484  South  MTWTh
Aug 26-Aug 29  8:30 a.m.-12:30 p.m.
50214  North  MW
Sep 10-Sep 19  8:30 a.m.-12:30 p.m.
50221  TSCL  MTWTh
Oct 28-Oct 31  8:30 a.m.-12:30 p.m.

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

$175  CEU 1.6  HRS: 16
50218  TSCL  MW
Sep 16-Sep 25  8:30 a.m.-12:30 p.m.
50221  North  MW
Sep 09-Sep 18  8:30 a.m.-12:30 p.m.

**Business Applications**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

$175 CEU 1.6 HRS: 16
50201 Central MW
Sep 16-Sep 25 8:30 a.m.-12:30 p.m.

IT MANAGEMENT SKILLS

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

$245 CEU 1.6 HRS: 16
95122 Central TTh
Aug 20-Sep 05 6:00 p.m.-10:00 p.m.

NETWORKING

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

$750 CEU 6.4 HRS: 64
50215 South MWTh
Sep 09-Oct 14 6:00 p.m.-10:00 p.m.

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

$332 CEU 6.4 HRS: 64
50244 Central TTh
Aug 27-Dec 13 10:00 a.m.-11:59 a.m.

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

$332 CEU 6.4 HRS: 64
50231 Central Th
Aug 29-Dec 13 5:00 p.m.-10:00 p.m.

Key to Days of Week
M Monday
T Tuesday
W Wednesday
Th Thursday
F Friday
S Saturday
Su Sunday

To Register: All campuses 281-542-2020
IMPLEMENTING AND SUPPORTING
SERVERS
ITNW 1054
Prerequisite: ITNW 1308 or ITCC 1401 or department chair approval
Note: Textbook required; flash drive recommended
This course includes topics such as implementing, administering, and troubleshooting information systems that incorporate servers in a networked computing environment. It also includes managing accounts and resources, maintaining server resources, monitoring server performance, safeguarding data in a Microsoft Windows Server 2008 environment, development of skills necessary to implement, administer, and troubleshoot information systems that incorporate Windows Based Servers in a networked computing environment, setting up servers for various client computers, configuring directory replication, managing licensing, user group accounts, user profiles, administering remote servers, disk resources, creating and sharing resources, implementing permissions and security, fault-tolerance, installing and configuring RAS, performance bottlenecks; and configuring problems. (ITNW 1354)
$289 CEU 6.4 HRS: 64
50232 Central Th
Aug 29-Dec 13 6:00 p.m.-9:00 p.m.

INTERNET/INTRANET SERVER
ITNW 2054
Prerequisite: Fundamentals of Networking or Cisco Expl1 NW Fundamentals
Note: Textbook and flash drive required
This course covers designing, installing, configuring, maintaining, and managing an Internet/Intranet server. Topics include workstation maintenance and Internet-related protocols, implementation of Internet servers such as World Wide Web (WWW), file transfer protocols (FTP), news-groups and email. It also includes hands-on experience building web servers. (ITNW 2354)
$289 CEU 6.4 HRS: 64
50233 Central M
Aug 26-Dec 13 6:00 p.m.-9:00 p.m.
50234 Central TBA
Aug 26-Dec 13 -
50236 North T
Aug 27-Dec 13 6:00 p.m.-7:20 p.m.

INTRO TO PC OPERATING SYSTEMS
ITSC 1046
Prerequisite: Basic Computer skills
Note: Textbook required; flash drive required
This course covers a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Operating systems covered include DOS, Windows and UNIX. (ITSC 1305)
$289 CEU 6.4 HRS: 64
50238 North M
Aug 26-Dec 13 6:00 p.m.-7:20 p.m.
50237 North TBA
Sep 09-Dec 06 -

NETWORK + BOOT CAMP
ITNW 1016
Prerequisite: A+ certification is recommended
Note: Textbook required; flash drive recommended
This 64 our comprehensive hands-on program will provide the knowledge and skills needed to do basic administration and support duties for a variety of network operating systems including Microsoft Windows and Linux. You will use racks of equipment to set up real world environments to gain an understanding of the theoretical and practical applications of networking. This vendor-neutral foundation program meets the objectives set forth in the CompTIA Network+ Body of Knowledge. Completion of this program is a perfect stepping-stone to vendor specific programs such as MCSE and/or RHCE.
$850 CEU 6.4 HRS: 64
50216 South MWTh
Oct 21-Nov 25 6:00 p.m.-10:00 p.m.

PERSONAL COMPUTER HARDWARE
ITSC 1025
Prerequisite: ITSC 1305 or department chair approval
This course is a study of current personal computer hardware, including personal computer assembly and upgrading, setup and configuration, and troubleshooting. Major topics include an overview of the computer system, installing and configuring hardware and software, troubleshooting hardware and software problems, management of the computer’s resources, (including hard drive space and memory), data storage on hard drives, data recovery methods and installing peripheral equipment. (ITSC 1325)
$289 CEU 6.4 HRS: 64
50235 Central MW
Aug 26-Dec 13 9:10 a.m.-11:10 a.m.
50234 Central T
Aug 27-Dec 13 6:00 p.m.-10:00 p.m.
50241 North W
Aug 28-Dec 13 6:00 p.m.-9:00 p.m.
**Server Administration Fundamentals**  
ITNW 2051  
Prerequisite: Basic computer skills  
Note: Textbook required; DVD-RW disc required  
Learn server fundamentals such as managing Windows Servers (including virtualization) and storage, along with monitoring and troubleshooting servers. This course also covers such topics as essential naming, directory, and print services. Students also learn of popular Windows Network Services and Applications.  
**$220 CEU 2.0 HRS: 20**  
50205 Central MWF  
Oct 14-Oct 23  6:00 p.m.-10:00 p.m.

**Windows Operating System Fundamentals**  
ITSC 1006  
Note: Textbook required, flash drive required  
In this course you will learn to install, configure and manage the Windows 7 operating system. This course will present the essential tasks of operating system configuration and maintenance and provide hands-on experience. You will learn the wide variety of tools and techniques that allow administrators in various job settings to perform these essential tasks efficiently. Finally, you will be prepared to take the MTA exam 98-349.  
**$220 CEU 2.0 HRS: 20**  
50203 Central MWF  
Sep 16-Sep 25  6:00 p.m.-10:00 p.m.

**Networking Fundamentals**  
ITNW 1004  
Note: Textbook required  
This course is a great place to start to learn the basics of networking. This introductory lecture course surveys fundamental networking concepts and practices. Examine topics such as network architecture and standards, cabling and topologies, networking protocols, network servers, server-side scripting, database connectivity and security basics.  
**$185 CEU 1.6 HRS: 16**  
50204 Central MWF  
Sep 30-Oct 07  6:00 p.m.-10:00 p.m.

**Security**

**Information Tech Security**  
ITSY 1042  
Prerequisite: Fundamentals of Networking or Cisco Expl1 NW Fundamentals  
Note: Textbook required; flash drive required  
This course provides instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools, encryption; and protection from viruses. (ITSY 1342)  
**$289 CEU 6.4 HRS: 64**  
50243 North M  
Sep 09-Dec 06  6:00 p.m.-7:20 p.m.

**Security Fundamentals**  
ITSY 1191  
Prerequisite: Basic computer skills  
Note: Textbook required  
Learn the vital fundamentals of security such as understanding security layers, authentication, authorization, and accounting. Become familiar with security policies, network security and protecting the server and client.  
**$220 CEU 2.0 HRS: 20**  
50206 Central MWF  
Oct 28-Nov 06  6:00 p.m.-10:00 p.m.

**Web Development**

**Internet/Web Page Development**  
ITSC 1019  
This course includes instruction in the use of Internet concepts and the introduction to Web page design and website development. It is an introduction to designing and publishing Web documents. It includes basic markup language, hyperlinks, tables, frames, images, forms, and an exploration of tools available for creating and editing Web documents. (ITSC 1319)  
**$269 CEU 6.4 HRS: 64**  
95498 North TBA  
Aug 26-Dec 13

**Java Programming**  
ITSE 2017  
Prerequisite: ITSE 1307 or department chair approval  
Note: Textbook required  
Learn to develop executable programs; create appropriate documentation using object-oriented programming techniques. This course emphasizes the fundamental syntax and semantics of JAVA for applications and web applets. (ITSE 2317)  
**$289 CEU 6.4 HRS: 64**  
50242 North T  
Aug 27-Dec 13  7:30 p.m.-8:50 p.m.
SharePoint Administrator's Training
IMED 1002
Prerequisite: Network and server administration skills
Note: Textbook required
Students who will be administering SharePoint sites will benefit from this course. It covers command-line administration with Windows Powershell. It reviews service applications in depth and addresses backups and disaster recovery. Yet you will begin with some SharePoint 2010 theory, get introduced to the new interface and the architecture. You will walk through the installation and upgrade and all of the available options step by step. Finally you will learn the functions search, claims, taxonomy, business connectivity, enterprise content management, and social computing.

$650  CEU 3.2  HRS: 32
50200  Central  MTWTh
Sep 09-Sep 12  8:00 a.m.-5:00 p.m.

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

$865  CEU 4.8  HRS: 48
50199  Central  S
Sep 07-Oct 12  8:30 a.m.-12:30 p.m.
6:00 p.m.-10:00 p.m.  TTh

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

$550  CEU 3.2  HRS: 32
95483  Central  MTWTh
Aug 26-Aug 29  8:00 a.m.-5:00 p.m.
50223  TSCL  MTWTh
Nov 11-Nov 14  8:00 a.m.-5:00 p.m.

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

$285  CEU 2.4  HRS: 24
50217  TSCL  TTh
Sep 10-Sep 26  8:30 a.m.-12:30 p.m.
EMERGENCY HEALTH

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

CPR
EMSP 1019
Prerequisites: Student must arrive at class on time with current textbook. See Note
This class is instruction in lifesaving skills of respiratory, cardiac and choking emergencies for adults, children, and infants. Two rescuer CPR and AED trainings are included. Provides the Healthcare Provider with the CPR certification required for nurses, nursing students, EMT’s, and other allied health professionals involved with clinical patient care. Trains the general public in lifesaving techniques needed until 911 arrives on scene. A CPR card is issued upon completion.
Note: Late students or students without books will be sent home. Students sent home for these reasons will NOT be transferred to another class or receive a refund.
$85  CEU .8  HRS: 8
95155  Central  Su
Aug 18-Aug 18  8:00 a.m.-5:00 p.m.
50224  North  F
Sep 06-Sep 06  8:00 a.m.-5:00 p.m.
50166  Central  S
Sep 07-Sep 07  8:00 a.m.-5:00 p.m.
50167  North  S
Sep 14-Sep 14  8:00 a.m.-5:00 p.m.
50168  Central  S
Sep 15-Sep 15  8:00 a.m.-5:00 p.m.
50169  Central  S
Sep 28-Sep 28  8:00 a.m.-5:00 p.m.
50170  Central  F
Oct 04-Oct 04  8:00 a.m.-5:00 p.m.
50171  North  S
Oct 05-Oct 05  8:00 a.m.-5:00 p.m.
50172  Central  S
Oct 12-Oct 12  8:00 a.m.-5:00 p.m.
50173  Central  Su
Oct 27-Oct 27  8:00 a.m.-5:00 p.m.
50174  North  F
Nov 01-Nov 01  8:00 a.m.-5:00 p.m.
50175  Central  S
Nov 16-Nov 16  8:00 a.m.-5:00 p.m.
50176  Central  F
Nov 22-Nov 22  8:00 a.m.-5:00 p.m.
70021  Central  F
Dec 06-Dec 06  8:00 a.m.-5:00 p.m.
70022  North  F
Dec 13-Dec 13  8:00 a.m.-5:00 p.m.
70023  Central  S
Dec 14-Dec 14  8:00 a.m.-5:00 p.m.
70024  Central  F
Dec 20-Dec 20  8:00 a.m.-5:00 p.m.

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

**EMSP 1045**
Prerequisites: For approval and additional information, Central Campus: call 281-476-1862; North Campus: call 281-459-7155
Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements. An ITLS card is issued upon completion.

Note: Textbook required

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**EMERGENCY MEDICAL TECH (EMT)**

### EMS Supervision/Management

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

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<th>$299</th>
<th>CEU 4.8</th>
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<td>Aug 28-Dec 13</td>
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### Clinical - EMT

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

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<th>$382</th>
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### Clinical - EMS Supervision

**EMSP 2060**
Prerequisites: EMT Dept approval required. Call 281-476-1862.
Clinical orientation - Saturday 8 a.m.-12 p.m. prior to class start is required. Must be a currently certified Paramedic. Must enroll concurrently with EMSP 2059.
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Specific detailed learning objectives are developed for the course. (EMSP 2160)

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### 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. For approval and additional information, Central Campus: call 281-476-1862; North Campus: call 281-459-7155
Note: Attendance at the Saturday Skill Day and the Saturday Field Day is mandatory.

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)

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<th>$336</th>
<th>CEU 9.6</th>
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To Register: All campuses 281-542-2020
HEALTH CARE PROFESSIONAL

Certified Nurse Aide Training
NURA 1001

Prerequisites: Current negative TB, American Heart Association Health Care Provider CPR Background check through PreCheck is required & is an additional student expense. No GED/HS diploma is required. Students 16-17 are eligible for certification by the state agency, DADS. Parental wavier is required if under 18.

Textbook and clinical scrubs are required. Registration after the first class meeting is not allowed. Physical requirements: Must be able to squat, bend and lift or assist with 100 pounds. Students with medical conditions, including pregnancy, must have a release from their physician, prior to class start date.

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

$825  CEU 10.8  HRS: 108
50525  North  S
Aug 17-Oct 26  8:00 a.m.-5:00 p.m.
Oct 26  8:00am-12:00 p.m.
Clinicals: Oct 14-Oct 26
50527  South  MTWThF
Aug 29-Oct 07  8:00 a.m.-12:00 p.m.
Clinicals: Sep 23-Oct 04
50514  Central  MTWTh
Sep 03-Oct 14  6:00 p.m.-10:00 p.m.
Clinicals: Oct 01-Oct 11
50526  North  MTWThF
Sep 06-Oct 14  8:00 a.m.-12:00 p.m.
Clinical: Sep 30-Oct 11
50515  Central  MTWTh
Sep 16-Oct 28  8:00 a.m.-12:00 p.m.
Clinicals: Oct 14-Oct 25
50516  Central  F
Sep 20-Nov 02  8:00 a.m.-5:00 p.m.
Nov 22  8:00am-12:00 p.m.
Clinicals: Nov 11-Nov 21
50517  Central  MTWTh
Sep 23-Nov 25  3:00 p.m.-5:00 p.m.
Clinicals: Nov 15-Nov 24
50520  South  MTWTh
Sep 23-Nov 04  6:00 p.m.-10:00 p.m.
Clinicals: Oct 21-Nov 01
50521  South  MTWThF
Oct 14-Nov 15  8:00 a.m.-12:00 p.m.
Clinicals: Nov 05-Nov 14

Certified Medication Aide
NURA 1013

Prerequisites: Nursing home employment required as CNA or non-licensed direct care staff on first day of class. Proof of HS diploma/GED. Background check through PreCheck is required & is an additional student expense. Call 281-542-2088 for more Info.

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

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

$599  CEU 14.4  HRS: 144
50185  Central  MTWTh
Oct 08-Dec 16  6:00 p.m.-10:00 p.m.

EKG Technician
ECRD 1011

Note: Textbook required

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

$575  CEU 5.2  HRS: 52
50177  North  F
Aug 30-Nov 22  9:00 a.m.-1:00 p.m.
50178  North  TTh
Oct 01-Nov 12  1:00 p.m.-5:00 p.m.
Suturing for the Surgical Technologist
SRGT 2000
Prerequisites: None.
For the practicing surgical technologist, this course provides a didactic and skill approach to learn the role of the Surgical Technologist and to function effectively in the Operating Room. Specific sutchuring skills will be practiced. Certified for AST Continuing Education hours.
Note: Student must bring a small bag of pig’s feet.
$135 CEU .8 HRS: 8
50186 Central S
Oct 12-Oct 12 8:00 a.m.-5:00 p.m.

MEDICAL IMAGING
Anatomy/Positioning & Patient Assessment
MAMT 2037
Prerequisites: Department approval is required. Contact 281-476-1871 for approval and additional information.
This course will be a presentation of specialized instruction in breast imaging. Emphasis will be placed on breast anatomy, physiology, positioning, patient education and assessment. Anatomy instruction will include surface anatomy as well as deep anatomy. Further emphasis will be placed on routine and additional projections and positioning modifications. At the end of the course the student should be able to explain breast anatomy and physiology, conduct patient education and assessment, and perform routine and additional projections used in mammography including positioning modifications. (MAMT 2333).
Note: As an additional student expense, physical, background and drug checks, etc. are requirements. Must be ARRT registered or eligible to test. No textbook is required.
$269 CEU 4.8 HRS: 48
50277 Central TTh
Aug 27-Oct 18 6:00 p.m.-9:00 p.m.

Clinical - Mammography Technologist
MAMT 2063
Prerequisites: Successful completion of Anatomy/Positioning & Patient Assessment. Course approval is required; Call 281-476-1871. Students will be provided with a health-related work experience that will enable a student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by a clinical professional. By the end of course students should be able to apply theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry. Students should be able to demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (MAMT 2363)
Note: As an additional student expense, physical, background and drug checks, etc. are requirements. Must be ARRT registered or eligible to test. No textbook is required.
$276 CEU 16.0 HRS: 160
95506 Central TBA
Aug 26-Dec 13 -

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

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

CTMT 2036

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

Note: Textbook required

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

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

**Principles of Magnetic Resonance Imaging**

MRIT 2030

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

Note: Textbook required

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

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

**Sectional Anatomy for Medical Imaging**

RADR 2040

Prerequisites: Must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT); Call 281-476-1501 ext. 1446 for approval to register. Note: NOT ASRT certified; textbook required

This class is online. It designed to familiarize the student with anatomic relationships that are present under various sectional orientations as depicted by Computed Tomography, Magnetic Resonance Imaging, or Ultra-sonography. Category A CE credit is approved by the ASRT. (RADR 2340).

$306  CEU 4.8  HRS: 48
95514  Central  TBA
Aug 26-Dec 13

**Magnetic Resonance Equipment and Methodology**

MRIT 2034

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

Call 281-476-1501 X1446 for approval to register

Note: Textbook required

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

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

**Magnetic Resonance Imaging Clinical I**

MRIT 2061

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

Note: NOT ASRT certified; textbook required

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

$276  CEU 9.6  HRS: 96
95512  Central  TBA
Aug 26-Dec 13
MAGNETIC RESONANCE IMAGING
CLINICAL II
MRIT 2061
Prerequisites: MRI Clinical I, and must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB), or Radiation Therapy (ARRT). Call 281-476-1501, ext. 1446 for approval to register.
Note: NOT ASRT certified; textbook required
This course is designed to provide you specialized instruction and experience in the performance of the various procedures normally found in a magnetic resonance imaging facility. (MRIT 2361)
$276  CEU 9.6  HRS: 96
95513  Central  TBA
Aug 26-Dec 13

MEDICAL OFFICE

MEDICAL OFFICE PROFESSIONAL
MDCA 1021
Note: Textbook required
This class will prepare you to work in a medical office setting and will provide a foundation for more advanced medical records careers. The content includes basic office procedures, medical records administration, medical terminology, and pathophysiology. This course is the prerequisite course for AAPP Medical Coding Curriculum for CPC Certification.
$1399  CEU 9.0  HRS: 90
50184  Central  MW
Sep 04-Dec 18  6:30 p.m.-9:30 p.m.

AAPC PROFESSIONAL MEDICAL CODING CURRICULUM FOR CPC CERTIFICATION
HITT 1041
Prerequisites: Successful completion of Medical Office Professional or prior medical office/coding experience. The AAPC's Professional Medical Coding Curriculum is developed to present the latest information related to medical or insurance reimbursement. You will learn the theory of coding, gain an understanding of the coding fundamentals and then incorporate this learning by using the lab book to work coding reports. The CPC certification exam is included and will be administered the last class day.
Note: Includes AAPC textbooks, AAPC Membership and CPC exam. You must bring your own current CPT and ICD 9 and HCPCS Coding Manuals.
$1595  CEU 9.0  HRS: 90
50183  Central  TTh
Aug 27-Dec 14  6:30 p.m.-9:30 p.m.  Exam: S Dec 14

PHLEBOTOMY TECHNICIAN

PHLEBOTOMY TECHNICIAN BASIC
PLAB 1023
Prerequisites: Proof of high school diploma/GED completion
Note: Must also enroll in the Phlebotomy Practicum; textbook required
Students are involved in skill development to perform a variety of blood collection methods using proper techniques and universal precautions. This course includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology.
$395  CEU 4.8  HRS: 48
50179  Central  TTh
Aug 27-Oct 17  4:00 p.m.-7:00 p.m.
50180  Central  MW
Sep 23-Nov 13  4:00 p.m.-7:00 p.m.

PHLEBOTOMY TECHNICIAN PRACTICUM
PLAB 1064
Prerequisites: Proof of high school diploma/GED completion; proof of a current negative TB skin test and Hepatitis B vaccine; Background check is required and is an additional student expense.
Note: Must also be enrolled in Phlebotomy Technician Basic. Course begins after successful completion of Phlebotomy Technician Basic; dates, times, and location determined by instructor. This is a work-based learning experience with direct client care. This course enables the student to apply the theory, skills and concepts learned in the basic phlebotomy class in a supervised clinic or lab setting. Specific learning objectives are developed by the faculty.
$235  CEU 12.0  HRS: 120
50181  Central  TBA
Oct 21-Nov 08
50182  Central  TBA
Nov 18-Dec 13

To Register: All campuses 281-542-2020
**Applied Technologies & Trades**

**APPLIED TECHNOLOGIES & TRADES**

**Introduction to Craft Skills**

*INMT 1005*

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEU</th>
<th>HRS</th>
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<tr>
<td>$467</td>
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<td>80</td>
<td>Sep 03-Nov 07 6:00 p.m.-10:00 p.m.</td>
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</table>

**AUTO BODY COLLISION**

**Auto Body M & E Service**

*ABDR 2002*

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

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<tr>
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<th>CEU</th>
<th>HRS</th>
<th>Date/Time</th>
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<td>12.8</td>
<td>128</td>
<td>Aug 26-Oct 18 12:00 p.m.-3:00 p.m.</td>
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</table>

**Basic Metal Repair**

*ABDR 1019*

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

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<tr>
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<th>CEU</th>
<th>HRS</th>
<th>Date/Time</th>
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</thead>
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<td>Sep 07-Dec 07 2:31 p.m.-4:30 p.m.</td>
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**Basic Refinishing**

*ABDR 1031*

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

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<tr>
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<th>CEU</th>
<th>HRS</th>
<th>Date/Time</th>
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<td>Aug 27-Dec 12 6:00 p.m.-9:00 p.m.</td>
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</table>

**Collision Repair Estimating**

*ABDR 2055*

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

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<th>Course Code</th>
<th>CEU</th>
<th>HRS</th>
<th>Date/Time</th>
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<tbody>
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<td>48</td>
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</table>

**Collision Repair Welding**

*ABDR 1007*

Study industry and standard welding and cutting procedures. (ABDR 1307)

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<th>HRS</th>
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<td>Sep 07-Dec 07 12:30 p.m.-4:30 p.m.</td>
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**Collision Shop Management**

*ABDR 2057*

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

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<th>Course Code</th>
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<td>48</td>
<td>Nov 18-Dec 13 12:00 p.m.-3:00 p.m.</td>
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</table>

**Front and Rear Wheel Alignment**

*ABDR 1023*

The study of vehicle steering components including alignment, tire rotation, and balancing. (ABDR 1323)

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<th>Course Code</th>
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<td>64</td>
<td>Oct 21-Nov 15 12:00 p.m.-3:00 p.m.</td>
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</table>
**Vehicle Design & Structural Analysis**

**ABDR 1003**
An introduction to the collision repair industry with emphasis on safety, professionalism, and vehicle structural design. (ABDR 1303)

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<td>Oct 21-Nov 15</td>
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**Automotive Engine Repair**

**AUMT 1019**
Learn the fundamentals of engine operation, diagnosis and repair. Emphasis will be given to overhauling, disassembly, repair and reassembly of selected engines. (AUMT 1419)

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<th>Code</th>
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**Applied Technologies & Trades**

**Drafting**

**Advanced Technologies in Pipe Design and Drafting**

**DFTG 2057**
Prerequisite: DFTG 2423
Advanced design and production techniques using specialized process plant based design software. (DFTG 2457)

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<td>6:05 p.m.-9:05 p.m.</td>
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**Architectural Drafting - Commercial**

**DFTG 2028**
Architectural drafting procedures, practices, governing codes, terms and symbols with emphasis on commercial construction methods. (DFTG 1417)

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<td>Oct 21-Dec 12</td>
<td>12:00 p.m.-2:50 p.m.</td>
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**Architectural Drafting - Residential**

**DFTG 1017**
This course focuses on architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structures with emphasis on light frame construction methods. (DFTG 1417)

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<th>Code</th>
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**Automotive**

**Auto Electrical Diagnosis & Repair**

**AUMT 2021**
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)

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<th>Code</th>
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**Auto Electrical System**

**AUMT 1007**
Get an overview of your vehicle’s automotive electrical system. Learn to test, diagnose and repair batteries and electrical accessories. (AUMT 1407)

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<tr>
<th>Code</th>
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<th>Location</th>
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<td>Aug 26-Oct 17</td>
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</table>
Basic Computer-Aided Drafting
DFTG 1009
An introduction to computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, and using layers. (DFTG 1409)

$336  
CEU 9.6  
HRS: 96  
95534  
North  
MWF  
Aug 26-Dec 13  
8:05 a.m.-10:05 a.m.  
50454  
South  
MW  
Aug 26-Dec 11  
12:00 p.m.-2:50 p.m.  
50361  
North  
TTh  
Aug 27-Dec 12  
6:05 p.m.-9:05 p.m.  
50455  
South  
TW  
Aug 27-Dec 11  
6:45 p.m.-9:45 p.m.

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

$336  
CEU 9.6  
HRS: 96  
50379  
North  
TTh  
Aug 27-Dec 12  
6:05 p.m.-9:05 p.m.

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

$336  
CEU 9.6  
HRS: 96  
50456  
South  
MW  
Aug 26-Dec 11  
6:45 p.m.-9:45 p.m.  
50391  
North  
T  
Aug 27-Dec 10  
6:05 p.m.-9:05 p.m.

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

$336  
CEU 9.6  
HRS: 96  
50427  
North  
Th  
Aug 29-Dec 12  
6:05 p.m.-9:05 p.m.

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

$336  
CEU 9.6  
HRS: 96  
95554  
South  
MTWTh  
Aug 26-Oct 17  
8:30 a.m.-11:20 a.m.  
50457  
South  
M  
Aug 26-Dec 09  
6:45 p.m.-9:45 p.m.

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

$336  
CEU 9.6  
HRS: 96  
50452  
South  
MW  
Aug 26-Dec 13  
8:30 a.m.-11:20 a.m.  
50453  
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Aug 26-Dec 09  
6:00 p.m.-10:00 p.m.  
50442  
North  
MW  
Aug 26-Dec 11  
6:05 p.m.-9:05 p.m.  
50441  
North  
TTh  
Aug 27-Dec 12  
8:35 a.m.-11:35 a.m.

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

$336  
CEU 9.6  
HRS: 96  
50446  
North  
TTh  
Aug 27-Dec 12  
8:35 a.m.-11:35 a.m.

Electrical/Electronics

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

$332  
CEU 9.6  
HRS: 96  
50352  
North  
TTh  
Aug 27-Dec 12  
6:05 p.m.-9:05 p.m.

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

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

$279  CEU 6.4  HRS: 64
50362  Central  MW
Aug 26-Dec 11  9:00 a.m.-10:50 a.m.
95535  North  MWF
Aug 26-Dec 13  9:00 a.m.-10:30 a.m.
50363  Central  MW
Aug 26-Dec 1  11:00 p.m.-2:50 p.m.
50364  Central  MW
Aug 26-Dec 11  3:00 p.m.-4:50 p.m.
50368  North  M
Aug 26-Dec 09  5:50 p.m.-10:00 p.m.
50365  Central  T
Aug 27-Dec 10  6:00 p.m.-9:40 p.m.
50366  Central  W
Aug 28-Dec 11  6:00 p.m.-9:50 p.m.
50367  Central  Th
Aug 29-Dec 12  6:00 p.m.-9:50 p.m.

Commercial Wiring

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

$293  CEU 6.4  HRS: 64
50377  Central  TTh
Aug 27-Dec 12  9:30 a.m.-11:20 a.m.
50378  North  TTh
Aug 27-Dec 12 10:00 a.m.-12:00 p.m.

Electrical Calculations I

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

$226  CEU 3.2  HRS: 32
95541  North  MWF
Aug 26-Dec 13  8:05 a.m.-8:50 a.m.
50381  Central  TTh
Aug 27-Dec 12  5:00 p.m.-5:55 p.m.

Electrical Machines

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

$279  CEU 6.4  HRS: 64
50382  Central  M
Aug 26-Dec 09  6:00 p.m.-9:50 p.m.

Industrial Wiring

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

$293  CEU 6.4  HRS: 64
50390  Central  T
Aug 27-Dec 10  6:00 p.m.-9:50 p.m.

Introduction to Programmable Logic Controllers

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

$331  CEU 4.0  HRS: 40
50019  Central  MW
Sep 09-Oct 09  6:00 p.m.-10:00 p.m.
50020  Central  MW
Nov 11-Dec 18  6:00 p.m.-10:00 p.m.

Journeyman Electrician Exam Review

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

$269  CEU 4.8  HRS: 48
50413  Central  M
Aug 26-Dec 09  7:00 p.m.-9:55 p.m.

Master Electrician Exam Review I

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

$312  CEU 6.4  HRS: 64
50417  Central  S
Sep 07-Dec 07  8:00 a.m.-11:50 a.m.
Motor Controls
ELPT 1041
A study of operating principles dealing with solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, and safety wiring. (ELPT 1441)
$322  CEU 9.6  HRS: 96
50420  North  TTh
Aug 27-Dec 12  7:00 p.m.-10:00 p.m.

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

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

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

Programmable Logic Controllers I
ELPT 1909
Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls. (ELPT 2319)
$279  CEU 6.4  HRS: 64
50430  North  TTh
Aug 27-Dec 12  9:35 a.m.-10:45 a.m.
50429  Central  Th
Aug 29-Dec 12  6:00 p.m.-9:40 p.m.

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

HVAC/Refrigeration

AC & Refrigeration Codes
HART 2001
HVAC standards and concepts with emphasis on the understanding, and documentation of the codes and regulations required for the state mechanical contractors license and local codes. (HART 2301)
$269  CEU 4.8  HRS: 48
95523  North  Online
Aug 26-Dec 13

Air Conditioning Troubleshooting
HART 2036
An advanced course in application of troubleshooting principles and use of test instruments to diagnose A/C and refrigeration components and system problems.
$332  CEU 9.6  HRS: 96
50341  North  MW
Aug 26-Dec 11  6:05 p.m.-9:05 p.m.

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

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

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

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

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

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

Non-Destructive Testing

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

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

Film Interpretation of Weldments
NDTE 1001
Course designed to give clear insight into interpretation of radiographic images and evaluation of the quality of film. Mathematics involved requires knowledge of algebra, studies in such areas as simple stresses, physical principles, history of industrial radiography, general principles of examination of materials with penetrating radiation, interaction between penetrating radiation and matter, absorption, and scatter and related tables, and density calculations. (NDTE 1301)
$293 CEU 6.4 HRS: 64
50383 Central F
Sep 06-Dec 06 6:00 p.m.-10:30 p.m.

To Register: All campuses 281-542-2020
Intermediate Ultrasonic: Flaw Detection & Sizing
NDTE 1054
Basic theory and applications of the ultrasonic techniques of materials testing covering the theoretical material from the certification test for Ultrasonic Level I American Society of Non-Destructive Testing. (NDTE 1454)
$336  CEU 9.6  HRS: 96
50395  Central  MW
Aug 26-Dec 11  7:00 p.m.-10:30 p.m.

Introduction to Corrosion
METL 1013
An introduction to internal, external, and atmospheric corrosion including terminology, causes of common corrosion problems in industry, and general remedies such as cathodic protection, protective coatings, material selection, and chemical treatments. (METL 1313)
$293  CEU 6.4  HRS: 64
50412  Central  MW
Aug 26-Dec 11  5:00 p.m.-6:55 p.m.

Introduction to Testing & Inspection
QCTC 1046
A study of testing and inspection systems including pertinent specifications, inspection tools, gauges, instruments and mechanisms in illustrating the need for maintaining quality to establish standards. (QCTC 1446)
$336  CEU 9.6  HRS: 96
95548  Central  MTWThF
Aug 26-Sep 20  8:30 a.m.-1:30 p.m.
50443  Central  TTh
Aug 27-Dec 12  1:45 p.m.-4:55 p.m.
50444  Central  TTh
Aug 27-Dec 12  7:00 p.m.-10:30 p.m.
50445  Central  S
Sep 07-Dec 07  8:30 a.m.-3:30 p.m.

Introduction to Ultrasonics 1 & 2
NDTE 1005
Students will learn the basic theory and applications of the ultrasonic techniques of materials testing. (NDTE 1405)
$336  CEU 9.6  HRS: 96
50410  Central  TTh
Aug 27-Dec 12  1:45 p.m.-4:55 p.m.
50409  Central  TTh
Aug 27-Dec 12  7:00 p.m.-10:30 p.m.
50411  Central  S
Sep 07-Dec 07  4:00 p.m.-10:30 p.m.
50408  Central  MTWThF
Oct 21-Nov 15  8:30 a.m.-1:30 p.m.

Liquid Penetrant & Magnetic Particle
NDTE 1010
This is an introduction to the study of non-destructive testing in accordance with SNT-TC-1A of materials before and after they are welded. An integral part of the course is the interpretation of non-destructive testing in accordance with building codes in liquid. (NDTE 1410)
$336  CEU 9.6  HRS: 96
50415  Central  MW
Aug 26-Dec 1  11:45 p.m.-4:55 p.m.
50416  Central  MW
Aug 26-Dec 1  12:15 p.m.-4:55 p.m.
50414  Central  MTWThF
Sep 23-Oct 18  8:30 a.m.-1:30 p.m.

Metrology and Blueprint Reading
QCTC 1048
Terminology, methodology, and practice of measurement systems and the calibration and use of basic measuring tools with techniques for interpreting blueprints. (QCTC 1448)
$336  CEU 9.6  HRS: 96
50418  Central  TTh
Aug 27-Dec 12  7:00 p.m.-10:30 p.m.
50419  Central  TTh
Aug 27-Dec 12  7:00 p.m.-10:30 p.m.

Preparation for Certified Welding Inspector Exam
NDTE 2011
General principles of welding inspection including welding processes, terms and definitions, welding discontinuities, duties and responsibilities of inspectors, destructive and nondestructive testing, quality assurance/quality control, welding codes and blueprints, procedures, and case studies. It is an overview of welding tools and equipment, metallurgy, chemistry, and joint design. (NDTE 2411)
$336  CEU 9.6  HRS: 96
50428  Central  TTh
Aug 27-Dec 12  7:00 p.m.-10:30 p.m.

Standards and Codes
QCTC 2031
A study of philosophy and theory of standards, appropriate standard organizations and systems, integration to the application of standards criteria in society. Emphasis placed on the study of structural, mechanical and application of the ASME, AWS and API codes along with ASTM and MIL-STD. (QCTC 2331)
$293  CEU 6.4  HRS: 64
50437  Central  MW
Aug 26-Dec 11  7:30 p.m.-10:00 p.m.
50438  Central  TTh
Aug 27-Dec 12  5:00 p.m.-6:55 p.m.

To Register: All campuses 281-542-2020
Statistical Process Control
QCTC 1041
Students will be able to apply correlation methods, analysis of variance, dispersion and sampling techniques. (QCTC 1341)
$293 CEU 6.4 HRS: 64
50439 Central F
Sep 06-Dec 06 6:00 p.m.-10:30 p.m.
50440 Central F
Sep 06-Dec 06 6:00 p.m.-10:30 p.m.

Welding Metallurgy I
METL 1001
A comprehensive study of refining properties, mechanical properties, and physical properties of ferrous and nonferrous materials including the theory of alloys, heat treatment, and testing. (METL 1405)
$336 CEU 9.6 HRS: 96
50451 Central MW
Aug 26-Dec 11 7:00 p.m.-10:30 p.m.
50450 Central MTWThF
Nov 18-Dec 13 8:30 a.m.-1:30 p.m.

Occupational Health & Safety
Certified Occupational Safety Specialist (COSS)
OSHT 1003
This course is designed to build core competencies in the field of safety for adult learners. COSS is a highly intensive, highly interactive course that focuses on providing individuals who are responsible for safety, the tools and techniques they need to make safety work for them.
$1699 CEU 4.0 HRS: 40
50017 Central MTWThF
Nov 04-Nov 08 8:00 a.m.-5:00 p.m.
Applied Technologies & Trades

Professional Truck Driver One
CVOP 1013
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.
$1647 CEU 12.6 HRS: 126
95429 Central SSu
Aug 24-Nov 10 7:00 a.m.-6:00 p.m.
50011 Central MTWTh
Sep 23-Oct 31 7:00 a.m.-6:00 p.m.
50013 Central MTWTh
Nov 04-Dec 19 7:00 a.m.-6:00 p.m.
50015 Central SSu
Nov 16-Feb 17 7:00 a.m.-6:00 p.m.

Professional Truck Driver Two
CVOP 1040
This is a continuation of Professional Truck Driver One. General truck driving with hands-on skills development and instruction coordinated with the Department of Transportation. Instruction covers the operation of a tractor-trailer combination in city and highway conditions, including control and maneuvering of the vehicle through various traffic situations in different conditions with numerous tractor-trailer combinations.
$1348 CEU 12.0 HRS: 120
95430 Central SSu
Aug 24-Nov 10 7:00 a.m.-6:00 p.m.
50012 Central MTWTh
Sep 23-Oct 31 7:00 a.m.-6:00 p.m.
50014 Central MTWTh
Nov 04-Dec 19 7:00 a.m.-6:00 p.m.
50016 Central SSu
Nov 16-Feb 17 7:00 a.m.-6:00 p.m.

Welding
Advanced Gas Tungsten ARC Welding GTAW
WLDG 2051
Advanced topics in GTAW welding, including welding in various positions and directions. (WLDG 2551)
$403 CEU 12.8 HRS: 128
50342 Central TTh
Aug 27-Dec 12 6:00 p.m.-10:00 p.m.
50344 North TTh
Aug 27-Dec 12 6:02 p.m.-8:00 p.m.
50343 Central F
Sep 06-Dec 07 6:00 p.m.-10:00 p.m.
8:00 a.m.-12:00 p.m.

Advanced Pipe Welding
WLDG 2053
These are advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. (WLDG 2553)
$403 CEU 12.8 HRS: 128
50353 Central MW
Aug 26-Dec 11 6:00 p.m.-10:00 p.m.
50354 Central TTh
Aug 27-Dec 12 6:00 p.m.-10:00 p.m.
50355 North TTh
Aug 27-Dec 12 6:00 p.m.-10:00 p.m.

To Register: All campuses 281-542-2020
Advanced Shielded Metal Arc Welding SMAW
WLGD 2043
These are advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding with open V-groove joints in all positions. (WLGD 2543)

$403
95530
Aug 26-Dec 13
50346
Aug 26-Dec 11
50347
Aug 27-Dec 12
50350
Aug 27-Dec 12
50348
Sep 06-Dec 06
50345
Oct 21-Dec 13

Intermediate Pipe Welding
WLGD 2006
This is a comprehensive course on welding of pipe using the shielded metal arc welding (SMAW) process. Welds will be done using various positions. Topics covered include electrode selection, equipment setup and safe shop practices. (WLGD 2506)

$403
50396
Aug 26-Dec 11
50399
Aug 26-Dec 11
50398
Aug 27-Dec 12
50397
Aug 27-Dec 12

Intermediate Welding using Multiple Processes
WLGD 2013
Students are given instruction using layout tools and blueprint reading with demonstrations in some of the following processes: shielded metal arc welding, gas metal arc welding, gas tungsten arc welding, etc. (WLGD 2513)

$403
50394
Aug 26-Dec 11
50392
Sep 06-Dec 07

Introduction to Gas Metal ARC Welding (GMAW)
WLGD 1030
This is a study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools and equipment. (WLGD 1530)

$403
CEU 12.8  HRS: 128
50387
Aug 26-Dec 11
50386
Aug 27-Dec 12
50388
Aug 27-Dec 12
50390
Sep 06-Dec 06
50385
Oct 21-Dec 13

Introduction to Gas Tungsten ARC Welding GTAW
WLGD 1034
This is an introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs will be covered. (WLGD 1534)

$403
CEU 12.8  HRS: 128
50401
Aug 26-Dec 11
50403
Aug 26-Dec 11
50400
Aug 27-Dec 12
50402
Aug 27-Dec 12
50407
Sep 06-Dec 07

Introduction to Shielded Metal Arc Welding-SMAW
WLGD 1028
This is an introduction to the shielded metal arc welding process. Emphasis is placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction is provided in SMAW fillet welds in various positions. (WLGD 1528)

$403
CEU 12.8  HRS: 128
95545
Aug 26-Dec 13
95544
Aug 26-Oct 18
50404
Aug 26-Dec 11
50407
Aug 26-Dec 11
50405
Aug 27-Dec 12
50406
Sep 06-Dec 07

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

**Able Bodied Seaman**
MART 2073

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

$800  
95433  
Aug 26-Aug 30  
50044  
Oct 28-Nov 01  
70004  
Dec 02-Dec 06

**Advanced Firefighting**
VFFT 1051

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

$800  
50026  
Sep 17-Sep 20  
50038  
Oct 15-Oct 18  
50049  
Nov 12-Nov 15  
70011  
Dec 17-Dec 20

**Advanced LNG**
NFND 0000

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

$2000  
50041  
Oct 21-Oct 31  
50052  
Nov 11-Nov 22

**Advanced Stability**
MARS 2074

USCG & STCW approved. Trainees will become proficient in stability and trim theory and it's practicable applications. The course objectives are also aimed at providing the ship's senior officers with the knowledge and competence sufficient to make full use of the stability booklet required for a vessel by 46 CFR 170.110. This course requires the trainee to have a fundamental understanding basic stability and trim theory, as well as basic math and trigonometry.

$1000  
50024  
Sep 09-Sep 13

**Apprentice Mate (Steering) Western Routes**
MARS 1078

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

$400  
50021  
Sep 03-Sep 04  
50035  
Oct 14-Oct 15  
70005  
Dec 05-Dec 06

To Register: All campuses 281-542-2020
**Basic LNG**

NFND 0000

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

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

**Basic Safety Training**

MART 1077

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

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

**Bridge Resource Management (Non-Simulator)**

MART 1078

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

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

**Master, 100 GRT**

MART 1072

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

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

**Medical Care Provider**

EMSP 1026

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

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

**Proficiency in Survival Craft**

MART 2074

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

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

To Register: All campuses 281-542-2020
QUALIFIED MEMBER OF THE ENGINEERING DEPARTMENT-FIREMAN/OILER/WATERTENDER

MARS 1075
This 5 week course includes hands-on practical and a classroom lecture portion for theory and familiarization.

$3900 CEU 16.0 HRS: 160
50030 Central MTWThF
Sep 30-Oct 25 8:00 a.m.-5:00 p.m.

RADAR OBSERVER UNLIMITED (RENEWAL)

MART 2075
USCG & STCW approved, this course provides the student the means by which to demonstrate proficiency in the use of radar for collision avoidance and navigation for the purpose of renewing this certification on their license.

$225 CEU .8 HRS: 8
50029 Central F
Sep 27-Sep 27 8:00 a.m.-5:00 p.m.
50043 Central F
Oct 25-Oct 25 8:00 a.m.-5:00 p.m.
70012 Central F
Dec 20-Dec 20 8:00 a.m.-5:00 p.m.

RADAR OBSERVER-UNLIMITED

MART 2072
USCG & STCW approved, this course covers the proper use of radar for risk assessment, collision avoidance, and navigation. Trainees use commercial radar equipment with landmasses, environmental effects and vessel returns generated by Transas simulation.

$600 CEU 4.0 HRS: 40
50028 Central MTWThF
Sep 23-Sep 27 8:00 a.m.-5:00 p.m.
50042 Central MTWThF
Oct 21-Oct 25 8:00 a.m.-5:00 p.m.
70009 Central MTWThF
Dec 16-Dec 20 8:00 a.m.-5:00 p.m.

TANKERMAN PIC-BARGE (DL)

MART 2076
USCG & STCW approved, this course provides the student with the knowledge required for the safe loading, discharge and carriage of dangerous liquid (DL) cargos in bulk. Topics include DL regulations, pollution prevention, spill response, cargo loading, discharge planning and management, the Declaration of Inspection, vapor control systems, the use of personal protective equipment during operations, and record keeping.

$900 CEU 4.0 HRS: 40
50023 Central MTWThF
Sep 09-Sep 13 8:00 a.m.-5:00 p.m.
50032 Central MTWThF
Oct 07-Oct 11 8:00 a.m.-5:00 p.m.
50045 Central MTWThF
Nov 04-Nov 08 8:00 a.m.-5:00 p.m.
70006 Central MTWThF
Dec 09-Dec 13 8:00 a.m.-5:00 p.m.

UPGRADE - MASTER, 100 GRT TO MASTER, 200 GRT

MART 1076
Upon completion of this USCG approved course, the student shall have a good understanding of the subjects for upgrade from not more than 100-Ton to not more than 200-Ton Great Lakes, Inland, and Near Coastal Master licenses. This course builds upon and further advances the learning objectives for the Master 100 GRT class.

$550 CEU 2.4 HRS: 24
95432 Central MTW
Aug 26-Aug 28 8:00 a.m.-5:00 p.m.
50031 Central MTW
Oct 07-Oct 09 8:00 a.m.-5:00 p.m.
70002 Central MT
Nov 25-Dec 02 8:00 a.m.-5:00 p.m.

UPGRADE TO APPRENTICE MATE

MART 1074
Upon completion of this USCG approved course the student shall have a good understanding of the subjects pertaining to a mariner in training to become master or mate (pilot) of towing vessels or master of towing vessels (harbor assist).

$400 CEU 1.6 HRS: 16
95434 Central ThF
Aug 29-Aug 30 8:00 a.m.-5:00 p.m.
50034 Central ThF
Oct 10-Oct 11 8:00 a.m.-5:00 p.m.
70003 Central TW
Dec 03-Dec 04 8:00 a.m.-5:00 p.m.

VESSEL SECURITY OFFICER

MART 1073
This 2-day DNV approved course provides knowledge to those who may be designated to perform the duties and responsibilities of a Vessel Security Officer with respect to the security of a ship, for implementing and maintaining a Vessel Security Plan and for liaising with the Company Security Officer (CSO) and with Port Facility Security Officers (PFSOs).

$500 CEU 1.6 HRS: 16
50039 Central WTh
Oct 16-Oct 17 8:00 a.m.-5:00 p.m.
50050 Central MT
Nov 18-Nov 19 8:00 a.m.-5:00 p.m.

To Register: All campuses 281-542-2020
Education

EDUCATION

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

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

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

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

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

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

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

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

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

$269
CEU 4.8
HRS: 48
95564 Central TBA
Aug 26-Dec 13
50473 Central TTh
Aug 27-Dec 13 10:10 a.m.-11:35 a.m.
50472 Central T
Aug 27-Dec 13 5:30 p.m.-8:30 p.m.

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

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

Key to Days of Week
M Monday
T Tuesday
W Wednesday
Th Thursday
F Friday
S Saturday
Su Sunday

To Register: All campuses 281-542-2020
ENGLISH

ENGLISH COMMUNICATION SKILLS 1
COMG 1000
Prerequisite: Pre-assessment required
Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.
Designed for students whose primary language is other than English, this course presents industry-related basic reading, writing, speaking, and listening skills. The emphasis is on high-frequency vocabulary (basic sight words) and phonics; refining oral and written production; assists with listening skills for enhanced job productivity; and increasing the control of the English sound system to minimize on-the-job miscommunication or misinterpretation due to foreign accent. This is the first class in our nine levels of English language instruction.

$250  CEU 5.6  HRS: 56
95471  South  MTWTh
Aug 26-Sep 19  9:00 a.m.-12:30 p.m.
9:00 a.m.-12:30 p.m. F

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

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

$275  CEU 4.8  HRS: 48
95469  North  MTWTh
Aug 26-Sep 19  9:00 a.m.-12:00 p.m.
9:00 a.m.-12:00 p.m. F

Key to Days of Week

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ENGLISH COMMUNICATION SKILLS 2
COMG 1000
Prerequisite: Pre-assessment required
Note: Textbook and workbook 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.

$250  CEU 5.6  HRS: 56
50111  South  MTWTh
Sep 23-Oct 17  9:00 a.m.-12:30 p.m.

50106  South  MTWTh
Sep 23-Oct 17  6:00 p.m.-9:30 p.m.

ENGLISH COMMUNICATION SKILLS 2 WITH COMPUTER APPLICATIONS
COMG 1000
Prerequisite: Pre-assessment required
Note: Textbook required
Learn to carry on simple conversations; prepare a resume of work experience; understand conversations with school teachers, doctors and bank personnel, ask for clarifications as needed; behave comfortably in business-related situations; read newspapers with fifty percent comprehension; and understand televised news and weather broadcasts. Also includes 10 hours of computer lab time utilizing specialized software to help students learn and reinforce their English skills.

$275  CEU 4.8  HRS: 48
95470  North  MTWTh
Aug 26-Sep 19  9:00 a.m.-12:00 p.m.
9:00 a.m.-12:00 p.m. F
**ENGLISH COMMUNICATION SKILLS 3**  
**COMG 1001**  
Prerequisite: Pre-assessment required  
Note: Textbook and workbook required  
This course will provide dynamic communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of situations. Students will learn to match vocabulary words with their respective definitions when terms and definitions are presented in writing. Students will learn to select the correct meaning of a word based on the context of the word; give examples of the pronunciation, meaning and part of speech of vocabulary words that relate to work or everyday life activities. This level will provide the student with skills to summarize the main idea in writing.  

**$250**  
**CEU 5.6**  
**HRS: 56**  
**95472**  
South  
MTWTh  
Aug 26-Sep 19  
9:00 a.m.-12:30 p.m.  
9:00 a.m.-12:30 p.m. F  
Oct 21-Nov 14  
9:00 a.m.-12:30 p.m.  
50107  
South  
MTWTh  
Oct 21-Nov 14  
6:00 p.m.-9:30 p.m.  

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

**$275**  
**CEU 4.8**  
**HRS: 48**  
**50109**  
North  
MTWTh  
Sep 23-Oct 17  
9:00 a.m.-12:00 p.m.  

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

**$250**  
**CEU 5.6**  
**HRS: 56**  
**50114**  
South  
MTWTh  
Sep 23-Oct 17  
9:00 a.m.-12:30 p.m.  
50113  
South  
MTWTh  
Nov 18-Dec 17  
9:00 a.m.-12:30 p.m.  
50108  
South  
MTWTh  
Nov 18-Dec 17  
6:00 p.m.-9:30 p.m.  

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

**$275**  
**CEU 4.8**  
**HRS: 48**  
**50110**  
North  
MTWTh  
Sep 23-Oct 17  
9:00 a.m.-12:00 p.m.  

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

**$250**  
**CEU 5.6**  
**HRS: 56**  
**95473**  
South  
MTWTh  
Aug 26-Sep 19  
9:00 a.m.-12:30 p.m.  
9:00 a.m.-12:30 p.m. F  
Oct 21-Nov 14  
9:00 a.m.-12:30 p.m.  
50115  
South  
MTWTh  
Oct 21-Nov 14  
9:00 a.m.-12:30 p.m.  

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

**$250**  
**CEU 5.6**  
**HRS: 56**  
**50117**  
South  
MTWTh  
Sep 23-Oct 17  
9:00 a.m.-12:30 p.m.  
50116  
South  
MTWTh  
Nov 18-Dec 17  
9:00 a.m.-12:30 p.m.  

To Register: All campuses 281-542-2020
**ENGLISH COMMUNICATION SKILLS 7**

**COMG 1005**

Prerequisite: Pre-assessment required

Note: Textbook and workbook required

Level 7 is designed for the student who needs to focus on comprehending challenging materials for the workplace or for academic success. This level will prepare the student with the skills to determine meaning from written text, identify word forms and variation in meaning, synonyms and antonyms, context clues, connotation and denotation and fact and opinion. It is designed for advancing students into higher level English language skills.

**$250 CEU 5.6 HRS: 56**

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**ENGLISH COMMUNICATION SKILLS 8**

**COMG 1007**

Prerequisite: Pre-assessment required

Note: Textbook and workbook required

This is a continuation of English Communication Skills Level 7 designed for the student who needs to focus on comprehending challenging materials, texts, or practical discussions for fluency in the English language.

**$250 CEU 5.6 HRS: 56**

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<td>Nov 18-Dec 17 9:00 a.m.-12:30 p.m.</td>
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**LANGUAGES**

**Beginning Chinese I**

**NFND 0000**

Note: Textbook required

Fundamental skills in listening comprehension, speaking, reading, and writing. Also, includes basic vocabulary, grammatical structures, and culture. This course is an introduction to Mandarin Chinese language in written and spoken form. Students will spend three hours a week learning language patterns and forms and two hours a week in lab activities. (CHIN 1411)

**$312 CEU 8.0 HRS: 80**

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<td>Aug 26-Dec 13 1:20 p.m.-2:20 p.m.</td>
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**Beginning French I**

**NFND 0000**

Note: Textbook required

Fundamental skills in listening comprehension, speaking, reading, and writing. Also, includes basic vocabulary, grammatical structures, and culture. (FREN 1411)

**$312 CEU 8.0 HRS: 80**

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**Beginning German I**

**NFND 0000**

Note: Textbook required.

This course is an introduction to the German language in written and spoken form. Students will spend three hours a week learning language patterns and forms and two hours a week in lab activities. Students who have successfully completed two years of German in high school may, with the department chair approval, begin with GERM 1412. (GERM 1411)

**$316 CEU 8.0 HRS: 80**

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<td>Aug 27-Dec 13 10:10 a.m.-11:00 a.m.</td>
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**Beginning Spanish II**

**NFND 0000**

Prerequisite: Successful completion of Beginning Spanish I

Note: Textbook required

This course continues the introduction to the Spanish language begun in Beginning Spanish I. Students who have had two or more years of Spanish in high school or can demonstrate adequate proficiency may begin with this course, provided they have approval from the department chair. (SPAN 1412)

**$312 CEU 8.0 HRS: 80**

<table>
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<th>Description</th>
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<td>95555</td>
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<td>Central</td>
<td>TBA</td>
<td>Aug 26-Dec 13 1:20 p.m.-2:20 p.m.</td>
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</table>
**Conversational Sign Language I**  
SLNG 1001  
Note: Textbook required  
This course is designed as an introduction to American Sign Language through sign vocabulary, finger spelling and number signing. The class provides basic functional skills required for communication with the deaf. It also presents an introduction to deaf culture with enhanced exposure offered through various guest speakers (hearing and deaf). Through mime, games, music and fun students will build and strengthen their expressive and receptive practical ASL skills. No prior knowledge of sign language is required.  
$175 CEU 3.0 HRS: 30  
50143 South TTh  
Sep 03-Oct 03 6:00 p.m.-9:00 p.m.  
50144 South TTh  
Oct 29-Dec 05 6:00 p.m.-9:00 p.m.  

**Conversational Sign Language II**  
SLNG 1002  
Prerequisite: Conversational Sign Language I  
Note: Textbook required  
A continuation of American Sign Language (Conversational Sign Language I). Continue gaining skills and knowledge to pursue an interpreting career by being introduced to the ASL glossary for further development of vocabulary. Students will learn classifiers and their placement. There will be expressive and receptive use of directional verbs, negations and English to ASL sentences.  
$175 CEU 1.8 HRS: 18  
50145 South TTh  
Oct 08-Oct 24 6:00 p.m.-9:00 p.m.  

**Conversational French**  
NFND 0000  
Note: Textbook required  
A beginning French course designed to develop skills of listening, speaking, reading and writing to the point where a student can communicate on a basic level with a sympathetic native speaker. Students will acquire basic vocabulary and structures of French and develop an understanding of its cultural context.  
$250 CEU 4.2 HRS: 42  
50141 Central TTh  
Sep 10-Oct 17 9:00 a.m.-12:30 p.m.  

**Conversational Portuguese**  
NFND 0000  
Note: Textbook required  
A beginning Portuguese course designed to develop skills of listening, speaking, reading and writing to the point where a student can communicate on a basic level with a sympathetic native speaker. Students will acquire basic vocabulary and structures of Portuguese and develop an understanding of its cultural context.  
$250 CEU 4.2 HRS: 42  
50142 Central TTh  
Oct 08-Nov 14 6:00 p.m.-9:30 p.m.  

**Intermediate Spanish I**  
NFND 0000  
Prerequisites: SPAN 1411-1412  
This course is designed to give the student who has completed Spanish 1411 and 1412 increased fluency and confidence in the use of the Spanish language. Although no lab is scheduled, students will have access to tapes and other lab materials and will be encouraged to use these supplemental learning tools. (SPAN 2311)  
$269 CEU 4.8 HRS: 48  
95556 Central TBA  
Aug 26-Dec 13-  

**Spanish Conversation: Beginners**  
NFND 0000  
Note: Textbook required. This level is not recommended for those with a native Spanish speaking background.  
A beginning Spanish series designed to develop skills of listening, speaking, reading and writing to the point where a student can communicate on a basic level with a sympathetic native speaker. Students will acquire basic vocabulary and structures of Spanish and develop an understanding of its cultural context.  
$250 CEU 4.2 HRS: 42  
50139 South TTh  
Sep 10-Oct 17 6:00 p.m.-9:30 p.m.  

**Spanish Conversation: Intermediate**  
NFND 0000  
Note: Textbook required.  
A continuation of Spanish Conversation: Beginners.  
$250 CEU 4.2 HRS: 42  
50140 South TTh  
Oct 22-Dec 05 6:00 p.m.-9:30 p.m.  

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

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

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

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

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

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

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

STUDY SKILLS

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

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

GED Preparación: Español
NFND 0000
Note: Se requiere libro. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. Must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.
Esta serie de preparación para el GED cubre los temas en un ritmo más despacio y un nivel más intensivo. La serie incluye Matemáticas, Estudios Sociales/Ciencia, lectura y gramática (Inglés).

$395 CEU 9.6 HRS: 96
50122 North MTWTh
Oct 01-Nov 25 6:00 p.m.-9:00 p.m.
50135 South MTWTh
Oct 01-Nov 25 6:00 p.m.-9:00 p.m.

GED Preparación: Matemáticas
NFND 0000
Note: Se requiere libro. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. Must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.
Este curso de preparación para el GED es un curso intensivo de matemáticas.

$165 CEU 3.6 HRS: 36
50126 North MTWTh
Oct 01-Oct 21 6:00 p.m.-9:00 p.m.
50136 South MTWTh
Oct 01-Oct 21 6:00 p.m.-9:00 p.m.

GED Preparación: Lectura y Gramática
NFND 0000
Note: Se requiere libro. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. Must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.
Este curso de preparación para el GED es un curso intensivo de gramática.

$165 CEU 3.6 HRS: 36
95363 North MTWTh
Aug 26-Sep 16 6:00 p.m.-9:00 p.m.
50127 North MTWTh
Oct 22-Nov 11 6:00 p.m.-9:00 p.m.
50137 South MTWTh
Oct 22-Nov 11 6:00 p.m.-9:00 p.m.

GED Preparación: Ciencia y Estudios Sociales
NFND 0000
Note: Se requiere libro. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. Must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.
Este curso de preparación para el GED es un curso intensivo que cubre ciencias y estudios sociales.

$120 CEU 2.4 HRS: 24
50010 North MTWTh
Sep 17-Sep 30 6:00 p.m.-9:00 p.m.
50131 North MTWTh
Nov 12-Nov 25 6:00 p.m.-9:00 p.m.
50138 South MTWTh
Nov 12-Nov 25 6:00 p.m.-9:00 p.m.

To Register: All campuses 281-542-2020
GED Preparation Tutorial
NFND 0000
Note: Textbook and Casio FX-260 calculator are required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.
The longer GED Preparation series allows for a greater focus on subject matter than the traditional GED Review. Subject matter is covered at a slower pace and a more in-depth level than the GED Review. The series includes Mathematics, Social Studies/Science, and Language Arts. Take each course separately or as a series.
$395
50155 Central 9:00 a.m.-12:00 p.m.
Oct 01-Nov 25
50119 Central 6:00 p.m.-9:00 p.m.
Oct 01-Nov 25
50120 South 6:00 p.m.-9:00 p.m.
Oct 01-Nov 25
50121 North 6:00 p.m.-9:00 p.m.
Oct 01-Nov 25
GED Preparation: Math
NFND 0000
Note: Textbook and Casio FX-260 calculator are required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.
This course is ideal for GED applicants who need more intense review in math including those who will be learning some mathematical concepts for the first time. The Math preparation includes test-taking techniques.
$165
50158 Central 9:00 a.m.-12:00 p.m.
Oct 01-Oct 21
50123 Central 6:00 p.m.-9:00 p.m.
Oct 01-Oct 21
50124 South 6:00 p.m.-9:00 p.m.
Oct 01-Oct 21
50125 North 6:00 p.m.-9:00 p.m.
Oct 01-Oct 21
GED Preparation: Language Arts
NFND 0000
Note: Textbook is required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.
For GED applicants who have yet to complete the Language Arts portion of the test. This course is ideal for GED candidates who need more intense preparation and practice in reading and writing. The Language Arts preparation includes test-taking practice.
$165
50159 Central 9:00 a.m.-12:00 p.m.
Oct 22-Nov 11
50128 Central 6:00 p.m.-9:00 p.m.
Oct 22-Nov 11
50129 South 6:00 p.m.-9:00 p.m.
Oct 22-Nov 11
50130 North 6:00 p.m.-9:00 p.m.
Oct 22-Nov 11

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

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

Life Long Learning

ARTS & CRAFTS

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

$289  CEU 4.8  HRS: 48
50306  South  MW
Aug 26-Dec 13  3:05 p.m.-6:05 p.m.

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

$30  CEU .3  HRS: 3
95167  Central  Th
Aug 15-Aug 15  6:00 p.m.-9:00 p.m.

Bow Making
NFND 0000
Note: Materials included
Come join us and learn the techniques to create beautiful florist's bows. We will also learn the Dior bow and a variety of other bow making tips and ideas.

$50  CEU .3  HRS: 3
95168  Central  W
Aug 21-Aug 21  6:00 p.m.-9:00 p.m.

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

$289  CEU 9.6  HRS: 96
50278  Central  MW
Aug 26-Dec 13  2:55 p.m.-5:55 p.m.
50279  Central  MW
Aug 26-Dec 13  6:00 p.m.-9:00 p.m.
Ceramics II
NFND 0000
Prerequisite: ARTS 2346
Note: No textbook required; must be approved by the credit department
Studio course. A continuation of ARTS 2346. Exploration of clay as an artistic medium, concentrating on combinations of mechanical and hand-built techniques. (ARTS 2347)

$289  CEU 9.6  HRS: 96
50280  Central  MW
Aug 26-Dec 13  2:55 p.m.-5:55 p.m.
50281  Central  MW
Aug 26-Dec 13  6:00 p.m.-9:00 p.m.

Design II
NFND 0000
Continuation and expansion of Design I includes the study of compositional principals of two-and three-dimensional art and the creative and expressive use of media. (ARTS 1312)

$284  CEU 9.6  HRS: 96
95519  North  MWF
Aug 26-Dec 13  8:35 a.m.-10:30am

Sculpture I
NFND 0000
An exploration of various sculptural approaches in a variety of media, including additive and subtractive techniques. (ARTS 2326)

$289  CEU 9.6  HRS: 96
50300  North  MW
Aug 26-Dec 13  10:45 a.m.-1:45 p.m.
50338  South  TTh
Aug 27-Dec 13  11:45 a.m.-2:45 p.m.

Sculpture II
NFND 0000
A continuation of sculpture I, this course emphasizes individual expression. Prerequisite: ARTS 2326 or approval of department chair. (ARTS 2327)

$289  CEU 9.6  HRS: 96
50301  North  MW
Aug 26-Dec 13  10:45 a.m.-1:45 p.m.

CAKE DECORATING

Wilton Cake Decorating Basics
(Wilton Course 1)
NFND 0000
Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore prior to class starting). This is the foundation for all Wilton Method Courses. Successful decorating begins with the basics of organizing the ingredients and supplies baking the cake and preparing for decorating, making the icing, and learning how to use the decorating tools properly. You will be introduced to basic cake decorating by learning the star, drop flower, piping gel transfers and be introduced to the rose.

$49  CEU .8  HRS: 8
50078  North  M
Sep 16-Oct 07  6:30 p.m.-8:30 p.m.
50080  North  W
Sep 19-Oct 09  6:30 p.m.-8:30 p.m.
50081  North  M
Oct 14-Nov 04  6:30 p.m.-8:30 p.m.
50082  North  W
Oct 16-Nov 11  6:30 p.m.-8:30 p.m.

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

$49  CEU .8  HRS: 8
50083  North  M
Oct 14-Nov 04  6:30 p.m.-8:30 p.m.

Key to Days of Week

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Wilton Gum Paste and Fondant
NFND 0000
Prerequisite: Wilton Cake Decorating I and II
Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore prior to class starting). Learn how to create incredible lifelike flowers such as the carnation and daisy using the latest gum paste and fondant tools and techniques. You will also learn to cover your cake and cake board with fondant for an impressive display. Then you will finish off your cake using your choice of borders taught in class.
$49 CEU .8 HRS: 8
95490
Aug 15-Aug 29 6:30 p.m.-8:30 p.m.
95084
Aug 26-Aug 26 6:30 p.m.-8:30 p.m.
50084
Nov 04-Nov 25 9:00 a.m.-11:00 am
70014
Nov 13-Dec 09 9:00 a.m.-11:00 am

DANCE

Ballet I
NFND 0000
Introduction to the theory, practice, and terminology of classical ballet with emphasis on development and refinement of barre and center technique. (DANC 1341) Prerequisite: Placement audition.
$269 CEU 9.6 HRS: 96
85520
Aug 26-Dec 13 10:10 a.m.-11:35am

Ballet III
NFND 0000
Prerequisite: Placement audition
This is a further exposure to the theory, practice and terminology of classical ballet with emphasis on expansion and refinement of the skills developed in DANC 1341 and DANC 1342. (DANC 2341)
$269 CEU 9.6 HRS: 96
85521
Aug 26-Dec 13 10:10 a.m.-11:35am

Ballroom Dance Lessons I
NFND 0000
Foxtrot, Swing, Waltz, Cha Cha Cha (6 week course). Fun-easy-relaxing-great exercise-keep on dancing; a partner is required
$80 CEU 1.2 HRS: 12
50069
Sep 19-Oct 24 7:00 p.m.-9:00 p.m.

Ballroom Dance Lessons II
NFND 0000
Rhumba, Tango, Salsa, Merengue (6 week course). Fun-easy-relaxing- great exercise-keep on dancing A partner is required.
$80 CEU 1.2 HRS: 12
50070
Oct 31-Dec 12 7:00 p.m.-9:00 p.m.

Belly Dancing I
NFND 0000
Note: Students must purchase zills for $15.00-$20.00. Using the ancient and sensual art of belly dancing you can tone your body and captivate imagination. This class will strive to be creative and aerobic along with stretching and toning all muscle groups.
$80 CEU 1.2 HRS: 12
50079
Oct 29-Dec 03 5:30 p.m.-7:20 p.m.

Modern Dance I
NFND 0000
Beginning technique in modern dance with emphasis on floor and center work, basic rhythm, and movement combinations. (DANC 1345)
$183 CEU 9.6 HRS: 96
50294
Aug 26-Dec 13 11:45 a.m.-1:10 p.m.

Wedding or Holiday Dance Crash Course
NFND 0000
Whether you are a bride or groom, parents of the wedding party, or just want to learn some basic skills for special events and holiday parties, this course is for you! Learn to dance to a mixture of different types of music, such as Big Band, Waltz and slow music. You will learn enough in this class to confidently get around the dance floor with anyone. No prior dance training is necessary to take this class.
$50 CEU .6 HRS: 6
50071
Sep 19-Oct 24 6:00 p.m.-7:00 p.m.
50072
Oct 31-Dec 12 6:00 p.m.-7:00 p.m.

Zumba
NFND 0000
Zumba fuses hypnotic Latin rhythms and easy to follow moves to create a one of a kind fitness program. Our goal is simple: We want you to work out, love working out and to get hooked. Any age person will benefit and improve fitness levels.
$80 CEU 1.2 HRS: 12
50088
Sep 19-Dec 11 6:00 p.m.-7:00 p.m.

To Register: All campuses 281-542-2020
## DIGITAL DESIGN

### Digital Video

**NFND 0000**

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

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**$289 CEU 9.6 HRS: 96**

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

## FINANCIAL MANAGEMENT

### Retirement Planning Today

**NFND 0000**

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

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**$70 CEU 9 HRS: 9**

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

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

**Container Gardening Made Easy**

NFND 0000

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

$39  CEU .3  HRS: 3

50085  South  Th

Nov 21-Nov 21  6:00 p.m.-9:00 p.m.

**LIFE LONG LEARNING**

**Stagecraft I**

NFND 0000

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

$269  CEU 4.8  HRS: 48

50530  South  TTh

Aug 27-Dec 13  11:45 a.m.-1:10 p.m.

**Theatre Practicum I**

NFND 0000

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

$193  CEU 9.6  HRS: 96

95522  South

Aug 26-Oct 18

**PAINTING/DRAWING**

**Design I**

NFND 0000

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

$279  CEU 9.6  HRS: 96

95518  North  MWF

Aug 26-Dec 13  8:35 a.m.-10:30 a.m.
**Watercolor I**
NFND 0000
Introduction to the basic techniques and materials of transparent and opaque watercolors. (ARTS 2366)
$279 CEU 9.6 HRS: 96
50307 South MW
Aug 26-Dec 13 11:45 a.m.-2:45 p.m.

**Scrapbooking**

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

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

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

**Sports & Recreation**

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

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

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

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

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

NFND 0000

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

<table>
<thead>
<tr>
<th>Course</th>
<th>CEU</th>
<th>HRS</th>
<th>Campus</th>
<th>Time</th>
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<tbody>
<tr>
<td>$183</td>
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<td>Aug 28-Dec 13 8:35 a.m.-10:00am</td>
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</table>

**Golf - Beginning**

NFND 0000

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

<table>
<thead>
<tr>
<th>Course</th>
<th>CEU</th>
<th>HRS</th>
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</table>

**Golf - Intermediate**

NFND 0000

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

<table>
<thead>
<tr>
<th>Course</th>
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<th>Time</th>
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</table>

**Jogging**

NFND 0000

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

<table>
<thead>
<tr>
<th>Course</th>
<th>CEU</th>
<th>HRS</th>
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<td>Aug 27-Dec 13 6:30 p.m.-9:30 p.m.</td>
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</tbody>
</table>

**Kickboxing for Fitness**

NFND 0000

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

<table>
<thead>
<tr>
<th>Course</th>
<th>CEU</th>
<th>HRS</th>
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<td>Sep 07-Dec 08</td>
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</table>

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

NFND 0000

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

$183  
50295  
Aug 26-Dec 13  
1:20 p.m.-2:45 p.m.  
Central  
MW

50322  
Aug 27-Dec 13  
10:10 a.m.-11:35am  
Central  
TTh

50321  
Sep 06-Dec 08  
6:30 p.m.-9:30 p.m.  
Central  
F

**Weight Training**

NFND 0000

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

$183  
50290  
Aug 26-Dec 13  
8:35 a.m.-10:00am  
Central  
MW

50289  
Aug 26-Dec 13  
10:10 a.m.-11:35am  
Central  
MW

50292  
Aug 26-Dec 13  
11:45 a.m.-1:10 p.m.  
Central  
MW

50293  
Aug 26-Dec 13  
1:20 p.m.-2:45 p.m.  
Central  
M

50317  
Aug 27-Dec 13  
6:30 p.m.-9:30 p.m.  
Central  
TTh

50318  
Aug 27-Dec 13  
8:35 a.m.-10:00am  
Central  
TTh

50319  
Aug 27-Dec 13  
10:10 a.m.-11:35am  
Central  
TTh

50320  
Aug 27-Dec 13  
11:45 a.m.-1:10 p.m.  
Central  
TTh

50321  
Aug 27-Dec 13  
1:20 p.m.-2:45 p.m.  
Central  
TTh

**Racquetball**

NFND 0000

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

$183  
50285  
Aug 26-Dec 13  
6:30 p.m.-9:30 p.m.  
Central  
M

50308  
Aug 27-Dec 13  
11:45 a.m.-1:10 p.m.  
Central  
TTh

**Tai Chi**

NFND 0000

Note: No textbook required; dress in loose-fitting, comfortable clothing and be capable of mild exertion and slow, rhythmic movements. Students will learn and practice the popular Yang-style short form of Tai Chi. Classes will include an explanation of the background of the art. Beginners are welcome.

$60  
50077  
Sep 09-Nov 11  
6:00 p.m.-7:00 p.m.  
South  
M

**Volleyball**

NFND 0000

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

$183  
50284  
Aug 27-Dec 13  
10:10 a.m.-11:35 a.m.  
Central  
TTh

**Wellness**

**Traditional Chinese Meditation Techniques for Relaxation**

NFND 0000

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

$40  
50073  
Sep 10-Oct 15  
6:15 p.m.-7:15 p.m.  
South  
T

**Key to Days of Week**

<table>
<thead>
<tr>
<th>Key to Days of Week</th>
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<tbody>
<tr>
<td>M</td>
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<td>S</td>
<td>Saturday</td>
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<td>Su</td>
<td>Sunday</td>
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</table>

*To Register: All campuses 281-542-2020*
Adult Learning Institute

Classes for Ages 55 and Up!

10% off select classes!

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

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

- Ballroom Dance Lessons I & II
- Beaded Jewelry Basics
- Country & Western Dance I & II
- Golf - Beginning
- Golf - Intermediate
- Small Instrument Ensemble - Flute
- Watercolor I
- Water Aerobics
- Retirement Planning Today
- Scrapbooking Sessions 1-5
- Tai Chi
- Drawing I
- Chi Kung
- Knitting I
- Ceramics I
- Jazz Ensemble

San Jacinto College will be closed this semester:

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

NO CLASSES WILL MEET ON THESE DAYS

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

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

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

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

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

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

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

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

To Register: Call 281-542-2020
General Information

How To Contact Us

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

**Central Campus**: 281-542-2020, Interactive Learning Center, 8060 Spencer Hwy, Pasadena, TX 77505

**North Campus**: 281-542-2020, Slovacek Student Center, 5800 Uvalde Road, Houston, TX 77049

**South Campus**: 281-542-2020, Academic Administration Building, 13735 Beamer Road, Houston, TX 77089

Office hours at all campuses are:

- Mon-Thurs: 8 a.m.-6:30 p.m.
- Fri: 8 a.m.-4:30 p.m.

Información General

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

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

y pida que se le envíe ésta información.

Registration Is Easy

You can register at any time for most Continuing and Professional Development (CPD) classes. There are normally no special registration days. Registration is accepted by telephone, fax, email, in person, or web/online. Inquire early about any classes you are interested in taking since all classes have limited enrollment and some classes fill very quickly. Please register no later than three business days prior to the first class date. Unless otherwise stated in the course description, the minimum age for independent participation in CPD courses is 18 years.

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

Telephone Registration

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

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

Fax or Email Registration

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

- **Central Campus**
  - Fax: 281-476-1833
- **North Campus**
  - Fax: 281-459-7196
- **South Campus**
  - Fax: 281-922-3422
  - Email: registration.cpdl@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.

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

To start your registration go to www.cpd/sanjac.edu.
Each course schedule will only show available classes in the instructional area. Begin your registration by selecting one of the course schedules below.

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

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

How to Register and Pay:
Step 1: Select the course(s) you would like to attend by clicking on the + sign within the course box or by dragging the course box into the schedule area.
Step 2: Select Register and you will have a chance to view the selected courses and sign a disclaimer. At this point you will be asked to sign in with your San Jacinto College ID (G#) if not already signed in. Note: The first time you sign in with an existing G#, select Forgot Password? to create a password and security questions for this software. Please contact the Registration office if any of your personal information, such as address or phone number has changed. You can create an account to obtain a San Jacinto Student ID (G#) if you do not have one (Be sure to write down the new ID and password and store in a secure place.

Step 3: Select Proceed to payment which displays the registration confirmation. Accept the Registration Disclosure to continue.
Step 4: Select Payment Option and Continue to complete payment.
Step 5: Select Submit payment.
Step 6: Process payment according to the online directions

The College accepts Visa, MasterCard, Discover, American Express, and web checks. Debit cards without a Visa or MasterCard logo are accepted for in-person payment only. Payment may be made in person at the Development (CPD) students as long as the length of the Course Section is 4 - 16 weeks.

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

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

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

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

There will be a $25 setup fee for the CPP payable with the first payment.
3. For a four to seven week class, the student will pay 50 percent plus the $25 set-up fee 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.

To Register: All campuses 281-542-2020
Drops, Cancellations, and Transfers / Refund Policy

Need to drop your class?

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

Bookstore Questions?

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

Cancelled Classes

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

Transfer Requests

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

Transcript Requests

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

Screening Requirements for Classes with Clinicals

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

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

Linked Classes

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

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

*Courses that are linked with academic courses will adhere to the stated CPD refund policy.
Emergency Closings
Providing a safe and secure environment for our students, faculty and staff is a top priority at San Jacinto College. In the event the College needs to be closed for any situation, such as inclement weather, students and employees should refer to email, text messages, and the College website at www.sanjac.edu. In addition, local television and radio stations may also broadcast bulletins announcing campus closings in emergency situations.

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

IMPORTANT NOTICES
• Information contained in the schedule is subject to the policies and procedures of the San Jacinto College District and is subject to change without notice.
• All courses are taught in English, unless specified otherwise.
• Classes may be cancelled because of low enrollment.
• Instructors may be changed as conditions warrant.
• Room assignments and building locations may be changed as conditions warrant.
• Students must attend the class section for which they are registered.
• CPD staff and instructors provide information, not advice.
• San Jacinto College requires that its instructors not solicit business for personal gain in the classroom. Any business transaction resulting from a class is the responsibility of the student, not the College.
• Classes labeled “Linked” are held with academic/credit classes but do not earn semester credit or transfer toward academic certificates or degrees. Enrollment into these courses is extremely limited and is on a space-available basis. Should the credit course completely fill, the concurrent/linked CPD course may be cancelled. Although CPD students in linked academic classes are TASP/THEA exempt, they are held to the same performance standards required for semester credit students.
*If a course is linked to a credit course, the price will be the same as the credit course price.
* Courses that are linked with academic courses will adhere to the stated CPD refund policy.

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

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

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

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

San Jacinto College will be closed this semester:
• Labor Day – September 2
• Thanksgiving - November 27 – December 1
• Winter Break – December 23 – January 1

NO CLASSES WILL MEET ON THESE DAYS
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To Register: All campuses 281-542-2020

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To Register: All campuses 281-542-2020
### Student Information - REQUIRED

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<th>Name</th>
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<td>Last</td>
<td>First</td>
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**If known, provide your San Jacinto College ID Number**

**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

**CHECK ON**

- [ ] Non-Hispanic
- [ ] Hispanic

### Home Address

<table>
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<tr>
<th>Street</th>
<th>Apt. No.</th>
<th>City</th>
<th>State</th>
<th>Zip code</th>
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**Home Phone** (  )

**Work Phone** (  )

### Additional Information

(Optional—Mark all that apply)

1. Academically Disadvantage
2. Economically Disadvantaged
3. Disability
4. Limited English Skills
5. Displaced Homemaker
6. Single Parent

**Email**

**Type of Disability:**

**Gender**

- [ ] M
- [ ] F

**Birth Date**

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**Emergency Contact**

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<th>Phone No.</th>
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**Highest Grade or Degree Completed**

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

### Registration Information

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

**Signature**

**Date**

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

**Registration Office and Fax Numbers**

- Central Campus: 281.542.2020, Fax: 281.476.1833
- North Campus: 281.542.2020, Fax: 281.459.7196
- South Campus: 281.542.2020, Fax: 281.922.3422

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<tr>
<th>Campus (circle one)</th>
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**Office Use Only**

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<th>Staff ID:</th>
<th>Date:</th>
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<th>From CRN:</th>
<th>To CRN:</th>
<th>Date:</th>
<th>Staff ID:</th>
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</table>

- Transfer/Refund From CRN: To CRN: Date: Staff ID:
Maps

1 Interactive Learning Center
2 West Classroom Building
3 Administration Building
4 East Classroom Building
5 Music Building
6 Education Center-Lab School

7 Health Science
8 Slocomb Auditorium
9 Fine Arts
10 Student Center
11 Davison Tech
12 Ball Tech
13 Anderson Tech
14 Gymnasium
15 Science Building
16 Fras Building
17 Library

26 Transportation Center
27 Athletic Track
30 Technical Education I
31 Technical Education II
32 Welding and CTD
34 Future Campus Police and Maintenance
40 Tennis Courts
41 Volleyball Courts
42 Dormitory/Pro Shop

1 Designated Campus Entry
2 Emergency Assistance Phone

To Register: All campuses 281-542-2020
SAN JACINTO COLLEGE COMMUNITY COLLEGE DISTRICT

MISSION AND VISION STATEMENTS

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

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

**Our Values**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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