

Business

IT Tech

Health Occupations

Applied Trades

Education

The EDGE Center

General Information



# THE TRAINING

# CONNECTION

Training and Educational Solutions for Workers and Employers

JANUARY - MAY 2024

- Continuing Education
- Professional Development
- Workforce Training



A Publication of the San Jacinto College Continuing and Professional Development Division



## Training and Educational Solutions for Workers and Employers

The San Jacinto College Continuing and Professional Development (CPD) Division 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, CPD is your training connection for career success. Our courses provide practical skills and hands-on training in a targeted, time-limited environment rather than a purely academic setting. We stand ready to help individuals manage the rapid changes and new realities of today's workplace.

### Linked Classes



Classes labeled "Linked" are held in conjunction with academic/credit classes. Enrollment in 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 CPD refund policy.

### Key to Days of Week

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

### Take Your Choice

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

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## How To Read The Schedule

<p>Course Title →</p> <p>Course ID →</p>	<p><b>Acct Specialist Fast Track</b></p> <p>ACNT 55035</p> <p><b>Prerequisites: High school/GED and proficiency in reading, writing, mathematics, and speaking English.</b></p> <p><b>Note: Textbook is required.</b></p> <p>This course is a study of basic accounting cycle from the source documents to the post - closing documents. Using a workbook, learners will have the opportunity to analyze, record, journal, post, etc. for a fictitious business. Learners will acquire the understanding of banking procedures and control of cash. Students will also be exposed to the payroll process by calculating, paying, recording, and reporting payroll and payroll taxes.</p>	<p>Course Description</p>	
<p>Cost →</p> <p>Course Reference Number →</p>	<p><b>\$630</b></p> <p>50105</p> <p>Sep 24 - Nov 14</p> <p>Skip Class Nov 11</p>	<p><b>CEU 5.6</b></p> <p>Central</p> <p>6 - 9:30 pm</p> <p>Time class is held</p>	<p><b>Hrs: 56</b> ← Hours</p> <p>TR</p> <p>Day Class is Held</p>
<p>No class held on that day</p>	<p>Campus (room and building information will be provided to you at registration)</p>	<p>Continuing Education Units</p>	

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

January 15 – Martin Luther King Jr. Day

March 11 - 15 – Spring Break

May 27 – Memorial Day

NO CLASSES WILL MEET ON THESE DAYS.



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## Accounting/Financial

### Acct Specialist Fast Track

ACNT 55035

**Prerequisites:** High school/GED and proficiency in reading, writing, mathematics, and speaking English.

**Note:** Textbook is required.

This course is a study of basic accounting cycle from the source documents to the post-closing documents. Using a workbook, learners will have the opportunity to analyze, record, journalize, post, etc. for a fictitious business. Learners will acquire the understanding of banking procedures and control of cash. Students will also be exposed to the payroll process by calculating, paying, recording, and reporting payroll and payroll taxes.

<b>\$680.00</b>	<b>CEU 5.6</b>	<b>Hrs: 56</b>
70087	Central	MW
Jan 22-Mar 20	6 pm-9:30 pm	

### CPP Mastery Exam Prep

ACNT 55030

**Note:** Materials will be provided.

Designed to prepare participants for the CPP mastery exam. Participants may be expected to acquire study materials from the U.S. Department of Labor, Internal Revenue Service, and other resources.

<b>\$750.00</b>	<b>CEU 3.2</b>	<b>Hrs: 32</b>
70089	Central	S
Jan 20-Mar 9	9 am-1 pm	

### FPC/Payroll Specialist

ACNT 55036

**Prerequisite:** Successful completion of Accounting Specialist program. Proficiency in reading, writing, and speaking English.

This program was designed by the American Payroll Association (APA) to meet the specific educational needs of payroll professionals and those involved with payroll-related businesses. The PayTrain Fundamental Payroll course teaches the fundamental payroll calculations and applications providing students with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. Information will be provided for those interested in taking the optional FPC exam.

<b>\$1000.00</b>	<b>CEU 3.2</b>	<b>Hrs: 32</b>
70088	Central	S
Jan 20-Mar 9	9 am-1 pm	

## Banking

### Finance Fundamentals

BNKG 55000

Get on the fast track to a great financial understanding! This course covers the evaluation of financial fundamentals. Topics include credit reports, loan types, financial statements and debt-to-income ratios. Review financial products, credit scores, interest rates and loan terms, along with compliance, regulation, and customer service.

<b>\$475.00</b>	<b>CEU 3.2</b>	<b>Hrs: 32</b>
70093	Central	TR
Jan 23-Feb 15	5 pm-8:30 pm	

## Business

### Business Basics

BUSG 55026

The course will provide students with basic business concepts such as understanding economic systems and business, business communications, customer service and sales, business ethics, time management and using insurance to manage risk.

<b>\$365.00</b>	<b>CEU 4.8</b>	<b>Hrs: 48</b>
70094	South	MW-BBH
Jan 22-Feb 14	6:30 pm-8:30 pm	

### Insurance Customer Service Rep

INSR 55002

Equips participants with applicable tools to work in insurance agencies as entry-level customer service representatives. Includes information about roles within insurance companies, explains the difference between an insurance adjuster and insurance agent. Equips students with analytical problem-solving skills and critical thinking skills.

<b>\$365.00</b>	<b>CEU 32.0</b>	<b>Hrs: 32</b>
90014	South	MW-BBH
Apr 1-Apr 24	6:30 pm-9:30 pm	

### Insurance Principles

INSR 55003

Introduction to the Primary concepts of insurance, including federal regulations, Texas-state specific regulations, insurable interest, type of loss exposures, and financial consequences for each loss.

<b>\$365.00</b>	<b>CEU 32.0</b>	<b>Hrs: 32</b>
90013	South	MW-BBH
Feb 26-Mar 20	6:30 pm-9:30 pm	

## Cosmetology

### App of Eyelash Extensions I

CSME 55040

**Prerequisite:** Concurrent enrollment required in Orientation, Principles, and Application of Eyelash Extension.

This course provides the student with the skills necessary to perform client services using current techniques and business practices.

**\$725.00**      **CEU 11.2**      **Hrs: 112**  
 70091      North      M  
 Jan 22-May 13      6:30 pm-10:30 pm

### Orientation Eyelash Extension

CSME 55041

**Prerequisite:** Concurrent enrollment required in Orientation, Principles, and Application of Eyelash Extension

This course provides the student with the basic knowledge of chemistry, eyelash growth cycles and proper selection, supplies and equipment of the industry, safety, sanitation, laws, and rules of TDLR as they relate to eyelash extensions.

**\$965.00**      **CEU 14.4**      **Hrs: 144**  
 70090      North      TW  
 Jan 23-May 15      6:30 pm-10 pm

### Principles of Eyelash Extension

CSME 55042

**Prerequisite:** Concurrent enrollment required in Orientation, Principles, and Application of Eyelash Extension

This course provides the student with the practical skills necessary to safely and effectively apply eyelash extensions.

**\$645.00**      **CEU 6.4**      **Hrs: 64**  
 70092      North      WR  
 Jan 24-May 16      6:30 pm-10 pm

## Human Resource Management

### HR Impact-Human Resources Certificate Program

HRPO 55022

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.

**\$655.00**      **CEU 8.0**      **Hrs: 80**  
 70095      South      TR  
 Jan 23-Apr 4      6 pm-9:30 pm

## Project Management

### Introduction to Project Management

BMGT 55074

Successfully managing a project requires effective planning and adherence to the industry's best practices in every step of the process. By understanding the fundamentals of project management, participants will be better prepared to initiate a project in your organization and position it for success. In this course, attendees will identify effective project management practices and their related processes.

**\$310.00**      **CEU 0.8**      **Hrs: 8**  
 70097  
 Jan 22-Feb 14      Online

### pm - Project Management CAPM

BMGT 55102

**Prerequisite:** HS Diploma and/or AA.

**Note: Materials provided**

This will prepare students to complete the Certified Associate in Project Management industry certification exam. This 56 hours fulfills the pMI prerequisite of completing a minimum of 23 hours of project management education. Students will be introduced to the knowledge and tools required to apply the processes and methods needed to achieve project objectives. It provides completers with an opportunity to acquire an industry recognized certification that helps boost your career option.

**\$725.00**      **CEU 5.6**      **Hrs: 56**  
 70096      South      MW  
 Jan 22-Feb 28      5:30 pm-7:30 pm

## Supply Chain

### Certified Logistics Associate

LMGT 55019

**Prerequisite:** High school/GED and proficiency in reading, writing and math; **Introduction to Logistics (self-led Online-training modules)**

**Note: eBook required- Supply Chain Logistics: Foundation Knowledge.** This instructor-led course provides students with the foundational broad knowledge they will need to understand the world of supply chain and related core competencies. Students will acquire an understanding of the global supply chain, the logistics environment, safety, safe equipment operation, material handling equipment, quality control, workplace communication, teamwork and problem solving and using computers. This course is aligned with MSSC standards and the first step towards eligibility of the CLT industry certification.

<b>\$400.00</b>	<b>CEU 3.5</b>	<b>Hrs: 35</b>
70008	Central	TR
Jan 23-Feb 29	5 pm-8:30 pm	

### Certified Logistics Technician

LMGT 55020

**Prerequisite:** High school/GED and proficiency in reading and math; **Introduction to Logistics (self-led Online training modules) and Certified Logistics Associate course.**

**Note: eBook required- Supply Chain Logistics: Mid-level Technical Knowledge.** This instructor-led course provides students with the mid-level technical knowledge they will need to understand the world of supply chain and related core competencies. Students will acquire an understanding of product receiving, product storage, order processing, packaging and shipment, inventory control, safe handling of hazardous materials, evaluation of transportation modes, customs, and dispatch and tracking operations. This course is aligned with MSSC standards and the CLT certification exam in administered upon completion.

<b>\$400.00</b>	<b>CEU 3.5</b>	<b>Hrs: 35</b>
90001	Central	TR
Mar 19-Apr 25	5 pm-8:30 pm	

### Introduction to Business Logistics

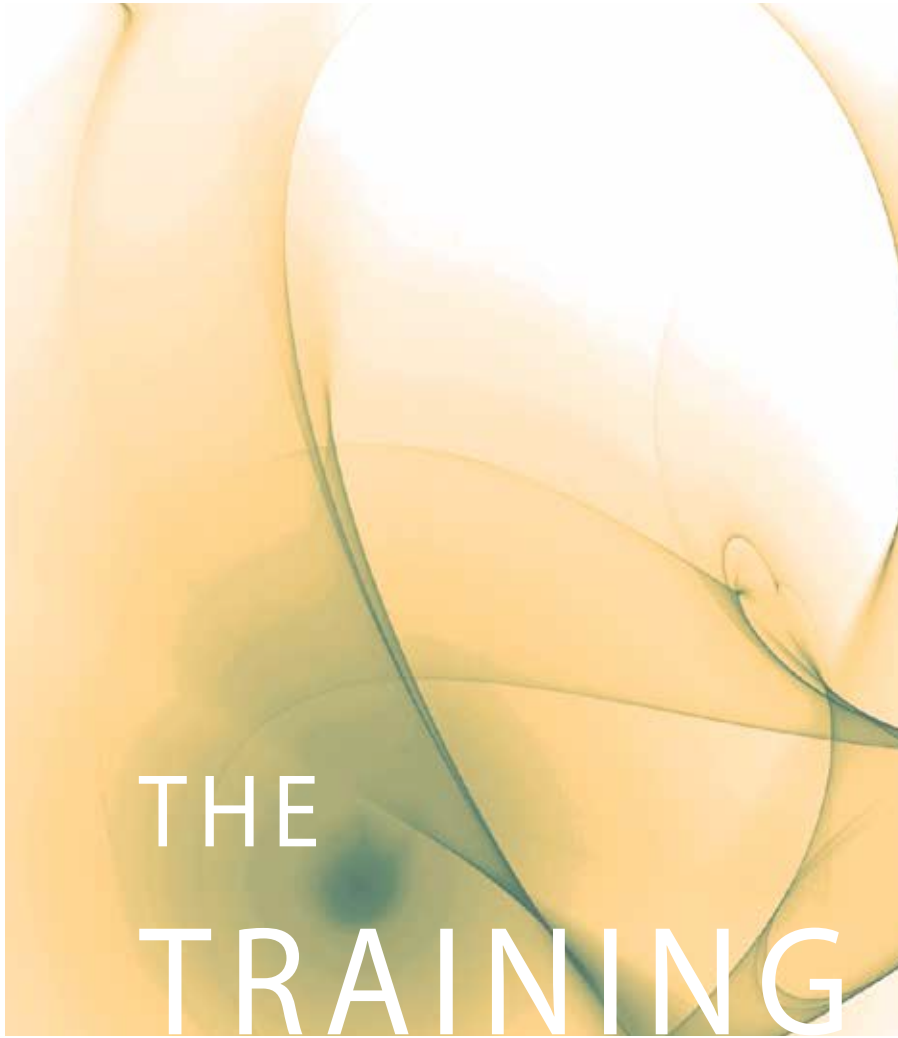
LMGT 55021

**Prerequisite:** High school/GED and proficiency in reading and math.

This self-led course provides students with the basic information needed to understand logistics. It is a pre-requisite for the Certified Logistics Associate and the Certified Logistics Technician courses.

<b>\$100.00</b>	<b>CEU 0.7</b>	<b>Hrs: 7</b>
90012	Online	
May 6-May 24		





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## Advanced Manufacturing

### CNC Lathe Complete

MCHN 55044

**Note: PPE, Textbook, and Flash drive required**

In this 96-hour course, you will learn shop math, machine shop safety, measurements, blueprint reading, and setup and operations of a CNC lathe machine. You will learn G & M codes and how to write standard G & M code programs to operate CNC lathe machines. You will write and run programs using an actual CNC machine control panel. The final project is a part produced on a dual-axis CNC lathe. This course aligns with NIMS (National Institute of Metalworking Skills) standards and the HAAS Lathe operator certification.

<b>\$1145.00</b>	<b>CEU 9.6</b>	<b>Hrs: 96</b>
90015	North	TR
Mar 19-Jul 11	6 pm-9 pm	

### Manual Machining

MCHN 55008

**Note: Textbook required**

In this course, you will learn machine shop safety and the proper use of hand tools and various shop equipment. You will learn to use shop tools including the drill press, band saw, grinder, measuring tools, and parts layout. You will be introduced to the construction and inner workings of the lathe and mill and produce parts on each.

<b>\$910.00</b>	<b>CEU 6.4</b>	<b>Hrs: 64</b>
90002	North	WF
Mar 6-May 3	6 pm-9 pm	

## Begin Here/Foundations

### Keyboarding on the PC

POFT 55004

**Prerequisite: None**

**Note: No textbook required.**

The primary input device to a computer is the keyboard. Therefore, proficiency and accuracy in keyboarding is your first foundational course to all other computer classes. This course provides an introduction to fundamental keyboarding techniques such as finger position and movement, increasing speed, and reducing errors. Without this course, or a typing speed of at least 20 wpm, you will not be prepared for any other computer class.

<b>\$190.00</b>	<b>CEU 1.6</b>	<b>Hrs: 16</b>
70105	North	TR
Jan 9-Jan 18	6 pm-10 pm	

## Business Applications

### Basic Business Applications

ITSC 55045

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

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

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

<b>\$470.00</b>	<b>CEU 3.2</b>	<b>Hrs: 32</b>
70110	Central	TR
Jan 23-Feb 22	6 pm-10 pm	

### Excel-One Day

ITSW 55002

**Prerequisite: Basic computing skills**

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

In this fast-paced course, you will create and edit basic Microsoft Excel worksheets and workbooks. You will learn to create basic formulas and perform basic calculations. You will learn to format worksheets and cell content, and then you will learn how to create charts using worksheet data. In addition, you will explore line charts and pie charts and learn how to display trend lines of your data on your charts.

<b>\$180.00</b>	<b>CEU 0.7</b>	<b>Hrs: 7</b>
70098	North	F
Jan 12-Jan 12	8:30 am-4:30 pm	
70108	Central	F
Feb 16-Feb 16	8:30 am-4:30 pm	

### Excel One Day-Advanced

ITSW 55065

**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.

<b>\$180.00</b>	<b>CEU 0.7</b>	<b>Hrs: 7</b>
70009	South	F
Dec 1-Dec 1	8:30 am-4:30 pm	

## Excel: One Day-Intermediate

ITSW 55026

**Prerequisite:** Excel One Day or equivalent knowledge

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

In the first course in this series, Excel-One Day, students gained all the basic skills needed to create, edit, format, and print basic spreadsheets. This continuation provides the next step: to apply conditional formatting and manage multiple-Sheet workbooks. In this fast-paced course, students will use Microsoft Office Excel to enhance spreadsheets with templates, charts, graphics, and advanced formulas.

**\$180.00**      **CEU 0.7**      **Hrs: 7**

70099      North      F

Feb 9-Feb 9      8:30 am-4:30 pm

## MOS Applications

POFI 55035

**Prerequisite:** Requires basic skills in Microsoft Office Applications or completion of Digital Literacy IC 3.

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

Continued studies of intermediate topics of Microsoft Office Applications to prepare the users for taking the MOS Certification exams.

**\$950.00**      **CEU 8.0**      **Hrs: 80**

70111      Central      MW

Jan 29-Apr 17      6 pm-10 pm

## QuickBooks Complete w/Excel

ACNT 55038

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

**\$940.00**      **CEU 8.0**      **Hrs: 80**

70109      Central      TR

Jan 30-Apr 18      6 pm-10 pm

## Electronics

### Programmable Logic Controllers I

ELPT 55026

**Prerequisite:** None

**Note:** Textbook required.

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

**\$234.00**      **CEU 6.4**      **Hrs: 64**

70184      North      T

Jan 16-May 7      6 pm-9:40 pm

## Networking

### Fiber Network Technician

CSIR 55012

**Prerequisite:** Experience or background in the low voltage, telecommunications, cabling, and networking fields.

This hands-on course is intended to train you to become certified fiber network technicians. The Fiber Network Technician course is a comprehensive course designed to train students in various techniques to layout, install, and maintain fiber optic cabling systems. This course prepares you to take the Fiber Optic Technician (ETA) Exam for Fiber Optic Certification.

**\$2000.00**      **CEU 3.2**      **Hrs: 32**

70007      North      SU

Dec 2-Dec 10      8 am-5 pm

70278      North      SU

Jan 20-Jan 28      8 am-4 pm

90230      North      SU

Feb 24-Mar 3      8 am-4 pm



## AEROSPACE & MANUFACTURING BEGINS WITH THE CORE COURSE

### ENROLL NOW

The CORE COURSE is the prerequisite to all of the tracks

- Study skills
- Basic math
- Intro to safety
- Personal protective equipment safety
- Tool, machine, and material handling safety
- Workplace safety
- Electrical and fire safety
- Introduction to all of the certification tracks

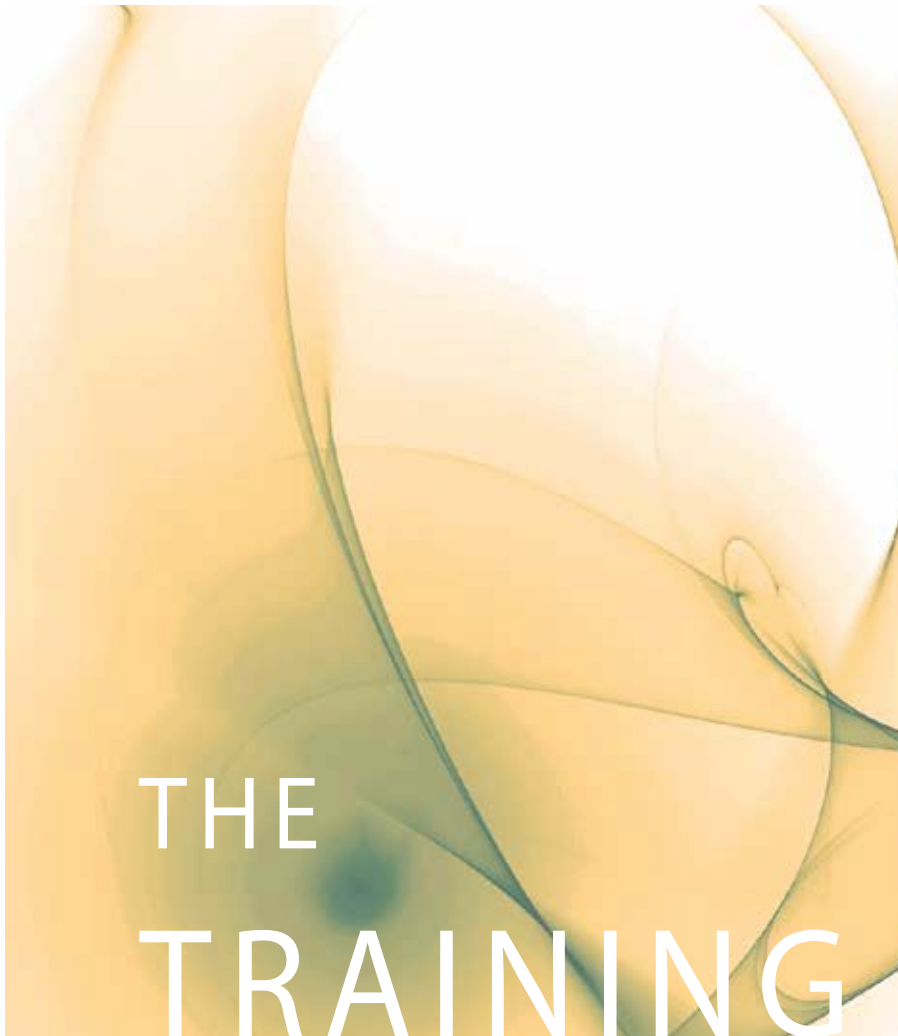
### CERTIFICATION TRACKS

- Electrical Technician
- Manufacturing Technician
- Mechatronics and Industrial Automation Technician
- Aerospace Mechanical Technician
- Aerospace Quality Technician
- Composites Manufacturing Technician

**FOR MORE INFORMATION, CONTACT AEROSPACE EDUCATION AND WORKFORCE DEVELOPMENT AT 281-998-6150 EXT. 1187 OR [AEROSPACE@SJCD.EDU](mailto:AEROSPACE@SJCD.EDU)**

281-998-6150 | [sanjac.edu](http://sanjac.edu) | Connect with us on

The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. The following College official has been designated to handle inquiries regarding the College's non-discrimination policies: The following College official has been designated to handle inquiries regarding the College's non-discrimination policies: Vice Chancellor of Human Resources, 4624 Fairmont Pkwy., Pasadena, TX 77504; 281-991-2659; [Sandra.Ramirez@sjcd.edu](mailto:Sandra.Ramirez@sjcd.edu).



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## Certified Nurse Aide

### Certified Nurse Aide Training

NURA 55006

**Prerequisites:** Immunizations/titers as per TX Admin Code website at <http://bit.ly/TXimmunizations> and background check through precheck and BLS CPR.

**Note:** Clinical scrubs are required. **Co-requisite:** CNA Clinical. Required textbook for CNA is available at the SJC bookstore. No GED/HS diploma required. Students 16 -17 are eligible for certification by the Texas Health & Human Services Nurse Aide Training program. Parental waver is required if under 18.

Enter the field of nursing by becoming a Certified Nurse Aide. This class will teach you the skills, knowledge, and abilities to care for patients of long-term care facilities. You will learn how to provide safety and preventive measures in the care of patients as well as how to function as a member of the health care team. You will be prepared for entry-level employment in long-term care facilities, hospitals, and doctor's offices. Includes 60 hours of clinical practice (seven 7-hour days and one 4-hour day).

\*This course of study prepares candidates to be certified. After completion of the class, you will be eligible to take the State of Texas Certified Nurse Aide Certification Exam. Candidates become "certified" by passing the required certifying agency exam. Certification fee is not included in the cost of the course.

**\$745.00**                      **CEU 6.8**                      **Hrs: 68**

70185                      Central                      MTWR

Jan 8-Feb 6                      8 am-12 pm

70187                      North                      MW

Jan 22-Mar 25                      6 pm-10 pm

## Certified Nurse Aide-Clinical

NURA 55010

**Prerequisite:** Successful completion of Certified Nurse (NURA 1001).

**Co-requisite** NURA 1001.

Application of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting, and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social services needs.

**\$717.00**                      **CEU 6.0**                      **Hrs: 60**

70186

Feb 7-Feb 19                      TBD

## Community Health

### ST: Student Success Skills

POFT 55054

**Prerequisite:** None.

The class will provide participants with several of the professional tools they will need in order to be successful in a school environment, as well as preparing for, searching for, and landing and keeping a job. This course also covers psychology of learning and success, and examines factors that underlie learning, success, and personal development in higher education.

**\$260.00**                      **CEU 1.8**                      **Hrs: 18**

70195

Feb 5-Feb 15                      Online



## Emergency Health

### CPR for Healthcare Providers

EMSP 55008

**Prerequisites: Student must arrive at class on time with textbook. Late students or students without books will be sent home. Students sent home for these reasons will NOT be transferred to another class or receive a refund. The cost of the textbook is NOT included in the course cost. Ebook can be purchased at <https://shopcpr.heart.org/blsprovider-manual-ebook>.**

**Note: Requires own tablet or mobile device.**

This CPR course is for health care providers and professional rescuers. It will meet the requirements for initial certification and recertification for industrial rescue workers, nurses, nursing students, EMTs, and other allied health professionals involved with patient care. The class will include the use of Automated External Defibrillators (AEDs) and provide the lifesaving skills for respiratory and cardiac emergencies involving adults, children, and infants. Successful completers will receive an American Heart Association (AHA) certification. The certification card for this course is titled Basic Life Support. The card is electronic and will be provided within 72 work-week hours.

<b>\$135.00</b>	<b>CEU 0.7</b>	<b>Hrs: 7</b>
70177	Central	S
Jan 6-Jan 6	8 am-3 pm	
70178	South	S
Jan 20-Jan 20	8 am-3 pm	
70179	North	S
Feb 3-Feb 3	8 am-3 pm	
70180	Central	S
Feb 17-Feb 17	8 am-3 pm	
90086	South	
Mar 2-Mar 2	8 am-3 pm	S
90087	North	
Mar 23-Mar 23	8 am- 3 pm	S
90088	Central	
Apr 13-Apr 13	8 am-3 pm	S
90089	South	
Apr 27	8 am- 3 pm	S
90090	North	
Apr 27	8 am- 3 pm	S

## Health Care Professional

### CPD HESI A2 Test Prep

HPRS 55007

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

<b>\$120.00</b>	<b>CEU 0.8</b>	<b>Hrs: 8</b>
70192	Online	S
Jan 20-Jan 20	8 am-5 pm	
70193	Central	S
Feb 17-Feb 17	8 am-5 pm	
90102	Online	S
Mar 23-Mar 23	8 am-5 pm	

### EKG Technician

ECRD 55000

**Note: Online instruction require mandatory laboratory dates to be determined by the instructor.**

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. Certification fee is not included in the cost of the course.

<b>\$695.00</b>	<b>CEU 5.6</b>	<b>Hrs: 56</b>
70188		
Jan 8-Feb 28	Online	
70189		
Feb 26-Apr 24	Online	
90099		
Apr 1-May 22	Online	

## Medical Office

### Medical Office Professional

MDCA 55001

**Prerequisite: None. Note: Textbook is required.**

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

**\$1,300.00**      **CEU 9.0**      **Hrs: 90**  
 90098  
 Mar 4-May 17      Online

## Phlebotomy Technician

### Phlebotomy Technician Basic

PLAB 55000

**Prerequisites: Proof of high school diploma/GED completion. Immunizations and drug and background checks through Precheck. Note: Clinical scrubs are required. Co-requisite: Phlebotomy Practicum. Required textbook for Phlebotomy is available at the SJCCD bookstore.**

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.

**\$610.00**      **CEU 4.8**      **Hrs: 48**  
 70190      Central      MW  
 Jan 8-Feb 19      8:30 am-12:30 pm  
 90100      Central      TR  
 Mar 19-Apr 25      5:30 pm-9:30 pm

## Phlebotomy Tech Practicum

PLAB 55001

**Prerequisites: Successful completion of Phlebotomy Basic. Additional immunizations are required to attend clinicals. Note: Take after completion of Phlebotomy Technician Basic. Dates, times, and location determined by clinical site. No textbook required.**

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.

**\$992.00**      **CEU 11.2**      **Hrs: 112**  
 70258  
 Dec 4-Dec 21      TBD  
 70191  
 Feb 26-Mar 21      TBD  
 90101  
 Apr 29-May 16      TBD





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# THE TRAINING

# CONNECTION

Training and Educational Solutions for Workers and Employers

JANUARY - MAY 2024

Applied Trades

Truck Driving ..... 19

## Truck Driving

### HAZMAT Endorsement Prep Class

CVOP 55010

**Prerequisite:** Must have CDL A license.

Our Hazardous Material Course will assist drivers in obtaining their Hazardous Material Endorsement in Compliance with Federal Motor Carrier Regulations Entry-Level Driver Regulations.

**\$185.00**                      **CEU 0.7**                      **Hrs: 7**

70006

Dec 11-Dec 17              Online

### Professional Truck Driver One

CVOP 53000

**Prerequisite:** Must sign up for Professional Truck Driver Two at the same time AND contact SJC Commercial Truck Driving department at 281-476-1886.

**Note:** Textbook is required. It is recommended that students obtain a Commercial Learners Permit (CLP) before the first day of class; cost of the CLP is \$25, and the student must pass Sections 2, 5, 6, and 14. However, students will have until the eighth day of class to obtain CLP. If student does not obtain the CLP by the eighth day of class, student will be dropped, and no refund or transfer will be granted. Contact the Texas Department of Motor Vehicles for more information on this process.

This course focuses on general truck driving with the cab skills development and instruction coordinated with the Department of Transportation.

**\$2200.00**                      **CEU 12.0**                      **Hrs: 120**

70081                      Central                      SU

Jan 6-Mar 10              7 am-6 pm

70083                      Central                      MTWR

Jan 8-Feb 15              7 am-6 pm

70084                      Central                      MTWRF

Jan 2-Mar 8              5 pm-10 pm

### Professional Truck Driver Two

CVOP 53001

**Prerequisite:** Must sign up for Professional Truck Driver One at the same time AND contact SJC Commercial Truck Driving department at 281-476-1886.

**Note:** Textbook is required. It is recommended that students obtain a Commercial Learners Permit (CLP) before the first day of class; cost of the CLP is \$25, and the student must pass Sections 2, 5, 6, and 14. However, students will have until the eighth day of class to obtain CLP. If student does not obtain the CLP by the eighth day of class, student will be dropped, and no refund or transfer will be granted. Contact the Texas Department of Motor Vehicles for more information on this process.

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

**\$1958.00**                      **CEU 12.0**                      **Hrs: 120**

70100                      Central                      SU

Jan 6-Mar 10              7 am-6 pm

70085                      Central                      MTWR

Jan 8-Feb 15              7 am-6 pm

70086                      Central                      MTWRF

Jan 2-Mar 8              5 pm-10 pm

# THE TRAINING



# CONNECTION

Training and Educational Solutions for Workers and Employers

JANUARY - MAY 2024

## Education

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## English

### Conversational English

COMG 55000

**Note: Textbook required**

Come join us in our Cafe English. You will enjoy our menu of opportunities designed to help you learn conversational English. This course addresses essential listening and speaking skills and assists students in improving communication skills in English. This fun, high-energy class is for students enrolled in another ESL class who want 'extra' English instruction. Emphasis will be on the conversational English used in everyday life and in the workplace. Prerequisite: Successful completion of Level 3.

	<b>\$85.00</b>	<b>CEU 0.8</b>	<b>Hrs: 8</b>
70175	South		F
Jan 12-Feb 2	9 am-11 am		
70176	South		F
Jan 12-Feb 2	9 am-11 am		

## English Communication Skills

### ESL-Advanced A

COMG 55072

**Prerequisite: Pre-assessment required.**

**Note: Textbook and workbook are required.**

**If age 17, parental or guardian consent is required.**

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

	<b>\$175.00</b>	<b>CEU 3.2</b>	<b>Hrs: 32</b>
70112	North		MTWR
Jan 8-Feb 5	8 pm-10 pm		
70114	South		MTWR
Jan 8-Feb 5	8 pm-10 pm		
70116	Central		MTWR
Jan 8-Feb 5	8 pm-10 pm		
70113	North		MTWR
Feb 12-Mar 7	8 pm-10 pm		
70115	South		MTWR
Feb 12-Mar 7	8 pm-10 pm		
70117	Central		MTWR
Feb 12-Mar 7	8 pm-10 pm		

### ESL-Advanced B

COMG 55073

**Prerequisite: Pre-assessment required.**

**Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.**

This course is designed for the students to focus on comprehending challenging materials, texts, or practical discussions for fluency in the English language. This is the eighth class in our sequence of Everyday English language instruction. After the completion of this class, the students will transition into either the LEAP or STEP courses. LEAP and STEP courses are ESL-specialized programs focused on workforce or academic ESL in preparation for college credit classes.

	<b>\$175.00</b>	<b>CEU 3.2</b>	<b>Hrs: 32</b>
70118	North		MTWR
Jan 8-Feb 5	8 pm-10 pm		
70120	South		MTWR
Jan 8-Feb 5	8 pm-10 pm		
70122	Central		MTWR
Jan 8-Feb 5	8 pm-10 pm		
70119	North		MTWR
Feb 12-Mar 7	8 pm-10 pm		
70121	South		MTWR
Feb 12-Mar 7	8 pm-10 pm		
70123	Central		MTWR
Feb 12-Mar 7	8 pm-10 pm		

### ESL-Beginning A

COMG 55074

**Prerequisite: Pre-assessment preferred but not required.**

**Note: Textbook and workbook required. If age 17, parental or guardian consent is required.**

Designed for students whose primary language is other than English, this course presents industry-related basic reading, writing, speaking, and listening skills. The emphasis is on high-frequency vocabulary (basic sight words) and phonics, refining oral and written production, assisting with listening skills for enhanced job productivity, and increasing the control of the English sound system to minimize on-the-job miscommunication or misinterpretation due to foreign accent. This is the first class in our sequence of Everyday English language instruction.

	<b>\$175.00</b>	<b>CEU 3.2</b>	<b>Hrs: 32</b>
70124	North		MTWR
Jan 8-Feb 5	9 am-11 am		
70126	South		MTWR
Jan 8-Feb 5	9 am-11 am		
70129	Central		MTWR
Jan 8-Feb 5	9 am-11 am		
70125	North		MTWR
Feb 12-Mar 7	9 am-11 am		
70130	Central		MTWR
Feb 12-Mar 7	9 am-11 am		
70293	South		MTWR
Feb 12-Mar 7	9 am-11 am		

## ESL-Beginning B

COMG 55075

**Prerequisite: Pre-assessment required.**

**Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.**

This is a continuation of Beginning English Level. The emphasis is on high-frequency vocabulary (basic sight words) and phonics, refining oral and written production, assisting with listening skills for enhanced job productivity, and increasing control of the English sound system to minimize on-the-job miscommunication or misinterpretation due to foreign accent. This is the second class in our sequence of Everyday English language instruction.

\$175.00	CEU 3.2	Hrs: 32
70134	South	MTWR
Jan 8-Feb 5	9 am-11 am	
70136	Central	MTWR
Jan 8-Feb 5	9 am-11 am	
70294	North	MTWR
Jan 8-Feb 5	9 am-11 am	
70132	North	MTWR
Feb 12-Mar 7	9 am-11 am	
70135	South	MTWR
Feb 12-Mar 7	9 am-11 am	
70137	Central	MTWR
Feb 12-Mar 7	9 am-11 am	

## ESL-High Intermediate A

COMG 55076

**Prerequisite: Pre-assessment required.**

**Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.**

This level focuses on the improvement in reading and vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job or academic success. The emphasis is on recognition and comprehension of idioms, analogies, antonyms, synonyms, and context clues. The interpretation of factual material and opinions associated with job-related and daily life communications is the focus of this course. This is the fifth class in our sequence of Everyday English language instruction.

\$175.00	CEU 3.2	Hrs: 32
70138	North	MTWR
Jan 8-Feb 5	5:45 pm-7:45 pm	
70140	South	MTWR
Jan 8-Feb 5	5:45 pm-7:45 pm	
70142	Central	MTWR
Jan 8-Feb 5	5:45 pm-7:45 pm	
70139	North	MTWR
Feb 12-Mar 7	5:45 pm-7:45 pm	
70141	South	MTWR
Feb 12-Mar 7	5:45 pm-7:45 pm	
70143	Central	MTWR
Feb 12-Mar 7	5:45 pm-7:45 pm	

## ESL-High Intermediate B

COMG 55077

**Prerequisite: Pre-assessment required.**

**Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.**

This is a continuation of the high intermediate English Level. This course focuses on the improvement in reading and vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job or academic success. This is the sixth class in our sequence of Everyday English language instruction.

\$175.00	CEU 3.2	Hrs: 32
70144	North	MTWR
Jan 8-Feb 5	5:45 pm-7:45 pm	
70146	South	MTWR
Jan 8-Feb 5	5:45 pm-7:45 pm	
70148	Central	MTWR
Jan 8-Feb 5	5:45 pm-7:45 pm	
70145	North	MTWR
Feb 12-Mar 7	5:45 pm-7:45 pm	
70147	South	MTWR
Feb 12-Mar 7	5:45 pm-7:45 pm	
70295	Central	MTWR
Feb 12-Mar 7	5:45 pm-7:45 pm	

## ESL-Intermediate A

COMG 55078

**Prerequisite: Pre-assessment required.**

**Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.**

This intermediate course will provide a communicative English practice. Students will learn to match vocabulary words with their respective definitions when terms and definitions are presented in writing. Students will learn to select the correct meaning of a word based on the context of the word and give examples of the pronunciation, meaning, and part of speech of vocabulary words that relate to work or everyday life activities. This level will provide the student with skills to summarize the main idea in writing. This is the third class in our sequence of Everyday English language instruction.

<b>\$175.00</b>	<b>CEU 3.2</b>	<b>Hrs: 32</b>
70151	North	MTWR
Jan 8-Feb 5	11:15 am-1:15 pm	
70156	Central	MTWR
Jan 8-Feb 5	11:15 am-1:15 pm	
70296	South	MTWR
Jan 8-Feb 5	11:15 am-1:15 pm	
70152	North	MTWR
Feb 12-Mar 7	11:15 am-1:15 pm	
70154	South	MTWR
Feb 12-Mar 7	11:15 am-1:15 pm	
70157	Central	MTWR
Feb 12-Mar 7	11:15 am-1:15 pm	

## ESL-Intermediate B

COMG 55079

**Prerequisite: Pre-assessment required.**

**Note: Textbook and workbook are required.**

**If age 17, parental or guardian consent is required.**

This course will provide dynamic communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of situations. This level will provide the student with skills to summarize the main idea in writing. This is the fourth class in our sequence of Everyday English language instruction.

<b>\$175.00</b>	<b>CEU 3.2</b>	<b>Hrs: 32</b>
70158	North	MTWR
Jan 8-Feb 5	11:15 am-1:15 pm	
70160	South	MTWR
Jan 8-Feb 5	11:15 am-1:15 pm	
70304	Central	MTWR
Jan 8-Feb 5	11:15 am-1:15 pm	
70159	North	MTWR
Feb 12-Mar 7	11:15 am-1:15 pm	
70165	Central	MTWR
Feb 12-Mar 7	11:15 am-1:15 pm	
70303	South	MTWR
Feb 12-Mar 7	11:15 am-1:15 pm	

## Languages

### Conversational Spanish: Beginners

NFND 59000

**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.

<b>\$95.00</b>	<b>CEU 0.8</b>	<b>Hrs: 8</b>
70198	Central	F
Jan 12-Feb 2	5 pm-7 pm	

### Conversational Spanish: Intermediate

NFND 59001

**Note: Materials Provided**

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.

<b>\$95.00</b>	<b>CEU 0.8</b>	<b>Hrs: 8</b>
70199	Central	F
Feb 9-Mar 1	5 pm-7 pm	

## Test Preparation

### GED Preparation Tutorial

NFND 59002

**Note:** Textbook and Texas Instruments TI 30 XS Multi-View calculator are required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, you must have been withdrawn from high school for at least six months and not be a high school graduate. If you are age 17, parental or guardian consent is required; also, you must have been withdrawn from high school for at least six months and not be a high school graduate.

The longer GED preparation series allows for a greater focus on subject matter than the traditional GED review. Subject matter is covered at a slower pace and a more in-depth level than the GED review. The series includes mathematics, social studies/science, and language arts. Take each course separately or as a series.

<b>\$455.00</b>	<b>CEU 9.6</b>	<b>Hrs: 96</b>
70166	Central	MTWR
Jan 8-Mar 5	6 pm-9 pm	
70169	South	MTWR
Jan 8-Mar 5	6 pm-9 pm	
70172	North	MTWR
Jan 8-Mar 5	6 pm-9 pm	

### GED Preparation: Language Arts

NFND 59005

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

For GED applicants who have yet to complete the language arts portion of the test, this course is ideal for GED candidates who need more intense preparation and practice in reading and writing. The Language Arts preparation includes test-taking practice.

<b>\$200.00</b>	<b>CEU 3.6</b>	<b>Hrs: 36</b>
70167	Central	TWRM
Jan 30-Feb 20	6 pm-9 pm	
70170	South	TWRM
Jan 30-Feb 20	6 pm-9 pm	
70173	North	TWRM
Jan 30-Feb 20	6 pm-9 pm	

### GED Preparation: Math

NFND 59003

**Note:** Textbook and Texas Instruments TI-30 XS Multi-View calculator are required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, you must have been withdrawn from high school for at least six months and not be a high school graduate. If you are age 17, parental or guardian consent is required; also, you must have been withdrawn from high school for at least six months and not be a high school graduate.

This course is ideal for GED applicants who need more intense review in math, including those who will be learning some mathematical concepts for the first time. The math preparation includes test-taking techniques.

<b>\$200.00</b>	<b>CEU 3.6</b>	<b>Hrs: 36</b>
70168	Central	TWRM
Jan 9-Jan 29	6 pm-9 pm	
70171	South	TWRM
Jan 9-Jan 29	6 pm-9 pm	
70174	North	TWRM
Jan 9-Jan 29	6 pm-9 pm	

### GED Preparation: Social Studies/Science

NFND 59004

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

For GED applicants who have yet to complete the social studies and science portions of the test. This course is ideal for GED candidates who need more intense tutoring and practice. Like the traditional GED preparation class, test-taking preparation is included.

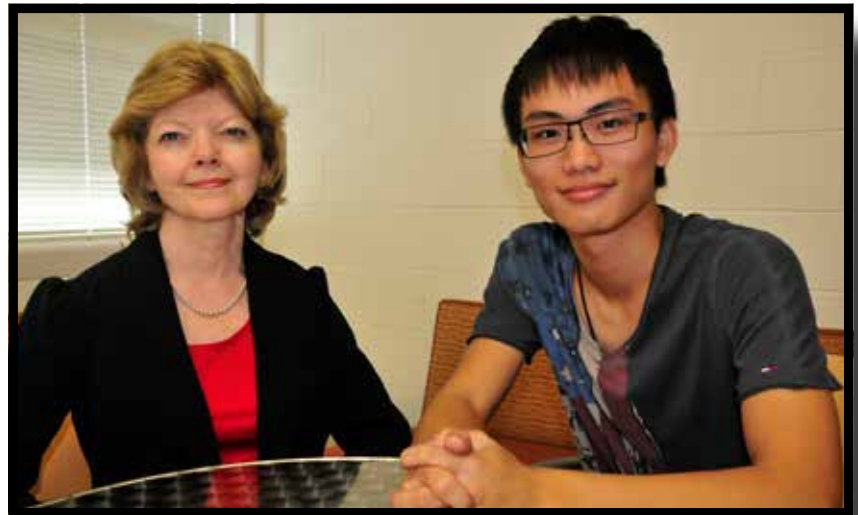
<b>\$150.00</b>	<b>CEU 2.4</b>	<b>Hrs: 24</b>
70181	Central	WRMT
Feb 21-Mar 5	6 pm-9 pm	
70182	South	WRMT
Feb 21-Mar 5	6 pm-9 pm	
70183	North	WRMT
Feb 21-Mar 5	6 pm-9 pm	



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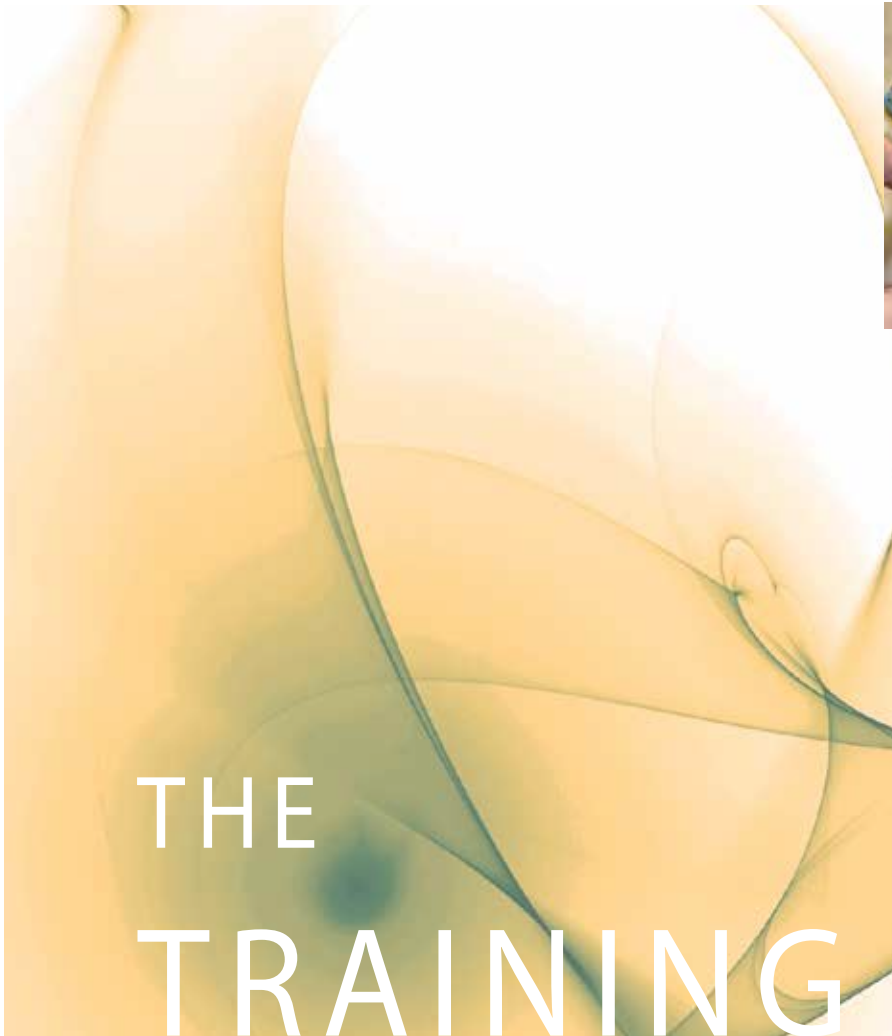
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- EL Civics for ESL learners
- Adult Basic Education (ABE)
- Adult Secondary Education (ASE)
- Contextualized education courses



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

**For information about enrollment, email [Roberto.Mendez@sjcd.edu](mailto:Roberto.Mendez@sjcd.edu) or visit [sanjac.edu](http://sanjac.edu).**



# THE TRAINING

# CONNECTION

Training and Educational Solutions for Workers and Employers

JANUARY - MAY 2024

## The EDGE Center-Aerospace

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## Aerospace Education & Workforce Development

### FAA Part 107 Test Prep (Drone Test Prep)

AIRP 55012

**Prerequisite:** Must meet the requirements listed in the Code of Federal Regulations, Title 14, Part 107.61.

**Note:** Per Part 107.61: Must be at least 16 years of age. Must be able to read, speak, write, and understand the English language. If the applicant is unable to meet one of these requirements due to medical reasons, the FAA may place such operating limitations on that applicant's certificate as are necessary for the safe operation of the small, unmanned aircraft. Must not know or have reason to know that he or she has a physical or mental condition that would interfere with the safe operation of a small, unmanned aircraft system.

This course prepares students for the Federal Aviation Administration (FAA) Aeronautical Knowledge Test required to earn the FAA Part 107 pilot's license.

**\$180.00**                      **CEU 1.6**                      **Hrs: 16**

70002                      South                      MT

Dec 11-Dec 12                      9 am-5 pm

70058                      South                      TW

Jan 23-Jan 24                      9 am-5 pm

70059                      South                      MT

Feb 12-Feb 13                      9 am-5 pm

### sUAS/Drone Flight Operations

NFND 59718

**Prerequisite:** MUST have completed FAA Part 107 Test Prep (NFND 59635) or have a current Part 107 license.

**Note:** Per Part 107.61: Must be at least 16 years of age. Must be able to read, speak, write, and understand the English language. If the applicant is unable to meet one of these requirements due to medical reasons, the FAA may place such operating limitations on that applicant's certificate as are necessary for the safe operation of the small unmanned aircraft. Must not know or have reason to know that he or she has a physical or mental condition that would interfere with the safe operation of a small unmanned aircraft system.

This course assists students with becoming better sUAS pilots by gaining flight experience, reviewing laws/regulations, and expanding upon the science behind unmanned flight.

**\$285.00**                      **CEU 1.6**                      **Hrs: 16**

70001                      South                      WR

Dec 13-Dec 14                      9 am-5 pm

70053                      South                      RF

Jan 25-Jan 26                      9 am-5 pm

70078                      South                      WR

Feb 14-Feb 15                      9 am-5 pm

## Edge Center

### Aerospace Composites Technician Track

AERM 55000

**Prerequisite:** Core Pre-Track (NFND 59645)

This course prepares a student to become an entry-level composites technician in the aerospace workforce. These courses can lead to industry certification. Lab included.

**\$2275.00**                      **CEU 10.1**                      **Hrs: 101**

70003

Dec 4-Feb 2                      Online

70061

Jan 8-Mar 8                      Online

70062

Feb 5-Apr 5                      Online

### Aerospace Engineering Drawings

NFND 59695

This course introduces engineering drawings, blueprints, and other associated principles within the aerospace industry.

**\$615.00**                      **CEU 4.1**                      **Hrs: 41**

70079

Dec 4-Feb 2                      Online

70080

Jan 8-Mar 8                      Online

### Aerospace Non-Destructive Testing/ Inspection Course Technician Track

NFND 59723

This course is designed to introduce students to Aerospace NDI/ NDT. Coursework is virtual.

**\$1250.00**                      **CEU 7.3**                      **Hrs: 73**

70077

Dec 4-Feb 2                      Online

### Aerospace Quality Introduction

NFND 59651

**Prerequisite:** Core Pre-Track (NFND 59645)

This course provides an introduction to the student about various quality control concepts and methodologies used in the aerospace field.

**\$975.00**                      **CEU 6.2**                      **Hrs: 62**

70076

Dec 4-Feb 2                      Online

## Aerospace Structures

NFND 59767

**Prerequisite: Core Pre-Track**

This course prepares a student to become an entry-level aerospace structures technician in the workforce. These courses can lead to industry certification. It replaces the legacy course, Parts 1 & 2, and combines them into a streamlined single course.

**\$2285.00**                      **CEU 9.7**                      **Hrs: 97**

70004	
Dec 4-Feb 2	Online
70101	
Jan 8-Mar 8	Online
70060	
Feb 5-Apr 5	Online

## Basic Aerospace Electrical - AC Principles

NFND 59760

**Prerequisite: Must complete core course (NFND 59645) and DC Principles (NFND 59759)**

This course prepares students for the CertTec Basic Electrical Certification in Alternating Current (AC) Principles. Students will learn about AC circuits, electrical principles, component identification, tool usage, electrical safety, and basic troubleshooting.

**\$800.00**                      **CEU 4.0**                      **Hrs: 40**

70005	
Dec 4-Jan 5	Hands-On Hybrid
70068	
Jan 8-Feb 9	Hands-On Hybrid
70069	
Feb 5-Mar 8	Hands-On Hybrid
90004	
Feb 26-Apr 12	Hands-On Hybrid

## Basic Aerospace Electrical - Analog Principles

CETT 55014

**Prerequisites: Must complete: AC Principles, DC Principles, and Digital Principles.**

This course prepares students for the CertTec Basic Electrical Certification in Analog Principles. Students will learn about analog circuitry, electrical principles, component identification, tool usage, electrical safety, and basic troubleshooting.

**\$1050.00**                      **CEU 4.8**                      **Hrs: 48**

70073	
Dec 4-Feb 2	Hands-On Hybrid
70074	
Jan 8-Mar 8	Hands-On Hybrid
70075	
Feb 5-Apr 5	Hands-On Hybrid

## Basic Aerospace Electrical - DC Principles

NFND 59759

**Prerequisite: Must complete core course (NFND 59645)**

This course prepares students for the CertTec Basic Electrical Certification in Direct Current (DC) Principles. Students will learn about DC circuits, electrical principles, component identification, tool usage, electrical safety, and basic troubleshooting.

**\$795.00**                      **CEU 3.4**                      **Hrs: 34**

70065	
Dec 4-Jan 5	Hands-On Hybrid
70066	
Jan 8-Feb 9	Hands-On Hybrid
70067	
Feb 5-Mar 8	Hands-On Hybrid
90003	
Feb 5-Mar 8	Hands-On Hybrid

## Basic Aerospace Electrical - Digital Principles

NFND 59761

**Prerequisite: Must complete: Basic Aerospace Electrical - AC Principles AND Basic Aerospace Electrical - DC Principles.**

This course prepares students for the CertTec Basic Electrical Certification in Digital Principles. Students will learn about digital circuitry, electrical principles, component identification, tool usage, electrical safety, and basic troubleshooting.

**\$470.00**                      **CEU 2.1**                      **Hrs: 21**

70070	
Dec 4-Feb 2	Hands-On Hybrid
70071	
Jan 8-Mar 8	Hands-On Hybrid
70072	
Feb 5-Apr 5	Hands-On Hybrid

## Edge Center Core (Pre-Track)

NFND 59645

This Online course is a pre-requisite for all tracks. It includes basic math and safety modules.

**\$250.00**                      **CEU 4.4**                      **Hrs: 44**

70054	
Dec 4-Jan 5	Online
70055	
Jan 8-Feb 9	Online
70056	
Feb 5-Mar 8	Online
70057	
Feb 26-Apr 12	Online
90010	
Feb 26-Apr 12	Online

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# Online Learning

## Partnership with Education to Go

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

**How to Get Started:** Please review the list of available Online courses at [www.Ed2Go.com/sanjac](http://www.Ed2Go.com/sanjac). After selecting your course(s), please contact your nearest CPD registration office to request your class to be created. You must make payment for all CPD classes the same day you register. If you have questions about payment arrangements, please 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](http://www.ed2go.com). Locate the course title that you registered for and click "Add to Cart." Once you have chosen the desired start date, click "Begin Checkout" If you have never taken an Online class, please click "Create Account" and follow the prompts to create a new login. Returning students will log in with their previous usernames and passwords.

After the login process, choose the "Already Paid" option as you have already made your required payments to San Jacinto College. You will then have the option to click on the blue highlighted link to complete the orientation process, granting you access to the classroom.

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

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

**Requirements for computer/software courses:** Internet access; email; Microsoft Edge, Firefox, or Chrome web browser; and the Adobe Flash and PDF plugins (two free and simple downloads you obtain at [www.adobe.com/downloads](http://www.adobe.com/downloads) by clicking Adobe Acrobat Reader and Adobe Flash Player under "Download" at the bottom of the page). 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**



**CONTINUING &  
PROFESSIONAL  
DEVELOPMENT**

### How to Contact Us

Continuing and Professional Development (CPD) offices are at each San Jacinto College campus:

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

**North Campus:** 281-542-2020, Room N6.170, Welcome Center (Building 6), 5800 Uvalde Road, Houston, TX 77049

**South Campus:** 281-542-2020, Room S8.1403, Academic Administration (Building 8), 13735 Beamer Road, Houston, TX 77089

Office hours at all campuses are:  
Monday-Friday: 8 am-5:00 pm

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

### Phone Registration

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

Call: 281-542-2020

### Fax or Email Registration

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

Central Campus Fax: 281-476-1833

North Campus Fax: 281-459-7196

South Campus Fax: 281-922-3422

**Email:** [registration.cpd@sjcd.edu](mailto:registration.cpd@sjcd.edu)

### In-Person Registration

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

Visit our offices at the following locations:

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

**North Campus:** 281-542-2020, Room N6.170, Welcome Center (Building 6), 5800 Uvalde Road, Houston, TX 77049

**South Campus:** 281-542-2020, Room S8.1403, Academic Administration (Building 8), 13735 Beamer Road, Houston, TX 77089

### Payment

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

To register, call 281-542-2020.

### Web Registration

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

Each course schedule will show only available classes in that instructional area. Begin your registration by selecting one of the course schedules: Aerospace Academy; Applied Technologies & Trades; Business Operations, Supply Chain Management, & Entrepreneurship (BOSE); Center for Petrochemical, Energy, & Technology; Community Engagement; Computers/IT Training; EDGE Center; Education; Health Occupations; Lifelong Learning; and Maritime.

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

### How to Register and Pay:

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

**Step 2:** Select "Add to Cart," and you will have a chance to view the selected courses. Select the checkout button.

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

**2b:** You can create an account to obtain a San Jacinto College student ID (G#) if you do not have one by using "I am a new user."

Write down the new ID and password and store in a secure place.

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

**Step 4:** Enter credit card or electronic check information.

**Step 5:** Select "Submit Payment."

### Student Web Payment Process

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

- Access the San Jacinto College website at [www.sanjac.edu](http://www.sanjac.edu) and go to the SOS Login under "Student Services" tab and then "Academic Resources" column.

- First enter your user ID# (student ID number G00XXXXXX).

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

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

### To Make a Payment on a Student Account:

**Step 1:** Select "My Student Records, Registration, and Financial Aid."

**Step 2:** Select "My Registration."

**Step 3:** Select "Step 6: Review your changes and make a payment."

**Step 4:** Select a term. Please choose a continuing education term, then submit to process. Example: If your class starts between Sept. 2021 and Nov. 2021, you would choose Continuing Ed 2021-Sept-Nov. If your class starts between Dec. 2021 and Feb. 2022, you would choose Continuing Ed 2021-22-Dec-Feb.

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

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

**Step 6:** Select "Make a Payment."

**Step 7:** Select "Pay" (please verify the class fees before paying).

**Step 8:** Select "Payment Method," then select the "Go" button.

**Step 9:** Process payment according to Online directions. Please verify that all of your information is correct before you submit your payment.

Once processed, please print out the confirmation page for your records.



If you have any problems or questions, please contact your CPD registration office or the campus business office.

## Convenient Payment Plan (CPP)

Convenient payment plans are available to 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 long, the other for classes eight to 16 weeks long. There will be a prorated \$25 service fee over all installments (including the down payment) for the CPP.
3. For a four- to seven-week class, the student will pay half the total charges as a down payment (which includes half of the \$25 service fee). The other half is due 30 days after the set-up date for the CPP. If this date falls on a weekend or College closure, the student is responsible to pay either Online by the due date or the previous business day at any campus business office.
4. For an eight-to 16-week class, the student will pay half the total charges as a down payment (which includes one third of the \$25 service fee). The other half is due in two equal installments 30 and 60 days after the set-up date for the CPP. If these dates fall on a weekend or College closure, the student is responsible to pay either Online by the due date or the previous business day at any campus business office.  
  
The student will be assessed a \$25 late payment fee for failure to pay on or before the prescribed payment due dates.
5. A student will be limited to only one CPP.
6. Failure to make all payments may result in the CPP being forwarded to the collection agency of the College and subject to additional collection fees.

*\*Please note: If you have an academic IPP, you will be unable to set up a continuing education CPP plan. Only one type of plan may be set up for payment.*

To register, call 281-542-2020.

## Drops, Cancellations, and Transfers/Refund Policy

*Need to drop your class?*

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

## Bookstore Questions?

Please call any of the campus bookstores directly:

Central: 281-459-7111

North: 281-476-1898

South: 281-922-3410

M-Th: 7:45 am-6 pm

Fri: 7:45 am-2 pm

## Library Information

**Central:** 281-476-1850

**South:** 281-998-6350 ext. 3306

**North:** 281-459-7116

**Generation Park:** 281-998-6350 ext. 8133

Hours: <https://sjcd.libguides.com/libraryhours>

## Cancelled Classes

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

[www.sanjac.edu](http://www.sanjac.edu).

## Transfer Requests

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

## Transcript Requests

Most CPD courses earn Continuing Education Units (CEUs), which are reported as part of your permanent student record. Unofficial transcripts may be obtained and printed by logging into your SOS account. You may request copies of your transcript in person or by mail by contacting one of the campus enrollment services offices. That office will need a completed transcript request form and a copy of your photo ID. For questions, call 281-542-2020.

## Screening Requirements for Classes with Clinicals

A criminal background check and drug screen for phlebotomy courses are required before a student can participate in a clinical assignment. This is a requirement of all clinical facilities in the Houston/Gulf Coast area, as mandated by the Joint Commission on Accreditation of Healthcare Organizations. The approximate cost of the screening is less than \$60. Background check through [Precheck.com](http://Precheck.com) is required at time of registration.

## Linked Classes

Proof of meningitis vaccine is required for students 21 and under.

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

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

## Emergency Closings

Providing a safe and secure environment for our students, faculty, and staff is a top priority at San Jacinto College. In the event the College needs to close for any situation, such as inclement weather, students and employees should refer to email, text messages, and the College website at [www.sanjac.edu](http://www.sanjac.edu). In addition, local television and radio stations may also broadcast bulletins announcing campus closings in emergency situations. Students and employees are encouraged to sign up for the SJC Alert Me system to receive voice and text messages in the event of a College closure. SJC Alert Me will provide San Jacinto College with another communication tool to keep students, faculty, and staff informed during threatening situations and weather-related closings. To receive voice and text messages, you must provide your home phone and/or cell phone number. There is no cost to sign up for this notification service. However, when the system sends a message to your personal phone, you are responsible for any charges from your phone service provider associated with receiving voice or text messages. For more information, visit [www.sanjac.edu/alert-me](http://www.sanjac.edu/alert-me).

## IMPORTANT NOTICES

- Photo identification required for all in-person registrations. *Se require ID para toda las registraciones en persona.*
- Information contained in the schedule is subject to the policies and procedures of the San Jacinto College District and is subject to change without notice, including course pricing.
- All courses are taught in English, unless specified otherwise.
- Classes may be cancelled because of low enrollment.
- Instructors may be changed as conditions warrant.
- Room assignments and building locations may be changed as conditions warrant.
- Students must attend the class section for which they are registered.
- CPD staff and instructors provide information, not advice.
- San Jacinto College requires that its instructors not solicit business for personal gain in the classroom. Any business transaction resulting from a class is the responsibility of the student, not the College.
- Classes labeled “Linked” are held with academic/ credit classes but do not earn semester credit or transfer toward academic certificates or degrees. Enrollment into these courses is extremely limited and is on a space-available basis. Should the credit course completely fill, the concurrent/linked CPD course may be cancelled.\* Although CPD students in linked academic classes are TASP/THEA exempt, they are held to the same performance standards required for semester credit students. Additionally, the course costs may differ for the credit section.

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

- ESL assessments will not be started after 5 pm and are done in the CPD offices.

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

January 15 – Martin Luther King Jr. Day

March 11 - 15 – Spring Break

May 27 – Memorial Day

NO CLASSES WILL MEET ON THESE DAYS.

# Campus Carry

## Purpose

The purpose of this policy is to comply with the requirements of S.B. 11, which is generally referred to as the “campus carry” law, to allow the concealed carrying of handguns by license holders on the campuses of certain institutions. The policy grants permission for a valid Texas license to carry holder (LTC) to generally carry a concealed handgun on campus. The policy also identifies certain campus locations and activities that a valid LTC holder may be excluded from carrying a handgun due to previously existing Texas statutes or exclusion zones identified by the College.

## Policy Statement

The San Jacinto Community College District is committed to providing a safe environment for students, employees, affiliates, and visitors and to respecting the right of individuals licensed to carry a handgun in the state of Texas. Individuals licensed to carry may do so on campus except in locations and at activities prohibited by law or by this policy. The carrying of any handgun by an unlicensed person or the open carry of a handgun is not permitted in any place at the College.

1. Individuals who hold a valid Texas license to carry a handgun (LTC), including a valid Texas concealed handgun license (“license holders”) may (1) carry a handgun on campus so long as the handgun is not in plain view, is on or about their person at all times, and is under their control (e.g., in purse, backpack, bag, etc.) or (2) secure their handgun in a locked motor vehicle. The carrying of an unconcealed handgun on campus is restricted to authorized law enforcement officers and other persons who may be designated by appropriate law enforcement agencies.

All other weapons are strictly prohibited for students, faculty, staff, and visitors; their possession on campus is grounds for immediate action by law enforcement. See Section 46.05 of the Texas Penal Code for a list of weapons.

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

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

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

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

The College does not provide storage for handguns.

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

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

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

4. Texas Penal Code §46.03(a)(2) excludes license holders of handguns from carrying a handgun on premises of a polling place on the day of an election or while early voting is in progress, according to Policy 2 -19. A sign shall be posted at any polling place on campus from the commencement of early voting through Election Day that reads either “Polling Place” or “Vote Here.” (See Electioneering Procedure 2 -19A)
5. Texas Penal Code §46.035(b)(6) excludes license holders of handguns from carrying a handgun on the premises of a church, synagogue, or other established place of religious worship. A sign shall be posted that conforms to Section 30.06 of the Texas Penal Code.
6. Texas Penal Code §46.035(b)(2) excludes license holders of handguns from carrying a handgun where a high school, collegiate, or professional sporting event or interscholastic event is taking place, unless the license holder is a participant in the event and a handgun is used

in the event. Notice shall be given for all collegiate sporting events. If possible, for ticketed sporting events this notice should be given by means of a written communication on the back of or appended to the ticket. Vendors and others who are permitted to enter the premises without a ticket shall be provided written notice through other means. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

7. The concealed carry of handguns shall be prohibited in areas for which state or federal law, licensing requirements, or contracts require exclusion at the exclusive discretion of the state or federal government or by a campus accrediting authority. Where appropriate, signage must conform to the overriding federal or state law requirements. Otherwise, notice conforming to Texas Penal Code §30.06 must be provided.
8. The concealed carry of handguns shall be prohibited in patient care areas, including those in which professional mental health and counseling services are provided. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.
9. The concealed carry of handguns shall be prohibited in areas in which formal hearings are being conducted, pursuant to Code of Student Conduct (Student Handbook): academic hearings, veterans appeal hearings, financial aid appeal hearings, employee hearings, and employee grievances. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.
10. The concealed carry of handguns shall be prohibited in areas where the discharge of a firearm might cause great harm, such as laboratories with extremely dangerous chemicals, biologic agents, explosive agents, critical infrastructure, and areas with equipment that is incompatible with metallic objects, such as magnetic resonance imaging machines. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.
11. Counselors, staff, and volunteers who work in a campus program for minors must, as a condition of their participation, agree not to carry a concealed handgun on the grounds or in buildings where the program is conducted. Parents of attendees must also agree, as a condition of their child's participation, not to carry a concealed handgun on the grounds or in buildings where the program is conducted. "Campus program for minors" is defined as to provide oversight and training for camps and programs involving minors held on College premises or operated by the College which have recreational, athletic, religious, or educational activities for the campers. This includes all camps or programs covered by Texas Education Code, Chapter 51, Section 51.976, as well as any day camp, activity, or University Interscholastic League ("UIL") event sponsored by the College. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

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

12. The College shall amend the Code of Student Conduct, Faculty Handbook, and San Jacinto Policy and Procedure Manual to provide that causing the accidental or intentional showing of a firearm or the accidental discharge of a firearm is conduct subject to disciplinary action.
13. Exclusion zones created by Texas Penal Code §§46.03 and 46.035 as well as by the rules and regulations enacted under S.B. 11 may sometimes comprise only a portion of a building. In some instances it may not be feasible to exclude concealed handguns only from the designated exclusion zones. The following factors and principles shall govern the implementation of these rules and regulations in those buildings in which some, but not all, parts are designated as exclusion zones.

#### **Governing factors**

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

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

- If 85 percent or more of the total building in terms of number of rooms or assignable space is subject to exclusion or if the excludable space is not segregated from other space, then as a matter of practicality, the whole building may be excluded.
  - Appropriate signage shall be posted that conforms to Texas Penal Code, Section 30.06.
14. The College shall develop training materials particular to San Jacinto College on how to respond to an active shooter situation. These shall be incorporated in the active shooter training, and all faculty and staff shall be required to complete this module. All students are encouraged to complete training on how to respond to an active shooter situation.
  15. The College shall develop and post in a prominent place detailed Campus Carry FAQs.
  16. The College shall develop materials that educate and inform current and prospective San Jacinto College students about campus carry and how it is being implemented.

17. To the extent possible, areas within gun - exclusion zones should be made available on a scheduled basis to faculty and staff. These spaces can be used for conferences that faculty or staff would prefer to conduct in a gun - exclusion zone.
18. The following factors and principles shall govern the implementation of exclusions or allowances for graduation ceremonies.

**Governing factors:**

- Off - campus location shall follow the venue’s rules and regulations in regards to the permitted carrying of firearms
  - On - campus location shall follow the use of the building and/or exclusion zone criteria set forth herein.
19. The campus safety and security council, appointed by the Chancellor, shall be established and tasked, at a minimum, with the following responsibilities:
    - (1) Support the consistent implementation of these policies.
    - (2) Provide a review process for recommendations to the Chancellor.
    - (3) Compile, maintain, and provide a periodic review of the premises where license holders are prohibited from carrying a handgun.

A student or a member of the faculty or staff of the College may appeal a decision regarding the implementation of a policy or procedure contained herein to the campus safety and security council for consideration. A further appeal of the decision of the campus safety and security council may be submitted to the vice chancellor of fiscal affairs for consideration. The vice chancellor of fiscal affairs may choose to make a final decision or submit the appeal to the Chancellor for consideration. The Chancellor may approve, reject, or modify the decision in question or may submit the issue to the campus safety and security council for reconsideration. The decision of the Chancellor to approve, reject, or modify a decision is final.

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

20. Not later than Sept. 1 of each even - numbered year, the College shall submit a report to the Texas Legislature and to the standing committees of the legislature with jurisdiction over the implementation of these policies that:

- (1) Describes the rules and regulations adopted by the College regarding the carrying of concealed handguns on its campuses.
- (2) Outlines the reasons the College established the provisions adopted.

**Definitions**

**Campus:** All land and buildings owned or leased by the San Jacinto Community College District.

**College:** The San Jacinto Community College District.

**Concealed Carry:** The Texas Department of Public Safety defines a concealed handgun as a handgun not openly discernable to the ordinary observation of a reasonable person.

**Employee:** A full - time or part - time employee of the San Jacinto Community College District as defined by human resources policy and procedure.

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

**Handgun:** A handgun is any firearm that is designed, made, or adapted to be fired with one hand.

**License to Carry Holder:** A person licensed to carry a concealed handgun under Chapter 411 of the Texas Government Code.

**“On or about their person”:** A person licensed to carry a handgun must carry a handgun in a manner that the handgun is close enough to the license holder that he or she can reach it without materially changing position.

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

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

## Campus Carry Facts and Helpful Hints

Campus carry took effect for San Jacinto College on August 1, 2017.

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

### What is a gun exclusion zone?

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

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

**Where may a license to carry holder carry a concealed handgun?**

Any area that is not designated as a gun exclusion zone. Examples:

- Public or private driveway
- Streets
- Sidewalk or walkway
- Parking lot, parking garage, or other parking area
- Hallways
- Classrooms
- Offices open to the general public
- Financial aid
- Nursing labs
- Culinary labs
- Gym/wellness centers

If you see someone with a handgun on campus: **Do not confront him or her!**

- Call San Jacinto College Police Department immediately at ext. 5555 from College phones or 281 -476 -9128.
- Hearing impaired text: 713 -469 -1071



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

Student Information - REQUIRED										Demographics/Other Information			
Name										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.			
Last First MI													
If known, provide your San Jacinto College ID Number G													
Or Social Security No.										RACE (SELECT ALL THAT APPLY) (MARK WITH AN X)			
Home Address					Street					Apt. No.			
City State ZIP code										(1) White			
County or Country										(2) Black or African American			
										(3) Asian or Pacific Islander			
Home Phone ( )										(5) Native Hawaiian			
Work Phone ( )										(6) Not reported			
Please include area code and work extension										CHECK ONE <input type="checkbox"/> Non - Hispanic <input type="checkbox"/> Hispanic			
Gender	M	F	Birth Date	MM	DD	YY						(1) Academically Disadvantaged	
Email										(2) Economically Disadvantaged			
Emergency Contact										(3) Disability			
Name Relationship Phone No.										Type of Disability:			
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.										(4) Limited English Skills			
										(6) Single Parent			
										Highest Grade or Degree Completed: Grade 7, 8, 9, 10, 11, High School, Some college, Associate, Bachelor's, Master's, or Doctorate			

Registration Information									
Section No./CRN	Course Title					Start Date	Course Fee		

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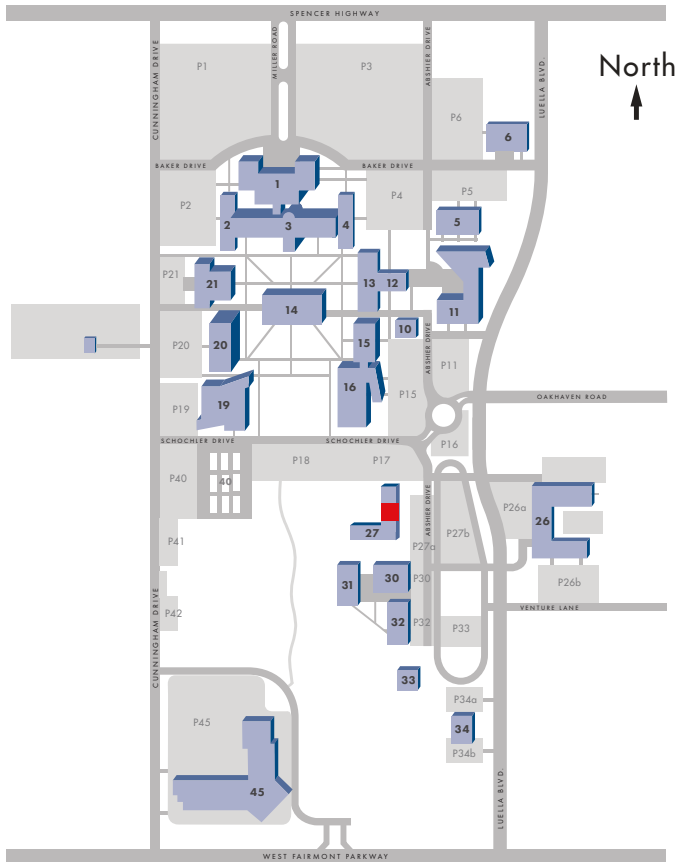
Important: Payment for classes, unless billed to your employer or sponsor, is due the same day registered and can be made Online or at any campus business office. Enrollment into a class is not complete until payment is received.

Registration Office and Fax Numbers	Office Number	Fax Number	Campus (circle one)
	Central 281 -542 -2020	281 -476 -1833	C
	North 281 -542 -2020	281 -459 -7196	N
	South 281 -542 -2020	281 -922 -3422	S

<b>Office Use Only</b>	Staff ID:	Date:	Refund Request Date:
Transfer/Refund	From CRN:	To CRN:	Date:
			Staff ID:



# Maps



## SAN JACINTO COLLEGE

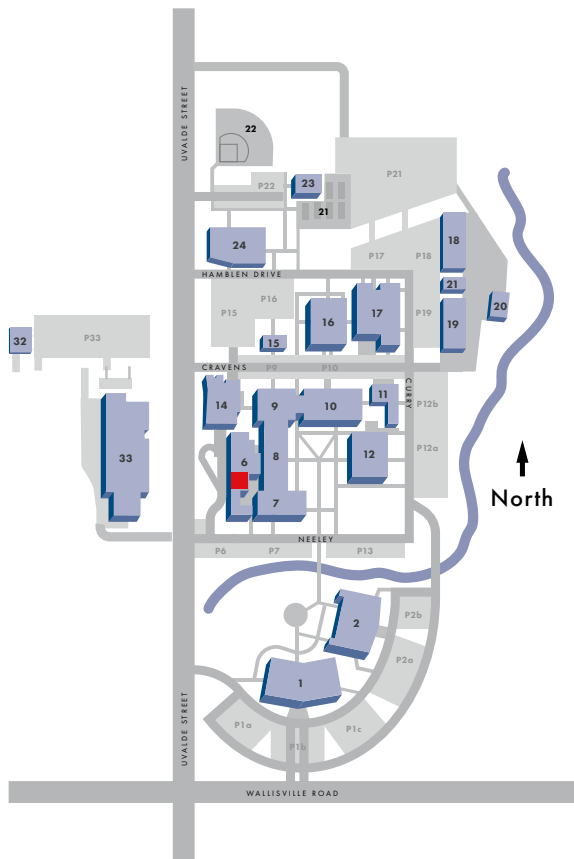
### CENTRAL CAMPUS

- C1 Interactive Learning Center
- C2 West Classroom Building
- C3 Administration Building
- C4 East Classroom Building
- C5 Monte Blue Music Building
- C6 Education Center-Lab School
- C10 Central Plant
- C11 Health Science Building
- C12 Slocomb Auditorium
- C13 Fine Arts Center
- C14 Student Center/Bookstore
- C15 Davison Building
- C16 Anderson-Ball Classroom Building
- C19 Science Building
- C20 Frels Building
- C21 Library
- C26 Automotive and Career Center
- C27 Welcome Center
- C30 Facilities Services/Storage
- C31 Technical Education Building
- C32 Welding Building
- C33 Facilities Services/Grounds
- C34 General Service Building/Deliveries/Police
- C40 Tennis Courts
- C45 LyondellBasell Center for Petrochemical, Energy, & Technology

■ Mental Health Services  
(located in the Welcome Center)

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

Updated 10/9/2023



## SAN JACINTO COLLEGE

### NORTH CAMPUS

- N1 Grant Fine Arts Center
- N2 Interactive Learning Center
- N6 Welcome Center
- N7 Burleson Classroom Building
- N8 Spencer Building
- N9 Brightwell Building
- N10 Wheeler Building/Police
- N11 Bezos Academy Houston – North Shore
- N12 Student Center/Bookstore
- N14 Library
- N15 North Chiller Plant-Main Campus
- N16 Gymnasium
- N17 Science and Allied Health Building
- N18 Industrial Technology-Auto Collision
- N19 General Service Building/Deliveries
- N20 Facilities Services/Storage
- N21 Auxiliary Services
- N22 Baseball Field
- N23 Baseball Training Facility
- N24 Cosmetology and Culinary Center
- N32 North Chiller Plant-CIT
- N33 Center for Industrial Technology

■ Mental Health Services  
(located in the Welcome Center)

5800 Uvalde Rd. | Houston, Texas 77049  
281-998-6150

Updated 10/9/2023



# SAN JACINTO COLLEGE

## SOUTH CAMPUS

- S1 Science and Allied Health Building
- S2 Engineering and Technology Center
- S5 East Plant
- S6 Welcome Center
- S7 Academic Wing-North
- S8 Academic Hall
- S9 Academic Wing-South
- S10 Library
- S11 Student Center/Bookstore
- S12 Interactive Learning Center
- S13 Jones Classroom Building
- S14 HVAC Technology
- S15 Flickinger Fine Arts Center
- S21 Gymnasium
- S22 General Services Building/Deliveries
- S23 West Plant
- S24 Cosmetology Center
- S25 Softball Field
- S25a Softball Training Facility
- S26 Soccer Field

**Mental Health Services**  
(located in the Welcome Center)

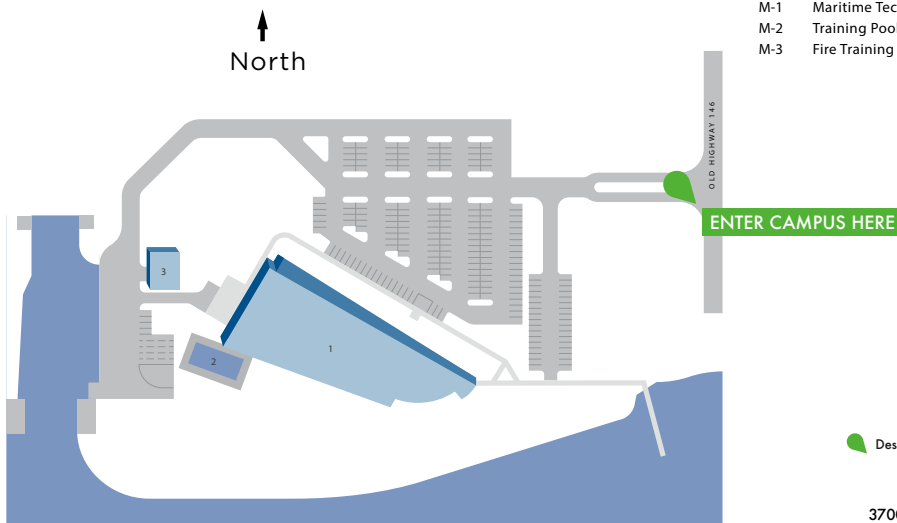
13735 Beamer Rd. | Houston, Texas 77089  
281-998-6150

Updated 10/9/2023

# SAN JACINTO COLLEGE

## MARITIME CAMPUS

- M-1 Maritime Technology & Training Center
- M-2 Training Pool
- M-3 Fire Training



Designated Campus Entry

3700 Old Hwy. 146  
La Porte, Texas 77571  
281-998-6150

An Equal Opportunity Institution



# San Jacinto College Community College District

## Mission and Vision Statements

### MISSION

San Jacinto College is focused on student success, academic progress, university transfer, and employment. We are committed to opportunities that enrich the quality of life in the communities we serve.

### Our Values

#### **Integrity: We Act Honorably and Ethically**

"We conduct ourselves in ways that are professional, instill confidence, and promote trust."

#### **Inclusivity: We Grow through Understanding**

"We respect and learn from the diversity of our cultures, experiences, and perspectives."

#### **Collaboration: We Are Stronger Together**

"We believe in the power of working together."

### VISION

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

#### **Innovation: We Embrace New Possibilities**

"We anticipate change, explore opportunities, and create continuously evolving solutions."

#### **Accountability: We Are Responsible Individually and Collectively**

"We take ownership for our commitments and outcomes."

#### **Sense of Community: We Care for Those We Serve**

"We demonstrate concern for the well - being and success of our students, our communities, and our people."

#### **Excellence: We Strive for Outstanding Results**

"We take risks, we assess our work, and we aspire to improve the quality of everything we do."

### Campus Security and Fire Safety Report

The San Jacinto Community College District is committed to assisting all members of the San Jacinto College community in providing for their own safety and security. The annual security compliance document is available on the San Jacinto College Police Department website at [www.sanjac.edu/police](http://www.sanjac.edu/police).

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

#### **Central Campus**

Maintenance/Police Building  
C34.105  
8060 Spencer Highway  
Pasadena, Texas 77505

#### **North Campus**

N10.112  
5800 Uvalde Road  
Houston, Texas 77049

#### **South Campus**

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

#### **Maritime Technology and Training Center**

3700 Old Highway 146  
Room M1.210q  
La Porte, Texas 77571

#### **Generation Park Campus**

13455 Lockwood Road  
Houston, Texas 77044

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

### Graduation and Completion Rates

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

### Accreditation Statement

San Jacinto College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Questions about the accreditation of San Jacinto College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033 -4097, by calling (404) 679 -4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

### Equal Opportunity Statement

The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws.

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

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

#### **Vice Chancellor, Human Resources Sandra Ramirez-Equal Opportunity**

**Compliance Officer**  
4624 Fairmont Parkway  
Pasadena, Texas 77504  
[sandra.ramirez@sjcd.edu](mailto:sandra.ramirez@sjcd.edu)  
281-991-2659

#### **Associate Vice Chancellor, Student Services**

Joanna Zimmermann (students)-Co-Lead  
Title IX Coordinator  
8060 Spencer Highway  
Pasadena, Texas 77505  
[joanna.zimmermann@sjcd.edu](mailto:joanna.zimmermann@sjcd.edu)  
281-476-1863

#### **Vice Chancellor, Human Resources**

Sandra Ramirez (employees)-Co-Lead  
Title IX Coordinator  
4624 Fairmont Parkway  
Pasadena, Texas 77504  
[sandra.ramirez@sjcd.edu](mailto:sandra.ramirez@sjcd.edu)  
281-991-2659

#### **Vice Chancellor, Strategic Initiatives, Workforce Development, Community Relations, and Diversity**

Allatia Harris (equity in athletics)  
8060 Spencer Highway  
Pasadena, Texas 77505  
[allatia.harris@sjcd.edu](mailto:allatia.harris@sjcd.edu)  
281-459-7140



# The Training Connection

Training and Educational Solutions for Workers and Employers



*To register for training, call or visit:*

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

**North Campus**  
5800 Uvalde Road, Houston, Texas 77049  
Building 6, Suite 170 (N6.170)  
Welcome Center  
281-542-2020

**South Campus**  
13735 Beamer Road, Houston, Texas 77089  
Building 8, Suite 1403 (S8.1403)  
Academic Administration Building  
281-542-2020

**Maritime Technology and Training Center**  
3700 Old Highway 146  
La Porte, Texas 77571  
281-974-2200

**Generation Park Campus**  
13455 Lockwood Road  
Houston, Texas 77044  
281-998-6150

**The EDGE Center**  
13150 Space Center Blvd.  
Houston, Texas 77059

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



Hours are Monday – Friday from 8 a.m. – 5 p.m.