

CONTINUING EDUCATION

Spring 2018 Course Schedule



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Trades

Automotive Integration Certification Program

Program Cost: \$3,750

This is a Continuing Education Certification Program that provides intensive industry training and competency testing for students with varying levels of experience in Automotive Integration. The program is designed to provide knowledge, experiences and competencies to meet industry expectations and offers a certification specialty in Automotive Integration.

Registration is open to the public and industry professionals to meet specific workforce expectations; however, students attempting to register for courses starting after Module I must be vetted and receive a letter of acceptance into the program prior to registration. Registration is on a first-come, first-serve basis for all Continuing Education courses. Seating is limited.

Students will take a series of eight introductory to advanced level continuing education courses over 31 weeks, provided at the Del Mar College West Campus Automotive Building. There are four modules and one module builds from another ending with the End of Program Student Project. The Mobile Electronics Association (MEA) will be present to endorse certifications during the completion ceremony. MEA will take pictures in preparation for an article written into the Mobile Electronics Magazine. The magazine will cover the completion of the inaugural Automotive Integration Certifications provided by Del Mar College and MEA.

The curriculum includes reviewing classroom lectures, performing hands-on labs and procedures and group discussions. Upon completion, students will receive an Automotive Integration Certification to demonstrate they meet industry expectations and requirements in Automotive Integration.

Courses are offered Monday through Thursday; however, attendance on Fridays may be required and schedules are subject to change at the discretion of the instructor. One course builds upon another, therefore mandatory attendance is required.

Module I – Introductory

Cost: \$700

AUMT 1001 Introduction Automotive Integration

Cost: \$200

An introductory overview of Automotive Aftermarket Electronics Integration Industry including: History present and projected future, shop equipment, technician's tools, industry segments, safety standards, industry best practices, and professional responsibilities.

Course ID	Dates	Loc	Days	Time
AUMT 1001 Intro to Automotive Integration	01/08/18 – 01/18/18	WC	MTWR	6:00pm – 10:00pm

AUMT 1053 Introduction to Automotive Integration Electrical and Measurement

Cost: \$500

Instruction in basic electrical and audio circuits and components, properly integrate aftermarket components into OEM circuits with an emphasis on proper use of test equipment, schematics and data searches.

Course ID	Dates	Loc	Days	Time
AUMT 1053 Intro to Automotive Integration	01/22/18 – 02/08/18	WC	MTWR	6:00pm – 10:00pm

Module II – Introductory/Intermediate

Cost: \$900

AUMT 1025 Automotive Integration Defining Segments

Cost: \$500





An overview of the various segments of aftermarket Automotive Integration. Define key elements of each segment focusing on testing, operational theory, safety and understanding schematics as they apply to each segment.

Course ID	Dates	Loc	Days	Time
AUMT 1025 Automotive Integration	02/12/18 – 03/08/18	WC	MTWR	6:00pm – 10:00pm

AUMT 1036 Automotive Integration Audio and OEM Integration

Cost: \$400

Instruction in the modern aftermarket vehicle sound systems and the purpose of integrating into the existing OEM systems.

Course ID	Dates	Loc	Days	Time
AUMT 1036 Automotive Integration	03/26/18 – 04/10/18	WC	MTWR	6:00pm – 10:00pm

Module III – Advanced

Cost: \$900

AUMT 2037 Automotive Integration Advanced Audio

Cost: \$550

Study of electronics and acoustic principles applied to processors and digital signal processors, the test equipment and predictable outcomes of applied signals and noise control.

Course ID	Dates	Loc	Days	Time
AUMT 2037 Automotive Integration	04/11/18 – 05/09/18	WC	MTWR	6:00pm – 10:00pm

ARTC 1010 Automotive Integration Introduction to Fabrication

Cost: \$350

Fundamental techniques in conceptualizing. Includes all procedures from initial design research to creating a final solution.

Course ID	Dates	Loc	Days	Time
ARTC 1010 Automotive Integration	05/15/18 – 06/12/18	WC	MTWR	6:00pm – 10:00pm

Module IV – Advanced

Cost \$1,250

ARTC 1090 - Automotive Integration Intermediate Design and Fabrication

Cost: \$800

Students will develop an understanding of safety principles, tools and materials used in fabrication along with cost projections, learn key design elements and techniques. Gain an understanding of process application related to various fabrication mediums. Learn about the many different finishing methods and develop an ability to blend these methods and the materials herein to create stunning finished products.

Course ID	Dates	Loc	Days	Time
AUMT 1090 Automotive Integration	06/18/18 – 07/12/18	WC	MTWR	6:00pm – 10:00pm

AUMT 2028 - Automotive Integration Advanced – End of Program Student Project

Cost: \$450

Students design and create a final project piece that each will build over the course of the class.

Course ID	Dates	Loc	Days	Time
AUMT 2028 Automotive Integration	07/16/2018 – 08/09/2018	WC	MTWR	6:00pm – 10:00pm



28 Week Process Technology Certificate

Program Cost: \$3,000

Spring 2018 - Summer 2018

This is a FastTrack, non-credit program that provides intensive industry refresher-training and competency testing for students with past experience in Process Technology. The program is designed to test past Process Technology knowledge, experiences and competencies to meet industry expectations. The program provides a Certificate of Completion specialized in Process Technology. Enrollment is open to industry partners and to the public; however, students are vetted and receive a letter of acceptance into the program prior to registration. Registration is open to the public and open to industry to send employees for refresher and competency testing to meet specific workforce expectations. Registration is on a first come, first serve basis for all Continuing Education courses. Seating is limited.

Students will take a series of seven intermediate to advanced level continuing education courses over an 18-week period, provided at the Del Mar College West Campus Process Technology Plant facilities. There are three levels and each course is \$450 each. The curriculum includes reviewing classroom and on-line lectures, performing hands-on labs and procedures and speaking safe operations through competency testing. Upon completion, students will receive a Certificate of Completion to demonstrate they meet industry expectations and requirements in Process Technology.

Courses are offered Monday through Thursday; however, some Fridays may be required and are subject to change at the discretion of the instructor. One course builds upon another, so mandatory attendance is required.

Course Level

Intermediate/Advanced – Past Experience in Process Technology required. Competency Testing and a Letter of Acceptance provided for students accepted into the Process Technology Pathway II Program in preparation for registration and payment.

Course Description

Process Technology is defined as the study and application of the scientific principles with the operation and maintenance of the chemical processing industry (CPI). The field of Process Technology attracts to students who enjoy the challenges involved in using advanced computer technology coupled with instrumentation to operate a variety of equipment systems and industrial processes.

Process Technology programs prepare students for careers in petrochemical plants and refineries as process technicians/operators, research technicians or laboratory technicians. Job responsibilities may include starting and stopping equipment and assigning repair jobs to the appropriate crafts.

Local industry is predicting a large turnover of process technicians in the near future. Over the last 20 years, the process technician's job has become more than demanding. The equipment is complex and now mostly controlled by computers. The process technician must be able to work in teams, react to situations rapidly and handle stressful situations. Currently, there are about 2,000 people in process training technician programs along the Gulf Coast and tens of thousands of jobs will be available in the next five years.

Process Technology is the lifeblood of modern society and is found in petroleum products. Process Technicians are involved in the manufacture of chemicals and petroleum products that supports our global economy. Jet fuel, materials, metals and plastics – all are products of process technology. Process Technology involves every aspect of chemical processing, including extracting chemicals such as oil and natural gas, refining them and carefully monitoring the processes and procedures that make it happen. Special instrumentation, pumps, turbines and compressors are designed to monitor and separate the chemicals that make up countless products that we use every day.



Level I – Competency Based Learning \$900

PTAC 1002 Introduction to Process Technology

Cost: \$450

A competency based overview of the processing industries where students are expected to understand and show they understand the roles, responsibilities, safety, environmental and quality concepts associated with the work environment of a process technician; and identify basic processes, equipment and systems.

Course ID	Dates	Loc	Days	Time
PTAC 1002 Intro to Process Technology	2/5/2018 – 3/22/2018	WC	MTWR	8:00am – 10:00am

PTAC 1008 Safety, Health and Environment

Cost: \$450

A competency based overview of safety, health and environmental issues in the performance of all job tasks in process industries. Students are expected to understand and show they understand the components of a typical plant safety and environmental program and the role of a process technician in relation to safety, health and the environment; identify the functionality of safety, health and environmental equipment used.

Course ID	Dates	Loc	Days	Time
PTAC 1008 Safety, Health and Environment	2/5/2018 – 3/22/2018	WC	MTWR	10:00am – 12:00pm

Level II – Competency Based Learning

Cost \$1200

PTAC 1010 Process Technology I – Equipment Use

Cost \$450

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

Course ID	Dates	Loc	Days	Time
PTAC 1010 Process Tech I – Equipment Use	3/26/2018 – 7/12/2018	WC	MTWR	8:00am – 10:00am

PTAC 2020 Process Technology II – Systems Use

Cost \$450

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

Course ID	Dates	Loc	Days	Time
PTAC 2020 Process Tech II – Systems Use	3/26/2018 – 7/12/2018	WC	MTWR	10:00am – 12:00pm

PTAC 2038 Process Technology III – Operations

Cost \$300

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

Course ID	Dates	Loc	Days	Time
PTAC 2038 Process Tech III – Operations	3/26/2018 – 7/12/2018	WC	MTWR	1:00pm – 3:00pm



Level III – Competency Based Learning Cost \$900

PTAC 1032 Process Instrumentation Cost \$450

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

Course ID	Dates	Loc	Days	Time
PTAC 1032 Process Instrumentation	7/16/2018 – 8/23/2018	WC	MTWR	8:00am – 10:00am

PTAC 2046 Process Troubleshooting Cost \$450

A competency based course providing the overview of instruction in the different types of troubleshooting techniques, procedures and methods used to solve process problems. Students will understand and show how to collect data and identify the techniques for troubleshooting while utilizing applicable troubleshooting methods to solve process problems.

Course ID	Dates	Loc	Days	Time
PTAC 2046 Process Troubleshooting	7/16/2018 – 8/23/2018	WC	MTWR	10:00am – 12:00pm

National Electrical Code Test Preparation

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

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

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

Course ID	Dates	Loc	Days	Time
ELPT 1001 Electrical Code Exam Prep	02/06/18 – 05/17/18	CED	TR	6:00pm – 9:00pm

Pipeline Program

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

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



PTRT 2035 Introduction to Pipeline and Petrochemical Industry **Cost: \$350**

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

Course ID	Dates	Loc	Days	Time
PTRT 2035 Intro to Pipeline & Petrochemical Industry	02/05/18 – 04/04/18	CED	MW	9:00am – 12:00pm
PTRT 2035 Intro to Pipeline & Petrochemical Industry	02/05/18 – 04/04/18	CED	MW	6:00pm – 9:00pm

Del Mar College Safety Institute

Cost: No cost. Tuition paid by the Texas Mutual Safety Grant.

Over the last 16 years, Texas Mutual has awarded \$3.9 million 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.

BMGT 1020 Operating Discipline Techniques for Managers

This course covers concepts and skills of leadership in the work setting. Introduces leadership and motivational theories and leadership styles. Includes evaluation of leadership performance. A technique used to coach employees to do a job right the first time every time and to do it safely. Describe leadership styles; apply leadership theories; and demonstrate communication strategies.

Course ID	Dates	Loc	Days	Time
BMGT 1020 Operating Discipline Techniques	05/12/18	CED	Saturday	8:00am – 4:30pm

CNSE 1003 Forklift Training

Students will learn the fundamentals of basic forklift operation and safety. This course will be hands on and will utilize a forklift that is owned by Del Mar College.

Course ID	Dates	Loc	Days	Time
CNSE 1003 Forklift Training	04/21/18	WC	Saturday	8:00am – 4:00pm

OSHT 1000 Developing a Culture of Safety

This course covers basic concepts of safety and health. This course defines what an excellent safety culture is, why it is important and explains the benefits of an excellent safety culture in any workplace.

Course ID	Dates	Loc	Days	Time
OSHT 1000 Developing a Culture of Safety	03/03/18	CED	Saturday	8:00am – 4:30pm



OSHT 1000 Turnaround Safety

This course reviews basic concepts of safety and health. During Industry Turnarounds, the activities are significantly increased and non-routine jobs are performed. A thorough safety plan is needed and shared with all affected personnel. Students will be able to identify common hazards and corrective actions in the workplace; and incorporate job safety analysis (JSA) and appropriate training. This course includes designing and excellent safety plan, auditing, handling non-routine jobs and creating a safer workplace during turnarounds.

Course ID	Dates	Loc	Days	Time
OSHT 1000 Turnaround Safety	03/31/18	CED	Saturday	8:00am – 4:30pm

OSHT 1003 Physical and Chemical Hazards

An introductory study of the physical hazards in industry and the methods of workplace design and redesign to control these hazards. Emphasis on the regulation codes and standards associated with the control of physical hazards.

Course ID	Dates	Loc	Days	Time
OSHT 1003 Physical and Chemical Hazards	02/24/18	CED	Saturday	8:00am – 4:30pm

OSHT 1015 OSHA 30 Construction

This course covers OSHA safety guidelines including electrical, chemical and hazardous material safety. Ergonomic considerations to include repetitive motion, plant layout and machine design. Industrial safety awareness, accident cost and prevention and workman’s compensation issues.

Course ID	Dates	Loc	Days	Time
OSHT 1015 OSHA 30 Construction	02/03/18 – 02/11/18	CED	Sat Sun	8:00am – 5:00pm

OSHT 1015 PPE and What’s Behind It

This course is designed so that students can recognize and evaluate hazards in the workplace and implement control measures including engineering, administrative and personal protective equipment. Discovering the uses and care for PPE and the technical data used to select the proper PPE. Recognize 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.

Course ID	Dates	Loc	Days	Time
OSHT 1015 PPE and What’s Behind It	05/22/18 – 05/23/18	CED	TW	6:00pm – 9:00pm

OSHT 1091 Hazard Recognition

This course will assist the student in recognizing and evaluating hazards in the workplace and implementing control measures including engineering, administrative and personal protective equipment.

Course ID	Dates	Loc	Days	Time
OSHT 1091 Hazard Recognition	04/14/18	CED	Saturday	8:00am – 4:30pm

BMGT 100N Frontline Supervisor Training

This course is designed specifically for current managers and supervisors. Frontline Supervision Training will review responsibilities of supervisors, promote effective leadership and how to build and maintain strong workplace morale.

Course ID	Dates	Loc	Days	Time
BMGT 100N Frontline Supervisor Training	05/12/18	CC	Saturday	8:00am – 4:00pm

BMGT 110N Ethics in the World of Safety

This course provides an outline and overview of the importance of maintaining the highest ethical standards at all times.

Course ID	Dates	Loc	Days	Time
BMGT 110N Ethics in the World of Safety	02/20/18	CC	Tuesday	6:00pm – 9:00pm
BMGT 110N Ethics in the World of Safety	05/22/18	CC	Tuesday	6:00pm – 9:00pm

BMGT 110N Introduction to the Safety Profession

This course is an introduction to the fundamentals of being a health and safety professional and covers different career options, education requirements, types of professional certifications in the field of health and safety, and the value of networking with industry peers. The students will take away a general understanding of the elements described above.

Course ID	Dates	Loc	Days	Time
BMGT 110N Intro to Safety Profession	02/06/18	CC	Tuesday	6:00pm – 9:00pm

HMSY 100N Introduction to Emergency Response

This course is an introduction of Emergency Response and is designed to provide students with an increased knowledge of types of emergencies, fire protection equipment, accountability systems, training, evacuation systems, mechanical integrity programs and Incident Command structure. This course will introduce an increased awareness of Emergency Response fundamentals – response, tactics (offensive vs defensive) and equipment.

Course ID	Dates	Loc	Days	Time
HMSY 100N Intro to Emergency Response	05/08/18	CC	Tuesday	6:00pm – 9:00pm

OSHT 100N Confined Space Training

This course will provide a general awareness on OSHA standard 1910.146 and how employers must apply principles, procedures and controls to protect employees involved in confined space operations.

Course ID	Dates	Loc	Days	Time
OSHT 100N Confined Space Training	02/17/18	CED	Saturday	8:00am – 12:00pm
OSHT 100N Confined Space Training	05/05/18	CED	Saturday	8:00am – 12:00pm

OSHT 100N Introduction to Accident Investigations

This course is an introduction to accident investigations within industrial settings. Students will learn the purpose of accident investigation, dos and don'ts as well as the different types of investigations.

Course ID	Dates	Loc	Days	Time
OSHT 100N Intro to Accident Inv.	04/10/18 – 04/12/18	CC	TR	6:00pm – 9:30pm

OSHT 100N Leadership for Safety Professionals

This course is designed to assist safety professionals in developing leadership skills, promoting teamwork as well as how to elevate current employees through professional development and leadership.

Course ID	Dates	Loc	Days	Time
OSHT 100N Leadership for Safety Prof.	03/06/18	CC	Tuesday	6:00pm – 9:00pm

OSHT 100N Lockout/Tagout

This course is an introduction of OSHA's Control of Hazardous Energy Standard and is designed to provide students with an understanding of the LOTO standard purpose and general function of an energy control program. The students will gain a deeper understanding of general LOTO standard requirements, how to recognize and control the risks associated with industrial equipment/types of energy, as well as how to apply the necessary principles, procedures and controls to reduce the risk of an incident.

Course ID	Dates	Loc	Days	Time
OSHT 100N Lockout/Tagout	03/20/18	CC	Tuesday	6:00pm – 9:00pm
OSHT 100N Lockout/Tagout	04/07/18	CED	Saturday	8:00am – 12:00pm

OSHT 101N OSHA Recordkeeping

This course will provide information about keeping proper records according to OSHA's standards.

Course ID	Dates	Loc	Days	Time
OSHT 101N OSHA Recordkeeping	02/14/18	CED	Wednesday	6:00pm – 9:00pm
OSHT 101N OSHA Recordkeeping	05/09/18	CED	Wednesday	6:00pm – 9:00pm



OSHT 100N Road Flagging Safety

Flagging is used in any situation when the flow of traffic is altered through lane closures. The role of flagger is crucial to the safety of the construction operation; therefore, an untrained or poorly trained individual could put many lives at risk. Students will be provided an introduction to flagging, learn the qualifications for a flagger, what PPE-protective clothing and equipment to use as well as hand-signaling devices and procedures. Students will be able to exhibit proper hand-signaling procedures with the stop/slow paddle and the flag, recognize the components of advance warning that are required, determine proper placement of a flagger station and discern appropriate interaction with motorists.

Course ID	Dates	Loc	Days	Time
OSHT 100N Road Flagging Safety	02/10/18	CED	Saturday	8:00am – 12:00pm
OSHT 100N Road Flagging Safety	04/28/18	CED	Saturday	8:00am – 12:00pm
OSHT 100N Road Flagging Safety	05/19/18	CED	Saturday	8:00am – 12:00pm

OSHT 100N Vehicle Driving Safety

This course teaches driving awareness, proper technique and general safety to improve driving habits.

Course ID	Dates	Loc	Days	Time
OSHT 100N Vehicle Driving Safety	03/21/18	CED	Wednesday	6:00pm – 9:00pm

OSHT 100N Working at Elevated Heights Safety

Working at Heights is a leading problem each year for many small to large companies and ranks each year on one of OSHA's top lists of deaths and injury. As Corpus Christi begins to expand so will the need for companies. This course will give employees the opportunity to gain the knowledge to become safer and let other workers know the importance of Working at Heights Safely. Topics include: fall protection, ladder safety, working on scaffolding and tie off points.

Course ID	Dates	Loc	Days	Time
OSHT 100N Working at Elevated Heights	03/24/18	CC	Saturday	8:00am – 12:00pm

OSHT 101N Fundamentals of Occupational Health Career

This course is an introduction to the fundamentals of being a health and safety professional and covers different career options, education requirements, types of professional certifications in the field of health and safety and the value of networking with industry peers. The students will take away a general understanding of the elements described above.

Course ID	Dates	Loc	Days	Time
OSHT 101N Fundamentals of Occ. Health Career	04/25/18	CED	Wednesday	6:00pm – 9:00pm

PTRT 100N Introduction to Pipeline and Petrochemical Industry Safety

South Texas is experiencing a growth in the Pipeline and Petrochemical industries. This course is offered to provide students with an overview of the Pipeline and Petrochemical Industry as well as safety related factors that are associated with the Pipeline and Petrochemical Industry.

Course ID	Dates	Loc	Days	Time
PTRT 100N Intro to Pipeline & Petrochemical Industry Safety	02/07/18	CED	W	6:00pm – 9:00pm



Food Manager's Certification

RSTO 2000 National Food Managers Certification (7 hours)

This course is designed for anyone who serves or prepares food for the public and is required to have a certified food manager on staff. This is an environmental class with topics including methods of proper food storage, employee sanitation, pest control, sanitation regulation and standards, including knowing the prevention of bacteria, parasites, viruses, etc.

Course ID	Dates	Loc	Days	Time
RSTO 2000 National Food Managers Certification	02/05/18	CED	Monday	9:00am – 4:00pm
RSTO 2000 National Food Managers Certification	03/05/18	CED	Monday	9:00am – 4:00pm
RSTO 2000 National Food Managers Certification	04/02/18	CED	Monday	9:00am – 4:00pm

Business

ACNT 1001 Fundamentals of Bookkeeping

Cost: \$130

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

Course ID	Dates	Loc	Days	Time
ACNT 1001 Fundamentals of Bookkeeping	02/20/18 – 03/22/18	CED	TR	5:30pm – 8:30pm

ACNT 1002 Introduction to Accounting

Cost: \$130

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

Course ID	Dates	Loc	Days	Time
ACNT 1002 Intro to Accounting	01/23/18 – 02/15/18	CED	TR	5:30pm – 8:30pm

ACNT 1010 Quickbooks

Cost: \$130

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

Course ID	Dates	Loc	Days	Time
ACNT 1010 Quickbooks	03/27/18 – 04/19/18	CED	TR	5:30pm – 8:30pm

Business Management and Leadership Series

BMGT 1012 Introduction to Business Management

Cost: \$90

This course is for current and potential business managers. Students will receive an overview of management functions and decision-making processes including planning, organizing, leading, staffing and controlling. Students will be able to describe management functions and solve problems according to contemporary management processes.

Course ID	Dates	Loc	Days	Time
BMGT 1012 Intro to Business Mgmt.	01/22/18 – 02/07/18	CED	MW	9:00am – 12:00pm
BMGT 1012 Intro to Business Mgmt.	01/22/18 – 02/07/18	CED	MW	5:30pm – 8:30pm



BMGT 1020 Leadership Behavior and Influence

Cost: \$130

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

Course ID	Dates	Loc	Days	Time
BMGT 1020 Leadership Behavior	01/23/18 – 02/15/18	CED	TR	5:30pm – 8:30pm

BMGT 1053 Ethics and Core Values for Business

Cost: \$75

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

Course ID	Dates	Loc	Days	Time
BMGT 1053 Ethics and Core Values	02/20/18 – 03/01/18	CED	TR	5:30pm – 8:30pm

BUSG 1005 Customer Service at all Levels

Cost: \$90

This course is designed for anyone working in the customer service industry or who may be interested in working with people. Students will learn the process of providing service to a diverse customer base. Students will be able to describe types of customers; identify customers' needs; and determine strategies to provide quality customer service.

Course ID	Dates	Loc	Days	Time
BUSG 1005 Customer Service	03/05/18 – 03/28/18	CED	MW	9:00am – 12:00pm
BUSG 1005 Customer Service	03/05/18 – 03/28/18	CED	MW	5:30pm – 8:30pm

COMG 1009 Creating and Delivering Excellent Presentations

Cost: \$90

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

Course ID	Dates	Loc	Days	Time
COMG 1009 Creating and Delivering	02/12/18 – 02/28/18	CED	MW	9:00am – 12:00pm
COMG 1009 Creating and Delivering	02/12/18 – 02/28/18	CED	MW	5:30pm – 8:30pm

COMG 1040 Working with Difficult People

Cost: \$90

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

Course ID	Dates	Loc	Days	Time
COMG 1040 Working with Difficult People	04/23/18 – 05/09/18	CED	MW	9:00am – 12:00pm
COMG 1040 Working with Difficult People	04/23/18 – 05/09/18	CED	MW	5:30pm – 8:30pm



DITA 1032 Introduction to Interpersonal Communication

Cost: \$90

This is an introductory course in the study of factors in positive relationships. Topics include personal dress/hygiene, understanding self and others, verbal and non-verbal communication, listening skills, negotiating, assertiveness and teamwork. Identify proper attire and grooming habits appropriate for work; describe acceptable methods for expressing opinions, negotiating and being a contributing member of a team; and demonstrate good verbal communication.

Course ID	Dates	Loc	Days	Time
DITA 1032 Intro to Interpersonal Comm.	04/02/18 – 04/18/18	CED	MW	9:00am – 12:00pm
DITA 1032 Intro to Interpersonal Comm.	04/02/18 – 04/18/18	CED	MW	5:30pm – 8:30pm

BMGT 100N Goal Setting and Time Management

Cost: \$75

This course teaches students how to set long-range, mid-range and short-range goals as well as SMART action steps toward achieving them. The Time Management portion of this course teaches students how to balance goals with time demands using the Covey Time Management Grid.

Course ID	Dates	Loc	Days	Time
BMGT 100N Goal Setting and Time Mgmt.	03/06/18 – 03/22/18	CED	TR	5:30pm – 8:30pm

Insurance

INSR 1009 Principles of Insurance; Property and Casualty

Cost: \$250

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

Course ID	Dates	Loc	Days	Time
INSR 1009 Principles of Insurance	01/22/18 – 01/26/18	CED	MTWRF	8:00am – 5:00pm
INSR 1009 Principles of Insurance	02/05/18 – 03/28/18	CED	MW	6:00pm – 9:00pm

INSR 1009 Principles of Insurance; Life and Health

Cost: \$250

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

Course ID	Dates	Loc	Days	Time
INSR 1009 Principles of Insurance	04/09/18 – 04/13/18	CED	MTWRF	8:00am – 5:00pm
INSR 1009 Principles of Insurance	04/23/18 – 06/11/18	CED	MW	6:00pm – 9:00pm

INSR 1010 Insurance Exam Prep; Property and Casualty

Cost: \$80

This course is designed to provide an overview of Property and Casualty insurance to best prepare students for the licensing exam.

Course ID	Dates	Loc	Days	Time
INSR 1010 Insurance Exam Prep	03/31/18	CED	Saturday	8:00am – 5:00pm



Real Estate

Texas real estate is managed and overseen by the Texas Real Estate Commission. This agency sets forth guidelines, policies and procedures for Real Estate in Texas. To learn about all of the requirements and steps to becoming licensed as a Real Estate Salesperson, please visit the TREC website: www.trec.state.tx.us/licenses/salesapp.asp

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

RELE 1000 Promulgated Forms & Contracts

Cost: \$160 per course (online) or \$200 per course (in-class)

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

Course ID	Dates	Loc	Days	Time
RELE 1000 Promulgated Forms & Contracts	05/04/18 – 05/25/18	INET		
RELE 1000 Promulgated Forms & Contracts	03/05/18 – 04/05/18	CED	MTWR	9:00am – 12:00pm
RELE 1000 Promulgated Forms & Contracts	03/05/18 – 04/05/18	CED	MTWR	5:30pm – 8:30pm

RELE 1002 Principles I

Cost: \$160 per course (online) or \$200 per course (in-class)

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

Course ID	Dates	Loc	Days	Time
RELE 1002 Principles I	01/12/18 – 02/02/18	INET		
RELE 1002 Principles I	01/08/18 – 02/01/18	CED	MTWR	5:30pm – 8:30pm
RELE 1002 Principles I	04/09/18 – 05/03/18	CED	MTWR	9:00am – 12:00pm
RELE 1002 Principles I	04/09/18 – 05/03/18	CED	MTWR	5:30pm – 8:30pm

RELE 1012 Law of Contracts

Cost: \$160 per course (online) or \$200 per course (in-class)

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

Course ID	Dates	Loc	Days	Time
RELE 1012 Law of Contracts	02/23/18 – 03/23/18	INET		
RELE 1012 Law of Contracts	01/08/18 – 02/01/18	CED	MTWR	9:00am – 12:00pm
RELE 1012 Law of Contracts	01/08/18 – 02/01/18	CED	MTWR	5:30pm – 8:30pm
RELE 1012 Law of Contracts	04/09/18 – 05/03/18	CED	MTWR	5:30pm – 8:30pm



RELE 1020 Finance

Cost: \$160 per course (online) or \$200 per course (in-class)

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

Course ID	Dates	Loc	Days	Time
RELE 1020 Finance	04/13/18 – 05/04/18	INET		
RELE 1020 Finance	02/05/18 – 03/01/18	CED	MTWR	9:00am – 12:00pm
RELE 1020 Finance	02/05/18 – 03/01/18	CED	MTWR	5:30pm – 8:30pm
RELE 1020 Finance	05/07/18 – 05/31/18	CED	MTWR	5:30pm – 8:30pm

RELE 1039 Principles II

Cost: \$160 per course (online) or \$200 per course (in-class)

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

Course ID	Dates	Loc	Days	Time
RELE 1039 Principles II	02/02/18 – 02/23/18	INET		
RELE 1039 Principles II	02/05/18 – 03/01/18	CED	MTWR	5:30pm – 8:30pm
RELE 1039 Principles II	05/07/18 – 05/31/18	CED	MTWR	9:00am – 12:00pm
RELE 1039 Principles II	05/07/18 – 05/31/18	CED	MTWR	5:30pm – 8:30pm

RELE 2002 Law of Agency

Cost: \$160 per course (online) or \$200 per course (in-class)

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

Course ID	Dates	Loc	Days	Time
RELE 2002 Law of Agency	03/23/18 – 04/13/18	INET		
RELE 2002 Law of Agency	03/05/18 – 04/05/18	CED	MTW	5:30pm – 8:30pm

RELE 1058 Real Estate Exam Review

Cost: \$75 per course (in-class)

Get prepared for the state and national real estate exams! This in-class course will help support your learning and preparation.

Course ID	Dates	Loc	Days	Time
RELE 1058 Real Estate Exam Review	04/14/18 – 04/21/18	CED	Saturday	8:30am – 12:00pm

Real Estate Fast Track Program

Cost: \$800

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

This program requires administrative approval. Call 361-698-1329 to schedule a 15- 30 minute appointment. Once approved, you can register and begin.



RELE 1000 Promulgated Forms – Fast Track

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

Course ID	Dates	Loc
RELE 1000 Promulgated Forms & Contracts – Fast Track	03/01/18 – 05/31/18	INET

RELE 1002 Principles I – Fast Track

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

Course ID	Dates	Loc
RELE 1002 Principles I – Fast Track	03/01/18 – 05/31/18	INET

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.

Course ID	Dates	Loc
RELE 1012 Law of Contracts – Fast Track	03/01/18 – 05/31/18	INET

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.

Course ID	Dates	Loc
RELE 1020 Finance – Fast Track	03/01/18 – 05/31/18	INET

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.

Course ID	Dates	Loc
RELE 1039 Principles II – Fast Track	03/01/18 – 05/31/18	INET

RELE 2002 Law of Agency – Fast Track

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

Course ID	Dates	Loc
RELE 2002 Law of Agency – Fast Track	03/01/18 – 05/31/18	INET



Computers

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

ARTC 1000 Introduction to Adobe Photoshop

Cost: \$90

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

Course ID	Dates	Loc	Days	Time
ARTC 1000 Intro to Adobe Photoshop	04/07/18 – 05/12/18	CED	Saturday	1:00pm – 4:00pm

ITSC 1012 Introduction to Computers

Cost: \$90

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

Course ID	Dates	Loc	Days	Time
ITSC 1012 Intro to Computers	01/20/18 – 02/03/18	NWC	Saturday	9:00am – 4:00pm
ITSC 1012 Intro to Computers	01/22/18 – 02/07/18	CED	MW	9:00am – 12:00pm

ITSW 1022 Beginning Excel

Cost: \$90

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

Course ID	Dates	Loc	Days	Time
ITSW 1022 Beginning Excel	03/05/18 – 03/28/18	CED	MW	9:00am – 12:00pm
ITSW 1022 Beginning Excel	03/05/18 – 03/28/18	CED	MW	5:30pm – 8:30pm
ITSW 1022 Beginning Excel	03/24/18 – 04/07/18	NWC	Saturday	9:00am – 4:00pm

ITSW 1037 Beginning PowerPoint

Cost: \$90

Everyone uses PowerPoint, from churches to candidates. Learn how to create dynamic presentations to accent your next lecture or speech. Introduction to computerized presentation graphics that leads the participant through planning, design and production of business graphics and charts. Presentation files are produced utilizing multimedia software. Textbook required.

Course ID	Dates	Loc	Days	Time
ITSW 1037 PowerPoint	04/02/18 – 04/18/18	CED	MW	9:00am – 12:00pm
ITSW 1037 PowerPoint	04/02/18 – 04/18/18	CED	MW	5:30pm – 8:30pm
ITSW 1037 PowerPoint	04/21/18 – 05/05/18	NWC	Saturday	9:00am – 4:00pm

ITSW 2029 Intermediate Excel

Cost: \$90

This course will cover techniques for customizing the spreadsheet environment by analyzing workbook data and creating worksheets and charts. Students will import and export data; manage workbooks; format data; establish ranges; customize spreadsheets; audit worksheets; summarize data; analyze data and apply workgroup collaborative features.

Course ID	Dates	Loc	Days	Time
ITSW 2029 Intermediate Excel	03/06/18 – 03/29/18	CED	TR	9:00am – 12:00pm



ITSW 2049 Advanced Excel

Cost: \$90

This course will cover advanced concepts in electronic spreadsheets. Topics address macro programming features, database functions, merging/linking spreadsheets, data file transfer and Boolean functions. In addition, students will utilize advanced spreadsheet functions, create and design macros and develop solutions utilizing linked worksheets and merged data.

Course ID	Dates	Loc	Days	Time
ITSW 2049 Advanced Excel	04/24/18 – 05/10/18	CED	TR	9:00am – 12:00pm

POFI 1024 Beginning Word

Cost: \$90

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

Course ID	Dates	Loc	Days	Time
POFI 1024 Beginning Word	02/12/18 – 02/28/18	CED	MW	9:00am – 12:00pm
POFI 1024 Beginning Word	02/12/18 – 02/28/18	CED	MW	5:30pm – 8:30pm
POFI 1024 Beginning Word	02/17/18 – 03/03/18	NWC	Saturday	9:00am – 4:00pm

POFI 2025 Intermediate Word

Cost: \$90

This course expands word processing terminology, editing functions, formatting and special text options. In addition, students will learn word processing applications to produce mailable documents and to apply basic and advanced formatting skills and special functions to produce documents.

Course ID	Dates	Loc	Days	Time
POFI 2025 Intermediate Word	02/13/18 – 03/01/18	CED	TR	9:00am – 12:00pm

POFI 2037 Advanced Word

Cost: \$90

This course is designed to provide advanced instruction in document preparation, editing and formatting. Instruction will emphasize special problems encountered in business and industry. Define and adjust structures for tables; create tables and templates; write macros; and perform object linking and embedding (OLE) functions.

Course ID	Dates	Loc	Days	Time
POFI 2037 Advanced Word	04/3/18 – 04/19/18	CED	TR	9:00am – 12:00pm

POFT 1010 Keyboarding

Cost: \$90

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

Course ID	Dates	Loc	Days	Time
POFT 1010 Keyboarding	01/22/18 – 02/07/18	CED	MW	5:30pm – 8:30pm

POFT 1022 Office Assistant Fundamentals

Fee: \$90

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

Course ID	Dates	Loc	Days	Time
POFT 1022 Office Assistant Fundamentals	04/23/18 – 05/09/18	CED	MW	9:00am – 12:00pm
POFT 1022 Office Assistant Fundamentals	04/23/18 – 05/09/18	CED	MW	5:30pm – 8:30pm
POFT 1022 Office Assistant Fundamentals	05/19/18 – 06/09/18	NWC	Saturday	9:00am – 4:00pm



Information Technology

CPMT 1000 Introduction to Computer Maintenance and Troubleshooting

Cost: \$130

This course will guide the student on basic personal computer repairs, upgrades and system maintenance.

Course ID	Dates	Loc	Days	Time
CPMT 1000 Intro to Computer Maintenance	02/06/18 – 03/01/18	CED	TR	5:30pm – 8:30pm

CPMT 1049 Introduction to Computer Networking

Cost: \$130

This course is designed to provide a foundation for networking fundamentals, terminology, hardware, software and network architecture. Includes local and wide area networking concepts and networking installations and operations. Students will be able to identify and define terminology and hardware and software components of computer networks; utilize equipment, protocols and topologies to differentiate between various network systems; and install network hardware, software and cabling.

Course ID	Dates	Loc	Days	Time
CPMT 1049 Intro to Computer Networking	02/05/18 – 04/25/18	CED	MW	5:30pm – 8:30pm

ITSE 1002 Introduction to Computer Programming

Cost: \$130

Students will be introduced to programming, design, development, testing, implementation and documentation. Students will be able to design, write, test and document computer programs.

Course ID	Dates	Loc	Days	Time
ITSE 1002 Intro to Computer Programming	02/05/18 – 04/25/18	CED	MW	5:30pm – 8:30pm

ECRD 1011 Electrocardiography (EKG technician)

Cost: \$225

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

Course ID	Dates	Loc	Days	Time
*ECRD 1011 Electrocardiography	01/29/18 – 03/29/18	CED	MTWR	6:00pm – 9:00pm
*ECRD 1011 Electrocardiography	04/16/18 – 05/31/18	CED	MTWR	6:00pm – 9:00pm

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

EMSP 1019 CPR Health Care Provider and First Aid certification

Cost: \$50

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

Course ID	Dates	Loc	Days	Time
EMSP 1019 CPR Healthcare Providers	01/13/18	CED	Saturday	9:00am – 4:00pm
EMSP 1019 CPR Healthcare Providers	01/27/18	CED	Saturday	9:00am – 4:00pm
EMSP 1019 CPR Healthcare Providers	02/03/18	CED	Saturday	9:00am – 4:00pm
EMSP 1019 CPR Healthcare Providers	02/17/18	CED	Saturday	9:00am – 4:00pm
EMSP 1019 CPR Healthcare Providers	03/03/18	CED	Saturday	9:00am – 4:00pm
EMSP 1019 CPR Healthcare Providers	03/24/18	CED	Saturday	9:00am – 4:00pm
EMSP 1019 CPR Healthcare Providers	04/07/18	CED	Saturday	9:00am – 4:00pm
EMSP 1019 CPR Healthcare Providers	04/21/18	CED	Saturday	9:00am – 4:00pm
EMSP 1019 CPR Healthcare Providers	05/05/18	CED	Saturday	9:00am – 4:00pm
EMSP 1019 CPR Healthcare Providers	05/19/18	CED	Saturday	9:00am – 4:00pm

HPRS 2001 Pathophysiology

Cost: \$368

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

Course ID	Dates	Loc
HPRS 2001 Pathophysiology	01/16/18 – 05/19/18	INET

MDCA 1000 Basic Medical Assistant Technology

Cost: \$150

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

Course ID	Dates	Loc	Days	Time
MDCA 1000 Basic Medical Asst.	02/12/18 – 03/07/18	CED	MTW	1:00pm – 3:00pm

MDCA 1043 Medical Insurance Specialist

Cost: \$200

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

Course ID	Dates	Loc	Days	Time
MDCA 1043 Medical Insurance Specialist	03/19/18 – 05/09/18	CED	MTW	1:00pm – 3:00pm

NURA 1001 Program

Cost: \$310

Classroom and Laboratory preparation for entry level nursing assistants to achieve a level of knowledge, skills and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team.

Course ID	Dates	Loc	Days	Time
NURA 1001 Nurse Aide Lecture	01/15/18 – 01/25/18	CED	MWTRF	8:00am – 5:00pm
NURA 1001 Nurse Aide Lecture	01/15/18 – 02/15/18	CED	MTWR	1:30pm – 4:30pm
NURA 1001 Nurse Aide Lecture	01/15/18 – 02/13/18	NWC	MTWR	5:00pm – 9:00pm
NURA 1001 Nurse Aide Lecture	01/22/18 – 02/09/18	CED	MTWRF	8:00am – 1:00pm
NURA 1001 Nurse Aide Lecture	01/22/18 – 02/20/18	CED	MTWR	5:00pm – 9:00pm
NURA 1001 Nurse Aide Lecture	02/12/18 – 02/22/18	CED	MWTRF	8:00am – 5:00pm
NURA 1001 Nurse Aide Lecture	03/19/18 – 04/06/18	CED	MTWRF	8:00am – 1:00pm
NURA 1001 Nurse Aide Lecture	03/26/18 – 04/05/18	CED	MWTRF	8:00am – 5:00pm
NURA 1001 Nurse Aide Lecture	04/02/18 – 05/03/18	CED	MTWR	1:30pm – 4:30pm
NURA 1001 Nurse Aide Lecture	04/02/18 – 05/01/18	NWC	MTWR	5:00pm – 9:00pm
NURA 1001 Nurse Aide Lecture	04/09/18 – 05/08/18	CED	MTWR	5:00pm – 9:00pm
NURA 1001 Nurse Aide Lecture	04/23/18 – 05/03/18	CED	MWTRF	8:00am – 5:00pm
NURA 1001 Nurse Aide Lecture	04/30/18 – 05/18/18	CED	MTWRF	8:00am – 1:00pm

**(Concurrent enrollment in NURA 1060 is required.)

NURA 1060 Nurse Aide Clinical

Prerequisites: NURA 1001

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 ID	Dates	Loc	Days	Time
NURA 1060 Nurse Aide Clinical	01/26/18 – 02/07/18	OC	MWTRF	8:00am – 5:00pm
NURA 1060 Nurse Aide Clinical	02/23/18 – 03/07/18	OC	MTWRF	8:00am – 5:00pm
NURA 1060 Nurse Aide Clinical	02/12/18 – 03/02/18	OC	MTWRF	8:00am – 1:00pm
NURA 1060 Nurse Aide Clinical	02/14/18 – 03/22/18	OC	MTWR	5:00pm – 9:00pm
NURA 1060 Nurse Aide Clinical	02/15/18 – 03/26/18	OC	MTWR	1:30pm – 4:30pm
NURA 1060 Nurse Aide Clinical	02/21/18 – 03/29/18	OC	MTWR	5:00pm – 9:00pm
NURA 1060 Nurse Aide Clinical	04/06/18 – 04/18/18	OC	MTWRF	8:00am – 5:00pm
NURA 1060 Nurse Aide Clinical	04/09/18 – 04/27/18	OC	MTWRF	8:00am – 1:00pm
NURA 1060 Nurse Aide Clinical	05/02/18 – 05/31/18	OC	MTWR	5:00pm – 9:00pm
NURA 1060 Nurse Aide Clinical	05/04/18 – 05/16/18	OC	MTWRF	8:00am – 5:00pm
NURA 1060 Nurse Aide Clinical	05/02/18 – 05/31/18	OC	MTWR	1:30pm – 4:30pm
NURA 1060 Nurse Aide Clinical	05/09/18 – 06/07/18	OC	MTWR	5:00pm – 9:00pm
NURA 1060 Nurse Aide Clinical	05/21/18 – 06/08/18	OC	MTWRF	8:00am – 1:00pm

**(Concurrent enrollment in NURA 1001 is required.)

NURA 1013 Medication Aide Program

Cost: \$565

Instruction in preparation and administration of designated medications by non-licensed nursing personnel employed in licensed health care agencies and the responsibilities associated with such administration. This course includes clinical training to be arranged by the student at student's place of employment outside of classroom instruction. Course cost includes the Texas Department of Aging and Disability Services registry examination fee.

Course ID	Dates	Loc	Days	Time
NURA 1013 Medication Aide	01/29/18 – 05/16/18	CED	MTW	9:00am – 12:00pm

NURA 1041 Medication Aide Refresher Program (7 hour course)

Cost: \$50

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

Course ID	Dates	Loc	Days	Time
NURA 1041 Medication Aide Refresher	01/27/18	CED	Saturday	8:30am – 4:30pm
NURA 1041 Medication Aide Refresher	03/24/18	CED	Saturday	8:30am – 4:30pm
NURA 1041 Medication Aide Refresher	05/19/18	CED	Saturday	8:30am – 4:30pm

PLAB 1023 Phlebotomy

Cost: \$660

The students will be able to perform venipuncture techniques including tying a tourniquet, proper assembly of equipment, correct labeling and communication with the patient. Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture and specimen collection on adults, children and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics and medical terminology.

Course ID	Dates	Loc	Days	Time
PLAB 1023 Phlebotomy Lecture	01/17/18 – 03/19/18	CED	MW	5:00pm – 8:00pm
PLAB 1060 Phlebotomy Clinical	03/20/18 – 05/25/18	OC	MTWRF	TBD

RNSG 1003 Intravenous Therapy – Theory and Technologies

Cost: \$200

Basic theory and techniques of venipuncture, intravenous (IV) infusions and blood drawing. Basic information regarding venous system physiology, fluid, electrolytes, blood, blood products, total parenteral nutrition, lipids and complications of IV therapy.

Course ID	Dates	Loc	Days	Time
RNSG 1003 Intravenous Therapy	02/03/18 – 02/10/18	CED	Saturday	9:00am – 2:00pm
RNSG 1003 Intravenous Therapy	04/14/18 – 04/21/18	CED	Saturday	9:00am – 2:00pm

Arts and Crafts

ARTS 101N Clown School

Cost: \$112 Additional Costs: *Supplies Required

Entertain for birthday parties, nursing homes, hospitals, community events and more! Explore the world of performing arts through clowning. Subjects to be covered include character development, costume selection, makeup selection, skit development, balloon sculpture and more.

***Instructor will provide a supply list on the first day of class.**

Course ID	Dates	Loc	Days	Time
ARTS 101N Clown School	02/06/18 – 03/06/18	CED	Tuesday	7:00pm – 9:30pm

ARTS 111N Magician School

Cost: \$60 Additional Costs: *Magician Supply Kit \$30 plus tax and shipping

Entertain for birthday parties, nursing homes, hospitals, community events and more! Explore the world of performing arts through magic. Subjects to be covered include magician rules, costume selection, skit development, paper, coin, string, puzzles, card and everyday object tricks.

***Magician supply kit to be purchased at: www.magicemp.com**

Course ID	Dates	Loc	Days	Time
ARTS 111N Magician School	04/04/18 – 05/02/18	CED	Wednesday	6:00pm – 8:30pm

ARTS 115N Crochet, Beginning

Fee: \$72 Additional Costs: *Supplies Required

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

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

No classes will be held on Tuesday, March 13, 2018. College Closed for Spring Break.

Course ID	Dates	Loc	Days	Time
ARTS 115N Crochet, Beginning	02/06/18 – 04/03/18	CED	Tuesday	6:00pm – 8:00pm

ARTS 118N Drawing, Beginning

Fee: \$125 Additional Costs: *Supplies Required

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

***Students will need to provide their own supplies. Supplies Required: Assortment of drawing pencils—H, HB or #2, 2B, 4B, 6B; Paper stumps or tortillions for blending; white synthetic eraser, kneaded eraser, click-type synthetic eraser (optional); 9" x 12" Newsprint paper, 11" x 14 pad of Canson XL mixed media paper.**

No classes held on Tuesday, March 13, 2018. College Closed for Spring Break.

Course ID	Dates	Loc	Days	Time
ARTS 118N Drawing, Beginning	02/06/18 – 04/03/18	CED	Tuesday	6:00pm – 9:00pm

ARTS 119N Drawing, Intermediate

Fee: \$125 Additional Costs: *Supplies Required

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

Course ID	Dates	Loc	Days	Time
ARTS 119N Drawing, Intermediate	04/10/18 – 05/29/18	CED	Tuesday	6:00pm – 9:00pm

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

ARTS 120N Acrylic Painting, Beginning

Fee: \$150 Additional Costs: *Supplies Required

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

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

No classes held on Thursday, March 15, 2018. College Closed for Spring Break.

Course ID	Dates	Loc	Days	Time
ARTS 120N Acrylic Painting, Beginning	02/08/18 – 04/05/18	CED	TR	6:00pm – 9:00pm

ARTS 121N Acrylic Painting, Intermediate

Fee: \$150 Additional Costs: *Supplies Required

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

Course ID	Dates	Loc	Days	Time
ARTS 121N Acrylic Painting, Intermediate	04/12/18 – 05/31/18	CED	TR	6:00pm – 9:00pm

Creative Writing

ENGL 2007N Creative Writing I

Cost: \$85 Additional Cost: *Textbooks Required

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

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

Course ID	Dates	Loc	Days	Time
ENGL 2007N Creative Writing I	03/20/18 – 04/12/18	CED	TR	6:00pm – 8:00pm

PERSONAL ENRICHMENT

ENGL 2008N Creative Writing II

Cost: \$85 Additional Cost: *Textbooks Required

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

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

Course ID	Dates	Loc	Days	Time
ENGL 2008N Creative Writing II	04/17/18 – 05/10/18	CED	TR	6:00pm – 8:00pm

Culinary Arts

FCTR 1015 Fundamentals of Cake Decorating

Cost: \$65 Additional Costs: Optional Cake Decorating Supply Kit: \$50 plus tax

Instruction in the basic art of icing a cake. Topics include drop flowers, flower decorations, writing, sugar molds, roses and seasonal cakes.

Cake decorating supply kit to be purchased at:

Windy City Baker Supply
6017 South Staples
Corpus Christi, TX 78413

Course ID	Dates	Loc	Days	Time
FCTR 1015 Fundamentals of Cake Decorating	03/26/18 – 05/14/18	CED	M	6:00pm – 8:00pm

Event Planning

FCTR 1092 Event Planning

Cost: \$85

An introduction to the principles of event planning: budget planning, advertising, floor plan design, floral/lighting design, props and managing vendors.

***Students are required to assist and attend a 5 1/2 hour off-campus weekend event with their instructor. Instructor will provide specific details about the event. Scheduled class nights will rotate every other night to include lab time at the La De Da Events Facility located at 5233 IH 37, Suite B10, Corpus Christi, TX 78405.**

Course ID	Dates	Loc	Days	Time
FCTR 1015 Event Planning	02/06/18 – 02/27/18	CED	TR	6:00pm – 7:30pm

Financial Literacy

BUSG 104N Bring Balance to Your Budget and Rules of the Road

Cost: \$25

This course is designed to help you in setting personal financial goals. Topics include: Balancing saving, spending and borrowing; Strategies for controlling debt and improving credit scores; Practical savings options; 10 principles for sound investing; How to identify and avoid the most common investment mistakes.

Course ID	Dates	Loc	Days	Time
BUSG 104N Bring Balance to Your Budget	04/05/18	CED	Thursday	6:00pm – 8:00pm

BUSG 105N Ready or Not? Preparing for the Unexpected and Outsmart the Scammers

Cost: \$25

We'll outline how to develop a proactive strategy to protect your family. We'll also discuss how to spot certain red flags that may indicate a fraudulent encounter, resources you can turn to in the event you or a loved one is targeted and steps to take now to help protect yourself and your loved ones.

Course ID	Dates	Loc	Days	Time
BUSG 105N Ready or Not?	04/12/18	CED	Thursday	6:00pm – 8:00pm

BUSG 106N Put Your Retirement Plan to Work, Retirement: Making Your money Last and Social Security; Your Questions Answered

Cost: \$25

Learn how to use your employer-sponsored plan to build your retirement savings. We'll also discuss other tax-advantaged options for building your retirement strategy. Topics also include how Social Security fits into a retirement income plan, when to start taking benefits and tax considerations. *Edward Jones, its employees and financial advisors are not estate planners and cannot give tax or legal advice. Please consult a qualified tax or legal professional for advice on your specific situation.

Course ID	Dates	Loc	Days	Time
BUSG 106N Put Your Retirement Plan	04/19/18	CED	Thursday	6:00pm – 8:00pm

BUSG 107N Focus on Fixed Income and Stocks: The Nuts and Bolts

Cost: \$25

We'll outline how to develop a proactive strategy to protect your family. We'll also discuss how to spot certain red flags that may indicate a fraudulent encounter, resources you can turn to in the event you or a loved one is targeted and steps to take now to help protect yourself and your loved ones.

Course ID	Dates	Loc	Days	Time
BUSG 107N Focus on Fixed Income	04/26/18	CED	Thursday	6:00pm – 8:00pm

Floral Design

FMKT 1005 Basic Floral Design

Cost: \$145 Additional Costs: *Supplies Required

In this course students will learn basic principles of floral design and design methods. Topics include basic design styles, principles and elements of design, proper care of cut flowers, positioning of skeletal flowers and filler, cutting and wiring stems and use of various mechanical aids.

***On the first day of class students are required to pay the instructor a onetime non-refundable fee of \$150 for floral supplies that will be used each class night. Supplies includes: Fresh flowers, vases, wire, ribbon, tools, etc. All payment types accepted: Cash, Checks, Credit and Debit.**

Course ID	Dates	Loc	Days	Time
FMKT 1005 Basic Floral Design	04/03/18 – 04/26/18	CED	TR	6:00pm – 8:00pm

PERSONAL ENRICHMENT

FMKT 1005 Intermediate Floral Design

Cost: \$145 Additional Costs: *Supplies Required

In this course students will increase their skills in floral design methods and learn to develop designs with themes in mind. Principles of floral design and design methods. Includes basic design styles, principle and elements of design, proper care of cut flowers, positioning of skeletal flowers and filler, cutting and wiring stems and use of various mechanical aids.

***On the first day of class students are required to pay the instructor a onetime non-refundable fee of \$150 for floral supplies that will be used each class night. Supplies includes: Fresh flowers, vases, wire, ribbon, tools, etc. All payment types accepted: Cash, Checks, Credit and Debit.**

Course ID	Dates	Loc	Days	Time
FMKT 1005 Intermediate Floral Design	05/01/18 – 05/24/18	CED	TR	6:00pm – 8:00pm

Foreign Languages

FILI 100N Conversational Filipino I

Cost: \$125 Additional Costs: *Textbook Required

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

*** Textbook Required: *Tagalog for Beginners: An Introduction to Filipino, the National Language of the Philippines*; ISBN: 9780804841269; May be purchased online or new at the Del Mar College Book Store/Neebo Bookstore. Prices vary.**

Course ID	Dates	Loc	Days	Time
FILI 100N Conversational Filipino I	02/05/18 – 03/07/18	CED	MW	6:00pm – 8:00pm

FILI 101N Conversational Filipino II

Cost: \$125 Additional Costs: *Textbook Required

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

***Textbook Required: *Intermediate Tagalog: Learn to Speak Fluent Tagalog (Filipino), the National Language of the Philippines*; ISBN: 9780804842624; May be purchased online or new at the Del Mar College Book Store/Neebo Bookstore. Prices vary.**

Course ID	Dates	Loc	Days	Time
FILI 101N Conversational Filipino II	03/26/18 – 04/25/18	CED	MW	6:00pm – 8:00pm

SPAN 107N Conversational Spanish I

Cost: \$125 Additional Costs: *Textbook Required

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

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

Course ID	Dates	Loc	Days	Time
SPAN 107N Conversational Spanish I	02/06/18 – 03/08/18	CED	TR	6:00pm – 8:00pm

SPAN 108N Conversational Spanish II

Cost: \$125 Additional Costs: *Textbook Required

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

***Para Siempre: Introduccion al espanol 2nd Edition; ISBN-13: 978-1285193649**

May be purchased online or new at the Del Mar College Book Store/Student Bookstore. Prices vary.

Course ID	Dates	Loc	Days	Time
SPAN 108N Conversational Spanish II	03/20/18 – 04/19/18	CED	TR	6:00pm – 8:00pm

Music

MUSI 2374N Ukulele, Beginning

Cost: \$100

The ukulele is a fun and easy instrument to learn. In this course students will learn how to hold and tune a ukulele and explore basic chords, simple strums and fun songs together as a class group.

*** A class set of ukuleles will be provided. However, students are allowed to bring their own ukuleles to class.**

Course ID	Dates	Loc	Days	Time
MUSI 2374N Ukulele, Beginning	03/19/18 – 04/11/18	CED	MW	6:00pm – 7:30pm

MUSI 2375N Ukulele, Intermediate

Cost: \$100

In this course students will continue to build on their ukulele skill set by working with more advanced arrangements of songs, strumming styles and chord vocabulary.

*** A class set of ukuleles will be provided. However, students are allowed to bring their own ukuleles to class.**

Course ID	Dates	Loc	Days	Time
MUSI 2375N Ukulele, Intermediate	04/23/18 – 05/16/18	CED	MW	6:00pm – 7:30pm

Photography

PHTC 1004 Photography, Beginning

Cost: \$125 Additional Costs: *Supplies Required

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

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

Course ID	Dates	Loc	Days	Time
PHTC 1004 Photography, Beginning	01/18/18 – 03/08/18	NWC	Thursday	6:30pm – 9:00pm
PHTC 1004 Photography, Beginning	02/05/18 – 02/28/18	FA212	MW	5:30pm – 8:30pm

PHTC 2004 Photography, Intermediate

Cost: \$125 Additional Costs: *Supplies Required

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

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

Course ID	Dates	Loc	Days	Time
PHTC 2004 Photography, Intermediate	03/19/18 – 04/11/18	FA212	MW	5:30pm – 8:30pm
PHTC 2004 Photography, Intermediate	03/22/18 - 05/10/18	NWC	Thursday	6:30pm – 9:00pm

Recreation and Sports

DANC 100N Couples Dance – Country Western Two Step/Waltz/Polka

Cost: \$70 per couple (two students must register)

With Valentine's Day just around the corner, now's your chance to impress your loved one with a dance lesson for two. This class will introduce the basic fundamentals of proper dance frame; leading and following techniques and dance variations used in two step, waltz and polka.

Course ID	Dates	Loc	Days	Time
DANC 100N Couples Dance	02/03/18	AQ202	Saturday	9:00am – 11:00am

DANC 101N Couples Dance – Salsa

Cost: \$70 per couple (two students must register)

With Valentine's Day just around the corner, now's your chance to impress your loved one with a dance lesson for two. This class will introduce the basic fundamentals of proper dance frame, leading and following techniques and dance variations used in salsa.

Course ID	Dates	Loc	Days	Time
DANC 101N Couples Dance	02/10/18	AQ 202	Saturday	9:00am – 11:00am

PHED 104N Golf, Beginning

Cost: \$100 Additional Costs: Large basket of range balls \$8 purchased each class at Lozano Golf Center

Students will learn the basics of a solid, consistent golf swing, the rules of golf and the guidelines for proper etiquette on the golf course. Golf skills covered will include proper golf grip, golf posture, ball position, swing fundamentals and basic shots such as chipping, pitching and putting. Lessons will take place at the Lozano Golf Center located at 4401 Old Brownsville Road. Students will have to provide their own golf clubs and purchase a basket of golf balls from the Lozano Golf Center for each session.

Course ID	Dates	Loc	Days	Time
PHED 104N Golf, Beginning	03/01/18 – 04/19/18	OC	Thursday	5:30pm – 7:00pm

Student Development

ITSC 1004 Tech Skills for Del Mar College Students

Cost: \$10 Additional Costs: *Supplies Required

This hybrid course introduces students to the technical skills needed to succeed at Del Mar College, particularly the skills needed for online courses. Topics include basic computer skills, how to use the most common browsers to search the Internet; Google Drive; Microsoft Office 365 and Canvas, which is the system used for taking online courses at Del Mar College. Other topics include a brief overview of how to communicate using social media and how to use apps on your mobile device.

Course ID	Dates	Loc	Time
ITSC 1004 Tech Skills for DMC Students	01/16/18 – 02/08/18	WC - INET	5:30pm – 7:30pm

***Students will meet in class on Tuesday, January 16 and Thursday, January 18, 2018 in the White Library in Room 429. All other class dates will be held online. Students are required to bring their own 8 GB USB storage device to the first week of class for assignments.**

ITSC 1004 Tech Skills for DMC Students	02/13/18 – 03/08/18	WC - INET	5:30pm – 7:30pm
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***Students will meet in class on Tuesday, February 13 and Thursday, February 15, 2018 in the White Library in Room 429. All other class dates will be held online. Students are required to bring their own 8 GB USB storage device to the first week of class for assignments.**

ITSC 1004 Tech Skills for DMC Students	04/03/18 – 04/26/18	WC - INET	5:30pm – 7:30pm
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*Students will meet in class on Tuesday, April 3 and Thursday, April 5, 2018 in the White Library in Room 429. All other class dates will be held online. Students are required to bring their own 8 GB USB storage device to the first week of class for assignments.

Teaching

EDTC 1002 Substitute Teaching

Cost: \$70 Additional Cost: *Textbook Required

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

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

Course ID	Dates	Loc	Days	Time
EDTC 1002 Substitute Teaching	02/23/18 – 02/24/18	CED	FS	8:00am – 2:00pm
EDTC 1002 Substitute Teaching	03/05/18 – 03/08/18	CED	MTWR	9:00am – 12:00pm
EDTC 1002 Substitute Teaching	03/23/18 – 03/24/18	CED	FS	8:00am – 2:00pm
EDTC 1002 Substitute Teaching	04/02/18 – 04/05/18	CED	MTWR	9:00am – 12:00pm
EDTC 1002 Substitute Teaching	05/07/18 – 05/10/18	CED	MTWR	9:00am – 12:00pm

Arts and Crafts

ARTS 115N SEP: Crochet, Beginning

Fee: \$5 *Supplies Required

In this course students will learn more advanced crochet stitch techniques and work with various types of yarn and crochet hooks. Students will have the opportunity to create more advanced crochet stitched projects.

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

No classes will be held on Tuesday, March 13, 2018. College Closed for Spring Break.

Course ID	Dates	Loc	Days	Time
ARTS 115N SEP: Crochet, Beginning	02/06/18 – 03/01/18	CED	TR	2:00pm – 3:30pm

ARTS 116N SEP: Crochet, Intermediate

Fee: \$5 Additional Costs: *Supplies Required

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

*Students will need to purchase their own 4ply acrylic yarn, 4 ply cotton yarn, crochet hook set (different size hooks will be needed), stitch markers, scissors and crochet gauge. A list of additional types and amounts of yarn needed for class projects will be given on the first class day.

Course ID	Dates	Loc	Days	Time
ARTS 116N SEP: Crochet, Intermediate	03/20/18 – 04/12/18	CED	TR	2:00pm – 3:30pm

Computers/Technology

ITNW 1007 SEP: Internet, Beginning

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

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

Course ID	Dates	Loc	Days	Time
ITNW 1007 SEP: Internet, Beginning	01/24/18 – 03/07/18	NWC	Wednesday	1:30pm – 4:30pm
ITNW 1007 SEP: Internet, Beginning	03/05/18 – 03/26/18	CED	MWF	8:30am – 11:30am

ITSC 1012 SEP: Beginning Computers

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

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

Course ID	Dates	Loc	Days	Time
ITSC 1012 SEP: Beginning Computers	01/22/18 – 02/05/18	CED	MWF	8:30am – 11:30am
ITSC 1012 SEP: Beginning Computers	01/22/18 – 03/05/18	NWC	Monday	1:30pm – 4:30pm

ITSW 1022 SEP: Excel, Beginning

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

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

Course ID	Dates	Loc	Days	Time
ITSW 1022 SEP: Excel, Beginning	05/09/18 – 05/23/18	CED	MWF	8:30am – 11:30am

ITSW 1037 SEP: PowerPoint, Beginning

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

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

Course ID	Dates	Loc	Days	Time
ITSW 1037 SEP: PowerPoint, Beginning	04/23/18 – 05/07/18	CED	MWF	8:30am – 11:30am

POFI 1004 SEP: Windows

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

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

Course ID	Dates	Loc	Days	Time
POFI 1004 SEP: Windows	02/12/18 – 02/26/18	CED	MWF	8:30am – 11:30am

POFI 1024 SEP: MS Word, Beginning

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

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

Course ID	Dates	Loc	Days	Time
POFI 1024 SEP: MS Word, Beginning	04/02/18 – 04/16/18	CED	MWF	8:30am – 11:30am



Music

MUSI 2374N SEP: Ukulele, Beginning

Cost: \$5

The ukulele is a fun and easy instrument to learn. In this course students will learn how to hold and tune a ukulele and explore basic chords, simple strums and fun songs together as a class group.

*** A class set of ukuleles will be provided. However, students are allowed to bring their own ukuleles to class.**

Course ID	Dates	Loc	Days	Time
MUSI 2374N Ukulele, Beginning	02/05/18 – 02/28/18	CED	MW	6:00pm – 7:30pm

Recreation and Sports

PHED 113N SEP: Introduction to Tai Chi

Cost: \$5

This course explores the traditional Chinese exercise of Tai Chi Chuan. Students will learn basic Qi Gong postures, movements and breath work. These techniques have many benefits for health and well-being including flexibility, stress reduction and balance.

***Classes held at the Del Mar College Center for Economic Development located at 3209 S. Staples St., Corpus Christi, TX 78411.**

Students are required to wear loose comfortable clothing and socks to each class.

Course ID	Dates	Loc	Days	Time
PHED 113N SEP: Intro to Tai Chi	01/09/18 – 02/01/18	CED	TR	10:00am – 11:00am
PHED 113N SEP: Intro to Tai Chi	03/20/18 – 04/12/18	CED	TR	10:00am – 11:00am

PHED 114N SEP: Tai Chi for Self-Defense

Cost: \$5

This course explores the use of Tai Chi as a form of self-defense. Students will learn how to utilize Tai Chi relaxation movements against opponents rather than relying on muscular strength.

***Classes held at the Lopez Judo Academy located at 112 Tarlton St., Corpus Christi, TX 78415.**

Students are required to wear loose comfortable clothing and socks to each class.

Course ID	Dates	Loc	Days	Time
PHED 114N SEP: Tai Chi for Self-Defense	01/09/18 – 02/01/18	CED	TR	2:00pm – 3:00pm
PHED 114N SEP: Tai Chi for Self-Defense	03/20/18 – 04/12/18	CED	TR	2:00pm – 3:00pm

ADULT EDUCATION AND LITERACY

Del Mar College operates under a federal education grant provided by the Texas Workforce Commission to provide college and career adult education to 11 counties of the Coastal Bend area. The program is free of charge and provides support and instruction aimed at student success in the following areas:

- GED – Preparation to PASS the Texas High School Equivalency Exam. The four (4) subtests include: Language Arts -Writing/Reading, Social Studies, Science and Mathematics.
- Career Pathways – Enroll in career training while also preparing for GED exam.
- ESL – Improve your basic listening, speaking, reading and writing skills in English.
- ABE – Improve your basic literacy skills.

Faculty and staff are eager to aid in the transition into higher education and/or workplace training during and throughout the course of student attendance.

What Our Students are Saying:

- "The office staff and administrative team are the best supporters and allow me to feel safe and motivated to come to class every day."
- "They're awesome and go out of their way to be helpful."
- "They are very friendly, encouraging, if you have a problem or concern, they will take the time to listen and help you with the problem."
- "I love the office staff. Every time I go in there with a question, they are very helpful."
- "You guys do a great job, thank you!"

CONTACT OUR OFFICE

GED Program: (361) 698-1748

ESL Program: (361) 698-2206

Career Pathways: (361) 698-1879

Administration Offices: (361) 698-2203



ORIENTATION SCHEDULE

Del Mar College West Campus

4101 Old Brownsville Rd.
Corpus Christi, TX 78404

1/03/18
2/05/18
2/26/18
4/09/18
5/07/18

Northwest Orientation

Del Mar College Northwest Center
13725 Northwest Blvd.
Corpus Christi, TX 78410

1/05/18
3/02/18
5/04/18

Off-Campus Sites:

All off-campus site orientations are from 9 a.m.-3 p.m.

Alice Orientation

Alice Armory
1207 North Cameron Road
Alice, TX 78332

1/03/18
2/26/18
4/30/18

Kingsville Orientation

LULAC Manor
1220 North 17th Street
Kingsville, TX 78363

1/05/18
2/28/18
5/02/18

Falfurrias Orientation

Ed Rachal Library
203 South Calixto Mora Avenue
Falfurrias, TX 78355

1/08/18
3/01/18
5/03/18

Beeville Orientation

Ayala Head Start Center
815 North Tyler Street
Beeville, TX 78102

1/03/18
2/26/18
4/30/18

Rockport Orientation

ACISD Operations Offices
803 East Orleans
Rockport, TX 78382

1/04/18
2/27/18
5/01/18
**upon availability of space*

Three Rivers Orientation

351 South School Road
Three Rivers, TX 78071

1/08/18
2/28/18
5/05/18



CAREER PATHWAYS PROGRAM

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

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



Del Mar College is an Equal Opportunity/Affirmative Action Employer and Educational Institution. The College takes affirmative action to endeavor that no person shall be denied the benefits of equal employment or be subjected to discrimination in employment or educational programs and activities of Del Mar College on the basis of race, color, sex (including pregnancy, gender identity/transgender status, sexual orientation), age, national origin, religion, disability, or any other constitutionally or statutorily impermissible reason.

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