



Continuing Education – Course Schedule Fall 2021

Del Mar College Continuing Education offers a multitude of CAREER TRAINING PROGRAMS for students of the Coastal Bend Area. Many programs are between 2-16 weeks in length and provide training for high-demand occupations preparing students for the workforce. Programs are affordable and taught by experienced instructors. It is our mission to make all students CAREER and WORK READY.

Contact information:

CE Registration 361-698-1328
Email ce@delmar.edu

Adult Education	361-698-2101	OSHA	361-698-2122
Computer Programs	361-698-2122	Personal Enrichment	361-698-2122
Construction Skills Training	361-698-2122	Real Estate	361-698-2122
Healthcare	361-698-1919	Senior Education	361-698-2122
Industry Training	361-698-2122	Workforce Training	361-698-2122

Physical address:

DMC Continuing Education
Center for Economic Development
(across from Ray High School)
3209 South Staples Street – Suite 115
Corpus Christi, TX 78411

Mailing address:

Del Mar College
Attn: Continuing Education
101 Baldwin Blvd.
Corpus Christi, TX 78404

Adult Education

Fast track, basic education and literacy courses that prepare the student who is pursuing completion of their high school equivalency (GED, HiSet, etc.) preparing to take the TSI placement test (TSI, etc.), or those students requiring extra support in remedial college level courses (REM). These courses include basic math, writing and reading courses.

Mathematics

TECM 1003 Technical Mathematics

Cost: \$50

Focuses on technical math skills used in the workplace. Topics include fractions, decimals, percent's, ratios, proportions, and units of measurements.

Course Code	Class Name	Dates	Session Days	Location	Class Times
TECM 1003	Technical Mathematics	09/07/21 - 10/21/21	TR	Classroom	9:00am - 12:30pm
TECM 1003	Technical Mathematics	10/26/21 - 12/16/21	TR	Classroom	9:00am - 12:30pm
TECM 1003	Technical Mathematics	10/04/21 - 11/30/21	MW	Hybrid	6:00pm - 9:00pm
TECM 1003	Technical Mathematics	10/25/21 - 12/21/21	MW	INET	

TECM 1013 Basic Mathematics

Cost: \$25

Focuses on basic math skills used in the workplace. Topics include addition, subtraction, division, multiplication and word problems.

Course Code	Class Name	Dates	Session Days	Location	Class Times
TECM 1013	Basic Mathematics	09/13/21 - 09/29/21	MW	Classroom	9:00am-12:00pm
TECM 1013	Basic Mathematics	10/04/21 - 10/20/21	MW	Classroom	9:00am-12:00pm
TECM 1013	Basic Mathematics	11/01/21 - 11/17/21	MW	Classroom	9:00am-12:00pm
TECM 1013	Basic Mathematics	11/29/21 - 12/15/21	MW	Classroom	9:00am-12:00pm
TECM 1013	Basic Mathematics	10/04/21 - 10/20/21		INET	

TECM 1041 Algebra 101

Cost: \$50

Focuses on technical algebra skills used in the workplace. Topics include equations and inequalities, polynomials, factoring and other algebra skills.

Course Code	Class Name	Dates	Session Days	Location	Class Times
TECM 1041	Algebra 101	09/08/21 - 10/25/21	MW	Classroom	9:00am-12:30pm
TECM 1041	Algebra 101	10/27/21 - 12/20/21	MW	Classroom	9:00am-12:30pm
TECM 1041	Algebra 101	10/05/21 - 12/02/21	TR	Classroom	5:30pm-8:30pm

Language Arts & Reading

COMG 1003 Speech Communication & Rhetoric

Cost: \$25

Intended to teach and refresh students with basic reading and communications skills needed to be successful in the workplace. Addresses essential listening, speaking, reading, writing and computational skills required by business and industry.

Course Code	Class Name	Dates	Session Days	Location	Class Times
COMG 1003	Speech Comm & Rhetoric	09/07/21 - 09/23/21	TR	Classroom	9:00am-12:00pm
COMG 1003	Speech Comm & Rhetoric	09/28/21 - 10/14/21	TR	Classroom	9:00am-12:00pm
COMG 1003	Speech Comm & Rhetoric	10/19/21 - 11/04/21	TR	Classroom	9:00am-12:00pm
COMG 1003	Speech Comm & Rhetoric	11/30/21 - 12/16/21	TR	Classroom	9:00am-12:00pm

COMG 1006 Reading and Comprehension

Cost: \$50

Intended to teach student's vocabulary and communication skills needed to be successful in the workplace. Addresses mastery of a selected vocabulary of technical/occupational terms, including appropriate pronunciation of terms and use of English language structures required by business and industry.

Course Code	Class Name	Dates	Session Days	Location	Class Times
COMG 1006	Reading/Comprehension	09/13/21 - 10/20/21	MW	Hybrid	9:00am-12:00pm
COMG 1006	Reading/Comprehension	09/28/21 - 11/04/21	TR	Hybrid	9:00am-12:00pm
COMG 1006	Reading/Comprehension	11/09/21 - 12/16/21	TR	Hybrid	9:00am-12:00pm

ETWR 1005 Writing and Composition I

Cost: \$50

Intended to introduce grammar, composition, basic writing and editing skills for technical writing. Focuses on the use of technical terms, graphics and formatting technical documents for an academic essay.

Course Code	Class Name	Dates	Session Days	Location	Class Times
ETWR 1005	Writing/Composition I	09/07/21 - 10/14/21	TR	Classroom	9:00am-12:00pm
ETWR 1005	Writing/Composition I	10/25/21 - 12/08/21	MW	Hybrid	9:00am-12:00pm
ETWR 1005	Writing/Composition I	09/21/21 - 10/28/21	TR	Hybrid	6:00pm-9:00pm

ETWR 1043 Writing and Composition II

Cost: \$50

Intended to help students further hone their writing skills necessary to composing an effective argumentative essay. Grammar, composition, writing and editing principles, applicable to scientific, technical and business documents. Topics include sentences, organization of ideas, editing for correctness, unity and coherence, pre-writing, outlining and revising; and developing business, academic and technical writing.

Course Code	Class Name	Dates	Session Days	Location	Class Times
ETWR 1043	Writing/Composition II	10/19/21 - 12/02/21	TR	Classroom	9:00am-12:00pm
ETWR 1043	Writing/Composition II	11/02/21 - 12/16/21	TR	Hybrid	6:00pm-9:00pm

English as a Second Language

COMG 1000 Introduction to ESL

Cost: \$65

Designed for students whose primary language is other than English. Course is intended and designed to introduce the English language and help students who are interested in learning for communication, job preparation and conversational purposes.

Course Code	Class Name	Dates	Session Days	Location	Class Times
COMG 1000	Introduction to ESL	09/08/21 - 10/18/21	MW	Classroom	5:30pm-8:30pm
COMG 1000	Introduction to ESL	10/21/21 - 12/06/21	MW	Classroom	5:30pm-8:30pm

COMG 1001 Intermediate ESL

Cost: \$65

Intended to introduce the English language to help students who are interested in learning for communication, job preparations and conversational purposes. Provides on-the-job dynamic communicative practice for students whose primary language is other than English and introduces students to the uses of language in a variety of relevant job-related contexts.

Course Code	Class Name	Dates	Session Days	Location	Class Times
COMG 1001	Intermediate ESL	09/07/21 - 10/14/21	TR	Classroom	6:00pm-9:00pm
COMG 1001	Intermediate ESL	10/19/21 - 12/02/21	TR	Classroom	6:00pm-9:00pm

Computer Software Training

Basic of Keyboarding

POFT 1010 Basics of Keyboarding

Cost: \$90

Introductory level skill development in keyboarding, demonstrating basic keyboarding techniques.

Course Code	Class Name	Dates	Session Days	Location	Class Times
POFT 1010	Basics of Keyboarding	09/07/21 – 09/23/21	TR	Classroom	5:30pm – 8:30pm
POFT 1010	Basics of Keyboarding	10/05/21 – 10/21/21	TR	Classroom	5:30pm – 8:30pm
POFT 1010	Basics of Keyboarding	11/02/21 – 11/18/21	TR	Classroom	5:30pm – 8:30pm

Excel for Beginners

ITSW 1022 Excel for Beginners

Cost: \$90

Hands-on course will teach students dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

Course Code	Class Name	Dates	Location
ITSW 1022	Excel for Beginners	09/07/21 – 09/26/21	INET
ITSW 1022	Excel for Beginners	10/04/21 – 10/24/21	INET
ITSW 1022	Excel for Beginners	11/01/21 – 11/21/21	INET

Introduction to Administrative Assistant

POFT 1022 Introduction to Administrative Assistant

Cost: \$90

Prepares students for the industry as an Administrative Assistant. Students will learn how to work Microsoft programs such as Word, Excel, PowerPoint, and the basics of being an Administrative Assistant.

Course Code	Class Name	Dates	Location
POFT 1022	Intro to Administrative Assistant	09/07/21 – 09/26/21	INET
POFT 1023	Intro to Administrative Assistant	10/04/21 – 10/24/21	INET
POFT 1024	Intro to Administrative Assistant	11/01/21 – 11/21/21	INET

PowerPoint for Beginners

ITSW 1037 PowerPoint for Beginners

Cost: \$90

Introduction to computerized presentation graphics that guides students through planning, design, and production of business graphics and charts. Students will learn to prepare presentation files and learn to utilize multimedia software. Students will learn to see presentation graphics concepts and terms; create and run a slide presentation; edit and spell-check text; create, edit, and enhance objects; integrate data between presentation and word processing software.

Course Code	Class Name	Dates	Location
ITSW 1037	PowerPoint for Beginners	09/07/21 – 09/26/21	INET
ITSW 1037	PowerPoint for Beginners	10/04/21 – 10/24/21	INET
ITSW 1037	PowerPoint for Beginners	11/01/21 – 11/21/21	INET

Word for Beginners

POFT 1024 Word for Beginners

Cost: \$90

Introduction to word processing terminology, editing functions, formatting, and special text options. Students will learn to create, format and edit documents.

Course Code	Class Name	Dates	Location
POFI 1024	Word for Beginners	09/07/21 – 09/26/21	INET
POFI 1024	Word for Beginners	10/04/21 – 10/24/21	INET
POFI 1024	Word for Beginners	11/01/21 – 11/21/21	INET

Construction Skills Training

Beginning Woodworking – Construction Skills Training

WDWK 1091 Beginning Woodworking

Cost: \$180

Learn to build wood projects using dados, rabbets, and tongue & groove joints.

Course Code	Class Name	Dates	Session Days	Location	Class Times
WDWK 1091	Beginning Woodworking	08/30/21 – 09/23/21	MTWR	Classroom	8:00am - 12:00pm
WDWK 1091	Beginning Woodworking	11/29/21 – 12/17/21	MTWRF	Classroom	9:00am - 12:00pm

Cabinetry – Construction Skills Training

WDWK 1013 Cabinetry

Cost: \$180

Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools.

Course Code	Class Name	Dates	Session Days	Location	Class Times
WDWK 1013	Cabinetry	08/30/21 – 09/23/21	MTWR	Classroom	8:00am – 5:00pm
WDWK 1013	Cabinetry	10/25/21 – 11/17/21	MTWR	Classroom	8:00am – 5:00pm

Carpentry – Construction Skills Training

CRPT 1029 Carpentry – Part I

Cost: \$180

An introduction to the carpentry trade including safety tools, equipment, terminology and methods.

CRPT 1001 Carpentry – Part II

Cost: \$90

Knowledge and skills required to erect wood frame structures with emphasis on layout and construction of floors, walls and roofs. Includes safety procedures for using hand and power tools and structural materials.

Course Code	Class Name	Dates	Session Days	Location	Class Times
CRPT 1029	Carpentry – Part I	09/13/21 – 10/07/21	MTWR	Classroom	8:00am – 5:00pm
CRPT 1001	Carpentry – Part II	10/11/21 – 10/19/21	MTWR	Classroom	8:00am – 5:00pm
CRPT 1029	Carpentry – Part I	10/25/21 – 11/18/21	MTWR	Classroom	8:00am – 5:00pm
CRPT 1001	Carpentry – Part II	11/29/21 – 12/07/21	MTWR	Classroom	8:00am – 5:00pm

Drywall – Construction Skills Training

CBFM 1012 Drywall

Cost: \$180

Interior wall finishing including drywall installation and finishing. Also covers painting, wall coverings and paneling.

Course Code	Class Name	Dates	Session Days	Location	Class Times
CBFM 1012	Drywall	09/27/21 - 10/20/21	MTWR	Classroom	8:00am-12:00pm

House Wiring – Construction Skills Training

ELPT 1000 House Wiring – Part I

Cost: \$120

Presentation of the theory of residential electric circuits. Topics include load calculations and safety in electrical work, installation of wiring, load protection, ground fault and other devices commonly used in 110-

volt household applications.

ELPT 1002 House Wiring – Part II

Cost: \$60

General principles of electrical controls and their components in the electrical power industry. Includes reading electrical diagrams and identifying industrial switches and pilot devices. Introduction to hardwiring and troubleshooting of industrial control relays and timers.

Course Code	Class Name	Dates	Session Days	Location	Class Times
ELPT 1000	House Wiring – Part I	09/27/21 – 10/12/21	MTWR	Classroom	8:00am – 5:00pm
ELPT 1002	House Wiring – Part II	10/13/21 – 10/20/21	MTWR	Classroom	8:00am – 5:00pm
ELPT 1000	House Wiring – Part I	11/29/21 – 12/10/21	MTWR	Classroom	8:00am – 5:00pm
ELPT 1002	House Wiring – Part II	12/13/21 – 12/17/21	MTWR	Classroom	8:00am – 5:00pm

OSHA 10-Hour Construction – Construction Skills Training

OSHT 1000 CST – OSHA 10

Cost: \$35

Recognize and evaluate hazards in the workplace and learn how to implement control measures including engineering administrative and personal protective equipment (PPE). Participants will receive an OSHA 10-Hour Construction Department of Labor course completion card.

Course Code	Class Name	Dates	Session Days	Location	Class Times
OSHT 1000	CST – OSHA 10	09/27/21 – 09/28/21	MT	Classroom	8:00am – 5:00pm
OSHT 1000	CST – OSHA 11	09/29/21 – 09/30/21	WR	Classroom	8:00am – 5:00pm
OSHT 1000	CST – OSHA 12	10/11/21 – 10/12/21	MT	Classroom	8:00am – 5:00pm
OSHT 1000	CST – OSHA 10	10/13/21 – 10/14/21	WR	Classroom	8:00am – 5:00pm
OSHT 1000	CST – OSHA 10	10/25/21 – 10/26/21	MT	Classroom	8:00am – 5:00pm
OSHT 1000	CST – OSHA 10	10/27/21 – 10/28/21	WR	Classroom	8:00am – 5:00pm
OSHT 1000	CST – OSHA 10	11/08/21 – 11/09/21	MT	Classroom	8:00am – 5:00pm
OSHT 1000	CST – OSHA 10	11/10/21 – 11/11/21	WR	Classroom	8:00am – 5:00pm

OSHA 30-Hour Construction – Construction Skills Training

OSHT 1015 CST – OSHA 30

Cost: \$35

Recognize and evaluate hazards in the workplace and implement control measures including engineering, administrative and personal protective equipment (PPE). Participants will receive an OSHA 30-Hour Construction Department of Labor course completion card.

Course Code	Class Name	Dates	Session Days	Location	Class Times
OSHA 1015	CST – OSHA 30	09/27/21 – 09/30/21	MTWR	Classroom	8:00am – 5:00pm
OSHA 1015	CST – OSHA 30	10/11/22 – 10/14/21	MTWR	Classroom	8:00am – 5:00pm
OSHA 1015	CST – OSHA 30	10/25/21 – 10/28/21	MTWR	Classroom	8:00am – 5:00pm
OSHA 1015	CST – OSHA 30	11/08/21 – 11/11/21	MTWR	Classroom	8:00am – 5:00pm

Plumbing – Construction Skills Training

PFPB 1001 Plumbing – Part I

Cost: \$120

An overview of commonly recognized construction skills including pipes, plumbing math, print reading, techniques for joining pipe including cementing and soldering and an overview of plumbing fixtures.

PFPB 1003 Plumbing – Part II

Updated: 10.28.2021

Cost: \$60

An overview of commonly recognized construction skills including pipe material, pipefittings and the installation of common plumbing fixtures.

Course Code	Class Name	Dates	Session Days	Location	Class Times
PFPB 1001	Plumbing – Part I	08/30/21 – 09/15/21	MTWR	Classroom	8:00am – 5:00pm
PFPB 1003	Plumbing – Part II	09/16/21 – 09/23/21	MTWR	Classroom	8:00am – 5:00pm
PFPB 1001	Plumbing – Part I	10/25/21 – 11/09/21	MTWR	Classroom	8:00am – 5:00pm
PFPB 1003	Plumbing – Part II	11/10/21 – 11/17/21	MTWR	Classroom	8:00am – 5:00pm

Print Reading – Construction Skills Training

DFTG 1015 Print Reading

Cost: \$180

The fundamentals of blueprint reading for the construction industry. Identify the importance and use of construction prints; identify the symbols, terminology, and standard abbreviations; explain the sequence of drawing organization; make the calculations and measurements relative to construction; and interpret construction drawings and scales.

Course Code	Class Name	Dates	Session Days	Location	Class Times
DFTG 1015	Print Reading	10/25/21 – 11/17/21	MTWR	Classroom	8:00am-12:00pm

Trim and Stairs – Construction Skills Training

CRPT 1045 Trim and Stairs – Part I

Cost: \$90

Installation of interior finish systems and components including the placement and installation of doors, trim, floor, wall and ceiling finishes. Emphasis on safe work practices, use, and maintenance of tools and equipment.

CRPT 2047 Trim and Stairs – Part II

Cost: \$90

Construction and installation of stairs. Includes stair types and parts, wood and metal stairs and the layout and installation of stairs.

Course Code	Class Name	Dates	Session Days	Location	Class Times
CRPT 1045	Trim & Stairs – Part I	09/27/21 – 10/06/21	MTWR	Classroom	8:00am – 5:00pm
CRPT 2047	Trim & Stairs – Part II	10/11/21 – 10/21/21	MTWR	Classroom	8:00am – 5:00pm
CRPT 1045	Trim & Stairs – Part I	11/29/21 – 12/07/21	MTWR	Classroom	8:00am – 5:00pm
CRPT 2047	Trim & Stairs – Part II	12/08/21 – 12/17/21	MTWR	Classroom	8:00am – 5:00pm

Construction Trades Program for Youth

This program is offered in partnership with the Texas Workforce Commission and is FREE OF CHARGE to eligible 16-24 year old students. No high school diploma or GED required.

The program consists of two-course offerings designed to give the youth of the Coastal Bend an overview of commonly recognized construction skills, safe work habits and identify the proper maintenance of tools and equipment used in the carpentry industry.

Carpentry – Construction Trades Grant

CRPT 1029 Basic Carpentry

No cost

An introduction to the carpentry trade including safety tools, equipment, terminology and methods.

Course Code	Class Name	Dates	Session Days	Location	Class Times
CRPT 1029	Basic Carpentry	09/15/21 – 10/12/21	MTWR	Classroom	8:00am – 5:00pm
CRPT 1029	Basic Carpentry	10/25/21 – 11/18/21	MTWR	Classroom	8:00am – 5:00pm

CRPT 1001 Basic Framing

No cost

Knowledge and skills required to erect wood frame structures with emphasis on layout and construction of floors, walls and roofs. Includes safety procedures for using hand and power tools and structural materials.

Course Code	Class Name	Dates	Session Days	Location	Class Times
CRPT 1001	Basic Framing	10/13/21 – 10/21/21	MTWR	Classroom	8:00am – 5:00pm
CRPT 1001	Basic Framing	11/29/21 – 12/07/21	MTWR	Classroom	8:00am – 5:00pm

Healthcare

Billing and Coding

POFM 1000 Basic Medical Coding

Cost: \$250

Presentation and application of basic coding rules, principles, guidelines and conventions utilizing various coding systems.

Course Code	Class Name	Dates	Session Days	Location	Class Times
POFM 1000	Basic Medical Coding	11/22/21 – 01/26/22	MW	Classroom	8:00am-12:00pm

Certified Nurse Aide

NURA 1001 Nurse Aide – Lecture

Cost: \$310

Credential/Certificate: Texas Dept. of Health and Human Services State Certification for Nurse Aide

Classroom, laboratory, and clinical 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, therapeutic 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 Nurse Aide – Clinical

Cost: \$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 Code	Class Name	Dates	Session Days	Location	Class Times
NURA 1001	Nurse Aide – Lecture	10/11/21 – 11/03/21	MTWRF	Classroom	8:00am-12:00pm
NURA 1060	Nurse Aide – Clinical	11/04/21 – 12/01/21	MTWRF	Off-Campus	6:00pm – 9:00pm
NURA 1001	Nurse Aide – Lecture	10/25/21 – 11/17/21	MTWRF	Classroom	1:00pm – 5:00pm
NURA 1060	Nurse Aide – Clinical	11/18/21 – 12/16/21	MTWRF	Off-Campus	1:00pm – 5:00pm
NURA 1001	Nurse Aide – Lecture	11/29/21 – 01/26/22	MTWR	Classroom	1:00pm – 4:00pm
NURA 1060	Nurse Aide – Clinical	01/27/22 – 03/09/22	MTWR	Off-Campus	1:00pm- 4:00pm

CPR for Healthcare Workers

EMSP 1019 CPR for Healthcare Workers

Cost: \$50

Credential/Certificate: Basic Life Support (BLS) and Heartsaver First Aid Certification

CPR/BLS for the Health Care Provider and First Aid certification course designed for healthcare professionals and other personnel who need to know how to perform CPR and other basic cardiovascular life support skills in a wide variety of in-facility and pre-hospital settings.

Course Code	Class Name	Dates	Session Days	Location	Class Times
EMSP 1019	CPR for Healthcare	9/4/2021	Saturday	Classroom	9:00am – 4:30pm
EMSP 1019	CPR for Healthcare	9/18/2021	Saturday	Classroom	9:00am – 4:30pm
EMSP 1019	CPR for Healthcare	10/2/2021	Saturday	Classroom	9:00am – 4:30pm

EMSP 1019	CPR for Healthcare	10/16/2021	Saturday	Classroom	9:00am – 4:30pm
EMSP 1019	CPR for Healthcare	10/30/2021	Saturday	Classroom	9:00am – 4:30pm
EMSP 1019	CPR for Healthcare	11/13/2021	Saturday	Classroom	9:00am – 4:30pm
EMSP 1019	CPR for Healthcare	11/20/2021	Saturday	Classroom	9:00am – 4:30pm
EMSP 1019	CPR for Healthcare	12/4/2021	Saturday	Classroom	9:00am – 4:30pm
EMSP 1019	CPR for Healthcare	12/11/2021	Saturday	Classroom	9:00am – 4:30pm

Electrocardiography (EKG) Technician

ECRDD 1011 Electrocardiography

Cost: \$225

Credential/Certificate: Electrocardiography Technician National Certification

Targets 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.

Course Code	Class Name	Dates	Session Days	Location	Class Times
ECRD 1011	Electrocardiography	09/13/21 – 10/21/21	MW	Classroom	1:00pm – 5:00pm
ECRD 1011	Electrocardiography	10/25/21 – 12/15/21	MW	Classroom	6:00pm – 9:00pm
ECRD 1011	Electrocardiography	11/01/21 – 12/13/21	MTWR	Classroom	1:00pm – 5:00pm

Medical Secretary

HITT 1019 Customer Service in Healthcare

Cost: \$40

Development of skills necessary to communicate effectively in a healthcare setting. Students will display knowledge of business etiquette, communication skills, workplace civility and ethics, appropriate workplace attire and how to work as part of a team. Demonstration of effective oral and written communications approaches and customer service skills. Additionally, students will identify techniques for conflict resolution and ethical and cultural aspects of communication.

Course Code	Class Name	Dates	Session Days	Location	Class Times
HITT 1019	Customer Service in HC	11/29/21 – 12/10/21	W	Hybrid	6:00pm – 7:00pm

POFM 1006 Medical Secretary

Cost: \$200

Training, skills, and knowledge needed to enter the workforce as a medical secretary. Training includes medical ethics and law, scheduling appointments, mailing procedures, managing health information, and overall office management skills in a Healthcare setting. Students will also receive basic training over insurance and coding, billing reimbursements and health record compliance.

Course Code	Class Name	Dates	Session Days	Location	Class Times
POFM 1006	Medical Secretary	10/11/21 – 12/17/21		INET	
POFM 1006	Medical Secretary	11/01/21 – 12/08/21	MTWR	Classroom	9:00am-12:00pm

Medication Aide Permit Renewal

NURA 1041 Medication Aide Permit Renewal

Cost: \$50

Credential/Certificate: Medication Aide Permit Renewal

A course for Certified Medication Aides who possess a Medication Aide permit issued by the Texas

Updated: 10.28.2021

Department of Health and Human Services (TXDHHS). The Medication Aide Permit must be renewed on an annual basis and is a condition for employment.

Course Code	Class Name	Dates	Location
NURA 1041	Medication Aide Permit Renewal	09/20/21 – 09/25/21	INET
NURA 1041	Medication Aide Permit Renewal	10/25/21 – 10/30/21	INET
NURA 1041	Medication Aide Permit Renewal	11/15/21 – 11/20/21	INET
NURA 1041	Medication Aide Permit Renewal	12/06/21 – 12/11/21	INET

Nurse Aide Skills Refresher

NURA 2005 Nurse Aide Skills Refresher

Cost: \$55

Review and update on current nurse aid skills and instruction required to provide effective patient care. Skill reviews include hand hygiene, measuring blood pressure, measuring and recording respiration and all other required nurse aid skills.

Course Code	Class Name	Dates	Session Days	Location	Class Times
NURA 2005	Nurse Aide Skills Refresher	9/4/2021	Sat	Classroom	9:00am – 4:30pm
NURA 2005	Nurse Aide Skills Refresher	10/16/2021	Sat	Classroom	9:00am – 4:30pm
NURA 2005	Nurse Aide Skills Refresher	11/13/2021	Sat	Classroom	9:00am – 4:30pm
NURA 2005	Nurse Aide Skills Refresher	12/4/2021	Sat	Classroom	9:00am – 4:30pm

Spanish for Medical Professionals

SPNL 1001 Spanish for Medical Professionals – Beginner

Cost: \$100

Achieve a competence in medical Spanish through the practice of pronunciation, vocabulary, and grammatical structures, all within the context of the medical professions. Focus is placed on role-play activities that will cover the most common medical scenarios in Spanish.

Course Code	Class Name	Dates	Session Days	Location	Class Times
SPNL 1001	Spanish for Med Prof Beg	09/13/21 – 10/15/21	M	Hybrid	6:00pm – 8:00pm
SPNL 1001	Spanish for Med Prof Beg	11/08/21 – 12/10/21	TBD	Hybrid	TBD

SPNL 1002 Spanish for Medical Professionals – Intermediate

Cost: \$100

Instruction in selected vocabulary of technical and medical terms, pronunciations and basic structures used by those employed in the medical field. Translate medical terminology; verbalize Spanish terms, phrases and commands necessary for conducting general medical procedures and examinations. Utilize Spanish phrases for greetings, common expressions and directions.

Course Code	Class Name	Dates	Location
SPNL 1002	Spanish for Med Prof Intermediate	10/18/21 – 11/19/21	INET

Industry Training

OSHA 30-Hour Construction

OSHT 1015 OSHA 30-hour Construction

Cost: \$35

Credential/Certificate: OSHA 30 Construction Completion Card

Addresses the common occupational hazards; describe the components of effective workplace design and accident prevention program; 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.

OSHT 1015	OSHA 30-hr Construction	09/13/21 – 09/21/21	MT	Classroom	8:00am – 5:00pm
OSHT 1015	OSHA 30-hr Construction	09/20/21 – 09/28/21	MT	Classroom	8:00am – 5:00pm
OSHT 1015	OSHA 30-hr Construction	10/11/21 – 11/01/21	MTW	Classroom	6:00pm – 9:00pm

Safety Training

CVOP 102N National Safety Council 8H Defensive Driving

Cost: \$35

Defensive driving techniques including identification of hazardous situations and methods for recognizing, understanding and taking corrective action to prevent accidents.

Course Code	Class Name	Dates	Session Days	Location	Class Times
CVOP 102N	Defensive Driving	10/1/2021	Friday	Classroom	8:00am – 5:00pm
CVOP 102N	Defensive Driving	11/5/2021	Friday	Classroom	8:00am – 5:00pm
CVOP 102N	Defensive Driving	12/3/2021	Friday	Classroom	8:00am – 5:00pm

Millwright

MCHN 2005 Millwright III

Cost: \$400

An introduction to bearings and seals. Identification of common bearing and seals. Emphasis on design and installation of seals and bearings.

Course Code	Class Name	Dates	Session Days	Location	Class Times
MCHN 2005	Millwright III	10/25/21 – 12/15/21	MW	Classroom	8:00am – 12:00pm

Welding

WLDG 1007 Introduction to WLDG Using Multi Process

Cost: \$505

Course Code	Class Name	Dates	Session Days	Location	Class Times
WLDG 1007	Intro to WLDG	10/25/21 – 12/15/21	MTWR	Classroom	6:00pm – 7:50pm
			MTWR	Lab	7:50pm – 11:35pm

WLDG 1021 Welding Fundamentals

Cost: \$610

Course Code	Class Name	Dates	Session Days	Location	Class Times
WLDG 1021	Wlding Fundamentals	10/25/21 – 12/15/21	MTWR	Classroom	6:00pm – 7:50pm
			MTWR	Lab	7:50pm – 11:35pm

Updated: 10.28.2021

Personal Enrichment

Business

BUSG 1009 Basics of Building an Online Business

Cost: \$40

Identify the steps for creating or enhancing an online business. Describe the advantages and disadvantages of using E-commerce in a business.

Course Code	Class Name	Dates	Session Days	Location	Class Times
BUSG 1009	Building an Online Bus.	09/07/21 – 09/11/11	FS	Classroom	10:00am – 4:00pm
BUSG 1009	Building an Online Bus.	10/18/21 – 11/05/21		INET	

Education

EDTC 1002 Substitute Teacher

Cost: \$70

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

Course Code	Class Name	Dates	Session Days	Location	Class Times
EDTC 1002	Substitute Teacher	09/10/21 – 09/11/21	FS	Classroom	10:00am – 4:00pm
EDTC 1002	Substitute Teacher	09/24/21 – 09/25/21	FS	Classroom	10:00am – 4:00pm
EDTC 1002	Substitute Teacher	11/15/21 – 11/18/21	MTWR	Classroom	5:30pm – 8:30pm

Foreign Language

SPNL 1042 Spanish for Business

Cost: \$85

Development of Spanish oral and written communication skills related to the business environment including medical, business, commercial and legal terminology, including a review of basic Spanish grammar.

Course Code	Class Name	Dates	Session Days	Location	Class Times
SPNL 1042	Spanish for Business	10/04/21 – 11/29/21	MW	Classroom	6:00pm – 9:00pm

SPAN 107N Conversational Spanish

Cost: \$75

An introductory Spanish course which emphasizes listening comprehension and speaking skills.

Course Code	Class Name	Dates	Session Days	Location	Class Times
SPAN 107N	Conversational Spanish	09/21/21 – 10/21/21	TR	Classroom	6:00pm – 8:00pm

Photography

PHTC 1004 Beginning Photography

Cost: \$125

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 Code	Class Name	Dates	Session Days	Location	Class Times
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PHTC 1004 Beginning Photography 09/07/21 – 09/30/21 TR Classroom 5:30pm – 8:30pm

PHTC 2004 Intermediate Photography

Cost: \$125

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 Code	Class Name	Dates	Session Days	Location	Class Times
PHTC 2004	Iterm Photography	10/05/21 – 10/28/21	TR	Classroom	5:30pm – 8:30pm

PHTC 2004 Advanced Photography

Cost: \$125

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 Code	Class Name	Dates	Session Days	Location	Class Times
PHTC 2004	Advanced Photography	11/02/21 – 12/02/21	TR	Classroom	5:30pm – 8:30pm

Professional Development

COMG 1009 Effective Public Speaking

Cost: \$30

Emphasizes use of verbal and non-verbal skills to make points clear and effective. 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 Code	Class Name	Dates	Session Days	Location	Class Times
COMG 1009	Effective Public Speaking	10/18/21 – 10/19/21		INET	
COMG 1009	Effective Public Speaking	12/07/21 – 12/16/21	TR	Classroom	5:30pm – 8:00pm

COMG 2030 Advanced Presentation Techniques

Cost: \$30

Improving and enhancing effective business presentations. Includes advanced concepts of how to plan, organize and present ideas and information for promotional or educational purposes. Emphasizes projects using visual aids, supplementary materials and equipment.

Course Code	Class Name	Dates	Session Days	Location	Class Times
COMG 2030	Advanced Presentation	09/20/21 – 10/01/21		INET	
COMG 2030	Advanced Presentation	11/08/21 – 11/17/21	MW	Classroom	5:30pm – 8:00pm

Pipeline

Pipeline Skills Training

PTRT 2005 Introduction to Pipeline and Petrochemical Industries

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 Code	Class Name	Dates	Session Days	Location	Class Times
PTRT 2005	Intro to Pipeline	08/02/21 – 08/25/21	MW	Classroom	5:30pm – 8:30pm
PTRT 2005	Intro to Pipeline	09/13/21 – 10/10/21		INET	
PTRT 2005	Intro to Pipeline	10/04/21 – 10/31/21		INET	

PTRT 2015 Pipeline Construction and Operations

Cost: \$180

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

Course Code	Class Name	Dates	Session Days	Location	Class Times
PTRT 2015	Pipeline Const& Oper	09/08/21– 10/04/21	MW	Classroom	5:30pm – 8:30pm
PTRT 2015	Pipeline Const& Oper	10/25/21 – 11/21/21		INET	
PTRT 2015	Pipeline Const& Oper	11/01/21 – 11/24/21		INET	

PTRT 2020 Corrosion Control and Regulatory Compliance

Cost: \$180

Corrosion processed 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 Code	Class Name	Dates	Session Days	Location	Class Times
PTRT 2020	Corrosion Cont/Comp	10/11/21 – 11/03/21	MW	Classroom	5:30pm-8:30pm
PTRT 2020	Corrosion Cont/Comp	11/22/21 – 12/17/21		INET	
PTRT 2020	Corrosion Cont/Comp	11/29/21 – 12/22/21		INET	

Real Estate

Real Estate Guide

RELE 102N Guide to Real Estate Required Courses

No cost

Question and answer session about Del Mar College real estate courses and the delivery of each course. Introduces the TREC website that DMC follows for the potential student to be aware of requirements and additional support.

Course Code	Class Name	Dates	Session Days	Location	Class Times
RELE 102N	Guide to Real Estate	9/16/2021	Thursday	Classroom	5:30pm – 7:30pm
RELE 102N	Guide to Real Estate	9/16/2021	Thursday	Live	9:00am – 11:00pm

Real Estate – online via Dearborn, classroom, live stream

RELE 1002 Principles I

Cost: \$180 per course (online) or \$200 per course (classroom/live stream)

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 Code	Class Name	Dates	Session Days	Location	Class Times
RELE 1002	Principles I – online via Dearborn	08/30/21 – 12/17/21		INET	
RELE 1002	Principles I – online via Dearborn	09/13/21 – 01/14/22		INET	
RELE 1002	Principles I – online via Dearborn	10/04/21 – 02/04/22		INET	
RELE 1002	Principles I – online via Dearborn	10/18/21 – 02/18/22		INET	
RELE 1002	Principles I – online via Dearborn	11/01/21 – 03/04/22		INET	
RELE 1002	Principles I – online via Dearborn	11/15/21 – 03/25/22		INET	
RELE 1002	Principles I – online via Dearborn	12/06/21 – 04/15/22		INET	
RELE 1002	Principles I – online via Dearborn	12/13/21 – 04/22/22		INET	
RELE 1002	Principles I	09/20/21 – 10/20/21	MW	Live Stream	9:00am – 12:00pm
RELE 1002	Principles I	09/21/21 – 10/21/21	TR	Classroom	9:00am – 12:00pm

RELE 1039 Principles II

Cost: \$180 per course (online) or \$200 per course (classroom/live stream)

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 Code	Class Name	Dates	Session Days	Location	Class Times
RELE 1039	Principles II – online via Dearborn	08/30/21 – 12/17/21		INET	
RELE 1039	Principles II – online via Dearborn	09/13/21 – 01/14/22		INET	
RELE 1039	Principles II – online via Dearborn	10/04/21 – 02/04/22		INET	
RELE 1039	Principles II – online via Dearborn	10/18/21 – 02/18/22		INET	

RELE 1039	Principles II – online via Dearborn	11/01/21 – 03/04/22		INET	
RELE 1039	Principles II – online via Dearborn	11/15/21 – 03/25/22		INET	
RELE 1039	Principles II – online via Dearborn	12/06/21 – 04/15/22		INET	
RELE 1039	Principles II – online via Dearborn	12/13/21 – 04/22/22		INET	
RELE 1039	Principles II	09/20/21 – 10/20/21	MW	Live Stream	5:30pm – 8:30pm
RELE 1039	Principles II	09/21/21 – 10/21/21	TR	Classroom	5:30pm – 8:30pm

RELE 2002 Law of Agency

Cost: \$180 per course (online) or \$200 per course (classroom/live stream)

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 Code	Class Name	Dates	Session Days	Location	Class Times
RELE 2002	Law of Agency – online via Dearborn	08/30/21 – 12/17/21		INET	
RELE 2002	Law of Agency – online via Dearborn	09/13/21 – 01/14/22		INET	
RELE 2002	Law of Agency – online via Dearborn	10/04/21 – 02/04/22		INET	
RELE 2002	Law of Agency – online via Dearborn	10/18/21 – 02/18/22		INET	
RELE 2002	Law of Agency – online via Dearborn	11/01/21 – 03/04/22		INET	
RELE 2002	Law of Agency – online via Dearborn	11/15/21 – 03/25/22		INET	
RELE 2002	Law of Agency – online via Dearborn	12/06/21 – 04/15/22		INET	
RELE 2002	Law of Agency – online via Dearborn	12/13/21 – 04/22/22		INET	
RELE 2002	Law of Agency	11/01/21 – 12/08/21	MW	Live Stream	9:00am – 12:00pm
RELE 2002	Law of Agency	11/02/21 – 12/09/21	TR	Classroom	5:30pm – 8:30pm

RELE 1012 Law of Contracts

Cost: \$180 per course (online) or \$200 per course (classroom/live stream)

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 Code	Class Name	Dates	Session Days	Location	Class Times
RELE 1012	Law of Contracts – online via Dearborn	08/30/21 – 12/17/21		INET	
RELE 1012	Law of Contracts – online via Dearborn	09/13/21 – 01/14/22		INET	
RELE 1012	Law of Contracts – online via Dearborn	10/04/21 – 02/04/22		INET	
RELE 1012	Law of Contracts – online via Dearborn	10/18/21 – 02/18/22		INET	
RELE 1012	Law of Contracts – online via Dearborn	11/01/21 – 03/04/22		INET	
RELE 1012	Law of Contracts – online via Dearborn	11/15/21 – 03/25/22		INET	
RELE 1012	Law of Contracts – online via Dearborn	12/06/21 – 04/15/22		INET	
RELE 1012	Law of Contracts – online via Dearborn	12/13/21 – 04/22/22		INET	
RELE 1012	Law of Contracts	11/01/21 – 12/08/21	MW	Live Stream	5:30pm – 8:30pm
RELE 1012	Law of Contracts	11/02/21 – 12/09/21	TR	Classroom	9:00am – 12:00pm

RELE 1000 Promulgated Contracts and Forms

Cost: \$180 per course (online) or \$200 per course (classroom/live stream)

Includes 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 Code	Class Name	Dates	Location
RELE 1000	Promulgated Contracts and Forms – online via Dearborn	08/30/21 - 12/17/21	INET
RELE 1000	Promulgated Contracts and Forms – online via Dearborn	09/13/21 - 01/14/22	INET
RELE 1000	Promulgated Contracts and Forms – online via Dearborn	10/04/21 - 02/04/22	INET
RELE 1000	Promulgated Contracts and Forms – online via Dearborn	10/18/21 - 02/18/22	INET
RELE 1000	Promulgated Contracts and Forms – online via Dearborn	11/01/21 - 03/04/22	INET
RELE 1000	Promulgated Contracts and Forms – online via Dearborn	11/15/21 - 03/25/22	INET
RELE 1000	Promulgated Contracts and Forms – online via Dearborn	12/06/21 - 04/15/22	INET
RELE 1000	Promulgated Contracts and Forms – online via Dearborn	12/13/21 - 04/22/22	INET

RELE 1020 Finance

Cost: \$180 per course (online) or \$200 per course (classroom/live stream)

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 Code	Class Name	Dates	Location
RELE 1020	Finance – online via Dearborn	08/30/21 – 12/17/21	INET
RELE 1020	Finance – online via Dearborn	09/13/21 – 01/14/22	INET
RELE 1020	Finance – online via Dearborn	10/04/21 – 02/04/22	INET
RELE 1020	Finance – online via Dearborn	10/18/21 – 02/18/22	INET
RELE 1020	Finance – online via Dearborn	11/01/21 – 03/04/22	INET
RELE 1020	Finance – online via Dearborn	11/15/21 – 03/25/22	INET
RELE 1020	Finance – online via Dearborn	12/06/21 – 04/15/22	INET
RELE 1020	Finance – online via Dearborn	12/13/21 – 04/22/22	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.

This program requires administrative approval. Call 361-698-2714 to schedule an appointment with the Program Manager. Once approved, you may register and begin. You will have access to all six classes and will have one year to complete them.

****Students may register for these classes at any time.**

RELE 1002 Principles I – Fast Track

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

Includes 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

Includes 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.

Senior Education

Computer Training

ITNW 1007N Internet

Cost: \$5

Introduction to the Internet including e-mail, home page and how to perform basic research to address company/business needs. Identify basic Internet concepts and terminology; use electronic communication; and collect and evaluate research data using the Internet.

Course Code	Class Name	Dates	Session Days	Location	Class Times
ITNW 1007N	Internet	10/13/21 – 10/27/21	MWF	Classroom	9:00am – 12:00pm
ITNW 1007N	Internet	10/29/21 – 11/12/21	MWF	Classroom	9:00am – 12:00pm

ITSC 1001N Introduction to Computers

Cost: \$5

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

Course Code	Class Name	Dates	Session Days	Location	Class Times
ITSC 1001N	Intro to Computers	09/10/21 – 09/24/21	MWF	Classroom	9:00am – 12:00pm

ITSC 1012N Beginning Computers

Cost: \$5

This is the first course in learning the computer. Computer systems and their uses in today's business communities.

Course Code	Class Name	Dates	Session Days	Location	Class Times
ITSC 1012N	Beginning Computers	09/27/21 – 10/11/21	MWF	Classroom	9:00am – 12:00pm

POFI 1004N Windows

Cost: \$5

Become more familiar with your computer and how it works. Computer applications specific to business-related software. Emphasizes the concurrent development of office skills and computer knowledge.

Course Code	Class Name	Dates	Session Days	Location	Class Times
POFI 1004N	Windows	10/13/21 – 10/27/21	MWF	Classroom	9:00am – 12:00pm

POFI 1024N Microsoft Office

Word Cost: \$5

Learn to create, format, and edit documents. Introduction to word processing terminology, editing functions, formatting, and special text options.

Course Code	Class Name	Dates	Session Days	Location	Class Times
POFI 1024N	Microsoft Office Word	10/29/21 – 11/12/21	MWF	Classroom	9:00am – 12:00pm
POFI 1024N	Microsoft Office Word	11/15/21 – 12/03/21	MWF	Classroom	9:00am – 12:00pm

Journaling

ENGL 106N Writing Your Story

Cost: \$5

Transform your brilliant idea into an absorbing memoir that readers will not be able to put down. Begin by walking through the process of identifying your story and how best to tell it. You will develop your story through language, story structure, dramatic tension, dialogue, description and editing. You will also address the challenges of the writing life, such as how to create a productive practice, design a comfortable writing space, deal with rejection and find an audience.

Course Code	Class Name	Dates	Session Days	Location	Class Times
ENGL 106N	Writing Your Story	09/23/21 – 12/02/21	Thurs	Classroom	3:00pm – 5:00pm

Technology

ITSC 1012N Android Smart Phone

Cost: \$5

Introduction to basic android smartphone usage. Topics include settings and configurations, Wi-Fi connecting, apps, troubleshooting and email usage.

Course Code	Class Name	Dates	Session Days	Location	Class Times
ITSC 1012N	Android Smart Phone	10/12/21 – 10/19/21	Tues	Classroom	4:00pm – 6:00pm

Texas Mutual Safety Grant

Texas Mutual has awarded millions in safety education grants to help maintain safety institutes at colleges across Texas. Through this generous donation, Del Mar College is proud to offer, for a limited time only, **no cost** safety training in a variety of fields.

OSHA 30-Hour Construction

OSHT 1015 OSHA 30-hour Construction

No cost

Credential/Certificate: OSHA 30 Construction Completion Card

Addresses the common occupational hazards; describe the components of effective workplace design and accident prevention program; 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.

Course Code	Class Name	Dates	Session Days	Location	Class Times
OSHT 1015	OSHA 30-hr Construction	11/29/21 – 12/20/21	MTW	Classroom	6:00pm – 9:00pm

Safety Training

CVOP 102N National Safety Council 8-hour Defensive Driving

No cost

Defensive driving techniques including identification of hazardous situations and methods for recognizing, understanding and taking corrective action to prevent accidents.

Course Code	Class Name	Dates	Session Days	Location	Class Times
CVOP 102N	Defensive Driving	11/5/2021	Friday	Classroom	8:00am – 5:00pm
CVOP 102N	Defensive Driving	12/3/2021	Friday	Classroom	8:00am – 5:00pm

IEIR 1040 Electrical Arc Hazards Safety

No cost

Electrical safety issues reviewed and discussed for industry field and plant personnel, safety professionals, students, general audience to keep worksites safe. Students will learn to recognize potential electrical problems and to recognize and address electrical accidents before they happen. Covers key regulatory issues for safety and compliance.

Course Code	Class Name	Dates	Session Days	Location	Class Times
IEIR 1040	Electrical Arc Hazards Safety	11/12/2021	Friday	Classroom	8:00am – 5:30pm

INTC 1020 Intro to Boilermaker/Boiler Operations Safety

No cost

Basic awareness course to understand the principles, code requirements and practical knowledge needed in the construction, installation of boilers, maintenance and operations utilizing safety industry practices and ensuring compliance with all federal, local, state and industry safety regulations, rules, policies and standards.

Course Code	Class Name	Dates	Session Days	Location	Class Times
INTC 1020	Intro to Boilermaker	11/02/21 – 11/10/21	TWR	Classroom	6:30pm – 9:30pm

Updated: 10.28.2021

OSHT 2011 Process Safety Management

No Cost

Explores the major safety issues that affect the work place, including general safety awareness, loss control and regulatory compliance. This course is an introduction of OSHA PSM Standard 1910.119 and is designed to provide students with an increased knowledge of the primary elements and how these elements apply to the affected workplace/community.

Course Code	Class Name	Dates	Session Days	Location	Class Times
OSHT 2011	Process Safety Mgmt	11/11/2021	Thursday	Classroom	8:00am – 5:30pm

Workforce Training

Employability Skills

BMGT 1004 Workplace Critical Thinking and Problem Solving

Cost: \$20

Helps students develop entry-level skills for the workplace and targets students interested in improving and/or developing critical thinking and problem solving skills. Topics include interpreting data for effective problem solving and recommending corrective action.

Course Code	Class Name	Dates	Location
BMGT 1004	Workplace Critical Thinking and Problem Solving	09/27/21 – 10/08/21	INET
BMGT 1004	Workplace Critical Thinking and Problem Solving	10/25/21 – 11/05/21	INET
BMGT 1004	Workplace Critical Thinking and Problem Solving	11/29/21 – 12/10/21	INET

BUSG 1012 Professionalism in the Workplace

Cost: \$20

Helps students develop entry-level skills for the workplace and targets students interested in improving/developing professionalism skills. Identify attitudes and values that contribute to effective work habits. Students will learn about professionalism, interpersonal skills, communication skills, effects of attitude and behavior in the workplace, and employability skills.

Course Code	Class Name	Dates	Location
BUSG 1012	Professionalism in the Workplace	09/13/21 – 09/24/21	INET
BUSG 1012	Professionalism in the Workplace	10/11/21 – 10/22/21	INET
BUSG 1012	Professionalism in the Workplace	11/08/21 – 11/19/21	INET

POFT 1000 Career Exploration and Planning

Cost: \$40

An in-depth career exploration course intended to assist individuals as they navigate and learn about various career options. This includes analyzing personal career interests, surveying, and researching career fields with related educational and training requirements, practicing the decision-making process, and job search skills such as completing applications and interviewing. Upon completion, students will have knowledge of various career options as well as their next steps towards achieving their career/educational goal.

Course Code	Class Name	Dates	Location
POFT 1000	Career Exploration & Planning	09/13/21 – 10/22/21	INET
POFT 1000	Career Exploration & Planning	10/11/21 – 11/19/21	INET
POFT 1000	Career Exploration & Planning	11/08/21 – 12/17/21	INET

POFT 1004 Business Writing for the Workplace

Cost: \$20

A study of the basic elements of composition for business documents such as business emails, texts, and letters.

Course Code	Class Name	Dates	Location
POFT 1004	Business Writing for the Workplace	09/20/21 – 10/01/21	INET
POFT 1004	Business Writing for the Workplace	10/18/21 – 10/29/21	INET
POFT 1004	Business Writing for the Workplace	11/29/21 – 12/10/21	INET

Legal Secretary

POFL 1005 Legal Terminology and the American Legal System

Cost: \$150

Presents an overview of legal terminology and how these terms are used in legal settings.

Course Code	Class Name	Dates	Session Days	Location	Class Times
POFL 1019	Legal Terminology	10/11/21 – 11/18/21	MW	Hybrid	6:00pm – 8:00pm

POFL 1003 Legal Office Procedures I

Cost: \$300

Fundamental administrative duties of the legal administrative assistant. Describe the types of activities legal support personnel perform; identify the basic components of office technology; describe organizational and time management principles and identify elements of professionalism for the legal administrative assistant.

Course Code	Class Name	Dates	Session Days	Location	Class Times
POFL 1003	Legal Office Procedures I	11/22/21 – 02/18/22	MW	Hybrid	6:00pm – 8:00pm

Records Management

POFT 1019 Records and Filing Management

Cost: \$100

Develop basic records information management skills for the workplace including manual and electronic filing. Topics include records management, alphabetic indexing, electronic filing management, and storing, retrieving and transferring records. This is an ideal course for anyone working in an office setting.

Course Code	Class Name	Dates	Location	Class Times
POFT 1019	Records and Filing Management	09/20/21 – 10/29/21	INET	6:00pm-8:00pm
POFT 1019	Records and Filing Management	11/01/21 – 12/10/21	INET	6:00pm-8:00pm

Mirrored Courses

Accounting Clerk, Bookkeeper Occupational Skills Award (OSA)

ACNT 1003 Introduction to Accounting

ACNT 1011 introduction to Computerized Accounting

ACNT 1013 Computerized Accounting Applications

ACNT 1005 Forensic Accounting

\$400 per course/\$1,200 total

Credential/Certificate: Occupational Skills Award (OSA)

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll.

Course Code	Class Name	Dates	Session Days	Location	Class Times
ACNT 1003	Intro to Accounting	08/30/21 – 12/15/21	MW	Classroom	11:00am-12:20pm
ACNT 1003	Intro to Accounting	08/30/21 – 12/15/21		INET	
ACNT 1005	Forensic Accounting	10/25/21 – 12/15/21		INET	
ACNT 1011	Intro to Comp Acct.	08/31/21 – 10/19/21	TR	Hybrid	11:00am-12:20pm

Construction Technology Occupational Skills Award (OSA)

CNBT 1000 Residential and Light

CRPT 1029 Introduction to Carpentry

CRPT 1091 Basic Framing and Carpentry

CNBT 1010 Basic Construction Safety

Mirrored courses/4 courses

\$400 per course/\$1,200 total

Credential/Certificate: Occupational Skills Award (OSA)

Students learn the basics to prepare them for a career in the construction field. Courses include Introduction to Carpentry, Residential and Light Commercial Blueprint Reading, Basic Framing and Carpentry Maintenance Skills, and OSHA Regulations for the Construction industry.

Course Code	Class Name	Dates	Location
CNBT 1000	Res & Light Comm Blueprint Reading	10/25/21 – 12/15/21	INET