

## DMC Continuing Education Fast Track Program Offerings for Workforce Solutions of the Coastal Bend COVID-19 Project

### PREREQUISITE FOR ALL PROGRAMS: COVID-19 – RESPONSE FOR WORKPLACE

Students will learn how to monitor procedures and corrective actions and verify procedures and record-keeping to ensure a safe environment and a safe occupational health setting. The OSHA Recommendation for What is An Effective Safety and Health Program utilizing seven (7) core elements will also be introduced. Course valued at \$ 175.00 and includes fees for materials/supplies and tuition.

COURSE ID	DATES	LOC	DAYS	TIME	COST
OSHT 1091 COVID-19 Response/Awareness for the Workplace	09/03/20 – 09/04/20	INET	RF	1:00 – 5:00 PM	\$100.00
OSHT 1091 COVID-19 Response/Awareness for the Workplace	09/10/20 – 09/11/20	INET	RF	1:00 – 5:00 PM	\$100.00
OSHT 1091 COVID-19 Response/Awareness for the Workplace	10/01/20 – 10/02/20	INET	RF	1:00 – 5:00 PM	\$100.00
OSHT 1091 COVID-19 Response/Awareness for the Workplace	10/08/20 – 10/09/20	INET	RF	1:00 – 5:00 PM	\$100.00
OSHT 1091 COVID-19 Response/Awareness for the Workplace	11/05/20 – 11/06/20	INET	RF	1:00 – 5:00 PM	\$100.00
OSHT 1091 COVID-19 Response/Awareness for the Workplace	12/03/20 – 12/04/20	INET	RF	1:00 – 5:00 PM	\$100.00



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### LANDSCAPE

Introduces students to the introduction of plant materials used in the Gulf Coast area, including trees, shrubs, vines, annuals and perennials, bulbs, groundcovers, grasses and bamboos, palms and cycads, cacti and other succulents. Workers in the horticulture industry will typically perform a variety of tasks, which may include any combination of the following; sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortar less segmental concrete masonry wall and other hardscapes. Program, includes two (2) classes from list below, valued at \$ 360.00.

COURSE ID	DATES	LOC	DAYS	TIME	COST
HALT 1001 Principles of Horticulture	09/14/20 – 11/22/20	INET	INET	INET	\$180.00
HALT 1025 Landscape Design, Part 1	10/12/20 – 11/22/20	INET	INET	INET	\$180.00
HALT 2005 Xeriscape Management	09/08/20 – 09/28/20	INET	INET	INET	\$180.00
HALT 2005 Xeriscape Management	11/02/20 – 11/15/20	INET	INET	INET	\$180.00

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### PIPELINE & PETROCHEMICAL

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 and consists of two (2) courses: Pipeline Construction and Operations and Corrosion Control and Regulatory Compliance. 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. Program valued at \$360.00.

COURSE ID	DATES	LOC	DAYS	TIME	COST
PTRT 2015 Pipeline Construction & Operations	09/14/20 – 10/11/20	INET	INET	INET	\$180.00
PTRT 2020 Corrosion Control & Regulatory Compliance	08/31/20 – 09/27/20	INET	INET	INET	\$180.00
PTRT 2020 Corrosion Control & Regulatory Compliance	09/21/20 – 10/18/20	INET	INET	INET	\$180.00
PTRT 2020 Corrosion Control & Regulatory Compliance	10/12/20 – 11/08/20	INET	INET	INET	\$180.00

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### OSHA 10

Students will recognize and evaluate hazards in the workplace and learn how to implement control measures including engineering, administrative, and personal protective equipment (PPE). OSHA 10 Construction also provides the students the skills necessary to recognize the common occupational hazards in the areas of construction and the trades while describing the components of effective workplace design and accident prevention programs. Upon successful completion of the course, participants will receive an OSHA 10-Hour Construction Department of Labor course completion card. The class is an Instructor Led class. Equipment requirements: Laptop or computer with camera and microphone capabilities. Course valued at \$ 33.00 and includes fees for materials/supplies and tuition.

COURSE ID	DATES	LOC	DAYS	TIME	COST
OSHT 1000 OSHA 10-Hour Construction	09/21/20 – 09/27/20	INET	MTR	6:00 – 10:30 PM	\$ 25.00

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### OSHA 30

Students will address 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. The class is an Instructor Led class. Equipment requirements: Laptop or computer with camera and microphone capabilities. Course valued at \$ 33.00 and includes fees for materials/supplies and tuition.

COURSE ID	DATES	LOC	DAYS	TIME	COST
OSHT 1015 OSHA 30-Hour Construction	08/24/20 – 09/04/20	INET	MTRF	6:00 – 10:30 PM	\$ 25.00
OSHT 1015 OSHA 30-Hour Construction	10/19/20 – 11/08/20	INET	MTRF	6:00 – 10:30 PM	\$ 25.00

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### CPR for Healthcare Providers

CPR for the Healthcare Providers is 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. This course is credentialed by the American Heart Association. Course valued at \$ 55.00 and includes fees for materials/supplies and tuition. Course location: CED – Center for Economic Development, 3209 So. Staples, CC, TX 78411

COURSE ID	DATES	LOC	DAYS	TIME	COST
EMSP 1019 CPR for Healthcare Providers	09/05/20 – 09/05/20	CED	Saturday	9:00 AM – 4:30 PM	\$ 50.00
EMSP 1019 CPR for Healthcare Providers	09/19/20 – 09/19/20	CED	Saturday	9:00 AM – 4:30 PM	\$ 50.00
EMSP 1019 CPR for Healthcare Providers	10/03/20 – 10/03/20	CED	Saturday	9:00 AM – 4:30 PM	\$ 50.00
EMSP 1019 CPR for Healthcare Providers	10/17/20 – 10/17/20	CED	Saturday	9:00 AM – 4:30 PM	\$ 50.00
EMSP 1019 CPR for Healthcare Providers	11/07/20 – 11/07/20	CED	Saturday	9:00 AM – 4:30 PM	\$ 50.00
EMSP 1019 CPR for Healthcare Providers	11/21/20 – 11/21/20	CED	Saturday	9:00 AM – 4:30 PM	\$ 50.00
EMSP 1019 CPR for Healthcare Providers	12/05/20 – 12/05/20	CED	Saturday	9:00 AM – 4:30 PM	\$ 50.00
EMSP 1019 CPR for Healthcare Providers	12/12/20 – 12/12/20	CED	Saturday	9:00 AM – 4:30 PM	\$ 50.00

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### MEDICAL BILLING & CODING

The three (3) courses will provide an overview of skills and knowledge in ICD and CPT coding and claims forms for reimbursement of medical services. Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems will be covered ending with a review of coding competencies and skills in preparation for a coding certification exam. Program valued at \$ 725.00 and includes fees for materials/supplies and tuition.

COURSE ID	DATES	LOC	DAYS	TIME	COST
POFM 1000 Basic Medical Coding	09/08/20 – 09/25/20	INET	INET	INET	\$250.00
HITT 1013 Coding and Insurance	09/28/20 – 10/20/20	INET	INET	INET	\$250.00
HITT 2045 Coding Certification Exam Review	10/21/20 – 10/30/20	INET	INET	INET	\$100.00
POFM 1000 Basic Medical Coding	10/19/20 – 11/05/20	INET	INET	INET	\$250.00
HITT 1013 Coding and Insurance	11/06/20 – 11/30/20	INET	INET	INET	\$250.00
HITT 2045 Coding Certification Exam Review	12/01/20 – 12/14/20	INET	INET	INET	\$100.00



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### CERTIFIED 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 for the two courses 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.

Program valued at \$ 1,055 and includes fees for materials/supplies and tuition.

Course locations: CED – Center for Economic Development, 3209 So. Staples, CC, TX 78411;

WC – DMC West Campus, 4101 Old Brownsville Road, CC, TX 78405.

COURSE ID	DATES	LOC	DAYS	TIME	COST
NURA 1001 Nurse Aide Lecture	09/08/20 – 09/18/20	CED	MTWRF	8:00 AM – 4:30 PM	\$310.00
NURA 1001 Nurse Aide Lecture	09/08/20 – 10/19/20	CED	MTWR	6:00 PM – 9:00 PM	\$310.00
NURA 1001 Nurse Aide Lecture	09/08/20 – 10/19/20	WC	MTWR	6:00 PM – 9:00 PM	\$310.00
NURA 1001 Nurse Aide Lecture	09/21/20 – 10/01/20	WC	MTWRF	8:00 AM – 4:30 PM	\$310.00
NURA 1001 Nurse Aide Lecture	09/21/20 – 10/29/20	CED	MTWR	6:00 PM – 9:00 PM	\$310.00
NURA 1001 Nurse Aide Lecture	10/05/20 – 10/15/20	CED	MTWRF	8:00 AM – 4:30 PM	\$310.00
NURA 1001 Nurse Aide Lecture	10/19/20 – 10/29/20	WC	MTWR	8:00 AM – 4:30 PM	\$310.00
NURA 1001 Nurse Aide Lecture	10/26/20 – 11/18/20	CED	MTWRF	1:00 PM – 5:00 PM	\$310.00
NURA 1001 Nurse Aide Lecture	11/16/20 – 12/01/20	CED	MTWRF	8:00 AM – 4:30 PM	\$310.00
NURA 1001 Nurse Aide Lecture	11/16/20 – 12/01/20	WC	MTWRF	8:00 AM – 4:30 PM	\$310.00
NURA 1060 Clinical – Nurse Aide	09/21/20 – 10/01/20	CED	MTWRF	8:00 AM – 4:30 PM	\$390.00
NURA 1060 Clinical – Nurse Aide	10/20/20 – 12/02/20	CED	MTWR	6:00 PM – 9:00 PM	\$390.00
NURA 1060 Clinical – Nurse Aide	10/20/20 – 12/02/20	WC	MTWR	6:00 PM – 9:00 PM	\$390.00

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<b>COURSE ID</b>	<b>DATES</b>	<b>LOC</b>	<b>DAYS</b>	<b>TIME</b>	<b>COST</b>
NURA 1060 Clinical – Nurse Aide	10/02/20 – 10/14/20	WC	MTWRF	8:00 AM – 4:30 PM	\$390.00
NURA 1060 Clinical – Nurse Aide	11/02/20 – 12/15/20	CED	MTWR	6:00 PM – 9:00 PM	\$390.00
NURA 1060 Clinical – Nurse Aide	10/16/20 – 10/28/20	CED	MTWRF	8:00 AM – 4:30 PM	\$390.00
NURA 1060 Clinical – Nurse Aide	11/02/20 – 11/16/20	WC	MTWR	8:00 AM – 4:30 PM	\$390.00
NURA 1060 Clinical – Nurse Aide	11/19/20 – 12/17/20	CED	MTWRF	1:00 PM – 5:00 PM	\$390.00
NURA 1060 Clinical – Nurse Aide	12/02/20 – 12/15/20	CED	MTWRF	8:00 AM – 4:30 PM	\$390.00
NURA 1060 Clinical – Nurse Aide	12/02/20 – 12/15/20	WC	MTWRF	8:00 AM – 4:30 PM	\$390.00



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### MEDICAL RECEPTIONIST

Training, skills, and knowledge needed to enter the workforce as a medical secretary. Training includes medical ethics and law, scheduling appointments, mailing procedures, managing health information, and overall office management skills in a Healthcare setting. Students will also receive basic training over insurance and coding, billing reimbursements and health record compliance. Course valued at \$ 300.00 and includes fees for materials/supplies and tuition.

COURSE ID	DATES	LOC	DAYS	TIME	COST
POFM 1006 Medical Receptionist	09/14/20 – 11/20/20	INET	INET	INET	\$200.00
POFM 1006 Medical Receptionist	10/05/20 – 12/18/20	INET	INET	INET	\$200.00

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### ELECTROCARDIOGRAPHY (EKG)

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 valued at \$ 440.00 and includes fees for materials/supplies and tuition. Course location: CED – Center for Economic Development, 3209 So. Staples, CC, TX 78411.

COURSE ID	DATES	LOC	DAYS	TIME	COST
ECRD 1011 Electrocardiography	10/19/20 – 11/30/20	CED	MW	1:00 PM – 5:00 PM	\$225.00

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### UNIT CLERK COORDINATOR

Introduces students to the health unit coordinator profession. Topics include instruction in medical charts and forms, medical law and ethics, safety/risk management, and physician order transcription for unit clerks in health care facilities. Upon completion students receive a CHUC Certification. Course valued at \$ 540.00 and includes fees for materials/supplies and tuition.

COURSE ID	DATES	LOC	DAYS	TIME	COST
HUWC 1003 Unit Clerk Coordinator	09/07/20 – 12/04/20	INET	INET	INET	\$440.00
HUWC 1003 Unit Clerk Coordinator	09/28/20 – 12/18/20	INET	INET	INET	\$440.00

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### PATIENT CARE TECHNICIAN

Training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital/acute setting to assist patients/residents with activities of daily living; measuring vital signs; and, communicating effectively with patients, family members, and staff. Course valued at \$ 1,190.00 and includes fees for materials/supplies and tuition.

Course location: CED – Center for Economic Development, 3209 So. Staples, CC, TX 78411.

COURSE ID	DATES	LOC	DAYS	TIME	COST
NUPC 1020 Patient Care Technician	09/14/20 – 10/15/20	CED	MTWRF	1:00 PM – 5:00 PM	\$825.00
NUPC 1020 Patient Care Technician	10/19/20 – 11/19/20	CED	MTWRF	8:00 AM – 12:00 PM	\$825.00

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### OFFICE ASSISTANT

The Occupational Skills Award (OSA) prepares students for the industry as an Administrative Assistant and consists of four (4) classes: Introduction to Administrative Assistant; Beginning MS Word, Excel and PowerPoint. Program valued at \$ 360.00.

COURSE ID	DATES	LOC	DAYS	TIME	COST
POFT 1022 Introduction to Administrative Assistant	09/14/20 – 10/04/20	INET	INET	INET	\$ 90.00
POFT 1022 Introduction to Administrative Assistant	10/05/20 – 10/25/20	INET	INET	INET	\$ 90.00
POFT 1022 Introduction to Administrative Assistant	10/26/20 – 11/15/20	INET	INET	INET	\$ 90.00
POFT 1022 Introduction to Administrative Assistant	11/16/20 – 12/06/20	INET	INET	INET	\$ 90.00
POFT 1022 Introduction to Administrative Assistant	12/07/20 – 12/27/20	INET	INET	INET	\$ 90.00
ITSW 1022 Excel for Beginners	09/14/20 – 10/04/20	INET	INET	INET	\$ 90.00
ITSW 1022 Excel for Beginners	10/05/20 – 10/25/20	INET	INET	INET	\$ 90.00
ITSW 1022 Excel for Beginners	10/26/20 – 11/15/20	INET	INET	INET	\$ 90.00
ITSW 1022 Excel for Beginners	11/16/20 – 12/06/20	INET	INET	INET	\$ 90.00
ITSW 1022 Excel for Beginners	12/07/20 – 12/27/20	INET	INET	INET	\$ 90.00
ITSW 1037 PowerPoint for Beginners	09/14/20 – 10/04/20	INET	INET	INET	\$ 90.00
ITSW 1037 PowerPoint for Beginners	10/05/20 – 10/25/20	INET	INET	INET	\$ 90.00
ITSW 1037 PowerPoint for Beginners	10/26/20 – 11/15/20	INET	INET	INET	\$ 90.00
ITSW 1037 PowerPoint for Beginners	11/16/20 – 12/06/20	INET	INET	INET	\$ 90.00
ITSW 1037 PowerPoint for Beginners	12/07/20 – 12/27/20	INET	INET	INET	\$ 90.00
<b>COURSE ID</b>	<b>DATES</b>	<b>LOC</b>	<b>DAYS</b>	<b>TIME</b>	<b>COST</b>

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POFI 1024 Word for Beginners	09/14/20 – 10/04/20	INET	INET	INET	\$ 90.00
POFI 1024 Word for Beginners	10/05/20 – 10/25/20	INET	INET	INET	\$ 90.00
POFI 1024 Word for Beginners	10/26/20 – 11/15/20	INET	INET	INET	\$ 90.00
POFI 1024 Word for Beginners	11/16/20 – 12/06/20	INET	INET	INET	\$ 90.00
POFI 1024 Word for Beginners	12/07/20 – 12/27/20	INET	INET	INET	\$ 90.00



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### RECORD & FILING MANAGEMENT

Basic records information management systems including manual and electronic filing. Topics include records management, alphabetic indexing, electronic filing management, and storing, retrieving and transferring records. Course valued at \$ 250.00 and includes fees for materials/supplies and tuition.

COURSE ID	DATES	LOC	DAYS	TIME	COST
POFT 1019 Records and Filing Management	09/08/20 – 10/16/20	INET	INET	INET	\$150.00
POFT 1019 Records and Filing Management	10/05/20 – 11/13/20	INET	INET	INET	\$150.00
POFT 1019 Records and Filing Management	11/02/20 – 12/11/20	INET	INET	INET	\$150.00



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### FOOD SANITATION / WORKPLACE SAFETY

The Hazard Analysis Critical Control Points (HACCP) for Restaurant Operations will address the recently identified current events that we all personally experienced with the latest COVID-19 Pandemic. The Restaurant industry whether kitchen and wait staff or restaurant operations and managers will learn the importance of mastering the skills, knowledge and attitudes and behaviors pertinent to the seven critical control points in the food industry. This course is designed to be repeated multiple times to improve student understanding of the foundations of HACCP, understand the hazards, Critical Control Points, and the critical limits. Students will learn how to monitor procedures and corrective actions and verify procedures and record-keeping to ensure a safe environment at all times. Course valued at \$ 100.00.

COURSE ID	DATES	LOC	DAYS	TIME	COST
RSTO 1091 HACCP Food Sanitation & Safety in the Workplace	09/01/20 – 09/02/20	INET	TW	1:00 – 5:00 PM	\$100.00
RSTO 1091 HACCP Food Sanitation & Safety in the Workplace	09/08/20 – 09/09/20	INET	TW	1:00 – 5:00 PM	\$100.00
RSTO 1091 HACCP Food Sanitation & Safety in the Workplace	09/15/20 – 09/16/20	INET	TW	1:00 – 5:00 PM	\$100.00
RSTO 1091 HACCP Food Sanitation & Safety in the Workplace	09/22/20 – 09/23/20	INET	TW	1:00 – 5:00 PM	\$100.00
RSTO 1091 HACCP Food Sanitation & Safety in the Workplace	10/06/20 – 10/07/20	INET	TW	1:00 – 5:00 PM	\$100.00
RSTO 1091 HACCP Food Sanitation & Safety in the Workplace	10/13/20 – 10/14/20	INET	TW	1:00 – 5:00 PM	\$100.00
RSTO 1091 HACCP Food Sanitation & Safety in the Workplace	10/20/20 – 10/21/20	INET	TW	1:00 – 5:00 PM	\$100.00
RSTO 1091 HACCP Food Sanitation & Safety in the Workplace	10/27/20 – 10/28/20	INET	TW	1:00 – 5:00 PM	\$100.00
RSTO 1091 HACCP Food Sanitation & Safety in the Workplace	11/03/20 – 11/04/20	INET	TW	1:00 – 5:00 PM	\$100.00
RSTO 1091 HACCP Food Sanitation & Safety in the Workplace	11/10/20 – 11/11/20	INET	TW	1:00 – 5:00 PM	\$100.00
RSTO 1091 HACCP Food Sanitation & Safety in the Workplace	12/01/20 – 12/02/20	INET	TW	1:00 – 5:00 PM	\$100.00
RSTO 1091 HACCP Food Sanitation & Safety in the Workplace	12/08/20 – 12/09/20	INET	TW	1:00 – 5:00 PM	\$100.00

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### CHILDCARE PROVIDER

Pre-service training required of all new employees in Texas regulated childcare facilities. Provides basic childcare provider training for anyone interested in seeking employment as a childcare worker at non-state and Texas regulated childcare facilities 0 months – 5 years of age. Class valued at \$ 150.00 and includes fees for materials/supplies and tuition.

COURSE ID	DATES	LOC	DAYS	TIME	COST
CDEC 1009 Child Care Provider	09/21/20 – 10/16/20	INET	INET	INET	\$100.00
CDEC 1009 Child Care Provider	10/19/20 – 11/13/20	INET	INET	INET	\$100.00
CDEC 1009 Child Care Provider	11/09/20 – 12/04/20	INET	INET	INET	\$100.00