

# Spring 2019 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

## National Electrical Code Test Preparation

### Course

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.

#### ELPT 1001 Electrical Code Exam Prep Course

Cost: \$225

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	02/12/19 – 05/23/19	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: \$180

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	02/11/19 – 03/06/19	CED	MW	5:30pm – 8:30pm

#### 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	04/08/19 - 05/01/19	CED	MW	5:30pm – 8:30pm

#### 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	05/06/19 – 06/03/19	CED	MW	5:30pm – 8:30pm

## 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	04/09/19 – 04/25/19	CED	TR	6:00pm – 9:00pm

**ACNT 1002 Introduction to Accounting**

Cost: \$130

This introduction course focuses on fundamental accounting concepts and their application to transaction analysis. Student will prepare and analyze financial statements for businesses, define basic accounting terms; analyze, record and report transactions; and prepare financial statements for businesses.

Course ID	Dates	Loc	Days	Time
ACNT 1002 Intro to Accounting	02/19/19 – 03/07/19	CED	TR	6:00pm – 9:00pm

**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	04/22/19 – 05/15/19	CED	MW	5:30pm – 8:30pm

**BMGT 1020 Leadership Behavior and Influence**

Cost: \$130

This course proves instruction on leadership behaviors and influence. Students will learn leadership styles, thought paradigms, eliciting authentic feedback and creating a leadership environment. Concepts and skills of leadership in the work setting. Introduces leadership and motivational theories and leadership styles. Includes evaluation of leadership performance. Describe leadership styles; apply leadership theories; and demonstrate communication.

Course ID	Dates	Loc	Days	Time
BMGT 1020 Leadership Behavior	04/09/19 – 05/02/19	CED	TR	5:30pm – 8:30pm

**BMGT 1053 Ethics and Core Values for Business**

Cost: \$75

This course is designed to help students discover Core Values and introduce them to Ethical principles that arise in a business environment. It applies to all aspects of business conduct and is relevant to the conduct of individuals and entire organizations. Discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility. Identify ethical business practices; describe ethical reasoning strategies; analyze ethical dilemmas; and describe challenges of ethical behavior in the workplace.

Course ID	Dates	Loc	Days	Time
BMGT 1053 Ethics and Core Values	05/07/19 – 05/16/19	CED	TR	5:30pm – 8:30pm

**COMG 1009 Creating and Delivering Excellent Presentations**

Cost: \$90

This course is designed to 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	01/29/19 – 02/14/19	CED	TR	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	02/19/19 – 03/07/19	CED	TR	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	03/19/19 – 04/04/19	CED	TR	5:30pm – 8:30pm

## Insurance

### Courses

#### INSR 1009 Principles of Insurance - Property and Casualty

Cost: \$275

This course covers overall concepts of the insurance industries based upon the profile of each of the industry types, organizational structures and careers in the insurance industry. This course is designed to prepare students to take the licensing exam sponsored by the Texas Department of Insurance. Upon completion of the course, the student will be able to identify the differences between the types of insurance companies; describe the state regulatory environment for the insurance industry; explain the concept of risk and risk management; differentiate between the types of insurance coverage; and describe the professional career opportunities in the insurance industry.

Course ID	Dates	Loc	Days	Time
INSR 1009 Property and Casualty Insurance Exam Prep	02/04/19 – 03/28/19	CED	MR	6:30pm – 9:30pm

#### INSR 1009 Principles of Insurance - Life and Health

Cost: \$275

This course covers overall concepts of the insurance industries based upon the profile of each of the industry types, organizational structures and careers in the insurance industry. This course is designed to prepare students to take the licensing exam sponsored by the Texas Department of Insurance. Upon completion of the course, the student will be able to identify the differences between the types of insurance companies; describe the state regulatory environment for the insurance industry; explain the concept of risk and risk management; differentiate between the types of insurance coverage; and describe the professional career opportunities in the insurance industry.

Course ID	Dates	Loc	Days	Time
INSR 1009 Life and Health Insurance Exam Prep	04/01/19 – 05/16/19	CED	MR	6:30pm – 9:30pm

## 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	INET	INET		
RELE 1002 Principles I	05/06/19 – 06/10/19	CED	MW	9:00am – 12:00pm
RELE 1002 Principles I	04/01/19 – 05/01/19	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	INET	INET		
RELE 1039 Principles II	05/06/19 – 06/10/19	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	INET	INET		

**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	Days	Time
RELE 2002 Law of Agency	INET	INET		
RELE 2002 Law of Agency	01/07/19 – 02/11/19	CED	MW	5:30pm – 8:30pm
RELE 2002 Law of Agency	02/18/19 – 03/27/19	CED	MW	9:00am – 12:00pm

**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	Days	Time
RELE 1020 Finance	INET	INET		
RELE 1020 Finance	04/01/19 – 05/01/19	CED	MW	9:00am – 12:00pm
RELE 1020 Finance	04/01/19 – 05/01/19	CED	MW	5:30pm – 8:30pm

**RELE 1000 Promulgated Contracts & Forms****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	Days	Time
RELE 1000 Promulgated Contracts & Forms	INET	INET		
RELE 1000 Promulgated Contracts & Forms	01/07/19 – 02/13/19	CED	MW	9:00am – 12:00pm
RELE 1000 Promulgated Contracts & Forms	02/18/19 – 04/01/19	CED	MW	5:30pm – 8:30pm

**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!

**\*\*Students may register for these classes at any time. This program requires administrative approval. Call 361-698-1329 to schedule an appointment with a Program Coordinator. Once approved, you may register and begin. The following courses make up the Fast Track program:**

**RELE 1002 Principles I**

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**

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**

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**

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**

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 Contracts & 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	04/05/19 – 05/10/19	CED	F	9:00am – 1:00pm

**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	01/14/19 – 02/04/19	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	02/11/19 – 02/27/19	CED	MW	5:30pm – 8:30pm
POFI 1024 Beginning Word	05/20/19 – 06/10/19	CED	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	03/04/19 – 03/27/19	CED	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	04/22/19 – 05/08/19	CED	MW	5:30pm – 8:30pm

**ITSW 1037 PowerPoint****Cost: \$90**

This course is an introduction to computerized presentation graphics (PowerPoint) 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	04/01/19 – 04/17/19	CED	MW	5:30pm – 8:30pm

**Drafting**

AutoCAD is an introduction to computer-aided drafting where emphasis is placed on setup, creating and modifying geometry, storing and retrieving predefined shapes; placing, rotating and scaling objects, adding text and dimensions, using layers, coordinate plot/print to scale. Intermediate AutoCAD is the next step in computer-aided drafting. Emphasis is placed on creating working drawings. In Advanced AutoCAD, the emphasis is placed on creating working drawings such as orthographic and isometrics with advance dimensioning.

**Courses****DFTG 1014 AutoCAD - Beginning****Cost: \$160.00**

Topics include CAD equipment selection and interface; software selection and installation; creating, editing and plotting of line drawings for architectural, electrical, circuit, mechanical, or interior design; create/modify graphic elements, storing and retrieving predefined components; and adding text and dimensions.

Course ID	Dates	Loc	Days	Time
DFTG 1014 AutoCAD – Beginning	02/12/19 – 03/07/19	CED	TR	5:30pm – 8:30pm

**DFTG 1050 AutoCAD - Intermediate****Cost: \$160.00**

A course in creating, storing, and retrieving predefined components and adding text and dimensions to drawings. Students will create and manage symbols and attributes, and create dimensioned drawings.

Course ID	Dates	Loc	Days	Time
DFTG 1050 AutoCAD – Intermediate	03/19/19 – 04/11/19	CED	TR	5:30pm – 8:30pm

**DFTG 2004 AutoCAD - Advanced****Cost: \$160.00**

Emphasis on two- and three-dimensional drawings using three-dimensional display options and specifying user-defined coordinate systems. Students will produce three-dimensional models and display the two-dimensional views.

<b>Course ID</b>	<b>Dates</b>	<b>Loc</b>	<b>Days</b>	<b>Time</b>
DFTG 2004 AutoCAD – Advanced	04/16/19 – 05/09/19	CED	TR	5:30pm – 8:30pm

### [Del Mar College Safety Institute](#)

Del Mar College is a proud partner with Texas Mutual Workers' Compensation Insurance's grant program. Each year, Texas Mutual provides a donation to 10 colleges across Texas with the instruction to make our community a safer place to live and work. We offer a variety of safety training courses at no cost! Please email us at: [ce@delmar.edu](mailto:ce@delmar.edu) for a current schedule of courses.



## Health Care

### 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	01/14/19 - 03/07/19	CED	MTWR	6:00pm – 9:00pm
ECRD 1011 Electrocardiography	04/02/19 - 05/23/19	CED	MTWR	6:00pm – 9:00pm

#### EMSP 1019 CPR Health Care Provider and First Aid Certification

Cost: \$50

CPR/BLS for the Health Care Provider and First Aid certification courses will be offered on designated Saturdays at the Del Mar College Center for Economic Development. This course is credentialed by the American Heart Association.

Course ID	Dates	Loc	Days	Time
EMSP 1019 CPR Healthcare Provider	01/12/19	CED	Sat	9:00am – 4:30pm
EMSP 1019 CPR Healthcare Provider	01/26/19	CED	Sat	9:00am – 4:30pm
EMSP 1019 CPR Healthcare Provider	02/09/19	CED	Sat	9:00am – 4:30pm
EMSP 1019 CPR Healthcare Provider	02/23/19	CED	Sat	9:00am – 4:30pm
EMSP 1019 CPR Healthcare Provider	03/09/19	CED	Sat	9:00am – 4:30pm
EMSP 1019 CPR Healthcare Provider	03/30/19	CED	Sat	9:00am – 4:30pm
EMSP 1019 CPR Healthcare Provider	04/06/19	CED	Sat	9:00am – 4:30pm
EMSP 1019 CPR Healthcare Provider	04/27/19	CED	Sat	9:00am – 4:30pm
EMSP 1019 CPR Healthcare Provider	05/04/19	CED	Sat	9:00am – 4:30pm
EMSP 1019 CPR Healthcare Provider	05/18/19	CED	Sat	9:00am – 4:30pm

#### NURA 1001 Nurse Aide for Healthcare

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 – Nurse Aide for Healthcare

Prerequisites: NURA 1001

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.

\*Concurrent enrollment in NURA 1001 is required.

Course ID	Dates	Loc	Days	Time
NURA 1001 Nurse Aide Lecture	01/22/19 – 02/14/19	CED	MTWRF	8:00am – 12:00pm
NURA 1060 Nurse Aide Clinical	02/15/19 – 03/19/19	OC	MTWRF	8:00am – 12:00pm
NURA 1001 Nurse Aide Lecture	01/22/19 – 02/01/19	CED	MTWRF	8:00am – 4:30pm
NURA 1060 Nurse Aide Clinical	02/04/19 – 02/14/19	OC	MTWRF	8:00am – 4:30pm
NURA 1001 Nurse Aide Lecture	01/15/19 – 02/14/19	CED	MTWRF	1:00pm – 5:00pm
NURA 1060 Nurse Aide Clinical	02/22/19 – 03/19/19	OC	MTWRF	1:00pm – 5:00pm
NURA 1001 Nurse Aide Lecture	01/22/19 – 02/19/19	NWC	MTWR	5:30pm – 9:00pm

Course ID	Dates	Loc	Days	Time
NURA 1060 Nurse Aide Clinical	02/20/19 – 03/28/19	OC	MTWR	5:30pm – 9:00pm
NURA 1001 Nurse Aide Lecture	01/22/19 – 02/19/19	CED	MTWR	5:30pm – 9:00pm
NURA 1060 Nurse Aide Clinical	02/20/19 – 03/28/19	OC	MTWR	5:30pm – 9:00pm
NURA 1001 Nurse Aide Lecture	02/18/19 – 02/28/19	CED	MTWRF	8:00am – 4:30pm
NURA 1060 Nurse Aide Clinical	03/01/19 – 03/20/19	CED	MTWRF	8:00am – 4:30pm
NURA 1001 Nurse Aide Lecture	03/25/19 – 04/17/19	CED	MTWRF	8:00am – 12:00pm
NURA 1060 Nurse Aide Clinical	04/18/19 – 05/13/19	OC	MTWRF	8:00am – 12:00pm
NURA 1001 Nurse Aide Lecture	03/25/19 – 04/04/19	CED	MTWRF	8:00am – 4:30pm
NURA 1060 Nurse Aide Clinical	04/05/19 – 04/17/19	OC	MTWRF	8:00am – 4:30pm
NURA 1001 Nurse Aide Lecture	03/25/19 – 04/17/19	CED	MTWRF	1:00pm – 5:00pm
NURA 1060 Nurse Aide Clinical	04/18/19 – 05/13/19	OC	MTWRF	1:00pm – 5:00pm
NURA 1001 Nurse Aide Lecture	04/22/19 – 05/02/19	CED	MTWRF	8:00am – 4:30pm
NURA 1060 Nurse Aide Clinical	05/03/19 – 05/15/19	OC	MTWRF	8:00am – 4:30pm

**NURA 1041 Medication Aide Refresher Program (7 hour course)**

**Fee: \$50**

A course for Certified Medication Aides who possess a Medication Aide Permit issued by the Texas Department of Health and Human Services. 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 Refresher	02/09/19	CED	Sat	8:30am – 4:30pm
NURA 1041 Medication Aide Refresher	04/13/19	CED	Sat	8:30am – 4:30pm

**Phlebotomy**

**Cost: \$660**

Today's phlebotomy technicians play a vital role in the operations of the clinical laboratory. Phlebotomy is the procedure of puncturing a vein to collect blood either for analysis or transfusion. A phlebotomist or phlebotomy technician is the individual who collects the blood specimen by venipuncture or skin puncture to aid in the assessment of a patient's medical condition.

Course ID	Dates	Loc	Days	Time
PLAB 1023 Phlebotomy Lecture	01/22/19 – 03/20/19	CED	MTW	1:00pm – 4:00pm
PLAB 1061 Phlebotomy Clinical	03/25/19 – 05/09/19	CED	MTWRF	TBD
PLAB 1023 Phlebotomy Lecture	03/25/19 – 05/8/19	NWC	MWF	1:00pm – 4:00pm
PLAB 1061 Phlebotomy Clinical	05/20/19 – 07/18/19	NWC	MTWRF	TBD

**Emergency Medical Services**

**Courses**

**Pediatric Advanced Life Support**

**EMSP 1047 Pediatric Advanced Life Support (PALS)**

**Cost: \$170**

This instructor led course reflects the current 2015 American Heart Association Guidelines for CPR & ECC for the pediatric patient. This course uses videos and simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation, and team dynamics. The goal of PALS is to improve the quality of care provided to the seriously ill pediatric patient.

Course ID	Dates	Loc	Days	Time
EMSP 1047 Pediatric Advanced Life Support (PALS)	04/16/19 – 04/18/19	WC	TWR	8:00am – 5:00pm

**Advanced Medical Life Support (AMLS)**

**EMSP 2031 Advanced Medical Life Support (AMLS)**

**Cost: \$170**

The leading course for prehospital providers in advanced medical assessment and treatment of commonly encountered medical conditions. This coverage includes basic and advanced treatment modalities incorporating the latest research that is suitable for prehospital providers, emergency and critical care nurses and physicians. Critical thinking scenarios are included to give the student context for application of the knowledge presented, including a scenario solution.

Course ID	Dates	Loc	Days	Time
EMSP 2031 Advanced Medical Life Support (AMLS)	04/23/19 – 04/25/19	WC	TWR	8:00am – 5:00pm

**Advanced Cardiac Life Support (ACLS)****EMSP 2032 Advanced Cardiac Life Support (ACLS)****Cost: \$170**

This instructor led course reflects the current 2015 American Heart Association Guidelines for CPR & ECC in the adult patient. Building on the foundation of quality basic life support and CPR, this advanced instructor led course highlights the importance of high-performance team dynamics and communication, systems of care, recognition and intervention of cardiopulmonary arrest, immediate post-cardiac arrest, acute dysrhythmia, stroke, and acute coronary syndromes.

Course ID	Dates	Loc	Days	Time
EMSP 2032 Advanced Cardiac Life Support (ACLS)	04/30/19 – 05/02/19	WC	TWR	8:00am – 5:00pm

## Personal Enrichment

### Arts and Crafts

**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	02/04/19 – 02/27/19	CED	MW	6:00pm – 9:00pm
ARTS 118N Drawing, Beginning	04/08/19 – 05/01/19	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	03/04/19 – 04/03/19	CED	MW	6:00pm – 9:00pm
ARTS 119N Drawing, Intermediate	05/06/19 – 06/03/19	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	02/05/19 – 02/28/19	CED	TR	6:00pm – 9:00pm
ARTS 120N Acrylic Painting, Beginning	04/09/19 – 05/02/19	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	03/05/19 – 04/04/19	CED	TR	6:00pm – 9:00pm
ARTS 121N Acrylic Painting, Intermediate	05/07/19 – 05/30/19	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	01/28/19 – 03/04/19	CED	Mon	6:00pm – 9:00pm
ARTS 122N Sewing, Beginning	04/08/19 – 05/13/19	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	01/30/19 – 03/06/19	CED	Wed	6:00pm – 9:00pm
ARTS 123N Quilting, Beginning	04/10/19 – 05/15/19	CED	Wed	6:00pm – 9:00pm

**Foreign Languages****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	02/05/19 – 03/07/19	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	04/02/19 – 05/02/19	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	02/05/19 – 03/07/19	CED	TR	6:00pm – 8:00pm
SPAN 107N Conversational Spanish I	05/07/19 – 06/06/19	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	03/19/19 – 04/18/19	CED	TR	6:00pm – 8:00pm

#### Photography

##### 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	02/04/19 – 02/27/19	NWC	MW	6:30pm – 9:00pm
PHTC 1004 Photography, Beginning	02/05/19 – 02/28/19	CED	TR	5:30pm – 8:30pm
PHTC 1004 Photography, Beginning	04/08/19 – 05/01/19	NWC	MW	6:30pm – 9:00pm

##### 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	03/04/19 - 04/03/19	NWC	MW	6:30pm – 9:00pm
PHTC 2004 Photography, Intermediate	05/06/19 - 06/03/19	NWC	MW	6:30pm – 9:00pm
PHTC 2004 Photography, Intermediate	03/05/19 - 04/04/19	CED	TR	5:30pm – 8:30pm

#### Substitute Teacher Education

##### 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

Course ID	Dates	Loc	Days	Time
EDTC 1002 Substitute Teaching	02/04/19 – 02/07/19	CED	MTWR	6:00pm – 9:00pm
EDTC 1002 Substitute Teaching	02/22/19 – 03/23/19	CED	FS	8:00am – 2:00pm
EDTC 1002 Substitute Teaching	04/08/19 – 04/11/19	CED	MTWR	6:00pm – 9:00pm
EDTC 1002 Substitute Teaching	05/03/19 – 05/04/19	CED	FS	8:00am – 2:00pm

## Dance

### DANC 102N Hula, Beginning

**Cost: \$75 Additional Cost: \*Supplies Required**

Hula is a beautiful and graceful form of Hawaiian dance using meaningful hand gestures to tell a story or teach a lesson combined with foot movements. This course will include more contemporary forms of (hula 'auana) with an introduction to the ancient form of (hula kahiko). Hawaiian history and culture will also be discussed as it relates to each hula learned in class.

Course ID	Dates	Loc	Days	Time
DANC 102N Hula, Beginning	01/28/19 – 03/04/19	CED	Mon	6:00pm – 7:30pm

\*Students are required to wear loose comfortable clothing.

### DANC 103N Hula, Intermediate

**Cost: \$75 Additional Cost: \*Supplies Required**

This course is a continuation of the Hula, Beginning course. Students will hone their hula skills as they learn more technical hula dances. Hawaiian history and culture will also be discussed as it relates to each hula learned in class.

Course ID	Dates	Loc	Days	Time
DANC 103N Hula, Intermediate	03/18/19 – 04/22/19	CED	Mon	6:00pm – 7:30pm