

# CONTINUING EDUCATION

## Fall 2018 Course Schedule



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CAREER TRAINING | WORKFORCE DEVELOPMENT | PERSONAL ENRICHMENT

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## Fall 2018 Courses

### About Us

The Del Mar College Continuing Education (CE) Department offers a comprehensive range of courses to meet your educational needs.

Whether you want to learn a new job skill, update your current skills, earn a completion certificate or industry certification or explore a new hobby, your time is now!

Browse through our class schedules for opportunities in career training, workforce development, professional education and personal enrichment programs.

CE offers open enrollment courses during the daytime, evenings and weekends to suit your busy schedule.

You may earn Continuing Education Units (CEU's) upon successful completion of attendance and course requirements.

Enroll early and reserve your seat today!

### Contact Us

For more information on registering for CE courses, go to [www.delmar.edu/ce](http://www.delmar.edu/ce), or call the Del Mar College Continuing Education Department at (361) 698-2122.

#### **PHYSICAL ADDRESS:**

Center for Economic Development  
*(across from Ray High School)*  
3209 S. Staples St.,  
Corpus Christi, TX 78411

#### **MAILING ADDRESS:**

Del Mar College  
101 Baldwin Blvd.,  
Corpus Christi, TX 78404

# Career Training/Workforce

## Occupational Safety & Health Administration (OSHA) Monthly Course Offerings

### OSHA 10 Construction Certification

Looking for a rewarding career, but in need of trades training? Are you an employer looking to provide your employees with OSHA training in construction and training for site disaster workers after a Hurricane? Are you looking for OSHA certifications to strengthen your resume and prepare you for the construction trades industry? The Del Mar College Construction Trades Workforce Training Academy and the Workforce Solutions of the Coastal Bend are offering the OSHA series for Fall 2018.

#### OSHT 1000 OSHA 10 Hour Construction

**Cost: \$150**

Students will recognize and evaluate hazards in the workplace and learn how to implement control measures including engineering, administrative, and personal protective equipment (PPE). OSHA 10 Construction also provides the students the skills necessary to recognize the common occupational hazards in the areas of construction and the trades while describing the components of effective workplace design and accident prevention programs. An OSHA 10 Certification Card is received upon completion of this course.

Course ID	Dates	Loc	Days	Time
OSHT 1000 OSHA 10 Hour Construction	08/20/18 – 08/21/18	WC-Portables	M	8:00am – 5:00pm
			T	8:00am – 12:00pm
OSHT 1000 OSHA 10 Hour Construction	09/17/18 – 09/18/18	WC-Portables	M	8:00am – 5:00pm
			T	8:00am – 12:00pm
OSHT 1000 OSHA 10 Hour Construction	10/15/18 – 10/16/18	WC-Portables	M	8:00am – 5:00pm
			T	8:00am – 12:00pm
OSHT 1000 OSHA 10 Hour Construction	11/05/18 – 11/06/18	WC-Portables	M	8:00am – 5:00pm
			T	8:00am – 12:00pm

### OSHA 15 Disaster Site Worker Certification

#### OSHT 1091 OSHA 15 Disaster Site Worker Training

**Cost: \$350**

Students will gain awareness and knowledge of the safety and health hazards they may encounter as part of a disaster response. Hazard mitigation actions such as proper use of respiratory and personal protective equipment (PPE) and decontamination procedures along with familiarity with the Incident Command System (ICS) are covered. Students will also gain an awareness on the effects of traumatic incident stress and measures to reduce this stress that occurs as a result from working conditions during a disaster response. An OSHA 15 Certification Card is received upon completion of this course.

Course ID	Dates	Loc	Days	Time
OSHT 1091 OSHA 15 Disaster Site Worker Training	08/22/18 – 08/23/18	WC - Portables	WR	8:00am – 5:00pm
OSHT 1091 OSHA 15 Disaster Site Worker Training	09/19/18 – 09/20/18	WC - Portables	WR	8:00am – 5:00pm
OSHT 1091 OSHA 15 Disaster Site Worker Training	10/17/18 – 10/18/18	WC - Portables	WR	8:00am – 5:00pm
OSHT 1091 OSHA 15 Disaster Site Worker Training	11/07/18 – 11/08/18	WC - Portables	WR	8:00am – 5:00pm

### OSHA 30 Construction Certification

#### OSHT 1015 OSHA 30 Hour Construction

**Cost: \$250**

The OSHA 30 Hour Construction industry course is a comprehensive safety program designed for students involved in the construction industry. Students will recognize and evaluate hazards in the workplace and implement control measures including engineering, administrative, and personal protective equipment (PPE). Students will address the common occupational hazards; describe the components of effective workplace design and accident prevention programs; and demonstrate correct selection and safe use of personal protective equipment. Upon successful completion of the course, participants will receive an OSHA 30-Hour Construction Department of Labor course completion card.

All construction trades coursework require OSHA 30 as a pre-requisite course. Students who have a current OSHA 30 certification may be exempted from the OSHA 30

NOTE: If you have previously received an OSHA 10 Certification and wish to acquire your OSHA 30 Hour Construction, you will only need 20 hours of the required 30 hour course and will turn in your OSHA 10 card in exchange for the new OSHA 30 certification card.

Course ID	Dates	Loc	Days	Time
OSHT 1015 OSHA 30 Hour Construction	08/27/18 – 08/30/18	WC - Portables	MR	8:00am – 5:00pm
OSHT 1015 OSHA 30 Hour Construction	09/24/18 – 09/27/18	WC - Portables	MR	8:00am – 5:00pm
OSHT 1015 OSHA 30 Hour Construction	10/22/18 – 10/25/18	WC - Portables	MR	8:00am – 5:00pm
OSHT 1015 OSHA 30 Hour Construction	11/12/18 – 11/15/18	WC - Portables	MR	8:00am – 5:00pm

## Process Technology: 16-Week Fast Track Program

Del Mar College offers the Process Technology Program as a two-year Associate of Applied Science (AAS) degree. Classes are taught at the West Campus, Flato Technologies Building. Applicants may apply to enroll in the traditional five-semester program attending full-time; or enroll in the Level I Certificate attending three semesters full-time; or enroll in the 16-week Fast Track Program, designed for students that have already completed a Bachelor's degree or higher.

The curriculum in Process Technology is designed for the purpose of operators in the petrochemical, refinery, and manufacturing industries. The purpose of this program is to provide classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of Process Technology to provide supplemental training for persons previously or currently in related process operations. The program will prepare students to monitor, operate, and maintain equipment used in the processing of raw material into marketable chemical/petrochemical products. The curriculum includes instruction in the following areas: material handling, crushing, grinding, sizing,

extraction, distillation, evaporation, drying, absorption, heat transfer, cracking, and reaction processes. It also includes codes and standards, chemical and fire safety, and general plan operations. The program emphasizes safe and efficient work practices, basic occupational skills, and employability skills.

Beginning fall 2018, new students who are interested in progressing through the 16-Week Fast Track Program must complete an application and be vetted and accepted into the intense coursework program during the summer of 2018. The number accepted for progression into the PTAC Fast-Track Program will be dependent on available resources. A waiting list will be established for students that meet all requirements for progression due to limited seating.

**\*Enrollment in the Fast Track Program has limited seating and is competitive in nature.**

#### **PTAC 1010 Process Technology I – Equipment**

**Cost: \$559**

Studies the use of common processing equipment where students will understand and identify with the use of terminology, and describe the components, basic functions and scientific principles associated with process equipment.

Course ID	Dates	Loc	Days	Time
PTAC 1010 Process Technology I – Equipment	AUG2018	WC - FLATO	MTWR	9:00am – 12:00pm

#### **PTAC 1391 Process Flow Diagrams (PFD)**

**Cost: \$435**

Students will learn the essentials in process flow diagramming and the types of flowchart relationships between major components. Student will learn how to diagram and how PFDs are relevant to industry to document a process for better understanding, quality control and training.

Course ID	Dates	Loc	Days	Time
PTAC 1391 Process Flow Diagrams (PFD)	AUG2018	WC-FLATO	MTWR	12:30pm – 3:30pm

#### **PTAC 2020 Process Technology II – Systems**

**Cost: \$559**

Studies the various process systems including related scientific principles where students will understand and show the purpose and function of common process systems; and explain and demonstrate the operation of each process system.

Course ID	Dates	Loc	Days	Time
PTAC 2020 Process Technology II – Systems	SEP 2018	WC-FLATO	MTWR	8:00am – 12:00pm

#### **PTAC 1054 Industrial Processes**

**Cost: \$459**

A study of the processes employed in process plant operations.

Course ID	Dates	Loc	Days	Time
PTAC 1054 Industrial Processes	SEP2018	WC-FLATO	MTWR	12:30PM – 3:30PM

#### **PTAC 2038 Process Technology III – Operations**

**Cost: \$559**

Emphasizes activities associated with the hands-on operations of process equipment. Students will understand and demonstrate that they know how to operate various process systems; work in self-directed teams; write and follow safety and operational procedures; collect and use data for determination of process specifications.

Course ID	Dates	Loc	Days	Time
PTAC 2038 Process Technology III – Operations	OCT2018	WC-FLATO	MTWR	8:00am – 12:00pm

#### **PTAC 2046 Process Troubleshooting**

**Cost: \$452**

Studies the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Students will understand and show how to collect data and identify the techniques for troubleshooting while utilizing applicable troubleshooting methods to solve process problems.

Course ID	Dates	Loc	Days	Time
PTAC 2046 Process Troubleshooting	OCT2018	WC-FLATO	MTWR	12:30pm-3:30pm

#### **CTEC 2445 Special Operations**

**Cost: \$559**

Students will learn the principles of chemical engineering and process equipment with emphasis on scale-up from laboratory bench to pilot plant. Students will describe unit operations concepts; solve elementary chemical mass/energy balance; use the interpretation of analytical data in the application of distillation and fluid flow principles.

Course ID	Dates	Loc	Days	Time
CTEC 2445 Special Operations	NOV2018	WC-FLATO	MTWR	9:00am – 12:00pm

#### **PTAC 2014 Quality**

**Cost: \$459**

Studies the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics and continuous improvement. Students will apply statistical process controls to collect, organize, and analyze data; describe the principles of quality control; and use quality tools.

Course ID	Dates	Loc	Days	Time
PTAC 2014 Quality	NOV2018	WC-FLATO	MTWR	12:30pm – 3:30pm

### PTAC 1032 Process Instrumentation I

Cost: \$459

Studies the instruments and control systems used in the process industry including terminology, process variables, symbology, control loops, and basic troubleshooting. Students will understand and explain the function of the various instruments used in the process industry; diagram the process control elements in a control loop; and utilize terms and symbols in instrumentation; and interpret process flow diagrams and piping and instrumentation drawings.

Course ID	Dates	Loc	Days	Time
PTAC 1032 Process Instrumentation I	AUG2018 – NOV2018	WC-FLATO	F	9:00am – 12:00pm

## Welding

### Certificates

Welders use all types of welding equipment in a variety of positions, such as flat, vertical, horizontal, and overhead. They generally plan work from drawings or specifications or by analyzing damaged metal, using their knowledge of welding and metals. They select and set up welding equipment and may examine welds to ensure they meet standards or specifications.

Some welders become certified, a process whereby the employer sends a worker to an institution, such as an independent testing lab or technical school, to weld a test specimen to specific codes and standards required by the employer. The testing procedures are usually based on the standards and codes set by one of several industry associations the employer may be affiliated with. If the welding inspector at the examining institution determines that the worker has performed according to the employer's guidelines, he or she then certifies that the welder being tested is able to work with a particular welding procedure.

Del Mar College offers the Welding Program as a two-year Associate in Applied Science (AAS) degree. Applicants may apply to enroll in the traditional five-semester program attending full-time or students may enroll in the Intermediate, Advanced or Wire Welding Certificate. Classes are taught at the West Campus.

The schedule of classes below can be taken with the evaluation and approval from a welding Instructor.

### Stand Alone Courses

#### WLDG 1007 Introduction to Welding Using Multiple Processes

Cost: \$433

Introduction to welding using multiple processes including basic welding techniques using some of the following processes: Oxy-fuel welding (OFW), and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux cored arc welding (FCAW), and gas tungsten arc welding (GTAW).

Course ID	Dates	Loc	Days	Times
WLDG 1007 Introduction to Welding Using Multiple Processes	08/27/18 – 12/05/18	WC-MT	W	1:00pm – 5:50pm
WLDG 1007 Introduction to Welding Using Multiple Processes	08/27/18 – 12/05/18	WC-MT	F	6:00pm – 10:50pm

### First Semester

#### WLDG 1007 Introduction to Welding Using Multiple Processes

Cost: \$533

Studies the basic welding techniques using some of the following processes; Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and gas tungsten arc welding (GTAW).

Course ID	Dates	Loc	Days	Times
WLDG 1007 Introduction to Welding Using Multiple Processes	08/27/18 – 12/05/18	WC-MT	MTWR	7:00am – 9:20am
WLDG 1007 Introduction to Welding Using Multiple Processes	08/27/18 – 12/05/18	WC-MT	MTWR	12:15pm – 2:35pm
WLDG 1007 Introduction to Welding Using Multiple Processes	08/27/18 – 12/05/18	WC-MT	MTWR	6:00pm – 8:20pm

#### WLDG 1021 Welding Fundamentals

Cost: \$657

An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy.

Course ID	Dates	Loc	Days	Times
WLDG 1021 Welding Fundamentals	08/27/18 – 12/05/18	WC-MT	MTWR	9:30am – 12:05pm
WLDG 1021 Welding Fundamentals	08/27/18 – 12/05/18	WC-MT	MTWR	2:45pm – 5:20pm
WLDG 1021 Welding Fundamentals	08/27/18 – 12/05/18	WC-MT	MTWR	8:30pm – 11:05pm

#### WLDG 1021 Introduction to Layout & Fabrication

Cost: \$385

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

Course ID	Dates	Loc	Days	Times
WLDG 1021 Introduction to Layout & Fabrication	08/27/18 – 12/05/18	WC-MT	F	8:00am – 11:50am
WLDG 1021 Introduction to Layout & Fabrication	08/27/18 – 12/05/18	WC-MT	R	1:00pm – 4:50pm
WLDG 1021 Introduction to Layout & Fabrication	08/27/18 – 12/05/18	WC-MT	F	6:00pm – 9:50pm

### Second Semester

**WLDG 1035 Introduction to Pipe Welding****Cost: \$533**

Introduction to welding of pipe using the shielded metal arc welding process (SPAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on Weld positions 1G and 2G using various electrodes.

Course ID	Dates	Loc	Days	Times
WLDG 1035 Introduction to Pipe Welding	08/27/18 – 12/05/18	WC-MT	MTWR	7:00am – 9:20am
WLDG 1035 Introduction to Pipe Welding	08/27/18 – 12/05/18	WC-MT	MTWR	12:15pm – 2:35pm
WLDG 1035 Introduction to Pipe Welding	08/27/18 – 12/05/18	WC-MT	MTWR	6:00pm – 8:20pm

**WLDG 1057 Intermediate Shielded Metal ARC Welding (SMAW)****Cost: \$585**

Study of the production of various fillets and groove welds. Preparation specimens for testing in all positions.

Course ID	Dates	Loc	Days	Times
WLDG 1057 Intermediate Shielded Metal ARC Welding (SMAW)	08/27/18 – 12/05/18	WC-MT	MTWR	9:30am – 12:05pm
WLDG 1057 Intermediate Shielded Metal ARC Welding (SMAW)	08/27/18 – 12/05/18	WC-MT	MTWR	2:45pm – 5:20pm
WLDG 1057 Intermediate Shielded Metal ARC Welding (SMAW)	08/27/18 – 12/05/18	WC-MT	MTWR	8:30pm – 11:05pm

**Third Semester****WLDG 1053 Advanced Pipe Welding****Cost: \$533**

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

Course ID	Dates	Loc	Days	Times
WLDG 1053 Advanced Pipe Welding	08/27/18 – 12/05/18	WC-MT	MTWR	9:30am – 11:50am
WLDG 1053 Advanced Pipe Welding	08/27/18 – 12/05/18	WC-MT	MTWR	2:45pm – 5:05pm
WLDG 1053 Advanced Pipe Welding	08/27/18 – 12/05/18	WC-MT	MTWR	8:30pm – 10:50pm

**WLDG 2006 Intermediate Pipe Welding****Cost: \$533**

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

Course ID	Dates	Loc	Days	Times
WLDG 2006 Intermediate Pipe Welding	08/27/18 – 12/05/18	WC-MT	MTWR	7:00am – 9:20am
WLDG 2006 Intermediate Pipe Welding	08/27/18 – 12/05/18	WC-MT	MTWR	12:15pm – 2:35pm
WLDG 2006 Intermediate Pipe Welding	08/27/18 – 12/05/18	WC-MT	MTWR	6:00pm – 10:50pm

**Fourth Semester****WLDG 2013 Intermediate to Welding Using Multiple Processes****Cost: \$533**

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fueled gas cutting and welding, shield metal arc welding (SMAW), as metal arc welding (GMAW), fluscored arc welding (FCAW) gas tungsten arc welding (GTAW), or any other approved welding process.

Course ID	Dates	Loc	Days	Times
WLDG 2013 Intermediate to Welding Using Multiple Processes	08/27/18 – 12/05/18	WC-MT	MTWR	7:00am: 9:20am
WLDG 2013 Intermediate to Welding Using Multiple Processes	08/27/18 – 12/05/18	WC-MT	MTWR	12:15pm – 2:35pm
WLDG 2013 Intermediate to Welding Using Multiple Processes	08/27/18 – 12/05/18	WC-MT	MTWR	6:00pm – 8:20pm

**WLDG 1034 Introduction to Gas Tungsten Arc (GTAW) Welding****Cost: \$533**

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs.

Course ID	Dates	Loc	Days	Times
WLDG 1034 Introduction to Gas Tungsten Arc (GTAW) Welding	08/27/18 – 12/05/18	WC-MT	MTWR	9:30am – 11:50am
WLDG 1034 Introduction to Gas Tungsten Arc (GTAW) Welding	08/27/18 – 12/05/18	WC-MT	MTWR	2:45pm – 5:05pm
WLDG 1034 Introduction to Gas Tungsten Arc (GTAW) Welding	08/27/18 – 12/05/18	WC-MT	MTWR	8:30pm – 10:50pm

**Fifth Semester****WLDG 2051 Advanced Gas Tungsten Arc Welding (GTAW)****Cost: \$533**

Advanced topics in GTAW welding, including welding in various positions and directions.

Course ID	Dates	Loc	Days	Times
WLDG 2051 Advanced Gas Tungsten Arc Welding (GTAW)	08/27/18 – 12/05/18	WC-MT	MTWR	7:00am – 9:20am
WLDG 2051 Advanced Gas Tungsten Arc Welding (GTAW)	08/27/18 – 12/05/18	WC-MT	MTWR	12:15pm – 2:35pm
WLDG 2051 Advanced Gas Tungsten Arc Welding (GTAW)	08/27/18 – 12/05/18	WC-MT	MTWR	6:00pm – 8:20pm



**WLDG 2043 Advanced Shielded Metal Arc Welding (SMAW)****Cost: \$533**

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.

Course ID	Dates	Loc	Days	Times
WLDG 2043 Advanced Shielded Metal Arc Welding (SMAW)	08/27/18 – 12/05/18	WC-MT	MTWR	9:30am – 11:50am
WLDG 2043 Advanced Shielded Metal Arc Welding (SMAW)	08/27/18 – 12/05/18	WC-MT	MTWR	2:45pm – 5:20pm
WLDG 2043 Advanced Shielded Metal Arc Welding (SMAW)	08/27/18 – 12/05/18	WC-MT	MTWR	8:30pm – 10:50pm

**Wire Welding Certificate**

A wire welder is a little bit more complex to set up and get running correctly than an arc “stick” welder, but once you get it set up the process of welding with a wire welder is pretty simple. The schedule of courses are below.

**First Semester****WLDG 1030 Introduction to Gas Metal Arc Welding (GMAW)****Cost: \$657**

Introduction to Gas Metal Arc Welding (GMAW). Principles of gas metal arc welding, setup and use of gas metal arc welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

Course ID	Dates	Loc	Days	Times
WLDG 1030 Introduction to Gas Metal Arc Welding (GMAW)	08/27/18 – 12/05/18	WC-MT	MTWR	9:30am – 12:05pm
WLDG 1030 Introduction to Gas Metal Arc Welding (GMAW)	08/27/18 – 12/05/18	WC-MT	MTWR	8:30pm – 11:05pm

**WLDG 1012 Introduction to Flux Cored Arc Welding (FCAW)****Cost: \$533**

An overview of terminology, safety procedures, and equipment setup. Practice in performing T-joints, lap joints, and butt joints using flux cored arc welding (FCAW) equipment.

Course ID	Dates	Loc	Days	Times
WLDG 1012 Introduction to Flux Cored Arc Welding (FCAW)	08/27/18 – 12/05/18	WC-MT	MTWR	7:00am – 9:20am
WLDG 1012 Introduction to Flux Cored Arc Welding (FCAW)	08/27/18 – 12/05/18	WC-MT	MTWR	7:00am – 9:20am

**WLDG 1023 Welding, Safety, Tools & Equipment****Cost: \$385**

An introduction to welding equipment and safety practices, including OSHA standards for industry.

Course ID	Dates	Loc	Days	Times
WLDG 1023 Welding, Safety, Tools & Equipment	INET	INET	MTWRF	INET
WLDG 1023 Welding, Safety, Tools & Equipment	INET	INET	MTWRF	INET
WLDG 1023 Welding, Safety, Tools & Equipment	INET	INET	MTWRF	INET

**Second Semester****WLDG 2047 Advanced Gas Metal Arc Welding (GMAW)****Cost: \$657**

Advanced topics in gas metal arc welding (GMAW). Includes welding in various positions.

Course ID	Dates	Loc	Days	Times
WLDG 2047 Advanced Gas Metal Arc Welding (GMAW)	08/27/18 – 12/05/18	WC-MT	MTWR	9:30am - 12:05pm

**WLDG 2052 Advanced Flux Cored Arc Welding (FCAW)****Cost: \$533**

Advanced concepts of flux cored arc welding of structural and fabricated steel products. Skill development in multi-pass fillet and v-groove welding.

Course ID	Dates	Loc	Days	Times
WLDG 2052 Advanced Flux Cored Arc Welding (FCAW)	08/27/18 – 12/05/18	WC-MT	MTWR	7:00am – 9:20am

**National Electrical Code Test Preparation**

This Electrical Code course includes minimum requirements for approval of electrical installation specified by the National Electrical Code (NEC). Examination of all aspects of electrical installation from the standpoint of safety for personnel and equipment.

**Exam Prep****ELPT 1001 Electrical Code Exam Prep Course****Cost: \$450**

This course includes minimum requirements for approval of electrical installation specified by the National Electrical Code (NEC). Examination of all aspects of electrical installation from the standpoint of safety for personnel and equipment.

Course ID	Dates	Loc	Days	Time
ELPT 1001 Electrical Code Exam Prep	09/04/18 – 12/13/18	CED	TR	6:00pm – 9:00pm

## Pipeline Program

South Texas is experiencing a growth in the Pipeline and Petrochemical industries. This program is designed for students interested in a certificate of completion for training in the pipeline industry. The initial course is an overview of pipeline design, maintenance and operations, including safety and regulatory compliance. In addition, this course covers pipeline industry history and development, oil fields, pump stations and oil movements. Through this coursework and hands-on learning, students will have a foundation for a growing and sustainable career, right here in the Coastal Bend.

Students will be offered the opportunity to take more advanced level courses upon the completion of this introduction course. Additional courses will assist students in learning about blueprint reading, coercion control as well as Federal policies, procedures and guidelines.

### Courses

#### Ptrt 2005 Introduction to Pipeline and Petrochemical Industry

Cost: \$350

An overview of pipeline design, maintenance and operations, including safety and regulatory compliance. In addition, this course covers pipeline industry history and development, oil fields, pump stations and oil movements. Students will also learn pipeline “language.”

Course ID	Dates	Loc	Days	Time
Ptrt 2005 Intro to Pipeline & Petrochemical Industry	09/10/18 – 10/03/18	CED	MW	9:00am – 12:00pm
Ptrt 2005 Intro to Pipeline & Petrochemical Industry	09/10/18 – 10/03/18	CED	MW	6:00pm – 9:00pm

#### Ptrt 2015 Pipeline Construction and Operation

Cost: \$180

The study of the process and safety used in the petroleum industry as relating to the construction and operation of pipelines.

Course ID	Dates	Loc	Days	Time
Ptrt 2015 Pipeline Construction and Operation	10/08/18 - 10/31/18	CED	MW	9:00am – 12:00pm
Ptrt 2015 Pipeline Construction and Operation	10/08/18 - 10/31/18	CED	MW	6:00pm – 9:00pm

#### Ptrt 2020 Corrosion Control and Regulatory Compliance

Cost: \$180

Corrosion processes and application of corrosion prevention including coatings and other procedures. This course was designed to be repeated multiple times to improve student proficiency and get familiar with pipeline regulatory compliance.

Course ID	Dates	Loc	Days	Time
Ptrt 2020 Corrosion Control and Regulatory Compliance	11/05/18 – 12/05/18	CED	MW	9:00am – 12:00pm
Ptrt 2020 Corrosion Control and Regulatory Compliance	11/05/18 – 12/05/18	CED	MW	6:00pm – 9:00pm

## Business

### Courses

#### Acnt 1001 Fundamentals of Bookkeeping

Cost: \$130

This course will cover analyzing, classifying and recording business transactions. Emphasizes understanding of complete accounting cycle and preparing financial statements, bank reconciliations and payroll. Analyze and record business transactions; prepare basic financial statements for a service business; prepare a bank reconciliation and related journal entries; and complete a payroll register and maintain related personnel records.

Course ID	Dates	Loc	Days	Time
Acnt 1001 Fundamentals of Bookkeeping	09/11/18 – 09/27/18	CED	TR	5:30pm – 8:30pm

#### Acnt 1010 Quickbooks

Cost: \$130

This course is an introduction to the accounting cycle in a computerized environment. Identify procedures to complete a computerized accounting cycle; perform initial installation and start-up procedures; record and correct journal entries; perform adjusting and closing procedures; and display and print reports and financial statements.

Course ID	Dates	Loc	Days	Time
Acnt 1010 Quickbooks	10/02/18 – 10/18/18	CED	TR	5:30pm – 8:30pm

#### Comg 1009 Creating and Delivering Excellent Presentations

Cost: \$90

This course is designed assist anyone who would like to speak publicly without stress. The course emphasizes use of verbal and non-verbal skills to make points clear and effective as well as how to implement strategies for stress-free public speaking; use verbal and non-verbal communication skills to make points clear; organize presentation for understanding and clarity; and present to an audience

Course ID	Dates	Loc	Days	Time
Comg 1009 Creating and Delivering Presentations	08/27/18 – 09/17/18	CED	MW	9:00am – 12:00pm
Comg 1009 Creating and Delivering Presentations	08/27/18 – 09/17/18	CED	MW	5:30pm – 8:30pm



**BUSG 1005 Customer Service at All Levels****Cost: \$90**

This course is designed to improve an understanding of customer service needs as well as to determine strategies to provide quality customer service.

Course ID	Dates	Loc	Days	Time
BUSG 1005 Customer Service at All Levels	09/19/18 – 10/08/18	CED	MW	9:00am – 12:00pm
BUSG 1005 Customer Service at All Levels	09/19/18 – 10/08/18	CED	MW	5:30pm – 8:30pm

**COMG 1040 Working with Difficult People****Cost: \$90**

This course focuses on the principles of communication to facilitate sending and receiving messages in the workplace. Identify personality types; describe elements of communication; demonstrate communication skills; and compare and contrast effective and ineffective communication.

Course ID	Dates	Loc	Days	Time
COMG 1040 Working with Difficult People	10/10/18 – 10/29/18	CED	MW	9:00am – 12:00pm
COMG 1040 Working with Difficult People	10/10/18 – 10/29/18	CED	MW	5:30pm – 8:30pm

**Real Estate**

Texas real estate is managed and overseen by the Texas Real Estate Commission. This agency sets forth guidelines, policies and procedures for Real Estate in Texas. To learn about all of the requirements and steps to becoming licensed as a Real Estate Salesperson, please visit the TREC website: [www.trec.texas.gov/become-licensed/sales-agent](http://www.trec.texas.gov/become-licensed/sales-agent)

Del Mar Colleges offers the education contact hours, as outlined by the Texas Real Estate Commission. All Real Estate Salesperson applicants are required to complete 180 hours of education.

**Courses****RELE 1002 Principles I****Cost: \$180 per course (online) or \$200 per course (in-class)**

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

Course ID	Dates	Loc	Days	Time
RELE 1002 Principles I	08/24/18 – 09/14/18	INET		
RELE 1002 Principles I	08/27/18 – 10/01/18	CED	MW	9:00am – 12:00pm
RELE 1002 Principles I	08/27/18 – 10/01/18	CED	MW	5:30pm – 8:30pm

**RELE 1039 Principles II****Cost: \$180 per course (online) or \$200 per course (in-class)**

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

Course ID	Dates	Loc	Days	Time
RELE 1039 Principles II	09/14/18 – 10/05/18	INET		
RELE 1039 Principles II	10/03/18 – 11/05/18	CED	MW	9:00am – 12:00pm
RELE 1039 Principles II	10/03/18 – 11/05/18	CED	MW	5:30pm – 8:30pm

**RELE 1012 Law of Contracts****Cost: \$180 per course (online) or \$200 per course (in-class)**

Elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms and owner disclosure requirements.

Course ID	Dates	Loc	Days	Time
RELE 1012 Law of Contracts	10/05/18 – 10/26/18	INET		
RELE 1012 Law of Contracts	11/07/18 – 12/12/18	CED	MW	9:00am – 12:00pm
RELE 1012 Law of Contracts	11/07/18 – 12/12/18	CED	MW	5:30pm – 8:30pm

**RELE 2002 Law of Agency****Cost: \$180 per course (online) or \$200 per course (in-class)**

Law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures and the disclosure of an agency.

Course ID	Dates	Loc
RELE 2002 Law of Agency	10/26/18 – 11/16/18	INET

### RELE 1020 Finance

**Cost: \$180 per course (online) or \$200 per course (in-class)**

Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act and the state housing agency.

Course ID	Dates	Loc
RELE 1020 Finance	11/16/18 – 12/07/18	INET

### RELE 1000 Promulgated Forms & Contracts

**Cost: \$180 per course (online) or \$200 per course (in-class)**

Promulgated Contract Forms, shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated and approved forms, commission rules governing use forms and case studies involving use of forms.

Course ID	Dates	Loc
RELE 1000 Promulgated Forms & Contracts	12/07/18 – 12/28/18	INET

### Real Estate Fast Track Program

**Cost: \$800**

The Fast Track Real Estate program provides you an opportunity to purchase ALL of the required Real Estate courses at the same time for a discounted price. Once you purchase the program, you will have access to all six classes and will have one year to complete them. You can start this program anytime!

This program requires administrative approval. Call 361-698-1329 to schedule a 15- 30 minute appointment. Once approved, you can register and begin. The following courses make up the Fast Track program:

#### RELE 1002 Principles I – Fast Track

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

#### RELE 1039 Principles II – Fast Track

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

#### RELE 1012 Law of Contracts – Fast Track

Elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms and owner disclosure requirements.

#### RELE 2002 Law of Agency – Fast Track

Law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures and the disclosure of an agency.

#### RELE 1020 Finance – Fast Track

Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act and the state housing agency.

#### RELE 1000 Promulgated Forms

Promulgated Contract Forms, shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated and approved forms, commission rules governing use forms and case studies involving use of forms.

## Computers

Our computer courses are designed for a variety of students based on personal and professional need. We offer courses for the beginner student by providing instruction on the fundamentals of computer hardware and software. In addition, we offer courses for the working professional who want to improve skills through business application programs such as Microsoft Word, Microsoft Excel and Quickbooks. Each course is instructor led and is structured to ensure understanding at each level.

### Courses

#### ARTC 1000 Introduction to Adobe Photoshop

**Cost: \$130**

Designed for hobbyist, graphic designers and photographers alike, this class introduces students to Adobe Photoshop CC program fundamentals and teaches popular photo editing techniques within this context. Learn photo retouching basics, combine color with black and white, replace backgrounds and remove color casts and much more.

Course ID	Dates	Loc	Days	Time
ARTC 1000 Intro to Adobe Photoshop	10/06/18 – 11/10/18	CED	Sat.	12:00pm – 4:00pm

#### ITSC 1012 Introduction to Computers

**Cost: \$90**

Computer systems and their uses in today's business communities.

Course ID	Dates	Loc	Days	Time
ITSC 1012 Intro to Computers	08/27/18 – 09/17/18	CED	MW	9:00am – 12:00pm

Course ID	Dates	Loc	Days	Time
ITSC 1012 Intro to Computers	08/27/18 – 09/17/18	NWC	MW	5:30pm – 8:30pm

#### POFT 1010 Keyboarding

Cost: \$90

This course teaches students the fundamentals of typing as well as hardware used for keyboarding. In addition, students will learn the proper ergonomics for typing

Course ID	Dates	Loc	Days	Time
POFT 1010 Keyboarding	08/27/18 – 09/17/18	CED	MW	5:30pm – 8:30pm

#### POFI 1024 Beginning Word

Cost: \$90

Introduction to word processing terminology, editing functions, formatting and special text options.

Course ID	Dates	Loc	Days	Time
POFI 1024 Beginning Word	09/19/18 – 10/08/18	CED	MW	9:00am – 12:00pm
POFI 1024 Beginning Word	09/19/18 – 10/08/18	CED	MW	5:30pm – 8:30pm
POFI 1024 Beginning Word	09/19/18 – 10/08/18	NWC	MW	5:30pm – 8:30pm

#### ITSW 1022 Beginning Excel

Cost: \$90

Instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions and printing.

Course ID	Dates	Loc	Days	Time
ITSW 1022 Beginning Excel	10/10/18 – 10/29/18	CED	MW	9:00am – 12:00pm
ITSW 1022 Beginning Excel	10/10/18 – 10/29/18	CED	MW	5:30pm – 8:30pm
ITSW 1022 Beginning Excel	10/10/18 – 10/29/18	NWC	MW	5:30pm – 8:30pm

#### POFT 1022 Office Assistant Fundamentals

Fee: \$90

Learn the fundamentals of working in an office setting. Enhance your skills from customer service, equipment, documentation and even resume writing! This is an introduction to basic office skills.

Course ID	Dates	Loc	Days	Time
POFT 1022 Office Assistant Fundamentals	11/26/18 – 12/12/18	CED	MW	9:00am – 12:00pm
POFT 1022 Office Assistant Fundamentals	11/26/18 – 12/12/18	CED	MW	5:30pm – 8:30pm
POFT 1022 Office Assistant Fundamentals	11/26/18 – 12/12/18	NWC	MW	5:30pm – 8:30pm

#### ITSW 1037 PowerPoint

Cost: \$90

This course is an introduction to computerized presentation graphics (Power Point) that leads the participant through planning, design, and production of business graphics and charts. Presentation files are produced utilizing multimedia software.

Course ID	Dates	Loc	Days	Time
ITSW 1037 PowerPoint	10/31/18 – 11/19/18	CED	MW	9:00am – 12:00pm
ITSW 1037 PowerPoint	10/31/18 – 11/19/18	CED	MW	5:30pm – 8:30pm
ITSW 1037 PowerPoint	10/31/18 – 11/19/18	NWC	MW	5:30pm – 8:30pm

## Health Care

Get training and earn CEUs in these disciplines

Courses

#### ECRD 1011 Electrocardiography (EKG)

Cost: \$225

This course will target students who are interested in learning the fundamentals of becoming a cardiovascular technician. Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities.

\*(Classes meet twice a week; instructor will give advanced notice)

Course ID	Dates	Loc	Days	Time
ECRD 1011 Electrocardiography	09/04/18 - 11/13/18	CED	MTWR	6:00pm – 9:00pm

#### EMSP 1019 Basic Life Support (BLS) and Heartsaver First Aid

Cost: \$50

Designed for healthcare providers and professional rescuers. Lifesaving skills of respiratory (choking and near-drowning) and cardiac emergencies involving adults, children and infants. This course is credentialed by the American Heart Association.

Course ID	Dates	Loc	Days	Time
EMSP 1019 Basic Life Support and Heartsaver First Aid	08/25/18	CED	Sat	9:00am – 4:30pm
EMSP 1019 Basic Life Support and Heartsaver First Aid	09/08/18	CED	Sat	9:00am – 4:30pm
EMSP 1019 Basic Life Support and Heartsaver First Aid	09/22/18	CED	Sat	9:00am – 4:30pm
EMSP 1019 Basic Life Support and Heartsaver First Aid	10/06/18	CED	Sat	9:00am – 4:30pm
EMSP 1019 Basic Life Support and Heartsaver First Aid	10/20/18	CED	Sat	9:00am – 4:30pm
EMSP 1019 Basic Life Support and Heartsaver First Aid	11/03/18	CED	Sat	9:00am – 4:30pm
EMSP 1019 Basic Life Support and Heartsaver First Aid	11/10/18	CED	Sat	9:00am – 4:30pm
EMSP 1019 Basic Life Support and Heartsaver First Aid	12/01/18	CED	Sat	9:00am – 4:30pm

#### PLAB 1023 Phlebotomy

Cost: \$220

Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. 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, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.

\*(Concurrent enrollment in PLAB 1061 is required.)

#### PLAB 1061 Clinical - Phlebotomy

Cost: \$440

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

\*(Concurrent enrollment in PLAB 1023 is required.)

Course ID	Dates	Loc	Days	Time
PLAB 1023 Phlebotomy	08/27/18 – 10/22/18	CED	MW	9:00am – 12:00pm
PLAB 1061 Clinical - Phlebotomy	10/23/18 – 12/14/18	CED	MWTRF	TBD

#### MDCA 1000 Basic Medical Assistant Technology

Cost: \$100

Introduction to medical office operations, equipment, procedures, and human relations skills.

\*(Concurrent enrollment in MDCA 1043 is required.)

Course ID	Dates	Loc	Days	Time
MDCA 1000 Medical Office	09/10/18 – 10/03/18	CED	MTW	10:00am – 12:00pm

#### MDCA 1043 Medical Insurance Specialist

Fee: \$250

Emphasizes medical office coding for payment and reimbursement by patient or third party payers for ambulatory care settings.

\*(Concurrent enrollment in MDCA 1000 is required.)

Course ID	Dates	Loc	Days	Time
MDCA 1043 Medical Insurance Specialist	10/15/18 – 11/19/18	CED	MTW	9:00am – 12:00pm

#### NURA 1041 Medication Aide Update (7-hour course)

Fee: \$50

A course for Certified Medication Aides who possess a Medication Aide Permit issued by the Texas Department of Aging and Disability Services (DADS). The Medication Aide Permit must be renewed on an annual basis and is a condition for employment.

Course ID	Dates	Loc	Days	Time
NURA 1041 Medication Aide Update	09/08/18	CED	Sat	8:30am – 4:30pm
NURA 1041 Medication Aide Update	11/03/18	CED	Sat	8:30am – 4:30pm

#### HPRS 2001 Pathophysiology

Fee: \$368

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.

Course ID	Dates	Loc
HPRS 2001 Pathophysiology	08/27/18 – 12/07/18	INET

#### NURA 1001 Nurse Aide for Health Care

Fee: \$310

Classroom and Laboratory preparation for entry level nursing assistants to achieve a level 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.

\*Concurrent enrollment in NURA 1060 is required.

#### NURA 1060 Clinical – Nursing Assistant

Fee: \$390

A continuation of NURA 1001 that includes a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts for entry level nursing assistants. Direct supervision is provided by the clinical instructor and clinical training is conducted at a long term care facility. Prerequisites: NURA 1001

\*Concurrent enrollment in NURA 1001 is required.

**Center for Economic Development Rapid Track**

Course ID	Dates	Loc	Days	Time
NURA 1001 Nurse Aide for Health Care	08/27/18 – 09/07/18	CED	MWTRF	8:00am – 4:30pm
NURA 1060 Clinical – Nursing Assistant	09/10/18 – 09/20/18	OC	MWTRF	8:00am – 4:30pm
NURA 1001 Nurse Aide for Health Care	09/10/18 – 09/20/18	CED	MWTRF	8:00am – 4:30pm
NURA 1060 Clinical – Nursing Assistant	09/21/18 – 10/03/18	OC	MWTRF	8:00am – 4:30pm
NURA 1001 Nurse Aide for Health Care	09/24/18 – 10/04/18	CED	MWTRF	8:00am – 4:30pm
NURA 1060 Clinical – Nursing Assistant	10/05/18 – 10/17/18	OC	MWTRF	8:00am – 4:30pm
NURA 1001 Nurse Aide for Health Care	10/08/18 – 10/18/18	CED	MWTRF	8:00am – 4:30pm
NURA 1060 Clinical – Nursing Assistant	10/19/18 – 10/31/18	OC	MWTRF	8:00am – 4:30pm
NURA 1001 Nurse Aide for Health Care	10/22/18 – 11/01/18	CED	MWTRF	8:00am – 4:30pm
NURA 1060 Clinical – Nursing Assistant	11/02/18 – 11/14/18	OC	MWTRF	8:00am – 4:30pm
NURA 1001 Nurse Aide for Health Care	11/05/18 – 11/15/18	CED	MWTRF	8:00am – 4:30pm
NURA 1060 Clinical – Nursing Assistant	11/16/18 – 12/03/18	OC	MWTRF	8:00am – 4:30pm
NURA 1001 Nurse Aide for Health Care	11/19/18 – 12/04/18	CED	MWTRF	8:00am – 4:30pm
NURA 1060 Clinical – Nursing Assistant	12/05/18 – 12/17/18	OC	MWTRF	8:00am – 4:30pm
<b>Afternoon Sessions</b>				
NURA 1001 Nurse Aide for Health Care	08/27/18 – 09/20/18	CED	MWTRF	1:00pm – 5:00pm
NURA 1060 Clinical – Nursing Assistant	09/21/18 – 10/16/18	OC	MWTRF	1:00pm – 5:00pm
NURA 1001 Nurse Aide for Health Care	10/22/18 – 11/14/18	CED	MWTRF	1:00pm – 5:00pm
NURA 1060 Clinical – Nursing Assistant	11/15/18 – 12/13/18	OC	MWTRF	1:00pm – 5:00pm
NURA 1001 Nurse Aide for Health Care	08/27/18 – 09/20/18	CED	MWTRF	1:00pm – 5:00pm
NURA 1060 Clinical – Nursing Assistant	09/21/18 – 10/16/18	OC	MWTRF	1:00pm – 5:00pm
NURA 1001 Nurse Aide for Health Care	10/22/18 – 11/14/18	CED	MWTRF	1:00pm – 5:00pm
NURA 1060 Clinical – Nursing Assistant	11/15/18 – 12/13/18	OC	MWTRF	1:00pm – 5:00pm
<b>Evening Sessions</b>				
NURA 1001 Nurse Aide for Health Care	08/27/18 – 09/26/18	CED	MWTR	5:00pm – 9:00pm
NURA 1060 Clinical – Nursing Assistant	09/27/18 – 10/29/18	OC	MWTR	5:00pm – 9:00pm
NURA 1001 Nurse Aide for Health Care	08/27/18 – 09/26/18	CED	MWTR	5:00pm – 9:00pm
NURA 1060 Clinical – Nursing Assistant	09/27/18 – 10/29/18	OC	MWTR	5:00pm – 9:00pm
<b>Northwest Center</b>				
NURA 1001 Nurse Aide for Health Care	08/27/18 – 09/20/18	NWC	MWTRF	1:00pm – 5:00pm
NURA 1060 Clinical – Nursing Assistant	09/21/18 – 10/16/18	OC	MWTRF	1:00pm – 5:00pm
NURA 1001 Nurse Aide for Health Care	10/22/18 – 11/14/18	NWC	MWTRF	1:00pm – 5:00pm
NURA 1060 Clinical – Nursing Assistant	11/15/18 – 12/13/18	OC	MWTRF	1:00pm – 5:00pm
<b>Northwest Center Evening Sessions</b>				
NURA 1001 Nurse Aide for Health Care	08/27/18 – 09/26/18	NWC	MWTR	5:00pm – 9:00pm
NURA 1060 Clinical – Nursing Assistant	09/27/18 – 10/29/18	OC	MWTR	5:00pm – 9:00pm

**GERS 1004 Activity Director**

**Fee: \$525**

The role of the director in providing activity services. Includes study of history, regulations, communications, advocacy, ethics, service delivery, and volunteer management. Describe the history and regulatory requirements for recreational and activity services; apply principles of communication, advocacy, and ethics to recreational and activity service delivery; and coordinate volunteer management; explain life span development; and demonstrate proper assessment of client needs.

Course ID	Dates	Loc	Days	Time
GERS 1004 Activity Director	TBD	CED	MTWR	8:00am – 11:00am

**Personal Enrichment**

**Arts and Crafts**

**Courses**

**ARTS 115N Crochet, Beginning**

**Cost: \$72 Additional Costs: \*Supplies Required**

In this course students will learn how to read a crochet pattern and perform basic crochet stitches. Students will have the opportunity to create a variety of basic crochet stitched projects.

\* Students will need to purchase their own supplies. On the first day of class students will need to bring one size H (5mm) aluminum crochet hook. An additional supply list will be given on the first day of class.

Course ID	Dates	Loc	Days	Time
ARTS 115N Crochet, Beginning	09/25/18 – 11/13/18	CED	Tues	6:00pm – 8:00pm

**ARTS 118N Drawing, Beginning**

**Cost: \$125 Additional Costs: \*Supplies Required**

In this course students will learn basic drawing techniques. Focus will be placed on the study of line, shape, design, perspective, composition and texture. Development of eye-hand coordination will be emphasized.

\* Students will need to provide their own supplies. Supplies Required: Assortment of drawing pencils—H, HB or #2, 2B, 4B, 6B; Paper stumps or tortillions for blending; white synthetic eraser, kneaded eraser, click–type synthetic eraser (optional); 11” x 14 pad of drawing paper-Strathmore or Canson.

Course ID	Dates	Loc	Days	Time
ARTS 118N Drawing, Beginning	10/01/18 – 10/24/18	CED	MW	6:00pm – 9:00pm

**ARTS 119N Drawing, Intermediate****Cost: \$125 Additional Costs: \*Supplies Required**

This course is designed to help students further explore techniques to create the illusion of form, depth, space and light with various drawing materials. Emphasis will be on individual development, enhancing technical skills and personal expression. Previous drawing experience required.

\* Students will need to provide their own supplies. Supplies Required: Assortment of drawing pencils—H, HB or #2, 2B, 4B, 6B; Paper stumps or tortillions for blending; white synthetic eraser, kneaded eraser, click–type synthetic eraser (optional); 9” x 12” Newsprint paper, 11” x 14 pad of drawing paper-Strathmore or Canson, vine charcoal, compressed charcoal, tear away charcoal (wrapped charcoal sticks).

Course ID	Dates	Loc	Days	Time
ARTS 119N Drawing, Intermediate	11/05/18 – 12/03/18	CED	MW	6:00pm – 9:00pm

**ARTS 120N Acrylic Painting, Beginning****Cost: \$150 Additional Costs: \*Supplies Required**

In this course students will be introduced to basic acrylic painting techniques and methods. Topics include tools and supplies used, image composition, color mixing, color theory and paint applications. Working from observation and discovering composition, proportion and space are practiced. The use of color to create form will also be explored.

\*Students will need to provide their own supplies. Supplies Required: 6-12 count set of basic acrylic paints, a variety of flat and round brushes (synthetic bristle preferred), flexible palette knife, disposable palette (or white paper plates), small sketch book and pencil, apron, canvas boards (approximately 16” x 20” will need one to two per class.)

Course ID	Dates	Loc	Days	Time
ARTS 120N Acrylic Painting, Beginning	10/02/18 – 10/25/18	CED	TR	6:00pm – 9:00pm

**ARTS 121N Acrylic Painting, Intermediate****Cost: \$150 Additional Costs: \*Supplies Required**

This course is designed to further your exploration of acrylic painting as an expressive medium. You will explore and experiment with materials and a variety of conceptual and technical approaches to painting with acrylics. Emphasis will be on your individual development and on enhancing your technical skills and personal expression. The course will move fluidly between traditional applications and abstract and expressive ones.

\*Students will need to provide their own supplies. Supplies Required: 6-12 count set of basic acrylic paints, a variety of flat and round brushes (synthetic bristle preferred), flexible palette knife, disposable palette (or white paper plates), small sketch book and pencil, apron, canvas boards (approximately 16” x 20” will need one to two per class.) An optional supply list will be given on the first day of class.

Course ID	Dates	Loc	Days	Time
ARTS 121N Acrylic Painting, Intermediate	11/06/18 – 12/04/18	CED	TR	6:00pm – 9:00pm

**ARTS 122N Sewing, Beginning****Cost: \$75 Additional Costs: \*Supplies Required**

This class is just for those beginning to sew. Students will learn the basic features of their sewing machines including threading, general maintenance and types of stitches. Through a variety of fun projects students will also learn about fabrics, patterns, zipper installation, elastic, buttons and buttonholes.

\*Students will need their own sewing machine with a zipper foot. The sewing machine manual and small screw driver that came with the machine (if available). Machine needles (Universal 80/12 or 75/11) neutral colored thread, pins and cushion, scissors, bobbins, small 6” ruler, and seam ripper. An additional supply list will be provided on the first class day.

Course ID	Dates	Loc	Days	Time
ARTS 122N Sewing, Beginning	10/08/18 – 11/12/18	CED	Mon	6:00pm – 9:00pm

**ARTS 123N Quilting, Beginning****Cost: \$75 Additional Costs: \*Supplies Required**

In this course students will learn how to make quilt blocks and the components that comprise the blocks. This will include how to use a rotary cutter to cut components. Additionally, students will learn how to sew blocks together in a finished quilt top, how to add borders, how to sandwich the backing, batting, and top for quilting, and finally how to bind the edges. Students are required to provide their own supplies and sewing machine.

\*Students will need their own sewing machine. The sewing machine manual and small screw driver that came with the machine (if available). Machine needles (Universal 80/12 or 75/11) neutral colored thread, pins and cushion, scissors, bobbins, seam ripper, rotary cutter with blade, and a quilter’s ruler 4”x14” or one that is 4”or 6”x24”. An additional supply list will be provided on the first class day.

Course ID	Dates	Loc	Days	Time
ARTS 123N Quilting, Beginning	10/10/18 – 11/14/18	CED	Wed	6:00pm – 9:00pm

**ARTS 124N Beginning Hand Embroidery****Cost: \$40 Additional Costs: \*Supplies required**

Learn two ways to transfer embroidery patterns to fabric, how to prepare the back of the fabric, what supplies to use, and six basic and most often used hand embroidery stitches. Students go home with an adorable seasonal surprise and all supplies to continue their embroidery quest.

\*Students are required to pay instructor \$6.00 for project kit. Instructor accepts cash or checks.



Course ID	Dates	Loc	Days	Time
ARTS 124N Beginning Hand Embroidery	10/20/18	CED	Sat	9:00am – 11:00am
ARTS 124N Beginning Hand Embroidery	11/10/18	CED	Sat	9:00am – 11:00am
ARTS 124N Beginning Hand Embroidery	12/15/18	CED	Sat	9:00am – 11:00am

## Creative Writing

### Courses

#### ENGL 2007N Creative Writing I

**Cost: \$85 Additional Costs: \*Textbook Required**

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting or drama.

\*Textbook Required: *The Practice of Creative Writing: A Guide for Students*; ISBN13: 9780312436476. May be purchased online or new/used at the Del Mar College Book Store/Student Book Store. Prices Vary.

Course ID	Dates	Loc	Days	Time
ENGL 2007N Creative Writing I	09/18/18 – 10/11/18	CED	TR	6:00pm – 8:00pm

#### ENGL 2008N Creative Writing II

**Cost: \$85 Additional Costs: \*Textbook Required**

This course is a continuation of techniques used in Creative Writing I and will promote continued development of student's creative writing skills. May include works of fiction, non-fiction, poetry, screenwriting or drama.

\*Textbook Required: *The Practice of Creative Writing: A Guide for Students*; ISBN13: 9780312436476. May be purchased online or new/used at the Del Mar College Book Store/Student Book Store. Prices Vary.

Course ID	Dates	Loc	Days	Time
ENGL 2008N Creative Writing II	10/23/18 – 11/15/18	CED	TR	6:00pm – 8:00pm

## Foreign Languages

### Courses

#### LANG 103N Conversational Portuguese I

**Cost: \$125 Additional Costs: \*Textbook Required**

This course is an introductory Portuguese language course which emphasizes listening comprehension and speaking skills. It is highly recommended for students without previous experience in the Portuguese language.

\*Textbook Required: *Bom Dia, Brasil*; ISBN: 978-0-30011-631-1. May be purchased online or new at the Del Mar College Book Store/Student Bookstore. Prices Vary.

Course ID	Dates	Loc	Days	Time
LANG 103N Conversational Portuguese I	08/21/18 – 09/20/18	CED	TR	6:00pm – 8:00pm

#### LANG 104N Conversational Portuguese II

**Cost: \$125 Additional Costs: \*Textbook Required**

This course is a continuation of conversational Portuguese topics which emphasize listening comprehension and speaking skills. A special emphasis will be placed on conversational skills related to Portuguese culture, customs, etiquette and travel.

\*Textbook Required: *Bom Dia, Brasil*; ISBN: 978-0-30011-631-1. May be purchased online or new at the Del Mar College Book Store/Student Bookstore. Prices Vary.

Course ID	Dates	Loc	Days	Time
LANG 104N Conversational Portuguese II	09/25/18 – 10/25/18	CED	TR	6:00pm – 8:00pm

#### SPAN 107N Conversational Spanish I

**Cost: \$125 Additional Costs: \*Textbook Required**

This course is an introductory Spanish course which emphasizes listening comprehension and speaking skills. It is highly recommended for students without previous experience in the Spanish language.

\*Textbook Required: *Para Siempre: Introduccion al espanol 2nd Edition*; ISBN-13: 978-1285193649; May be purchased online or new at the Del Mar College Bookstore/Student Bookstore. Prices Vary.

Course ID	Dates	Loc	Days	Time
SPAN 107N Conversational Spanish I	09/25/18 – 10/25/18	CED	TR	6:00pm – 8:00pm

#### SPAN 108N Conversational Spanish II

**Cost: \$125 Additional Costs: \*Textbook Required**

This course is a continuation of conversational Spanish topics which emphasize listening comprehension and speaking skills.

\*Textbook Required: *Para Siempre: Introduccion al espanol 2nd Edition*; ISBN-13: 978-1285193649; May be purchased online or new at the Del Mar College Bookstore/Student Bookstore. Prices Vary.

Course ID	Dates	Loc	Days	Time
SPAN 108N Conversational Spanish II	11/06/18 – 12/13/18	CED	TR	6:00pm – 8:00pm

\*\* No classes held on November 20 and 22, 2018.

## Photography

### Courses

#### PHTC 1004 Photography, Beginning

**Cost: \$125 Additional Costs: \*Supplies Required**

Instruction in camera functions, types of lenses, choosing recording media and filters, flash photography, printing, exposure, production, print finishing and retouching.

\*Students are required to provide their own digital camera with instruction manual and a digital storage device.

Course ID	Dates	Loc	Days	Time
PHTC 1004 Photography, Beginning	08/28/18 – 09/20/18	FA212	TR	5:30pm – 8:30pm
PHTC 1004 Photography, Beginning	10/01/18 – 10/24/18	NWC	MW	6:30pm – 9:00pm

#### PHTC 1091 Adobe Lightroom and Adobe Photoshop

**Cost: \$45.00 Additional Costs: \*Supplies Required**

Learn to edit and employ successful retouching techniques to photographic media; utilize text, make color corrections, and learn restoration techniques. Learn to enhance, combine, and edit digital images using both Adobe products.

\*Students will need to provide their own digital storage device. Class will break for lunch from 12:00pm – 1:00pm.

Course ID	Dates	Loc	Days	Time
PHTC 1091 Adobe Lightroom and Adobe Photoshop	09/08/18	FA212	Sat	9:00am – 4:00pm
PHTC 1091 Adobe Lightroom and Adobe Photoshop	10/13/18	FA 212	Sat	9:00am – 4:00pm
PHTC 1091 Adobe Lightroom and Adobe Photoshop	11/17/18	FA 212	Sat	9:00am – 4:00pm

#### PHTC 2004 Photography, Intermediate

**Cost: \$125 Additional Costs: \*Supplies Required**

Continuation of introductory professional photography with emphasis on social, portrait, studio, fashion, theatrical, publicity and convention photography.

\*Students are required to provide their own digital camera with instruction manual and a digital storage device.

Course ID	Dates	Loc	Days	Time
PHTC 2004 Photography, Intermediate	10/02/18 - 10/25/18	FA212	TR	5:30pm – 8:30pm
PHTC 2004 Photography, Intermediate	11/05/18 - 12/05/18	NWC	MW	6:30pm – 9:00pm

#### PHTC 2004 Photography, Advanced

**Cost: \$125 Additional Costs: \*Supplies Required**

Advanced concepts in the use of the computer and software for photographic manipulation and output.

\*Students are required to provide their own digital camera with instruction manual and a digital storage device.

Course ID	Dates	Loc	Days	Time
PHTC 2004 Photography, Advanced	11/06/18 - 12/06/18	FA212	TR	5:30pm – 8:30pm

## Teaching

### Courses

#### EDTC 1002 Substitute Teaching

**Cost: \$70 Additional Cost: \*Textbook Required**

An exploration of the role of the substitute, identification of student needs, behavior modification and classroom management, teaching methodologies, school personnel relationships, mandated state standards, and growth and development of students.

Textbook may be purchased at the Del Mar College Bookstore. Title: *Substitute Teacher 9th Edition*; ISBN: 9780982165737. \$24.95 plus tax

Course ID	Dates	Loc	Days	Time
EDTC 1002 Substitute Teaching	08/06/18 – 08/09/18	CED	MTWR	6:00pm – 9:00pm
EDTC 1002 Substitute Teaching	08/17/18 – 08/18/18	CED	FS	8:00am – 2:00pm
EDTC 1002 Substitute Teaching	09/10/18 – 09/13/18	CED	MTWR	6:00pm – 9:00pm
EDTC 1002 Substitute Teaching	09/14/18 – 09/15/18	CED	FS	8:00am – 2:00pm
EDTC 1002 Substitute Teaching	10/08/18 – 10/11/18	CED	MTWR	6:00pm – 9:00pm
EDTC 1002 Substitute Teaching	10/19/18 – 10/20/18	CED	FS	8:00am – 2:00pm
EDTC 1002 Substitute Teaching	11/02/18 – 11/03/18	CED	FS	8:00am – 2:00pm
EDTC 1002 Substitute Teaching	11/30/18 – 12/01/18	CED	FS	8:00am – 2:00pm

## Senior Education

### Computer Technology

#### Courses

#### ITSC 1001N SEP: Introduction to Computers

**Cost: \$5 Additional Cost: Flash drive to save files**

Introduction to basic computer hardware and components such as a computer keyboard, mouse, monitor and computer operating system. This course is recommended for students who have no previous experience working with a computer.

Course ID	Dates	Loc	Days	Time
ITNW 1001N SEP: Internet, Beginning	8/27/18 – 8/31/18	CED	MWF	8:30am – 11:30am

**ITSC 1012N SEP: Beginning Computers**

**Cost: \$5 Additional Cost: Flash drive to save files.**

Introduction to computer systems and their uses in today's business communities.

Course ID	Dates	Loc	Days	Time
ITSC 1012N SEP: Beginning Computers	09/10/18 – 09/24/18	CED	MWF	8:30am – 11:30am

**POFI 1004N SEP: Windows**

**Cost: \$5 Additional Cost: Flash drive to save files**

Computer application specific software. Emphasizes the concurrent development of office skills and computer knowledge. This course is designed to be repeated multiple times to improve student proficiency.

Course ID	Dates	Loc	Days	Time
POFI 1004N SEP: Windows	09/26/18 – 10/10/18	CED	MWF	8:30am – 11:30am

**ITNW 1007N SEP: Internet, Beginning**

**Cost: \$5 Additional Cost: Flash drive to save files**

Introduction to the Internet including E-mail, home page, and how to perform basic research to address company/business needs.

Course ID	Dates	Loc	Days	Time
ITNW 1007N SEP: Internet, Beginning	10/15/18 – 10/29/18	CED	MWF	8:30am – 11:30am

**POFI 1024N SEP: MS Word, Beginning**

**Cost: \$5 Additional Cost: Flash drive to save files**

Introduction to word processing terminology, editing functions, formatting, and special text options.

Course ID	Dates	Loc	Days	Time
POFI 1024N SEP: MS Word, Beginning	11/05/18 – 11/19/18	CED	MWF	8:30am – 11:30am

**ITSW 1037N SEP: PowerPoint, Beginning**

**Cost: \$5 Additional Cost: Flash drive to save files**

Introduction to computerized presentation graphics that leads the participant through planning, design, and production of business graphics and charts. Presentation files are produced utilizing multimedia software.

Course ID	Dates	Loc	Days	Time
ITSW 1037N SEP: PowerPoint, Beginning	11/26/18 – 12/10/18	CED	MWF	8:30am – 11:30am

## Mirrored Courses

Can't find the course you're looking for? Try a mirrored course. Mirrored courses are college credit courses that are offered for Continuing Education enrollment. College credit tuition and fees apply. For more information, contact the Continuing Education Department at (361) 698-2122.

- Arts
- Child Development
- Drafting
- Drama
- ESOL
- Foreign Language
- Machining
- Mexican-American Studies
- Welding

## Career Pathways Program

Did you know it's possible to earn a Job Training Certificate while you are pursuing your GED? Eligible students can qualify for up to \$1,200 of tuition towards a new career that can begin within 6-12 months! If you are currently attending GED classes and have passed three out of four of your GED tests, you may qualify for a paid career training class that could help you find employment.

Call today to find out more or make an appointment to meet with your advisor to learn more.

## Contact Our Office

**Career Pathways:** (361) 698-1879

**Administration Offices:** (361) 698-2203

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