



Continuing Education – Course Schedule Spring 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

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, percents, 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 | 01/10/22 – 03/07/22 | MW | Classroom | 9:00am – 12:00pm |
| TECM 1003 | Technical Mathematics | 01/10/22 – 03/07/22 | MW | Hybrid | 6:00pm – 9:00pm |
| TECM 1003 | Technical Mathematics | 02/01/22 – 03/31/22 | INET | Online only | Self-paced |
| TECM 1003 | Technical Mathematics | 03/09/22 – 05/09/22 | MW | Classroom | 9:00am – 12:00pm |
| TECM 1003 | Technical Mathematics | 03/09/22 – 05/09/22 | MW | Hybrid | 6:00pm – 9:00pm |
| TECM 1003 | Technical Mathematics | 04/18/22 – 06/13/22 | INET | Online only | Self-paced |
| TECM 1003 | Technical Mathematics | 05/11/22 – 07/13/22 | MW | Classroom | 9:00am – 12:00pm |
| TECM 1003 | Technical Mathematics | 05/11/22 – 07/13/22 | MW | Hybrid | 6:00pm – 9:00pm |

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 | 01/10/22 – 01/31/22 | INET | Online only | Self-paced |
| TECM 1013 | Basic Mathematics | 01/11/22 – 01/27/22 | TR | Classroom | 6:00pm – 9:00pm |
| TECM 1013 | Basic Mathematics | 03/28/22 – 04/13/22 | INET | Online only | Self-paced |
| TECM 1013 | Basic Mathematics | 03/29/22 – 04/14/22 | TR | Classroom | 6:00pm – 9:00pm |

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 | 01/10/22 – 03/07/22 | MW | Classroom | 6:00pm – 9:00pm |
| TECM 1041 | Algebra 101 | 01/11/22 – 03/03/22 | TR | Classroom | 9:00am-12:00pm |
| TECM 1041 | Algebra 101 | 03/08/22 – 05/05/22 | TR | Classroom | 9:00am-12:00pm |
| TECM 1041 | Algebra 101 | 03/09/22 – 05/09/22 | MW | Classroom | 6:00pm – 9:00pm |
| TECM 1041 | Algebra 101 | 05/10/22 – 06/30/22 | TR | Classroom | 9:00am-12:00pm |
| TECM 1041 | Algebra 101 | 05/11/22 – 07/13/22 | MW | Classroom | 6:00pm – 9:00pm |

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 | 01/11/22 – 02/17/22 | TR | Classroom | 9:00am – 12:00pm |
| COMG 1006 | Reading/Comprehension | 02/22/22 – 04/07/22 | TR | Classroom | 9:00am – 12:00pm |
| COMG 1006 | Reading/Comprehension | 02/22/22 – 04/07/22 | TR | Hybrid | 6:00pm – 9:00pm |
| COMG 1006 | Reading/Comprehension | 04/12/22 – 05/19/22 | TR | Classroom | 9:00am – 12:00pm |
| COMG 1006 | Reading/Comprehension | 05/24/22 – 06/30/22 | TR | Classroom | 9:00am – 12:00pm |
| COMG 1006 | Reading/Comprehension | 05/24/22 – 06/30/22 | TR | Hybrid | 6:00pm – 9:00pm |

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 | 01/10/22 – 02/21/22 | MW | Hybrid | 9:00am – 12:00pm |
| ETWR 1005 | Writing/Composition I | 01/11/22 – 02/17/22 | TR | Hybrid | 6:00pm – 9:00pm |
| ETWR 1005 | Writing/Composition I | 02/22/22 – 04/07/22 | TR | Hybrid | 6:00pm – 9:00pm |
| ETWR 1005 | Writing/Composition I | 02/28/22 – 04/13/22 | MW | Hybrid | 9:00am – 12:00pm |
| ETWR 1005 | Writing/Composition I | 04/12/22 – 05/19/22 | TR | Hybrid | 6:00pm – 9:00pm |
| ETWR 1005 | Writing/Composition I | 04/18/22 – 05/25/22 | MW | Hybrid | 9:00am – 12:00pm |
| ETWR 1005 | Writing/Composition I | 05/24/22 – 06/30/22 | TR | Hybrid | 6:00pm – 9:00pm |
| ETWR 1005 | Writing/Composition I | 06/01/22 – 07/18/22 | MW | Hybrid | 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 | 01/11/22 – 02/17/22 | TR | Classroom | 9:00am – 12:00pm |
| ETWR 1043 | Writing/Composition II | 02/22/22 – 04/07/22 | TR | Classroom | 9:00am – 12:00pm |
| ETWR 1043 | Writing/Composition II | 02/22/22 – 04/07/22 | TR | Hybrid | 6:00pm – 9:00pm |
| ETWR 1043 | Writing/Composition II | 04/12/22 – 05/19/22 | TR | Classroom | 9:00am – 12:00pm |
| ETWR 1043 | Writing/Composition II | 05/24/22 – 06/30/22 | TR | Classroom | 9:00am – 12:00pm |
| ETWR 1043 | Writing/Composition II | 05/24/22 – 06/30/22 | TR | Hybrid | 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 | 01/10/22 – 03/07/22 | MW | Classroom | 5:30pm – 8:30pm |
| COMG 1000 | Introduction to ESL | 03/21/22 – 05/11/22 | MW | Classroom | 5:30pm – 8:30pm |
| COMG 1000 | Introduction to ESL | 05/16/22 – 07/18/22 | MW | Classroom | 5:30pm – 8:30pm |

COMG 1001 Intermediate ESL

Cost: \$65

Intended to introduce the English language to help students who are interested in learning for communication, job preparations and conversational purposes. Provides on-the-job dynamic communicative practice for students who 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 | 01/11/22 – 03/03/22 | TR | Classroom | 5:30pm – 8:30pm |
| COMG 1001 | Intermediate ESL | 03/22/22 – 05/12/22 | TR | Classroom | 5:30pm – 8:30pm |
| COMG 1001 | Intermediate ESL | 05/17/22 – 07/07/22 | TR | Classroom | 5:30pm – 8:30pm |

COMG 1004 Advanced ESL

Cost: \$65

Improvement in reading, writing, speaking and listening skills for job success. Focus on recognition and comprehension of analogies, antonyms, synonyms and context clues. Interpretation of factual material and inferences associated with job-related communication.

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|--------------------|---------------------|------------|-----------------|-----------------|
| COMG 1004 | Advanced ESL | 01/10/22 – 03/07/22 | MW | Classroom | 5:30pm – 8:30pm |
| COMG 1004 | Advanced ESL | 03/21/22 – 05/11/22 | MW | Classroom | 5:30pm – 8:30pm |
| COMG 1004 | Advanced ESL | 05/16/22 – 07/18/22 | MW | Classroom | 5:30pm – 8:30pm |

Computer Software Training

Basic 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 | 01/11/22 – 02/03/22 | TR | Classroom | 5:30pm – 8:30pm |
| POFT 1010 | Basics of Keyboarding | 02/08/22 – 03/03/22 | TR | Classroom | 5:30pm – 8:30pm |
| POFT 1010 | Basics of Keyboarding | 03/22/22 – 04/14/22 | TR | Classroom | 5:30pm – 8:30pm |
| POFT 1010 | Basics of Keyboarding | 04/19/22 – 05/12/22 | TR | Classroom | 5:30pm – 8:30pm |
| POFT 1010 | Basics of Keyboarding | 05/17/22 – 06/09/22 | TR | Classroom | 5:30pm – 8:30pm |

Excel for Beginners

ITSW 1022 Excel for Beginners

Cost: \$90

Hands-on course will teach student's 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 | 01/10/22 – 01/30/22 | INET | Online only | Self-paced |
| ITSW 1022 | Excel for Beginners | 02/07/22 – 02/27/22 | INET | Online only | Self-paced |
| ITSW 1022 | Excel for Beginners | 03/07/22 – 04/03/22 | INET | Online only | Self-paced |
| ITSW 1022 | Excel for Beginners | 01/29/22 – 02/05/22 | S | Classroom | 8:00am – 5:00pm |
| ITSW 1022 | Excel for Beginners | 03/05/22 – 03/12/22 | S | Classroom | 8:00am – 5:00pm |
| ITSW 1022 | Excel for Beginners | 03/26/22 – 04/02/22 | S | Classroom | 8:00am – 5:00pm |
| ITSW 1022 | Excel for Beginners | 05/28/22 – 06/04/22 | S | Classroom | 8:00am – 5:00pm |

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 | 01/10/22 – 01/30/22 | INET | Online only | Self-paced |
| POFT 1022 | Intro to Administrative Assistant | 02/07/22 – 02/27/22 | INET | Online only | Self-paced |
| POFT 1022 | Intro to Administrative Assistant | 03/07/22 – 04/03/22 | INET | Online only | Self-paced |
| POFT 1022 | Intro to Administrative Assistant | 01/11/22 – 01/27/22 | TR | Classroom | 5:30pm – 8:30 pm |
| POFT 1022 | Intro to Administrative Assistant | 02/22/22 – 03/10/22 | TR | Classroom | 5:30pm – 8:30 pm |
| POFT 1022 | Intro to Administrative Assistant | 04/12/22 – 04/28/22 | TR | Classroom | 5:30pm – 8:30pm |
| POFT 1022 | Intro to Administrative Assistant | 05/24/22 – 06/09/22 | TR | Classroom | 5:30pm – 8:30pm |

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 | 02/01/22 – 02/17/22 | TR | Classroom | 5:30pm – 8:30pm |
| COMG 1040 | Managing Email | 03/22/22 – 04/07/22 | TR | Classroom | 5:30pm – 8:30pm |
| COMG 1040 | Managing Email | 05/03/22 – 05/19/22 | TR | Classroom | 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 | 01/10/22 – 01/30/22 | INET | Online only | Self-paced |
| ITSW 1037 | PowerPoint for Beginners | 02/07/22 – 02/27/22 | INET | Online only | Self-paced |
| ITSW 1037 | PowerPoint for Beginners | 03/07/22 – 04/03/22 | INET | Online only | Self-paced |
| ITSW 1037 | PowerPoint for Beginners | 01/11/22 – 01/20/22 | TWR | Classroom | 5:30pm – 8:30pm |
| ITSW 1037 | PowerPoint for Beginners | 02/01/22 – 02/10/22 | TWR | Classroom | 5:30pm – 8:30pm |
| ITSW 1037 | PowerPoint for Beginners | 02/15/22 – 02/24/22 | TWR | Classroom | 5:30pm – 8:30pm |
| ITSW 1037 | PowerPoint for Beginners | 03/01/22 – 03/10/22 | TWR | Classroom | 5:30pm – 8:30pm |
| ITSW 1037 | PowerPoint for Beginners | 03/22/22 – 03/31/22 | TWR | Classroom | 5:30pm – 8:30pm |
| ITSW 1037 | PowerPoint for Beginners | 04/05/22 – 04/14/22 | TWR | Classroom | 5:30pm – 8:30pm |
| ITSW 1037 | PowerPoint for Beginners | 04/19/22 – 04/28/22 | TWR | Classroom | 5:30pm – 8:30pm |
| ITSW 1037 | Powerpoint for Beginners | 05/03/22 – 05/12/22 | TWR | Classroom | 5:30pm – 8:30pm |
| ITSW 1037 | PowerPoint for Beginners | 05/17/22 – 05/26/22 | TWR | Classroom | 5:30pm – 8:30pm |

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 | 01/08/22 – 01/22/22 | S | Classroom | 8:00am – 5:00pm |
| ACNT 1010 | QuickBooks for Beginners | 02/12/22 – 02/26/22 | S | Classroom | 8:00am – 5:00pm |
| ACNT 1010 | QuickBooks for Beginners | 04/09/22 – 04/23/22 | S | Classroom | 8:00am – 5:00pm |
| ACNT 1010 | QuickBooks for Beginners | 05/07/22 – 05/21/22 | S | Classroom | 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 | 01/10/22 – 01/30/22 | INET | Online only | Self-paced |
| POFI 1024 | Word for Beginners | 02/07/22 – 02/27/22 | INET | Online only | Self-paced |
| POFI 1024 | Word for Beginners | 03/07/22 – 04/03/22 | INET | Online only | Self-paced |
| POFI 1024 | Word for Beginners | 01/11/22 – 01/20/22 | TWR | Classroom | 5:30pm – 8:30pm |
| POFI 1024 | Word for Beginners | 02/01/22 – 02/10/22 | TWR | Classroom | 5:30pm – 8:30pm |
| POFI 1024 | Word for Beginners | 02/15/22 – 02/24/22 | TWR | Classroom | 5:30pm – 8:30pm |
| POFI 1024 | Word for Beginners | 03/01/22 – 03/10/22 | TWR | Classroom | 5:30pm – 8:30pm |
| POFI 1024 | Word for Beginners | 03/22/22 – 03/31/22 | TWR | Classroom | 5:30pm – 8:30pm |
| POFI 1024 | Word for Beginners | 04/05/22 – 04/14/22 | TWR | Classroom | 5:30pm – 8:30pm |
| POFI 1024 | Word for Beginners | 04/19/22 – 04/28/22 | TWR | Classroom | 5:30pm – 8:30pm |
| POFI 1024 | Word for Beginners | 05/03/22 – 05/12/22 | TWR | Classroom | 5:30pm – 8:30pm |
| POFI 1024 | Word for Beginners | 05/17/22 – 05/26/22 | TWR | Classroom | 5:30pm – 8:30pm |

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 | 02/07/22 – 03/02/22 | MTWR | Classroom | 8:00am – 5:00pm |
| WDWK 1013 | Cabinetry | 04/11/22 – 05/04/22 | MTWR | Classroom | 8:00am – 5:00pm |

Carpentry – Construction Skills Training

CRPT 1029 Carpentry – Part I

Cost: \$180

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

CRPT 1001 Carpentry – Part II

Cost: \$90

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

| <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 | 01/10/22 – 02/07/22 | MTWR | Classroom | 8:00am – 5:00pm |
| CRPT 1001 | Carpentry – Part II | 02/08/22 – 02/16/22 | MTWR | Classroom | 8:00am – 5:00pm |
| CRPT 1029 | Carpentry – Part I | 02/17/22 – 03/23/22 | MTWR | Classroom | 8:00am – 5:00pm |
| CRPT 1001 | Carpentry – Part II | 03/24/22 – 04/04/22 | MTWR | Classroom | 8:00am – 5:00pm |
| CRPT 1029 | Carpentry – Part I | 04/11/22 – 05/05/22 | MTWR | Classroom | 8:00am – 5:00pm |
| CRPT 1001 | Carpentry – Part II | 05/09/22 – 05/17/22 | MTWR | Classroom | 8:00am – 5:00pm |
| CRPT 1029 | Carpentry – Part I | 05/18/22 – 06/15/22 | MTWR | Classroom | 8:00am – 5:00pm |
| CRPT 1001 | Carpentry – Part II | 06/16/22 – 06/27/22 | MTWR | Classroom | 8:00am – 5:00pm |

House Wiring – Construction Skills Training

ELPT 1000 House Wiring – Part I

Cost: \$120

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

ELPT 1002 House Wiring – Part II

Cost: \$60

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

| <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 | 01/10/22 – 01/26/22 | MTWR | Classroom | 8:00am – 5:00pm |
| ELPT 1002 | House Wiring – Part II | 01/27/22 – 02/03/22 | MTWR | Classroom | 8:00am – 5:00pm |
| ELPT 1000 | House Wiring – Part I | 03/07/22 – 03/29/22 | MTWR | Classroom | 8:00am – 5:00pm |
| ELPT 1002 | House Wiring – Part II | 03/30/22 – 04/06/22 | MTWR | Classroom | 8:00am – 5:00pm |

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|-----------|------------------------|---------------------|------|-----------|-----------------|
| ELPT 1000 | House Wiring – Part I | 05/09/22 – 05/24/22 | MTWR | Classroom | 8:00am – 5:00pm |
| ELPT 1002 | House Wiring – Part II | 05/25/22 – 06/02/22 | MTWR | Classroom | 8:00am – 5:00pm |

OSHA 10-Hour Construction – Construction Skills Training

OSHT 1000 CST – OSHA 10

Cost: \$35

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

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|--------------------|---------------------|------------|-----------------|-----------------|
| OSHT 1000 | CST – OSHA 10 | 02/07/22 – 02/08/22 | MT | Classroom | 8:00am – 5:00pm |
| OSHT 1000 | CST – OSHA 10 | 02/09/22 – 02/10/22 | WR | Classroom | 8:00am – 5:00pm |
| OSHT 1000 | CST – OSHA 10 | 04/11/22 – 04/12/22 | MT | Classroom | 8:00am – 5:00pm |
| OSHT 1000 | CST – OSHA 10 | 04/13/22 – 04/14/22 | WR | Classroom | 8:00am – 5:00pm |

OSHA 30-Hour Construction – Construction Skills Training

OSHT 1015 CST – OSHA 30

Cost: \$35

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

| <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 | 01/10/22 – 01/13/22 | MTWR | Classroom | 8:00am – 5:00pm |
| OSHA 1015 | CST – OSHA 30 | 01/24/22 – 01/27/22 | MTWR | Classroom | 8:00am – 5:00pm |
| OSHA 1015 | CST – OSHA 30 | 03/21/22 – 03/24/22 | MTWR | Classroom | 8:00am – 5:00pm |
| OSHA 1015 | CST – OSHA 30 | 03/28/22 – 03/31/22 | MTWR | Classroom | 8:00am – 5:00pm |
| OSHA 1015 | CST – OSHA 30 | 05/09/22 – 05/12/22 | MTWR | Classroom | 8:00am – 5:00pm |
| OSHA 1015 | CST – OSHA 30 | 05/23/22 – 05/26/22 | MTWR | Classroom | 8:00am – 5:00pm |

Plumbing – Construction Skills Training

PFPB 1001 Plumbing – Part I

Cost: \$120

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

PFPB 1003 Plumbing – Part II

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 | 02/07/22 – 02/22/22 | MTWR | Classroom | 8:00am – 5:00pm |
| PFPB 1003 | Plumbing – Part II | 02/23/22 – 03/02/22 | MTWR | Classroom | 8:00am – 5:00pm |
| PFPB 1001 | Plumbing – Part I | 04/11/22 – 04/26/22 | MTWR | Classroom | 8:00am – 5:00pm |
| PFPB 1003 | Plumbing – Part II | 04/27/22 – 05/04/22 | MTWR | Classroom | 8:00am – 5:00pm |

Print Reading – Construction Skills Training

DFTG 1015 Print Reading

Cost: \$180

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

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|--------------------|---------------------|------------|-----------------|------------------|
| DFTG 1015 | Print Reading | 02/07/22 – 03/02/22 | MTWR | Classroom | 8:00am – 12:00pm |
| DFTG 1015 | Print Reading | 04/11/22 – 05/04/22 | MTWR | Classroom | 8:00am – 12:00pm |

Trim and Stairs – Construction Skills Training

CRPT 1045 Trim and Stairs – Part I

Cost: \$90

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

CRPT 2047 Trim and Stairs – Part II

Cost: \$90

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

| <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 | 01/10/22 – 01/20/22 | MTWR | Classroom | 8:00am – 5:00pm |
| CRPT 2047 | Trim & Stairs – Part II | 01/24/22 – 02/03/22 | MTWR | Classroom | 8:00am – 5:00pm |
| CRPT 1045 | Trim & Stairs – Part I | 03/07/22 – 03/23/22 | MTWR | Classroom | 8:00am – 5:00pm |
| CRPT 2047 | Trim & Stairs – Part II | 03/24/22 – 04/06/22 | MTWR | Classroom | 8:00am – 5:00pm |
| CRPT 1045 | Trim & Stairs – Part I | 05/09/22 – 05/18/22 | MTWR | Classroom | 8:00am – 5:00pm |
| CRPT 2047 | Trim & Stairs – Part II | 05/19/22 – 06/02/22 | MTWR | Classroom | 8:00am – 5:00pm |

Construction Trades Program for Youth

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

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

Carpentry – Construction Trades Grant

CRPT 1029 Basic Carpentry

No cost

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

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|--------------------|---------------------|------------|-----------------|-----------------|
| CRPT 1029 | Basic Carpentry | 01/10/22 – 02/07/22 | MTWR | Classroom | 8:00am – 5:00pm |
| CRPT 1029 | Basic Carpentry | 02/17/22 – 03/23/22 | MTWR | Classroom | 8:00am – 5:00pm |
| CRPT 1029 | Basic Carpentry | 04/11/22 – 05/05/22 | MTWR | Classroom | 8:00am – 5:00pm |
| CRPT 1029 | Basic Carpentry | 05/18/22 – 06/15/22 | MTWR | Classroom | 8:00am – 5:00pm |

CRPT 1001 Basic Framing

No cost

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

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|--------------------|---------------------|------------|-----------------|-----------------|
| CRPT 1001 | Basic Framing | 02/08/22 – 02/16/22 | MTWR | Classroom | 8:00am – 5:00pm |
| CRPT 1001 | Basic Framing | 03/23/22 – 04/04/22 | MTWR | Classroom | 8:00am – 5:00pm |
| CRPT 1001 | Basic Framing | 05/09/22 – 05/17/22 | MTWR | Classroom | 8:00am – 5:00pm |
| CRPT 1001 | Basic Framing | 06/16/22 – 06/27/22 | MTWR | Classroom | 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 | 01/24/22 – 03/23/22 | MTW | Classroom | 6:00pm – 9:00pm |
| NURA 1060 | Nurse Aide – Clinical | 03/28/22 – 05/16/22 | MTW | Off-Campus | 6:00pm – 9:00pm |
| NURA 1001 | Nurse Aide – Lecture | 02/21/22 – 03/29/22 | MTWR | Classroom | 1:00pm – 5:00pm |
| NURA 1060 | Nurse Aide – Clinical | 03/30/22 – 05/03/22 | MTWR | Off-Campus | 1:00pm – 5:00pm |
| NURA 1001 | Nurse Aide – Lecture | 03/28/22 – 05/05/22 | MTWR | Classroom | 6:00pm – 9:00pm |
| NURA 1060 | Nurse Aide – Clinical | 05/09/22 – 06/20/22 | MTWR | Off-Campus | 6:00pm – 9:00pm |
| NURA 1001 | Nurse Aide – Lecture | 04/25/22 – 05/24/22 | MTWR | Classroom | 8:00am – 12:00pm |
| NURA 1060 | Nurse Aide – Clinical | 05/25/22 – 06/27/22 | MTWR | Off-Campus | 8:00am – 12:00pm |

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 | 01/15/22 | Saturday | Classroom | 9:00am – 4:30pm |
| EMSP 1019 | CPR for Healthcare | 01/29/22 | Saturday | Classroom | 9:00am – 4:30pm |
| EMSP 1019 | CPR for Healthcare | 02/12/22 | Saturday | Classroom | 9:00am – 4:30pm |
| EMSP 1019 | CPR for Healthcare | 02/26/22 | Saturday | Classroom | 9:00am – 4:30pm |
| EMSP 1019 | CPR for Healthcare | 03/26/22 | Saturday | Classroom | 9:00am – 4:30pm |
| EMSP 1019 | CPR for Healthcare | 04/09/22 | Saturday | Classroom | 9:00am – 4:30pm |
| EMSP 1019 | CPR for Healthcare | 04/23/22 | Saturday | Classroom | 9:00am – 4:30pm |
| EMSP 1019 | CPR for Healthcare | 05/14/22 | Saturday | Classroom | 9:00am – 4:30pm |
| EMSP 1019 | CPR for Healthcare | 05/28/22 | Saturday | Classroom | 9:00am – 4:30pm |

Electrocardiography (EKG) Technician

ECRDD 1011 Electrocardiography

Cost: \$225

Credential/Certificate: Electrocardiography Technician National Certification

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

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|---------------------|---------------------|------------|-----------------|-----------------|
| ECRD 1011 | Electrocardiography | 01/24/22 – 03/23/22 | MW | Classroom | 6:00pm – 9:00pm |
| ECRD 1011 | Electrocardiography | 03/28/22 – 05/18/22 | MW | Classroom | 6:00pm – 9:00pm |
| ECRD 1011 | Electrocardiography | 05/02/22 – 05/19/22 | MTWR | Classroom | 1:00pm – 5:00pm |

Medical Secretary

HITT 1005 Medical Secretary Terminology

Cost: \$40

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|-------------------------|---------------------|------------|-----------------|-------------------|
| HITT 1005 | Medical Sec Terminology | 02/14/22 – 03/11/22 | TR | Hybrid | 10:00am – 12:00pm |
| HITT 1005 | Medical Sec Terminology | 04/04/22 – 04/29/22 | TR | Hybrid | 6:00pm – 8:00pm |
| HITT 1005 | Medical Sec Terminology | 05/23/22 – 06/17/22 | TR | Hybrid | 10:00am – 12:00pm |

HITT 1019 Customer Service in Healthcare

Cost: \$40

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

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|------------------------|---------------------|------------|-----------------|-------------------|
| HITT 1019 | Customer Service in HC | 01/10/22 – 01/21/22 | TR | Hybrid | 6:00pm – 8:00pm |
| HITT 1019 | Customer Service in HC | 03/21/22 – 04/01/22 | TR | Hybrid | 10:00am – 12:00pm |
| HITT 1019 | Customer Service in HC | 05/02/22 – 05/13/22 | TR | Hybrid | 6:00pm – 8:00pm |

POFM 1006 Medical Secretary

Cost: \$200

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

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|--------------------|---------------------|------------|-----------------|-------------------|
| POFM 1006 | Medical Secretary | 01/24/22 – 04/08/22 | TR | Hybrid | 6:00pm – 8:00pm |
| POFM 1006 | Medical Secretary | 04/04/22 – 06/10/22 | TR | Hybrid | 10:00am – 12:00pm |
| POFM 1006 | Medical Secretary | 05/16/22 – 07/22/22 | TR | Hybrid | 6:00pm – 8:00pm |

Medication Aide Permit Renewal

NURA 1041 Medication Aide Permit Renewal

Cost: \$50

Credential/Certificate: Medication Aide Permit Renewal

A course for Certified Medication Aides who possess a Medication Aide permit issued by the Texas 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 | 01/24/22 – 01/29/22 | INET | Online only | Self-paced |
| NURA 1041 | Medication Aide Permit Renewal | 02/21/22 – 02/26/22 | INET | Online only | Self-paced |
| NURA 1041 | Medication Aide Permit Renewal | 03/21/22 – 03/26/22 | INET | Online only | Self-paced |
| NURA 1041 | Medication Aide Permit Renewal | 04/18/22 – 04/23/22 | INET | Online only | Self-paced |
| NURA 1041 | Medication Aide Permit Renewal | 05/23/22 – 05/28/22 | 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 | 03/28/22 – 05/19/22 | MTWR | Classroom | 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 | 03/28/22 – 04/29/22 | TBD | 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 | 02/07/22 – 03/11/22 | TBD | Hybrid | 6:00pm – 7:00pm |
| SPNL 1002 | Spanish for Med Prof Int | 05/09/22 – 06/10/22 | TBD | Hybrid | 6:00pm – 7:00pm |

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 | 01/10/22 – 01/13/22 | MTWR | Classroom | 6:00pm – 9:00pm |
| EDTC 1002 | Substitute Teacher | 03/04/22 – 03/05/22 | FS | Classroom | 10:00am – 4:00pm |
| EDTC 1002 | Substitute Teacher | 04/04/22 – 04/07/22 | MTWR | Classroom | 6:00pm – 9:00pm |

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 | 02/15/22 – 02/24/22 | TR | Classroom | 6:00pm – 8:30pm |
| COMG 1009 | Effective Public Speaking | 05/02/22 – 05/11/22 | MW | Classroom | 6:00pm – 8:30pm |

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 | 01/10/22 – 02/07/22 | MW | Classroom | 5:30pm – 8:30pm |

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 & Oper. | 02/14/22 – 03/09/22 | MW | Classroom | 5:30pm – 8:30pm |

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 | 03/21/22/- 04/13/22 | MW | Classroom | 5:30pm – 8:30pm |

Real Estate

Real Estate – online via Dearborn, classroom, live stream

RELE 1002 Principles I

Cost: \$180

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 | 01/10/22 – 05/06/22 | INET | Online only | Self-paced |
| RELE 1002 | Principles I – online via Dearborn | 01/24/22 – 05/20/22 | INET | Online only | Self-paced |
| RELE 1002 | Principles I – online via Dearborn | 02/07/22 – 06/03/22 | INET | Online only | Self-paced |
| RELE 1002 | Principles I – online via Dearborn | 02/21/22 – 06/17/22 | INET | Online only | Self-paced |
| RELE 1002 | Principles I – online via Dearborn | 03/07/22 – 07/01/22 | INET | Online only | Self-paced |
| RELE 1002 | Principles I – online via Dearborn | 03/21/22 – 07/08/22 | INET | Online only | Self-paced |
| RELE 1002 | Principles I – online via Dearborn | 04/04/22 – 07/22/22 | INET | Online only | Self-paced |
| RELE 1002 | Principles I – online via Dearborn | 04/18/22 – 08/05/22 | INET | Online only | Self-paced |
| RELE 1002 | Principles 1 | 02/22/22 – 03/31/22 | TR | Classroom | 2:30pm – 5:30pm |

Updated: 12.20.2021

RELE 1039 Principles II

Cost: \$180

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 | 01/10/22 – 05/06/22 | INET | Online only | Self-paced |
| RELE 1039 | Principles II – online via Dearborn | 01/24/22 – 05/20/22 | INET | Online only | Self-paced |
| RELE 1039 | Principles II – online via Dearborn | 02/07/22 – 06/03/22 | INET | Online only | Self-paced |
| RELE 1039 | Principles II – online via Dearborn | 02/21/22 – 06/17/22 | INET | Online only | Self-paced |
| RELE 1039 | Principles II – online via Dearborn | 03/07/22 – 07/01/22 | INET | Online only | Self-paced |
| RELE 1039 | Principles II – online via Dearborn | 03/21/22 – 07/08/22 | INET | Online only | Self-paced |
| RELE 1039 | Principles II – online via Dearborn | 04/04/22 – 07/22/22 | INET | Online only | Self-paced |
| RELE 1039 | Principles II – online via Dearborn | 04/18/22 – 08/05/22 | INET | Online only | Self-paced |

RELE 2002 Law of Agency

Cost: \$180

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 | 01/10/22 – 05/06/22 | INET | Online only | Self-paced |
| RELE 2002 | Law of Agency – online via Dearborn | 01/24/22 – 05/20/22 | INET | Online only | Self-paced |
| RELE 2002 | Law of Agency – online via Dearborn | 02/07/22 – 06/03/22 | INET | Online only | Self-paced |
| RELE 2002 | Law of Agency – online via Dearborn | 02/21/22 – 06/17/22 | INET | Online only | Self-paced |
| RELE 2002 | Law of Agency – online via Dearborn | 03/07/22 – 07/01/22 | INET | Online only | Self-paced |
| RELE 2002 | Law of Agency – online via Dearborn | 03/21/22 – 07/08/22 | INET | Online only | Self-paced |
| RELE 2002 | Law of Agency – online via Dearborn | 04/04/22 – 07/22/22 | INET | Online only | Self-paced |
| RELE 2002 | Law of Agency – online via Dearborn | 04/18/22 – 08/05/22 | INET | Online only | Self-paced |

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 | 01/10/22 – 05/06/22 | INET | Online only | Self-paced |
| RELE 1012 | Law of Contracts – online via Dearborn | 01/24/22 – 05/20/22 | INET | Online only | Self-paced |
| RELE 1012 | Law of Contracts – online via Dearborn | 02/07/22 – 06/03/22 | INET | Online only | Self-paced |
| RELE 1012 | Law of Contracts – online via Dearborn | 02/21/22 – 06/17/22 | INET | Online only | Self-paced |
| RELE 1012 | Law of Contracts – online via Dearborn | 03/07/22 – 07/01/22 | INET | Online only | Self-paced |
| RELE 1012 | Law of Contracts – online via Dearborn | 03/21/22 – 07/08/22 | INET | Online only | Self-paced |
| RELE 1012 | Law of Contracts – online via Dearborn | 04/04/22 – 07/22/22 | INET | Online only | Self-paced |
| RELE 1012 | Law of Contracts – online via Dearborn | 04/18/22 – 08/05/22 | INET | Online only | Self-paced |
| RELE 1012 | Law of Contracts | 02/22/22 – 03/31/22 | TR | Classroom | 5:30pm – 8:30pm |

RELE 1000 Promulgated Contracts and Forms**Cost: \$180 online via Dearborn****Cost: \$200 classroom / live stream**

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

| <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 | 01/10/22 – 05/06/22 | INET | Online only | Self-paced |
| RELE 1000 | Promulgated Contracts and Forms – online via Dearborn | 01/24/22 – 05/20/22 | INET | Online only | Self-paced |
| RELE 1000 | Promulgated Contracts and Forms – online via Dearborn | 02/07/22 – 06/03/22 | INET | Online only | Self-paced |
| RELE 1000 | Promulgated Contracts and Forms – online via Dearborn | 02/21/22 – 06/17/22 | INET | Online only | Self-paced |
| RELE 1000 | Promulgated Contracts and Forms – online via Dearborn | 03/07/22 – 07/01/22 | INET | Online only | Self-paced |
| RELE 1000 | Promulgated Contracts and Forms – online via Dearborn | 03/21/22 – 07/08/22 | INET | Online only | Self-paced |
| RELE 1000 | Promulgated Contracts and Forms – online via Dearborn | 04/04/22 – 07/22/22 | INET | Online only | Self-paced |
| RELE 1000 | Promulgated Contracts and Forms – online via Dearborn | 04/18/22 – 08/05/22 | INET | Online only | Self-paced |
| RELE 1000 | Promulgated Contracts and Forms | 01/05/22 – 02/09/22 | MW | Livestream | 9:00am – 12:00pm |
| RELE 1000 | Promulgated Contracts and Forms | 01/06/22 – 02/10/22 | TR | Classroom | 2:30pm – 5:30pm |

RELE 1020 Finance**Cost: \$180 online via Dearborn****Cost: \$200 classroom / live stream**

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

| <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 | 01/10/22 – 05/06/22 | INET | Online only | Self-paced |
| RELE 1020 | Finance – online via Dearborn | 01/24/22 – 05/20/22 | INET | Online only | Self-paced |
| RELE 1020 | Finance – online via Dearborn | 02/07/22 – 06/03/22 | INET | Online only | Self-paced |
| RELE 1020 | Finance – online via Dearborn | 02/21/22 – 06/17/22 | INET | Online only | Self-paced |
| RELE 1020 | Finance – online via Dearborn | 03/07/22 – 07/01/22 | INET | Online only | Self-paced |
| RELE 1020 | Finance – online via Dearborn | 03/21/22 – 07/08/22 | INET | Online only | Self-paced |
| RELE 1020 | Finance – online via Dearborn | 04/04/22 – 07/22/22 | INET | Online only | Self-paced |
| RELE 1020 | Finance – online via Dearborn | 04/18/22 – 08/05/22 | INET | Online only | Self-paced |
| RELE 1020 | Finance | 01/05/22 – 02/09/22 | MW | Livestream | 5:30pm – 8:30pm |
| RELE 1020 | Finance | 01/06/22 – 02/10/22 | TR | Classroom | 5:30pm – 8:30 pm |

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.

Senior Education

Computer Training

ITNW 1007N Internet

Cost: \$5

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

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|--------------------|---------------------|------------|-----------------|-----------------|
| ITNW 1007N | Internet | 02/23/22 – 03/09/22 | MWF | Classroom | 9:00am -12:00pm |

ITSC 1001N Introduction to Computers

Cost: \$5

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

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|--------------------|---------------------|------------|-----------------|------------------|
| ITSC 1001N | Intro to Computers | 01/10/22 – 01/14/22 | MWF | Classroom | 9:00am – 12:00pm |

ITSC 1012N Beginning Computers

Cost: \$5

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

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|---------------------|---------------------|------------|-----------------|-----------------|
| ITSC 1012N | Beginning Computers | 01/19/22 – 02/14/22 | MWF | Classroom | 9:00am -12:00pm |

ITSC 1022N Beginning Excel

Cost: \$5

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|--------------------|---------------------|------------|-----------------|-------------------|
| ITSC 1022N | Beginning Excel | 01/15/22 – 01/14/22 | MWF | Classroom | 12:30pm – 4:30 pm |

ITSW 1037N Power Point

Cost: \$5

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|--------------------|---------------------|------------|-----------------|------------------|
| ITSW 1037N | Powerpoint | 04/06/22 – 04/20/22 | MWF | Classroom | 9:00am – 12:00pm |

POFI 1004N Windows

Cost: \$5

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

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|--------------------|---------------------|------------|-----------------|------------------|
| POFI 1004N | Windows | 02/07/22 – 02/21/22 | MWF | Classroom | 9:00am – 12:00pm |

POFI 1024N Microsoft Office Word**Cost: \$5**

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

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|-----------------------|---------------------|------------|-----------------|------------------|
| POFI 1024N | Microsoft Office Word | 03/01/22 – 04/04/22 | MWF | Classroom | 9:00am – 12:00pm |

Journaling**ENGL 106N Writing Your Story****Cost: \$5**

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

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|--------------------|---------------------|------------|-----------------|-----------------|
| ENGL 106N | Writing Your Story | 01/13/22 – 03/24/22 | Thur | Classroom | 3:00pm – 5:00pm |

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 program; and demonstrate correct selection and safe use of Personal Protective Equipment. Upon successful completion of the course, participants will receive an OSHA 30-Hour Construction Department of Labor course completion card.

| <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 | 01/10/22 – 02/14/22 | MW | Classroom | 6:00pm – 9:00pm |
| OSHT 1015 | OSHA 30-HR Construction | 03/21/22 – 04/20/22 | MW | Classroom | 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 | 01/14/22 | Fri | Classroom | 8:00am- 5:30pm |
| IEIR 1040 | Electrical Arc Hazards Safety | 02/04/22 | Fri | Classroom | 8:00am- 5:30pm |

INTC 1020 Intro to Boilermaker/Boiler Operations Safety

No cost

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

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|----------------------|---------------------|------------|-----------------|-----------------|
| INTC 1020 | Intro to Boilermaker | 02/15/22 – 02/23/22 | TWR | Classroom | 6:30pm – 9:30pm |
| INTC 1020 | Intro to Boilermaker | 03/01/22 – 03/09/22 | TWR | Classroom | 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 | 01/20/22 | Thur | Classroom | 8:00am – 5:30 pm |
| OSHT 2011 | Process Safety Management | 02/10/22 | Thur | Classroom | 8:00am – 5:30pm |

Workforce Training

Employability Skills

BMGT 1004 Workplace Critical Thinking and Problem Solving

Cost: \$20

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

| <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 | 01/31/22 – 02/11/22 | INET | Online Only | Self-paced |
| BMGT 1004 | Workplace Critical Thinking and Problem Solving | 04/04/22 – 04/15/22 | INET | Online Only | Self-paced |
| BMGT 1004 | Workplace Critical Thinking and Problem Solving | 05/23/22 – 06/03/22 | INET | Online Only | Self-paced |

BUSG 1012 Professionalism in the Workplace

Cost: \$20

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

| <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 | 01/24/22 – 02/04/22 | INET | Online Only | Self-paced |
| BUSG 1012 | Professionalism in the Workplace | 03/28/22 – 04/08/22 | INET | Online Only | Self-paced |
| BUSG 1012 | Professionalism in the Workplace | 05/09/22 – 05/20/22 | 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 | 01/10/22 – 02/04/22 | INET | Online Only | Self-paced |
| POFT 1000 | Career Exploration & Planning | 03/21/22 – 04/15/22 | INET | Online Only | Self-paced |
| POFT 1000 | Career Exploration & Planning | 05/02/22 – 05/27/22 | INET | Online Only | Self-paced |

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 | 02/07/22 – 02/18/22 | INET | Online Only | Self-paced |
| POFT 1004 | Business Writing for the Workplace | 03/21/22 – 04/01/22 | INET | Online Only | Self-paced |
| POFT 1004 | Business Writing for the Workplace | 04/25/22 – 05/06/22 | INET | Online Only | Self-paced |

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 | 02/14/22 – 04/01/22 | INET | Online Only | Self-paced |
| POFT 1019 | Records and Filing Management | 04/18/22 – 05/27/22 | INET | Online Only | Self-paced |

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.

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 | 01/19/22 – 03/09/22 | W | Hybrid | 5:30pm – 9:20pm |
| HART 1001 | Basic Electricity for HVAC | 01/24/22 – 03/07/22 | M | Hybrid | 8:00am – 11:50am |
| HART 1007 | Refrigeration Principles | 01/19/22 – 03/09/22 | W | Hybrid | 5:30pm – 9:20pm |
| HART 1007 | Refrigeration Principles | 01/24/22 – 03/07/22 | M | Hybrid | 8:00am – 11:50am |
| HART 1010 | HVAC Shop Practices & Tools | 03/21/22 – 05/09/22 | M | Hybrid | 8:00am – 11:50am |
| HART 1010 | HVAC Shop Practices & Tools | 03/21/22 – 05/09/22 | M | Hybrid | 5:30pm – 9:20pm |

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 1005 | Intro to Automotive Technology | 01/18/22 – 05/11/22 | MT | Classroom | 5:50pm – 10:55pm |

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 Carpentry Maintenance Skills, and OSHA Regulations for the Construction industry.

| <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 | 03/21/22 – 05/11/22 | W | Hybrid | 5:30pm – 8:20pm |

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 | 01/17/22 – 03/04/22 | MW | Classroom | 8:00am – 12:00pm |
| HITT 1013 | Coding and Insurance | 04/04/22 – 05/20/22 | TR | Hybrid | 6:00pm – 9:00pm |
| HITT 1013 | Coding and Insurance | 05/16/22 – 07/01/22 | TR | Hybrid | 9:00am – 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 Cert Exam Review | 03/14/22 – 04/01/22 | MW | Classroom | 8:00am – 12:00pm |
| HITT 2045 | Coding Cert Exam Review | 05/23/22 – 06/10/22 | TR | Hybrid | 6:00pm – 9:00pm |

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 | 02/14/22 – 04/01/22 | TR | Hybrid | 6:00pm – 9:00pm |
| POFM 1000 | Basic Medical Coding | 04/04/22 – 05/13/22 | TR | Hybrid | 9:00am – 12:00pm |

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 | 03/21/22 – 05/11/22 | W | Hybrid | 5:30pm – 8:20pm |
| HART 1001 | Basic Electricity for HVAC | 01/19/22 – 03/09/22 | W | Hybrid | 5:30pm – 9:20pm |
| HART 1001 | Basic Electricity for HVAC | 01/24/22 – 03/07/22 | M | Hybrid | 8:00am – 11:50am |
| HART 1010 | HVAC Shop Practices & Tools | 03/21/22 – 05/09/22 | M | Hybrid | 8:00am – 11:50am |
| HART 1010 | HVAC Shop Practices & Tools | 03/21/22 – 05/09/22 | M | Hybrid | 5:30pm – 9:20pm |
| PFPB 1021 | Plumbing Maintenance & Repair | 03/21/22 – 05/11/22 | M | Hybrid | 5:00pm – 11:50pm |

Legal Secretary CE Workforce Skills Award (WSA)**POFL 1005 Legal Terminology and the American Legal System****Cost: \$150**

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

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|--------------------|---------------------|------------|-----------------|-------------|
| POFL 1005 | Legal Terminology | 02/07/22 – 03/25/22 | INET | Online Only | Self-paced |

POFL 1003 Legal Office Procedures I**Cost: \$300**

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

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|---------------------------|---------------------|------------|-----------------|-------------|
| POFL 1003 | Legal Office Procedures I | 03/28/22 – 06/03/22 | INET | Online only | Self-paced |

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.

Millwright – Industrial Maintenance Mechanic CE Workforce Skills Award (WSA)**MCHN 1038 Basic Machine Shop I****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.

| <u>Course No.</u> | <u>Course Name</u> | <u>Dates</u> | <u>Day</u> | <u>Location</u> | <u>Time</u> |
|-------------------|----------------------|---------------------|------------|-----------------|------------------|
| MCHN 1038 | Basic Machine Shop I | 01/18/22 – 03/09/22 | MTW | Hybrid | 7:00am – 9:30am |
| MCHN 1038 | Basic Machine Shop I | 01/18/22 – 03/09/22 | MTW | Hybrid | 6:00pm – 10:00pm |
| MCHN 1038 | Basic Machine Shop I | 01/18/22 – 03/09/22 | MTW | Hybrid | 7:10pm – 9:40pm |
| MCHN 1038 | Basic Machine Shop I | 03/21/22 – 05/11/22 | MTW | Hybrid | 7:00am – 9:30am |
| MCHN 1038 | Basic Machine Shop I | 03/21/22 – 05/11/22 | MW | Hybrid | 8:00am – 11:50am |
| MCHN 1038 | Basic Machine Shop I | 03/22/22 – 05/11/22 | TWR | Hybrid | 4:30pm – 7:00pm |
| MCHN 2005 | Millwright III | 01/18/22 – 03/10/22 | TR | Classroom | 7:00am – 12:50pm |
| MCHN 2005 | Millwright III | 01/19/22 – 03/09/22 | MW | Classroom | 5:00pm – 10:50pm |
| MCHN 2007 | Millwright IV | 03/21/22 – 05/11/22 | MW | Classroom | 5:00pm – 10:50pm |
| MCHN 2007 | Millwright IV | 03/22/22 – 05/10/22 | TR | Classroom | 7:00am – 12:50pm |

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 | 01/18/22 – 05/11/22 | MTWR | Classroom | 11:00am – 1:20pm |
| WLDG 1007 | Intro to Welding | 01/18/22 – 05/11/22 | MTWR | Classroom | 6:00pm – 8:20pm |
| WLDG 1007 | Intro to Welding | 01/18/22 – 05/11/22 | MTWR | Classroom | 6:00pm – 8:20pm |
| WLDG 1021 | Welding Fundamentals | 01/18/22 – 05/11/22 | MTWR | Classroom | 1:30pm – 4:05pm |
| WLDG 1021 | Welding Fundamentals | 01/18/22 – 05/11/22 | MTWR | Classroom | 8:30pm – 11:05pm |
| WLDG 1021 | Welding Fundamentals | 01/18/22 – 05/11/22 | MTWR | Classroom | 8:30pm – 11:05pm |