



Continuing Education – Course Schedule SUMMER 2022

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

Del Mar College Location Codes:

- EC - Heritage Campus – 101 Baldwin Blvd Corpus Christi, Texas 78404
- WC - Windward Campus – 4101 Old Brownsville Rd Corpus Christi, Texas 78405
- SC - Oso Creek Campus – Yorktown Blvd and Rodd Field, Corpus Christi, Texas 78414
- CED -Center for Economic Development – 3209 S Staples St Corpus Christi, Texas 78411
- NWC Northwest Center – 13725 Northwest Blvd, Corpus Christi, Texas 78410

Class Meetings:

- The **Day** column contains the days of the week you will attend that course.
 M = Monday; T = Tuesday; W = Wednesday; R = Thursday; F = Friday; S = Saturday and U = Sunday.
- The **Date** columns are the dates that the course begins and ends.

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, ratios, and proportions and units of measurements.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
TECM 1003	Technical Mathematics	07/18/22 – 09/12/22	MW	WC ET A226	9:00am – 12:00pm
TECM 1003	Technical Mathematics	07/18/22 – 09/12/22	MW	Hybrid CED 110	6:00pm – 9:00pm
TECM 1003	Technical Mathematics	07/18/22 – 09/12/22	INET	Online only	Self-paced

TECM 1013 Basic Mathematics

Cost: \$25

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

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
TECM 1013	Basic Mathematics	06/20/22 – 07/11/22	INET	Online only	Self-paced

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
TECM 1041	Algebra 101	07/05/22 – 08/25/22	TR	WC ET A226	9:00am-12:00pm

Language Arts & Reading

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
COMG 1006	Reading/Comprehension	08/02/22 – 09/08/22	TR	WC ET A225	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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
ETWR 1005	Writing/Composition I	07/05/22 – 08/11/22	TR	Hybrid CED 110	6:00pm – 9:00pm
ETWR 1005	Writing/Composition I	07/25/22 – 08/31/22	MW	Hybrid WC ET A225	9:00am – 12:00pm

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
ETWR 1043	Writing/Composition II	05/31/22 – 07/07/22	TR	WC ET A226	6:00pm – 9:00pm
ETWR 1043	Writing/Composition II	07/05/22 – 08/11/22	TR	Hybrid CED 109	6:00pm – 9:00pm

English as a Second Language (ESL)

COMG 1000 Introduction to ESL

Cost: \$65

Designed for students whose primary language is other than English. This 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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
COMG 1000	Introduction to ESL	07/25/22 – 09/19/22	MW	CED 132	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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
COMG 1001	Intermediate ESL	07/12/22 – 09/01/22	TR	CED 109	5:30pm – 8:30pm

Updated: 05.25.2022

Computer Software Training

Administrative Office Procedures II

POFT 1049 Administrative Office Procedures II

Cost: \$90

PRE-REQUISITE: POFT 1022

Students learn advanced level coverage of office procedures with emphasis on decision-making, goal setting, management theories, and critical thinking. Students will learn to prepare business documents; present business data in report form; and define management theories.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
POFT 1049	Administrative Office Procedures II	07/05/22 – 07/31/22	INET	Online only	Self-paced
POFT 1049	Administrative Office Procedures II	08/01/22 – 08/28/22	INET	Online only	Self-paced

Basics of Keyboarding

POFT 1010 Basics of Keyboarding

Cost: \$50

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

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
POFT 1010	Basics of Keyboarding	06/14/22 – 07/07/22	TR	CED 123	5:30pm – 8:30pm
POFT 1010	Basics of Keyboarding	08/16/22 – 09/08/22	TR	CED 123	5:30pm – 8:30pm

Excel for Beginners

ITSW 1022 Excel for Beginners

Cost: \$90

Students enrolled in this hands-on, beginner course will learn dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
ITSW 1022	Excel for Beginners	06/28/22 – 07/07/22	TWR	CED 123	5:30pm – 8:30pm
ITSW 1022	Excel for Beginners	07/30/22 – 08/06/22	S	NWC W112	8:00am – 5:00pm
ITSW 1022	Excel for Beginners	08/16/22 – 08/25/22	TWR	CED 123	5:30pm – 8:30pm

Excel for Intermediate

ITSW 1046 Excel for Intermediate

Cost: \$90

Self-paced course will teach student's intermediate instruction in moving and copying, cell contents; sorting mathematical, statistical, and financial functions; date and time arithmetic; report generation; and built-in graphics support.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
ITSW 1046	Excel for Intermediate Users	06/06/22 – 06/26/22	INET	Online only	Self-paced
ITSW 1046	Excel for Intermediate Users	07/11/22 – 07/31/22	INET	Online only	Self-paced
ITSW 1046	Excel for Intermediate Users	08/08/22 – 08/28/22	INET	Online only	Self-paced

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
POFT 1022	Intro to Administrative Assistant	06/07/22 - 06/23/22	TR	CED	5:30pm – 8:30 pm
POFT 1022	Intro to Administrative Assistant	07/26/22 – 08/11/22	TR	CED 117	5:30pm – 8:30 pm

Managing Microsoft Outlook Email

COMG 1040 Managing Microsoft Outlook Email

Cost: \$90

Learn to focus on the principles of communication and learn how to organize an email inbox and structure emails for effective and professional responses.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
COMG 1040	Managing Email	06/14/22 – 06/30/22	TR	CED 118	5:30pm – 8:30pm
COMG 1040	Managing Email	07/05/22 – 07/21/22	TR	CED 125	5:30pm – 8:30pm
COMG 1040	Managing Email	08/16/22 – 09/01/22	TR	CED 118	5:30pm – 8:30pm

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
ITSW 1037	PowerPoint for Beginners	06/07/22 – 06/16/22	TWR	CED 123	5:30pm – 8:30pm
ITSW 1037	PowerPoint for Beginners	07/12/22 – 07/21/22	TWR	CED 123	5:30pm – 8:30pm
ITSW 1037	PowerPoint for Beginners	08/02/22 – 08/11/22	TWR	CED 123	5:30pm – 8:30pm

PowerPoint for Intermediate

ITSW 1041 PowerPoint for Intermediate

Cost: \$90

Intermediate student users will learn to create and modify multimedia presentations complete with slides, charts, and special effects. Students will create and modify presentations by using visual and audio effects; and integrate other software applications into a presentation.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
ITSW 1041	PowerPoint for Intermediate	06/06/22 – 06/26/22	INET	Online only	Self-paced
ITSW 1041	PowerPoint for Intermediate	07/11/22 – 07/31/22	INET	Online only	Self-paced
ITSW 1041	PowerPoint for Intermediate	08/08/22 – 08/28/22	INET	Online only	Self-paced

QuickBooks for Beginners

ACNT 1010 QuickBooks for Beginners

Cost: \$90

An introduction to the accounting system and cycle in a computerized environment. Students will learn to request, organize and enter a company's information with the ability to help a company stay orderly.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
ACNT 1010	QuickBooks for Beginners	06/11/22 – 06/25/22	S	NWC W112	8:00am – 5:00pm
ACNT 1010	QuickBooks for Beginners	07/09/22 – 07/23/22	S	NWC W112	8:00am – 5:00pm
ACNT 1010	QuickBooks for Beginners	08/13/22 – 08/27/22	S	NWC W112	8:00am – 5:00pm

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
POFI 1024	Word for Beginners	06/14/22 – 06/23/22	TWR	CED	5:30pm – 8:30pm
POFI 1024	Word for Beginners	07/19/22 – 07/28/22	TWR	CED	5:30pm – 8:30pm
POFI 1024	Word for Beginners	08/16/22 – 08/25/22	TWR	CED 123	5:30pm – 8:30pm

Word for Intermediate

POFI 1042 Word for Intermediate

Cost: \$90

Intermediate Word users will learn processing production techniques. Includes search and replace functions, headers and footers, mail merge, file functions, and printer setup. Demonstrated knowledge on how to use templates, merge files, and manage data on tables. Students will also learn to customize the toolbars and import media by adding graphs or images. Students will use shading and borders; set line formatting and spacing; edit PDFs; insert tables and edit images; merge documents; insert and edit graphics; and illustrate documents using SmartArt. Students will walk away with intermediate/advance user knowledge in this course.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
POFI 1042	Word for Intermediate	06/06/22 – 06/26/22	INET	Online only	Self-paced
POFI 1042	Word for Intermediate	07/11/22 – 07/31/22	INET	Online only	Self-paced
POFI 1042	Word for Intermediate	08/08/22 – 08/28/22	INET	Online only	Self-paced

Construction Skills Training

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
WDWK 1013	Cabinetry	06/06/22 – 06/30/22	MTWR	WC NE 109	8:00am – 5:00pm
WDWK 1013	Cabinetry	08/01/22 – 08/24/22	MTWR	WC NE 109	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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
CRPT 1029	Carpentry – Part I	07/05/22 – 08/01/22	MTWR	WC NE 110	8:00am – 5:00pm
CRPT 1001	Carpentry – Part II	08/02/22 – 08/10/22	MTWR	WC NE 110	8:00am – 5:00pm
CRPT 1029	Carpentry – Part I	08/15/22 – 09/12/22	MTWR	WC NE 110	8:00am – 5:00pm
CRPT 1001	Carpentry – Part II	09/13/22 – 09/21/22	MTWR	WC NE 110	8:00am – 5:00pm

House Wiring – Construction Skills Training

ELPT 1000 House Wiring – Part I

Cost: \$90

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: \$90

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
ELPT 1000	House Wiring – Part I	07/05/22 – 07/20/22	MTWR	CED 108	8:00am – 5:00pm
ELPT 1002	House Wiring – Part II	07/21/22 – 07/28/22	MTWR	CED 108	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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
OSHA 1015	CST – OSHA 30	07/11/22 – 07/14/22	MTWR	CED 117	8:00am – 5:00pm
OSHA 1015	CST – OSHA 30	07/18/22 – 07/21/22	MTWR	CED 117	8:00am – 5:00pm
OSHA 1015	CST – OSHA 30	08/08/22 – 08/11/22	MTWR	CED 117	8:00am – 5:00pm
OSHA 1015	CST – OSHA 30	08/15/22 – 08/18/22	MTWR	CED 117	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

Cost: \$60

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

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
PFPB 1001	Plumbing – Part I	06/06/22 – 06/22/22	MTWR	WC NE 111	8:00am – 5:00pm
PFPB 1003	Plumbing – Part II	06/23/22 – 06/30/22	MTWR	WC NE 111	8:00am – 5:00pm
PFPB 1001	Plumbing – Part I	08/01/22 – 08/16/22	MTWR	WC NE 111	8:00am – 5:00pm
PFPB 1003	Plumbing – Part II	08/17/22 – 08/24/22	MTWR	WC NE 111	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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
DFTG 1015	Print Reading	08/01/22 – 08/24/22	MTWR	CED 108	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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
CRPT 1045	Trim & Stairs – Part I	07/05/22 – 07/14/22	MTWR	WC NE 109	8:00am – 5:00pm
CRPT 2047	Trim & Stairs – Part II	07/18/22 – 07/28/22	MTWR	WC NE 109	8:00am – 5:00pm
CRPT 1045	Trim & Stairs – Part I	08/29/22 – 09/08/22	MTWR	WC NE 109	8:00am – 5:00pm
CRPT 2047	Trim & Stairs – Part II	09/12/22 – 09/22/22	MTWR	WC NE 109	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 Carpentry – Part I

No cost

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

CRPT 1001 Carpentry – Part II

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
CRPT 1029	Carpentry – Part I TWC Grant	07/05/22 – 08/01/22	MTWR	WC NE 110	8:00am – 5:00pm
CRPT 1001	Carpentry – Part II TWC Grant	08/02/22 – 08/10/22	MTWR	WC NE 110	8:00am – 5:00pm
CRPT 1029	Carpentry – Part I TWC Grant	08/15/22 – 09/12/22	MTWR	WC NE 110	8:00am – 5:00pm
CRPT 1001	Carpentry – Part II TWC Grant	09/13/22 – 09/21/22	MTWR	WC NE 110	8:00am – 5:00pm

Healthcare

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.**

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
NURA 1001	Nurse Aide – Lecture	06/01/22 – 07/05/22	MTWR	CED 135	5:00pm – 9:00pm
NURA 1060	Nurse Aide – Clinical	07/06/22 – 08/04/22	MTW	CED 135	5:00pm – 9:00pm
NURA 1001	Nurse Aide – Lecture	06/06/22 – 06/16/22	MTWRF	WC ET A223	8:00am – 4:30pm
NURA 1060	Nurse Aide – Clinical	06/17/22 – 06/30/22	MTWRF	WC ET A223	8:00am – 4:30pm
NURA 1001	Nurse Aide – Lecture	06/06/22 – 06/23/22	MTWR	NWC W127	8:00am – 3:30pm
NURA 1060	Nurse Aide – Clinical	06/27/22 – 07/14/22	MTWR	NWC W127	8:00am – 3:30pm
NURA 1001	Nurse Aide – Lecture	06/06/22 – 06/30/22	MTWR	NWC W127	4:00pm – 9:00pm
NURA 1060	Nurse Aide – Clinical	07/05/22 – 07/28/22	MTWR	NWC W127	4:00pm – 9:00pm
NURA 1001	Nurse Aide – Lecture	06/06/22 – 06/16/22	MTWRF	CED 135	8:00am – 4:30pm
NURA 1060	Nurse Aide – Clinical	06/17/22 – 06/30/22	MTWRF	CED 135	8:00am – 4:30pm
NURA 1001	Nurse Aide – Lecture	06/13/22 – 06/28/22	MTWRF	CED 137	9:00am – 4:30pm
NURA 1060	Nurse Aide – Clinical	06/29/22 – 07/14/22	MTWRF	CED 137	9:00am – 4:30pm
NURA 1001	Nurse Aide – Lecture	07/05/22 – 07/15/22	MTWRF	WC ET A223	8:00am – 4:30pm
NURA 1060	Nurse Aide – Clinical	07/18/22 – 07/28/22	MTWRF	WC ET A223	8:00am – 4:30pm
NURA 1001	Nurse Aide – Lecture	07/05/22 – 07/15/22	MTWRF	CED 135	8:00am – 4:30pm
NURA 1060	Nurse Aide – Clinical	07/18/22 – 07/28/22	MTWRF	CED 135	8:00am – 4:30pm
NURA 1001	Nurse Aide – Lecture	08/01/22 – 08/24/22	MTW	CED 135	8:30am – 3:00pm
NURA 1060	Nurse Aide – Clinical	08/29/22 – 09/26/22	MTW	CED 135	8:00am – 3:00pm

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
EMSP 1019	CPR for Healthcare	06/04/22	S	CED 111	9:00am – 4:30pm
EMSP 1019	CPR for Healthcare	06/11/22	S	NWC W127	9:00am – 4:30pm
EMSP 1019	CPR for Healthcare	07/09/22	S	CED 111	9:00am – 4:30pm
EMSP 1019	CPR for Healthcare	07/23/22	S	NWC W127	9:00am – 4:30pm
EMSP 1019	CPR for Healthcare	08/06/22	S	CED 111	9:00am – 4:30pm
EMSP 1019	CPR for Healthcare	08/20/22	S	NWC W127	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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
ECRD 1011	Electrocardiography	06/01/22 – 06/16/22	MTWR	NWC E113	4:00pm – 9:00pm
ECRD 1011	Electrocardiography	06/06/22 – 07/20/22	MW	CED 140	8:00am – 12:00pm
ECRD 1011	Electrocardiography	06/15/22 – 07/14/22	MTWR	CED 140	6:00pm – 9:00pm
ECRD 1011	Electrocardiography	06/21/22 – 07/28/22	TR	CED 140	8:00am – 12:00pm

Medical Secretary

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
POFM 1006	Medical Secretary	06/14/22 – 08/18/22	INET	Online only	Self-paced
POFM 1006	Medical Secretary	07/25/22 – 09/28/22	INET	Online only	Self-paced
POFM 1006	Medical Secretary	08/29/22 – 11/02/22	INET	Online only	Self-paced

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

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
NURA 1041	Medication Aide Permit Renewal	06/27/22 – 07/02/22	INET	Online only	Self-paced
NURA 1041	Medication Aide Permit Renewal	07/25/22 – 07/30/22	INET	Online only	Self-paced
NURA 1041	Medication Aide Permit Renewal	08/22/22 – 08/27/22	INET	Online only	Self-paced

Patient Care Technician

NUPC 1020 Patient Care Technician

Cost: TBD

Training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting. Assist patients in the acute care setting with activities of daily living; measure vital signs; communicate effectively with patients, family members, and staff.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
NUPC 1020	Patient Care Technician	06/13/22 – 08/09/22	MTWR	CED 111	6:00pm – 9:00pm

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
SPNL 1001	Spanish for Med Prof - Beginner	06/06/22 – 07/06/22	MW	Hybrid	6:00pm – 7:00pm
SPNL 1001	Spanish for Med Prof – Beginner	06/07/22 – 07/07/22	TR	Hybrid	6:00pm – 7:00pm

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
SPNL 1002	Spanish for Med Prof Int	06/06/22 – 07/06/22	MW	Hybrid	7:00pm – 8:00pm
SPNL 1002	Spanish for Med Prof Int	06/07/22 – 07/07/22	TR	Hybrid	7:00pm – 8:00pm

Billing and Coding – CE Workforce Skills Award (WSA)

HITT 1013 Coding and Insurance

Cost: \$250

An overview of skills and knowledge in ICD and CPT coding and claims forms for reimbursement of medical services.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
HITT 1013	Coding and Insurance	06/06/22 – 07/27/22	MW	CED 132	8:00am – 12:00pm

HITT 2045 Coding Certification Exam Review

Cost: \$100

Review of coding competencies and skills in preparation for the coding certification exam.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
HITT 2045	Coding Certification Exam Review	09/26/22 – 10/19/22	MW	CED 132	8:00am – 12:00pm

POFM 1000 Basic Medical Coding

Cost: \$250

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

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
POFM 1000	Basic Medical Coding	06/06/22 – 07/27/22	MW	CED 132	8:00am – 12:00pm

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
NURA 2005	Nurse Aide Skills Refresher	06/25/22	S	CED	9:00am – 4:30pm
NURA 2005	Nurse Aide Skills Refresher	07/23/22	S	CED	9:00am – 4:30pm
NURA 2005	Nurse Aide Skills Refresher	08/27/22	S	CED	9:00am – 4:30pm

Personal Enrichment

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
EDTC 1002	Substitute Teacher	06/13/22 – 06/16/22	MTWR	CED 132	6:00pm – 9:00pm
EDTC 1002	Substitute Teacher	08/08/22 – 08/11/22	MTWR	CED 132	6:00pm – 9:00pm

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 review of basic Spanish grammar.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
SPNL 1042	Spanish for Business	06/06/22 – 08/03/22	MW	CED 136	6:00pm – 9:00pm
SPNL 1042	Spanish for Business	07/11/22 – 08/19/22	INET	Online only	Self-paced

SPNL 107N Conversational Spanish

Cost: \$75

An introductory Spanish course that emphasizes listening comprehension and speaking skills

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
SPNL 107N	Conversational Spanish	06/21/22 – 07/21/22	TR	CED 132	6:00pm – 8:00pm

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
COMG 1009	Effective Public Speaking	07/19/22 – 07/28/22	TR	CED 141	6:00pm – 8:30pm
COMG 1009	Effective Public Speaking	08/22/22 – 08/31/22	MW	CED 141	6:00pm – 8:30pm

Photography

PHTC 1004 Beginning

Photography

Cost: \$125

This course will target students who are interested in learning the basic fundamentals operating a digital camera.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
PHTC 1004	Beginning Photography	06/07/22 – 06/30/22	TR	CED 124	5:30pm-8:30pm

PHTC 2004 Intermediate

Photography

Cost: \$125

This course will target students who are interested in learning additional photography skills, such as portrait studio, lighting and event photography.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
PHTC 2004	Intermediate Photography	07/05/22 – 07/28/22	TR	CED 124	5:30pm-8:30pm

PHTC 2004 Advanced

Photography

Cost: \$125

This course will target students who are interested in learning additional photography skills, such as portrait studio, lighting and event photography.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
PHTC 2004	Advanced Photography	08/02/22 – 08/25/22	TR	CED 124	5:30pm-8:30pm

Physical Fitness

PHED 103N Chair Yoga

Cost: \$55

Exercises to help maintain or improve your fitness.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
PHED 107N	Chair Yoga	06/16/22 – 08/07/22	R	CED 136	6:30pm – 7:30pm

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”.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
PTRT 2005	Intro to Pipeline	06/06/22 – 07/03/22	INET	Online only	Self-paced

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
PTRT 2015	Pipeline Construction & Ops.	07/11/22 – 08/07/22	INET	Online only	Self-paced

PTRT 2020 Corrosion Control and Regulatory Compliance

Cost: \$180

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

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
PTRT 2020	Corrosion Control/Compliance	08/08/22 – 09/04/22	INET	Online only	Self-paced

Real Estate

Real Estate – online via Dearborn, Classroom, Live Stream

RELE 1002 Principles I

Cost: \$180 (online)

Cost: \$200 (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.

<u>Course No.</u>	<u>Course Name</u>	<u>Date</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
RELE 1002	Principles I – online via Dearborn	05/31/22 – 09/16/22	INET	Online only	Self-paced
RELE 1002	Principles I – online via Dearborn	06/13/22 – 09/30/22	INET	Online only	Self-paced
RELE 1002	Principles I – online via Dearborn	06/27/22 – 10/14/22	INET	Online only	Self-paced
RELE 1002	Principles I – online via Dearborn	07/11/22 – 10/28/22	INET	Online only	Self-paced
RELE 1002	Principles I – online via Dearborn	07/25/22 – 11/11/22	INET	Online only	Self-paced
RELE 1002	Principles I – online via Dearborn	08/08/22 – 11/25/22	INET	Online only	Self-paced
RELE 1002	Principles I – online via Dearborn	08/22/22 – 12/09/22	INET	Online only	Self-paced

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
RELE 1002	Principles I	07/06/22 – 08/08/22	MW	Live Stream	9:00am – 12:00pm

RELE 1039 Principles II

Cost: \$180 (online)

Cost: \$200 (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.

<u>Course No.</u>	<u>Course Name</u>	<u>Date</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
RELE 1039	Principles II – online via Dearborn	05/31/22 – 09/16/22	INET	Online only	Self-paced
RELE 1039	Principles II – online via Dearborn	06/13/22 – 09/30/22	INET	Online only	Self-paced
RELE 1039	Principles II – online via Dearborn	06/27/22 – 10/14/22	INET	Online only	Self-paced
RELE 1039	Principles II – online via Dearborn	07/11/22 – 10/28/22	INET	Online only	Self-paced
RELE 1039	Principles II – online via Dearborn	07/25/22 – 11/11/22	INET	Online only	Self-paced
RELE 1039	Principles II – online via Dearborn	08/08/22 – 11/25/22	INET	Online only	Self-paced
RELE 1039	Principles II – online via Dearborn	08/22/22 – 12/09/22	INET	Online only	Self-paced

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
RELE 1039	Principles II	08/15/22 – 09/19/22	MW	Live Stream	9:00am – 12:00pm

RELE 2002 Law of Agency**Cost: \$180 (online)****Cost: \$200 (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.

<u>Course No.</u>	<u>Course Name</u>	<u>Date</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
RELE 2002	Law of Agency – online via Dearborn	05/31/22 – 09/16/22	INET	Online only	Self-paced
RELE 2002	Law of Agency – online via Dearborn	06/13/22 – 09/30/22	INET	Online only	Self-paced
RELE 2002	Law of Agency – online via Dearborn	06/27/22 – 10/14/22	INET	Online only	Self-paced
RELE 2002	Law of Agency – online via Dearborn	07/11/22 – 10/28/22	INET	Online only	Self-paced
RELE 2002	Law of Agency – online via Dearborn	07/25/22 – 11/11/22	INET	Online only	Self-paced
RELE 2002	Law of Agency – online via Dearborn	08/08/22 – 11/25/22	INET	Online only	Self-paced
RELE 2002	Law of Agency – online via Dearborn	08/22/22 – 12/09/22	INET	Online only	Self-paced

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
RELE 2002	Law of Agency	08/15/22 – 09/19/22	MW	Live Stream	5:30pm – 8:30pm
RELE 2002	Law of Agency	08/16/22 – 09/15/22	TR	CED 141	2:30pm – 5:30pm

RELE 1012 Law of Contracts**Cost: \$180**

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Date</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
RELE 1012	Law of Contracts – online via Dearborn	05/31/22 – 09/16/22	INET	Online only	Self-paced
RELE 1012	Law of Contracts – online via Dearborn	06/13/22 – 09/30/22	INET	Online only	Self-paced
RELE 1012	Law of Contracts – online via Dearborn	06/27/22 – 10/14/22	INET	Online only	Self-paced
RELE 1012	Law of Contracts – online via Dearborn	07/11/22 – 10/28/22	INET	Online only	Self-paced
RELE 1012	Law of Contracts – online via Dearborn	07/25/22 – 11/11/22	INET	Online only	Self-paced
RELE 1012	Law of Contracts – online via Dearborn	08/08/22 – 11/25/22	INET	Online only	Self-paced
RELE 1012	Law of Contracts – online via Dearborn	08/22/22 – 12/09/22	INET	Online only	Self-paced

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
RELE 1012	Law of Contracts	08/16/22 – 09/15/22	TR	CED 141	5:30pm – 8:30pm

RELE 1000 Promulgated Contracts and Forms**Cost: \$180 online via Dearborn**

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Date</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
RELE 1000	Promulgated Contracts and Forms – online via Dearborn	05/31/22 – 09/16/22	INET	Online only	Self-paced
RELE 1000	Promulgated Contracts and Forms – online via Dearborn	06/13/22 – 09/30/22	INET	Online only	Self-paced
RELE 1000	Promulgated Contracts and Forms – online via Dearborn	06/27/22 – 10/14/22	INET	Online only	Self-paced

RELE 1000	Promulgated Contracts and Forms – online via Dearborn	07/11/22 – 10/28/22	INET	Online only	Self-paced
RELE 1000	Promulgated Contracts and Forms – online via Dearborn	07/25/22 – 11/11/22	INET	Online only	Self-paced
RELE 1000	Promulgated Contracts and Forms – online via Dearborn	08/08/22 – 11/25/22	INET	Online only	Self-paced
RELE 1000	Promulgated Contracts and Forms – online via Dearborn	08/22/22 – 12/09/22	INET	Online only	Self-paced

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
RELE 1000	Promulgated Contracts and Forms	07/06/22 – 08/08/22	MW	Live Stream	5:30pm – 8:30pm

RELE 1020 Finance

Cost: \$180 online via Dearborn

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Date</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
RELE 1020	Finance – online via Dearborn	05/31/22 – 09/16/22	INET	Online only	Self-paced
RELE 1020	Finance – online via Dearborn	06/13/22 – 09/30/22	INET	Online only	Self-paced
RELE 1020	Finance – online via Dearborn	06/27/22 – 10/14/22	INET	Online only	Self-paced
RELE 1020	Finance – online via Dearborn	07/11/22 – 10/28/22	INET	Online only	Self-paced
RELE 1020	Finance – online via Dearborn	07/25/22 – 11/11/22	INET	Online only	Self-paced
RELE 1020	Finance – online via Dearborn	08/08/22 – 11/25/22	INET	Online only	Self-paced
RELE 1020	Finance – online via Dearborn	08/22/22 – 12/09/22	INET	Online only	Self-paced

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.

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

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 – Fast Track

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.

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
RELE 102N	Guide to Real Estate	08/04/22	R	Live Stream	9:00am – 11:00am
RELE 102N	Guide to Real Estate	08/11/22	R	CED 132	5:30pm – 7:30pm

Real Estate Exam Prep

RELE 1058 Real Estate Exam Prep

Cost: \$120

A comprehensive review of updated information and key concepts from all qualifying real estate courses to prepare students for both the Texas and national licensing real estate exam.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
RELE 1058	Real Estate Exam Prep	06/28/22 – 06/30/22	TWR	Live Stream	5:00pm – 9:00pm
RELE 1058	Real Estate Exam Prep	07/05/22 – 07/07/22	TWR	CED 141	5:30pm – 9:30pm
RELE 1058	Real Estate Exam Prep	07/12/22 – 07/14/22	TWR	CED 141	5:30pm – 9:30pm
RELE 1058	Real Estate Exam Prep	07/19/22 – 07/21/22	TWR	CED 141	5:30pm – 9:30pm

Texas Mutual Safety Grant

Over a 22-year period, Texas Mutual has awarded \$9.9 million in safety education grants with more than 35,000 students having attended free or discounted safety training offered at eleven colleges across Texas. The safety education grants are one-way Texas Mutual is delivering on its commitment to build a stronger, safer Texas. Through this generous donation, Del Mar College is proud to be a part of this initiative and 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 programs; and demonstrate correct selection and safe use of Personal Protective Equipment (PPE). Upon successful completion of the course, participants will receive an OSHA 30-Hour Construction Department of Labor course completion card.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
OSHT 1015	OSHA 30-HR Construction	05/09/22 – 06/13/22	MW	CED 117	6:00pm – 9:00pm
OSHT 1015	OSHA 30-HR Construction	07/11/22 – 08/10/22	MW	CED 117	6:00pm – 9:00pm

Safety Training

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
IEIR 1040	Electrical Arc Hazards Safety	06/03/22	F	CED 117	8:00am- 5:30pm
IEIR 1040	Electrical Arc Hazards Safety	08/05/22	F	CED 117	8:00am- 5:30pm

INTC 1020 Boilermaker 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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
INTC 1020	Boilermaker Safety	06/07/22 – 06/15/22	TWR	CED 117	6:30pm – 9:30pm
INTC 1020	Boilermaker Safety	08/23/22 – 08/31/22	TWR	CED 117	6:30pm – 9:30pm

OSHT 2011 Process Safety Management

No Cost

Explores the major safety issues that affect the workplace, 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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
OSHT 2011	Process Safety Management	05/05/22	R	CED 118	8:00am – 5:30 pm
OSHT 2011	Process Safety Management	07/07/22	R	CED 117	8:00am – 5:30pm

Industry Training

NUCP 1091 40-HR Radiation Safety

Cost: \$500

The Radiation Physics Course will address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
NUCP 1091	40-HR Radiation Safety	06/18/22 – 06/26/22	SU	WC MT 109A	8:00am – 7:00pm
NUCP 1091	40-HR Radiation Safety	07/16/22 – 07/24/22	SU	WC MT 109A	8:00am – 7:00pm
NUCP 1091	40-HR Radiation Safety	08/20/22 – 08/28/22	SU	WC MT 109A	8:00am – 7:00pm

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
BMGT 1004	Workplace Critical Thinking and Problem Solving	06/14/22 – 06/25/22	INET	Online Only	Self-paced
BMGT 1004	Workplace Critical Thinking and Problem Solving	07/12/22 – 07/23/22	R	Hybrid	6:00pm – 7:00pm

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. Identify attitudes and values that contribute to effective work habits. Students will learn about interpersonal skills, communication skills, effects of attitude and behavior in the workplace, and employability skills.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
BUSG 1012	Professionalism in the Workplace	06/07/22 – 06/18/22	M	Hybrid	6:00pm – 7:00pm
BUSG 1012	Professionalism in the Workplace	07/26/22 – 08/06/22	INET	Online Only	Self-paced

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
POFT 1000	Career Exploration & Planning	06/07/22 – 07/02/22	W	Hybrid	6:00pm – 7:00pm
POFT 1000	Career Exploration & Planning	07/06/22 – 07/30/22	W	Hybrid	6:00pm – 7:00pm

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
POFT 1004	Business Writing for the Workplace	06/21/22 – 07/02/22	INET	Online Only	Self-paced
POFT 1004	Business Writing for the Workplace	08/09/22 – 08/20/22	T	Hybrid	6:00pm – 7:00pm

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
POFT 1019	Records and Filing Management	06/14/22 – 07/23/22	W	Hybrid	6:00pm – 8:00pm
POFT 1019	Records and Filing Management	07/26/22 – 09/03/22	W	Hybrid	6:00pm – 8:00pm

Workforce Skills Awards

Accounting Clerk (Bookkeeper) CE Workforce Skills Award (WSA)

ACNT 1003 Introduction to Accounting

ACNT 1005 Forensic Accounting

ACNT 1011 introduction to Computerized Accounting

ACNT 1013 Computerized Accounting Applications

Mirrored courses/4 courses

\$400 per course

Credential/Certificate: Workforce Skills Award (WSA)

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
ACNT 1003	Intro to Accounting	05/31/22 – 07/07/22	MTWR	HC VB 201	10:00am – 11:50am

Air Conditioning CE Workforce Skills Award (WSA)

HART 1001 Basic Electricity for HVAC

HART 1007 Refrigeration Principles

HART 1010 HVAC Shop Practices and Tools

Mirrored courses/3 courses

\$400-\$505 per course

Credential/Certificate: Workforce Skills Award (WSA)

This fast-track program introduces students to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components proper tool and instrument use, and safety. Program reviews principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits and component theory and operation.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
HART 1001	Basic Electricity for HVAC	05/31/22 – 08/18/22	INET	INET/WC AC 120	5:00pm – 7:30pm
HART 1001	Basic Electricity for HVAC	05/31/22 – 08/18/22	INET	INET/WC AC 129	8:00am – 10:30am

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
HART 1007	Refrigeration Principles	05/31/22 – 08/18/22	INET	INET/WC AC 129	5:00pm – 7:30pm
HART 1007	Refrigeration Principles	05/31/22 – 08/18/22	INET	INET/WC AC 129	8:00am – 10:30am

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
HART 1010	HVAC Shop Practices and Tools	05/31/22 – 08/18/22	INET	INET/WC AC 129	5:00pm – 7:30pm
HART 1010	HVAC Shop Practices and Tools	05/31/22 – 08/18/22	INET	INET/WC AC 129	10:40am – 1:10pm

Automotive Applied Technology CE Workforce Skills Award (WSA)

AUMT 1005 Introduction to Automotive Technology

AUMT 1007 Automotive Electrical Systems

AUMT 1010 Automotive Brake Systems OR AUMT 1016 Automotive Suspension and Steering Systems

Mirrored courses/3 courses

\$400 per course

Credential/Certificate: Workforce Skills Award (WSA)

An introduction to the automotive industry including automotive electrical systems, safety practices, shop

equipment and tools, vehicle subsystems, service publications, professional responsibilities and basic automotive maintenance. Program reviews the operation and repair of drum/disc type brake systems with topics including brake theory, diagnosis, and repair of power, manual, anti-lock brake systems and parking brakes.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
AUMT 1010	Automotive Brake Systems	05/31/22 – 08/18/22	MW	WC AS 101/142	7:00am – 2:50pm

Basic Carpentry CE Workforce Skills Award (WSA)

CNBT 1000 Residential and Light

CNBT 1010 Basic Construction Safety

CRPT 1029 Introduction to Carpentry

CRPT 1091 Basic Framing and Carpentry

Mirrored courses/4 courses

\$400 per course

Credential/Certificate: Workforce Skills Award (WSA)

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

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
CRPT 1029	Carpentry – Part I	07/05/22 – 08/01/22	MTWR	WC NE 110	8:00am – 5:00pm
CRPT 1001	Carpentry – Part II	08/02/22 – 08/10/22	MTWR	WC NE 110	8:00am – 5:00pm
CRPT 1029	Carpentry – Part I	08/15/22 – 09/12/22	MTWR	WC NE 110	8:00am – 5:00pm
CRPT 1001	Carpentry – Part II	09/13/22 – 09/21/22	MTWR	WC NE 110	8:00am – 5:00pm

Billing and Coding – CE Workforce Skills Award (WSA)

HITT 1013 Coding and Insurance

Cost: \$250

An overview of skills and knowledge in ICD and CPT coding and claims forms for reimbursement of medical services.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
HITT 1013	Coding and Insurance	06/06/22 – 07/27/22	MW	CED 132	8:00am – 12:00pm

HITT 2045 Coding Certification Exam Review

Cost: \$100

Review of coding competencies and skills in preparation for the coding certification exam.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
HITT 2045	Coding Certification Exam Review	09/26/22 – 10/19/22	MW	CED 132	8:00am – 12:00pm

POFM 1000 Basic Medical Coding

Cost: \$250

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

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
POFM 1000	Basic Medical Coding	06/06/22 – 07/27/22	MW	CED 132	8:00am – 12:00pm

Updated: 05.25.2022

Building Maintenance Applied Technology CE Workforce Skills Award (WSA)

CRPT 1091 Special Topics in Carpentry

HART 1001 Basic Electricity for HVAC

HART 1010 HVAC Shop Practices and Tools

PFPB 1021 Plumbing Maintenance and Repair

Mirrored courses/4 courses

\$400 - \$505 per course

Credential/Certificate: Workforce Skills Award (WSA)

An introduction to building maintenance fundamentals including basic framing and carpentry maintenance skills. Students will also learn proper application use for tools and instruments and will learn the fundamental structure and function of plumbing systems.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
CRPT 1091	Special Topics in Carpentry	05/31/22 – 08/18/22	INET	INET/WC MV 105	5:00pm – 8:50pm
<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
HART 1001	Basic Electricity for HVAC	05/31/22 – 08/18/22	INET	INET/WC AC 120	5:00pm – 7:30pm
HART 1001	Basic Electricity for HVAC	05/31/22 – 08/18/22	INET	INET/WC AC 129	8:00am – 10:30am
<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
HART 1010	HVAC Shop Practices and Tools	05/31/22 – 08/18/22	INET	INET/WC AC 129	5:00pm – 7:30pm
HART 1010	HVAC Shop Practices and Tools	05/31/22 – 08/18/22	INET	INET/WC AC 129	10:40am – 1:10pm

Management Development CE Workforce Skills Award (WSA)

ACNT 1003 Introduction to Accounting 1

BMGT 1001 Supervision (Capstone)

BMGT 1027 Principles of Management

HRPO 1011 Human Relations

Mirrored courses/4 courses

\$400 per course

Credential/Certificate: Workforce Skills Award (WSA)

A study of concepts, theories and issues in the management field. Emphasis on practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business environment.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
ACNT 1003	Intro to Accounting	05/31/22 – 07/07/22	MTWR	HC VB 201	10:00am – 11:50am
<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
BMGT 1001	Supervision (Capstone)	07/11/22 – 08/18/22	INET	Online only	Self-paced
<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
BMGT 1027	Principles of Management	05/31/22 – 07/07/22	INET	Online only	Self-paced
<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
HRPO 1011	Human Relations	05/31/22 – 07/07/22	MTWR	HC VB 344	1:00pm – 2:50pm
HRPO 1011	Human Relations	07/11/22 – 08/18/22	INET	Online only	Self-paced

Millwright – Industrial Maintenance Mechanic CE Workforce Skills Award (WSA)

MCHN 1038 Basic Machine Shop I

Updated: 05.25.2022

MCHN 2005 Millwright III
MCHN 2007 Millwright IV
Mirrored courses/3 courses
\$400 per course

Credential/Certificate: Workforce Skills Award (WSA)

An introduction to bearings and seals and emphasis on design and installation. Review the design, operation, and application of fans, blowers, and compressors. Emphasis on the relationships and differences between types of pneumatic equipment as well as troubleshooting, repairing, and installing fans, blowers, and compressors.

Welding CE Workforce Skills Award (WSA)

WLDG 1007 Introduction to Welding

WLDG 1021 Welding Fundamentals

Mirrored courses/2 courses

\$505 - \$610 per course

Credential/Certificate: Workforce Skills Award (WSA)

Students learn basic welding techniques such as oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and gas tungsten arc welding (GTAW) and basic metallurgy.

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
WLDG 1007	Intro to Welding	05/31/22 – 08/18/22	MTWR	WC MT 107	7:00am – 10:20am
WLDG 1007	Intro to Welding	05/31/22 – 08/18/22	MTWR	WC MT 107	7:00am – 10:20am
WLDG 1007	Intro to Welding	05/31/22 – 08/18/22	MTWR	WC MT 107	6:00pm – 8:20pm

<u>Course No.</u>	<u>Course Name</u>	<u>Dates</u>	<u>Day</u>	<u>Location</u>	<u>Time</u>
WLDG 1021	Welding Fundamentals	05/31/22 – 08/18/22	MTWR	WC WF 140	10:30am – 2:10pm
WLDG 1021	Welding Fundamentals	05/31/22 – 08/18/22	MTWR	WC WF 140	8:30pm – 11:05pm