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Welcome to Coastal Bend College Customized & Continuing Education!

It is the mission of CBC Continuing Education Division to provide quality non-credit workforce and avocational educational opportunities. These programs—adult vocational education, community service, avocational, contract and workforce development training—provide opportunities for members of the community to increase their knowledge, improve their skills and enrich their lives through cultural and recreational activities. The course offerings are based on assessment of community and business needs and interests. Continuing education courses are developed with the same thoroughness as credit courses and instructors are selected based on their knowledge, experience and training in the subjects. Class size may be limited in some courses due to the nature or requirements of the curriculum, instructor availability and facilities.

Registration is accepted on a first-come, first-served basis. Registration and payment can be made by mail, or in Beeville at CBC Lott-Canada Facility from 8 a.m. to 5 p.m. Monday through Friday, or at the main office of the Alice, Kingsville, or Pleasanton campuses during regular business hours. All fees must be paid by the first or prior to the first class meeting. Purchase Orders or vouchers are accepted from approved businesses or government agencies sponsoring the student. Payment is accepted by check, money order, cash, Visa or Master Card. Refunds will only be made upon request and to participants who withdraw prior to the census date. Senior citizen discounts do not apply to continuing education courses. Unless specified by regulating agencies, no high school transcript, GED certificate, THEA or ACCUPLACER or other scores are required for registration in a continuing education course. If a continuing education transcript is desired by a student, the student must request the transcript in writing with the inclusion of the date and name of the course and the student’s social security number. There is no charge for the transcript. A $10 charge will be assessed to replace lost certificates of completion.

CBC is not responsible transportation or lodging for students enrolled in CE courses.

Delivery Methods

There are two delivery methods used for the Continuing Education courses in this course schedule – online and face-to-face. Unless specifically stated, the courses will be delivered Face-to-Face, unless you see an icon denoting that the course is delivered over the internet.

Face-to-Face traditional course. This course will meet in a classroom or other specified place at the community college. Check the course description for a list supplies or books needed for the course.

- Online course. The student is given the content over the internet. Students should be familiar with computers and have access to a computer with an Internet connection. If you don’t have one at home, your local public library will often provide this service to its patrons. Check with the training provider for the hardware/software needed to participate in the course.

CCE Mirror Classes

If you would like to attend a credit class but don’t want to take the final or get college credit for it, you may take the course as a mirror through the Customized & Continuing Education Division. After reviewing the credit schedule, please call the CCE office nearest you. When you tell the CCE representative which class you would like to mirror, we will tell you the CCE price, which does not include out of district fees. Some suggestions might be Air Frame and Power Plant (AERM); a variety of art classes (ARTS), child development, (CDEC), drama (DRAM), computer graphics, (GRPH), web design (IMED), networking (ITNW), PC operating systems (ITSC), kinesiology (KINE), a variety of music classes (MUAP, MUEN, MUSI, MUSP), welding, (WELD), or machinist (MCHN). You will pay the CCE rate and the class fee for the course. Registration for mirror classes is on a space available basis on the last day of registration.

Customized Contract Training

Coastal Bend College Customized Training representatives will work with organizations of all types to customize training to meet their defined needs. These courses may be offered at the employer’s place of business, at a CBC campus, or online via the Internet.
Workforce Continuing Education Courses

Short-term workforce non-credit courses are available for those in the workforce who are looking to upgrade their skills; secure or keep a certification; or develop skills to change careers. Courses are available in Air Frame and Power Plant; Heating and Air Conditioning; and Electronics, as well as others.

Professional Continuing Education

Many professions require annual or periodic continuing education. CBC offers many classes for such continuing education requirements and will develop others upon demand. Persons needing such training should contact the Continuing Education office at your local campus. CBC CCE courses have been approved for Certified Professional Education units by the Texas Association of Social Workers and the Texas Education Agency.

Avocational Courses

The following are examples of avocational or just-for-fun, courses available on demand: dancing, guitar, arts and crafts, quilting, stained glass, Tai Chi, Kids College, Motorcycle Riders Course, Pilates and Spanish. Coastal Bend College Continuing Education Department tailors its program offerings to suit your needs.

Barnhart Workshop Series

Proceeds from the estate of former Houston physician, Dr. Joseph N. Barnhart support special artistic and literary seminars and workshops at CBC.

Performing Arts Project

The Performing Arts Project is directed by Dr. James Lee. Opportunities to develop musical and theatrical skills range from individual and group music classes in mariachi, guitar, piano, choir, choral ensemble, band and musical theatre to performances of Madrigal Feasts, concerts and contemporary plays.

Adult Basic Education

CBC offers Adult Basic Education for those who are seeking to learn English and for those who are preparing to take the General Education Degree (GED) tests. Adult Basic Education (ABE) classes are held at CBC Lott-Canada Facility and in Taft, Sinton, George West, Ingleside, and Mathis under a grant from the Texas Education Agency. All of these classes are free of charge.

Leadership Classes

CBC CCE offers annual leadership programs for counties or collaborations of counties using the Critical Thinking in Leadership curriculum that was written in conjunction with the Texas Higher Education Coordinating Board Perkins Leadership funds. Currently, Leadership Bee, Live Oak, Refugio and Atascosa Counties provide leadership training through CBC. Successful participants receive 6.4 CEUs in leadership and team building. For more information contact your local CCE Representative.

Petroleum Industries Training

In the last two years the development of the Eagle Ford Shale has transformed not only the physical landscape of rural South Texas but the economic landscape as well. Exploration of the shale and its subsequent production has underscored the need for a workforce proficient in the skills needed to sustain the current boom and see it through to maturity.

Coastal Bend College is as central to training a petroleum industry workforce as it is geographically to the Eagle Ford Shale. Encompassing nine counties, CBC’s service area cuts through the core of the Eagle Ford Shale exploration/production zone.

From OSHA regulations and Spill Control to Emergency Response and CDL training, CBC continues to be not only responsive to the needs of the petroleum industry, but looks for ways to remain ahead of the training curve. This includes the expansion of customized and continuing education courses to a full section of petroleum sector training as well as an Associates of Applied Science in Oil & Gas Technology that offers certification components as well.
Coastal Bend College’s Workforce & Customized Continuing Education Services for the Petroleum Industry is here to answer the needs of the industry. In so doing we answer our mandate to improve the communities in which we live through education. Employers get a more highly skilled workforce. Workers have access to better paying jobs. The economy is stimulated, proving once again that education works and works for everyone.

The Petroleum Industries Training section begins on Page 22.
**Big News for Small Businesses in Texas**

Coastal Bend College and the Texas Workforce Commission (TWC) respond to the training needs of Texas businesses that have fewer than 100 employees with the Skills for Small Business program. These employers are the backbone of Texas’ business community – the state’s more than 433,000 small employers. Training through the Skills for Small Business program increases business competitiveness, upgrades the skills of current employees and prepares newly hired employees for job requirements.

This exceptional opportunity is in conjunction with the Small Business Forums hosted by the Office of the Governor.

**About Skills for Small Business**

- Emphasizes training newly hired employees – those who have been hired by the company up to three months prior to the date that TWC receives an application.
- Funds tuition and fees up to $1,450 per newly hired employee and up to $725 per incumbent employee. An individual employee can participate once per 12-month period.
- Funding for training is for full-time employees.
- All training must be provided by a public community or technical college, such as Coastal Bend College, or the Texas Engineering Extension Service (TEEX). No third-party vendor training is allowed.
- Training must be selected from active course catalogs/schedules – credit, continuing education, on-line or other available unpublished courses.
- May focus on training for occupations within the Governor’s six targeted Industry Clusters:
  - Aerospace and Defense; Advanced Technologies and Manufacturing;
  - Biotechnology and Life Science; Energy;
  - Petroleum Refining and Chemical Products; and Information and Computer Technology.
  - May also emphasize training in occupations targeted by Local Workforce Development Boards.
- Employers must pay the prevailing wages in the local labor market for the trainees funded under the grant.

**Getting Started**

- Small businesses identify training courses.
- Businesses apply directly to TWC for training. TWC evaluates the applications and works with the local college to fund the selected training.
- Applications available on the TWC Web site, at the Governor’s Small Business Forums, at local colleges and from Local Workforce Development Boards.
- TWC project development specialists available at the Governor’s Small Business Forums to help complete applications, and will be available as needed by the business.

**For More Information**

For information on Skills for Small Businesses, including an application and Frequently Asked Questions, contact your local CBC Customized & Continuing Education Representative or access the CBC CCE webpage, [www.coastalbend.edu/ce](http://www.coastalbend.edu/ce) or the TWC website, [www.twc.state.tx.us/svcs/funds/ssb.html](http://www.twc.state.tx.us/svcs/funds/ssb.html).

For further assistance, contact the Workforce Business Services Project Development Team at 1-877-463-1777 or e-mail, Skills@twc.state.tx.us.
Coastal Bend College Continuing Education

Sharpen your skills, or learn new ones with our instructor facilitated online courses. Online Continuing Education courses run for six-weeks (with a 10-day extension period available at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

**Business Law for the Small Business Owner**
Learn how to successfully protect your small business and solve most of the legal problems that may arise.

**Understanding the Human Resources Function**
Learn to handle basic human resource functions to ensure the best possible results.

**Employment Law Fundamentals**
Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

**Marketing Your Business on the Internet**
E-commerce expert helps you develop an Internet marketing plan for your business.

**Creating a Successful Business Plan**
Turn your business ideas into a solid plan for financing and long-term success.

**Accounting Fundamentals**
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

**Designing Effective Websites**
Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

**Creating Web Pages**
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

**Introduction to Business Analysis**
Learn powerful techniques to improve your decision-making skills at work.

**Introduction to QuickBooks**
Learn how to quickly and efficiently gain control over the financial aspects of your business.

**Performing Payroll in QuickBooks**
Learn to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

**Effective Selling**
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

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**Enroll Today!**

Details on any of these courses can be found at:

www.coastalbend.edu/ce

You can also reach us by calling

(361) 362-2633 (COED)
Online Learning Anytime, Anywhere...Just a click away!

Online Courses For Business Professionals

Coastal Bend College Continuing Education

Sharpen your skills, or learn new ones with our instructor facilitated online courses. Online Continuing Education courses run for six-weeks (with a 10-day extension period available at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

Managing Customer Service
Become indispensable to any organization by understanding how to identify and meet customer needs.

Purchasing Fundamentals
Improve your company's bottom line by mastering the fundamentals of purchasing.

Principles of Sales Management
Master the art of managing sales teams from a sales management perspective.

Distribution and Logistics Management
Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput.

Introduction to Business Analysis
Learn powerful techniques to improve your decision-making skills at work.

Six Sigma: Total Quality Fundamentals
Learn the basics of total quality management.

Six Sigma: Total Quality Applications
Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.

Supply Chain Management Fundamentals
Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

Manufacturing Fundamentals
Learn the basic skills required to work in the manufacturing field.

Manufacturing Applications
Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.

Fundamentals of Supervision and Management I
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Fundamentals of Supervision and Management II
Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

Enroll Today!
Details on any of these courses can be found at:

www.coastalbend.edu/ce

You can also reach us by calling

(361) 362-2633 (COED)
Leadership, Management, Government Courses

Leadership Bee, Live Oak & Refugio Counties
LEAD 1000 & 2000 ($275.00) 64 Contact Hours
CEU's 6.4

This curriculum is a valuable resource for educators, businesses and communities to develop critical thinking and effective problem solving skills in a group environment. Participants will meet on the second Friday of the month to develop personal workplace and community leadership skills using a combination of readings, activities, exercises, and cases that stimulate critical thinking and analysis as they progress through the course. Call the Beeville CCE office for more information at 361.362.2633.

### Leadership Beeville Campus
| Second Friday of Month | Sept 2012 – June 2013 | 9:00am—5:30pm | Lott Canada | Taylor |

Leadership Atascosa County
LEAD 1000 & 2000 ($275.00) 64 Contact Hours
CEU's 6.4

This curriculum is a valuable resource for educators, businesses and communities to develop critical thinking and effective problem solving skills in a group environment. Participants will develop personal workplace and community leadership skills using a combination of readings, activities, exercises, and cases that stimulate critical thinking and analysis as they progress through the course. Call the Pleasanton CCE Office to set up a class at 830.569.4222 ext 1232.

Customer Service
MRKT 1001 ($46 + $10 book = $56) Book is “Walk the Talk Customer Service”.

A “Glad I Could Help” attitude toward customer service, including point of contact interactions with customers, whether on the phone, in person or via electronic mail will be the focus of this seven (7) hour course. Call 361.362.2633 to set up a course date and time for your group. Minimum seven (7) students required to make a class.

Open Government Training
PBAD 2000

This 2-4 hour course has been approved by the Office of the Attorney General for officials of certain local government entities; specifically cities, counties, school districts, economic development corporations, and the boards of community colleges, this course will cover Open meeting law and parliamentary procedure. Call 361.362.2633 to set up a course date and time for your group. Instructor approved by the State’s Attorney General – Glynis Strause.

Learn 2 Serve Food Safety Managers
Training/Certificate – Offered Online by 360Training

RSTO 1041 ($99.00)

This online Food Safety Manager course is approved by the Texas Department of Health Services and offers the official Texas Food Protection Management Certification that is required in the state of Texas. Students may choose to only take the online examination, or may take the optional 8-hour prep course. If students do not pass the examination, they will be required to re-register and try again. Call the Continuing Education Office at 361.362.2633 for more information and to register for the class. Note: The online certification exam is only valid in the state of Texas. Students are encouraged to take the prep course if this is their first time.
Coastal Bend College Continuing Education

Sharpen your skills, or learn new ones with our instructor led online courses.

Online Continuing Education courses run for six weeks (with a 10-day extension period available at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

Master the fundamentals of business, supervision, leadership, communication, and more.

Building Teams that Work
Learn the secrets of dynamic team building.

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Interpersonal Communication
Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

Introduction to Business Analysis
Learn powerful techniques to improve your decision-making skills at work.

Keys to Effective Communication
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation.

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Fundamentals of Supervision and Management II
Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

Individual Excellence
Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

Enroll Today!

Details on any of these courses can be found at:
www.coastalbend.edu/ce

You can also reach us by calling
(361) 362-2633 (COED)
Grant Writing Online Courses

Coastal Bend College Continuing Education

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include 12 lessons. Lessons are supplemented with quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

A to Z Grant Writing
This is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You’ll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You’ll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package.

Advanced Grant Proposal Writing
Do you know the best way to present information in a grant proposal? In this course, an experienced grant writer will show you how to research and write winning proposals that get funded. You’ll learn what to do—and, more importantly, what not to do—on every part of your proposal. You’ll gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. You’ll become an expert at ferreting out corporate, foundation, and government grantmakers, and you’ll find out how to tailor your responses to information found in the peer review criteria. You’ll also discover a number of significant finishing touches that can give your project the edge over others. You’ll also learn the best type of paper to use, which buzzwords to include, which fonts work best, and which types of graphics and formatting techniques will make your proposal more competitive.

How to get started:
1. Visit our Online Instruction Center:
   www.coastalbend.edu/ce
2. Click the Courses link, choose the department and course title you are interested in, and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center, and click the Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.

New course sessions begin each month.

To learn more call:
(361) 362-2633

Visit our Online Instruction Center to ENROLL TODAY!

www.coastalbend.edu/ce
Grant Writing Online Courses

Get Grants
Learn how to develop successful, fundable grants from experts whose proposals have garnered millions in funded projects. This course will give you the skills you need to prepare professional, competitive, and compelling grant proposals. You’ll understand what funding agencies are looking for and how best to approach them. Your proposals will help you and your organization successfully Get Grants!

Creating Your Own Nonprofit
Do you dream of starting and running your very own nonprofit? This unique course carefully details the many aspects of taking a nonprofit start-up from vision to reality. Filled with savvy advice and plenty of assistance from an industry veteran, this is the perfect how-to course for anyone interested in building a thriving nonprofit organization up from the grassroots.

Marketing Your Nonprofit
Discover marketing practices that will help you further the ideals and goals of your nonprofit. In the face of stiff competition, an increase in the number of worthwhile causes, new regulations, more oversight, and fewer funding opportunities, you need to work smarter—not longer. This course, packed with practical strategies that you can put to immediate use, will help you compete more effectively for members, media attention, donors, clients, and volunteers.

Accounting Fundamentals
Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You’ll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. We’ll discuss accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We’ll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

Introduction to Microsoft Excel 2007
Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons.

Introduction to Nonprofit Management
Discover marketing practices that will help you further the ideals and goals of your nonprofit. In the face of stiff competition, an increase in the number of worthwhile causes, new regulations, more oversight, and fewer funding opportunities, you need to work smarter—not longer. This course, packed with practical strategies that you can put to immediate use, will help you compete more effectively for members, media attention, donors, clients, and volunteers.

Introduction to Nonprofit Management
Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors. In this course, a seasoned veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You’ll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena!

Introduction to Nonprofit Management
Learn how to create and coordinate successful special events. Develop skills, find resources, and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know so you can avoid embarrassing and costly planning errors or production mistakes. After just a few weeks, you will become a knowledgeable event planner poised to produce any type of event.

Introduction to Nonprofit Management
Attention all writers! Learn how to efficiently and effectively conduct research for any writing project. Research has progressed far beyond a visit to the library. Today, myriad sources provide almost anything a writer might need to know on any subject. Learn how to identify and access every information source imaginable.

Requirements: All courses require Internet access, e-mail, and a Web browser. Some courses may have additional requirements.

Coastal Bend College Continuing Education
For a complete list of available courses, detailed course descriptions, requirements, demonstrations, and additional information visit:

www.coastalbend.edu/ce
Computer Courses

Introduction to Computers
ITSC 1012 ($81.00) 12 Contact Hours CEU’s 1.2
Designed for the beginner without any computer experience, this course teaches the use of Windows, mouse, keyboard, basic word processing and file management systems. Course includes textbook. Minimum seven (7) students required.

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Introduction to Microsoft Word
POFI 1024 ($81.00) 12 Contact Hours CEU’s 1.2
Create, edit and print documents such as letters or reports using this popular software program. This course covers spell checking, underlining, bolding, and centering text, copying and pasting text, and printing documents. Course includes textbook. Prerequisites: Familiarity with PC. Minimum seven (7) students required. *Also available online*

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Introduction to Microsoft Excel
ITSW 1022 ($81.00) 12 Contact Hours CEU’s 1.2
Designed to provide a thorough understanding of concepts that assist in designing worksheets for a variety of numerical reporting, budgeting and forecasting tasks. Gain skills to build, manage, save, retrieve, format, chart and print worksheets. Course includes textbook. Prerequisites: Familiarity with PC. Minimum seven (7) students required. *Also available online*

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Introduction to Microsoft PowerPoint
ITSW 1023 ($81.00) 12 Contact Hours CEU’s 1.2
Learn how to create a business presentation using electronic slideshow with transitions, graphics slides, handouts and instructor’s notes. Course includes textbook. Prerequisites: Familiarity with PC. Minimum seven (7) students required. *Also available online*

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Introduction to Microsoft Access
ITSW 1053 ($81.00) 12 Contact Hours CEU’s 1.2
Learn how to create a database for personal or business use. Course includes textbook. Prerequisites: Familiarity with PC. Minimum seven (7) students required. *Also available online*

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Web Page Development
ITNW 1059 ($81.00) 12 Contact Hours CEU’s 1.2
Learn how to create a web page for personal or business use with various programs. Prerequisites: Familiarity with PC. Minimum seven (7) students required. *Also available online*
Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

Most courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center:
   www.coastalbend.edu/ce

2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Coastal Bend College Continuing Education

Creating Web Pages
Learn how to design, create, and post your very own site on the Internet's World Wide Web using HTML. Discover low-cost marketing techniques and search engine strategies.

Designing Effective Websites
This course will teach you powerful graphic design techniques that will help you build Web sites that are attractive and highly effective. You'll learn how to attract visitors to a site, and how you can create the most satisfying experience for those visitors. You'll learn to use typography, aesthetics, color, graphics, and page layout to create the most compelling user interface possible, and you'll understand how users read on the Web and the characteristics of effective Web writing.

Introduction to PHP and MySQL
Learn how to create an interactive Web site, allowing visitors to post and retrieve information provided by you or your site's visitors. You'll see how to use the PHP programming language to generate dynamic Web sites that automatically change as your data changes. You'll also learn how to use the popular MySQL database server with PHP to store and retrieve data over the Web.

Introduction to Dreamweaver CS3
Intermediate also available!
Learn Adobe Dreamweaver from a Web design pro, and get the training you need to develop first-class Web sites! Master the techniques for producing fully functioning sites, learning how to insert and format text, images, hyperlinks, tables, and a variety of media formats. Discover the secrets of effective page layout—secrets that ensure your sites reach and impress your audience and improve your audience reach and impress your audience.

Introduction to CSS and XHTML
Intermediate also available!
Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques. Take your existing HTML skills to the next level and start building sites like the pros.

Introduction to Microsoft FrontPage 2003
Learn the essentials of Microsoft's popular Web site building software. You'll begin with an introduction to basic Web design principles, and you'll explore the interface and features of the FrontPage program. Then, you'll learn how to manipulate words and images to create a site worthy of publishing to the Internet. By the end of the course, you'll be armed with all the knowledge you need to create an attractive, well-designed, and functional Web site.

Learn More...

- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Enroll Now!
Visit our Online Instruction Center today!
www.coastalbend.edu/ce
or call:
(361) 362-2633 (COED)

Courses Start as Low as:
$95

Requirements:
All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.
Business Education Courses
Offered On-Line through CBC by

**Accounting Certificate**
Acquire and apply the knowledge of business accounting and office skills to meet the demands of today's business. Includes training on Accounting, QuickBooks, Excel, Accounting Pro. Program includes the following courses: Accounting I, Accounting II, QuickBooks Pro, Simply Accounting Pro, Business Math, Business Correspondence I, Excel I, Excel II, Resumes & job search. 300 contact hours - $995.00

**Administrative Assistant Certificate**
Provides the necessary skills to thrive in an office environment, especially as the support person for business executives. Includes communication and customer service as well as handling forms and documents, such as applications, agreements, and letters, in accordance with established procedures, guidelines, and schedules. Includes introduction to the Microsoft Office suite. Program includes the following courses: Business Correspondence I, Business Correspondence II, Customer Service, Office Procedures I, Office Procedures II, Excel I, Excel II, PowerPoint I, Word I, Word II, Word III, Resumes & job search. 380 contact hours - $995.00

**Business Administration Diploma**
Prepare yourself for the demands of today's fast-paced business environment. This comprehensive program exposes students to a vast array of business knowledge, management and administration skills, and practical tools that will assist them in dealing with situations within a business-related career. Includes knowledge of how businesses utilize technology, e-commerce, business correspondence, office procedures, project management, and employment success strategies. Program includes the following courses: Business Administration, Integrative Project, Macroeconomics, Microeconomics, Introduction to Management, Financial Management, Business Law, Business Math, Business Presentations, Supervisory Skills, Human Resource Management, Management Fundamentals, Marketing and Sales, Customer Service, Office Procedures I, Office Procedures II, Excel I, Excel II, PowerPoint I, Word I, Word II. 695 contact hours - $1,999.00

**Customer Service Representative Certificate**
Learn the basics required to deal with customers in an office environment. Includes courses on Grammar, Telephone skills, Customer Service skills and simulations and introduction to the Microsoft Office suite. Target careers include: Library Clerk, Receptionist, Information Clerk, Customer Service Representative. Program includes the following courses: Business Math, Business Verbal Communication, Customer Service, Excel I, Office Procedures I, Word I, Word II, Resumes & job search. 205 contact hours - $795.00

**Office Clerk Certificate**
Learn the basics required to successfully enter the office environment. Includes courses on Basics of Workplace Success, Grammar, Business Correspondence, Keyboarding Skills and introduction to the Microsoft Office suite. Opportunities for advancement are better than ever in this area, especially for those students who show initiative and are prepared to increase their knowledge of computer applications. Program includes the following courses: Business Correspondence I, Customer Service, Office Procedures I, Excel I, Excel II, Windows I, Word I, Word II, Resumes & job search. 265 contact hours - $995.00

**Legal Education Courses**
Offered On-Line through CBC by

**Paralegal Certificate**
Program provides the most effective way to become a paralegal (also known as “legal assistant”). Successful candidates will be prepared to pass their state CLA exam. Courses include basic law office interaction, billing, law theory, interview/investigation, writing, specialty law, citations and research. 900 contact hours - $1499.00
Legal Transcription

Program prepares the candidate to be a legal secretary/ transcriptionist. Includes 5 hours of legal dictation with answer keys. Courses include information on the profession, how a law office works, fundamentals of law, court systems and litigation, specialty law, and legal dictation/transcription. Candidates must have a foot pedal (sold separately).

300 contact hours - $1089.00
Prepare for a GREENER future!

Online Career Training Program

The green industry, including building and energy efficiencies, is experiencing tremendous growth! ed2go now offers premier building performance programs designed to prepare students to enter the green workforce or transition into a new green job. Principles of Green Buildings (PGB) and Performing Comprehensive Building Assessments (PCBA) are offered individually, or as a bundle program titled Building Analyst Quick Start. All three programs lead to industry certification.

Building Analyst Quick Start - Hours: 60

This building performance program combines two premier programs; Principles of Green Buildings and Performing Comprehensive Building Assessments for an extensive overview of green building.

Principles of Green Building - Hours: 30

This program teaches individuals in the building, remodeling, or trade industry the principles of making buildings perform more efficiently. Students learn the major sub-systems that affect the way the entire structure system performs and how to optimize buildings to provide the best energy efficiency and a healthy environment for its occupants. Completion of this program is recognized by both BPI and NATE for 28 hours of continuing education units applicable to several BPI and NATE certifications.

Performing Comprehensive Building Assessments - Hours: 30

This intermediate program is geared toward conducting visual building inspections, performing diagnostic testing, and determining residential building improvement opportunities in the field; then documenting a home’s performance, prioritizing improvements, and preparing a work scope that will guide the homeowners decision making process. Performing Comprehensive Building Assessments helps prepare students for BPI Building Analyst Certification and NATE HVAC Efficiency Analyst Certification (Senior Level).

To learn more or enroll, please visit

www.coastalbend.edu/ce
Green Education Courses
Offered On-Line through CBC by GREE, LLC

Green Education Course Training

CSR/ Green Business Practices
- Included are concepts such as recycling, sustainability and include a guide for developing a business energy plan. Upon passing the final exam, students will receive the GCBL-GL, a Level One Green Certified Business Leader, with the Green Leadership Certification. $114 = ($99 + $15 for manual) 4 hours

Green Building for Mortgage Professionals
- An overview of green building systems and energy financing products to help a homeowner to become more energy efficient. Upon passing the final exam licensed professionals will receive the GCMP-GL, a Level One Green Certified Mortgage Professional, with the Green Leadership Certification. $114 = ($99 + $15 for manual) 4 hours

Green Building for Insurance Professionals
- An overview of green building and what the future will hold for insuring these new types of building systems. We review commissioning and how green building materials impact the insurance industry. Upon passing the final exam licensed professionals will receive the GCIP-GL, a Level One Green Certified Insurance Professional, with the Green Leadership Certification. $114 = ($99 + $15 for manual) 4 hours

Green Building for Health Care Professionals
- The impact of cleaning practices and the benefits of recycling, and waste management are explained. According to the Bureau of Labor Statistics, hospitals and nursing facilities are among the most hazardous work environments. Upon passing the final exam licensed professionals will receive the GCHCP-GL, a Level One Green Certified Health Care Professional, with the Green Leadership Certification. $437 = ($369 + $68 for manual) 8 hours

Green Skilled Laborer
- An overview of green construction for the laborer/worker who will need be to become familiar with limiting greenhouse gas emissions in relation to transportation, cleaning processes, waste removal, recycling of building materials and how to bring green principles into the building sites. The student will receive a Green Skilled Laborer certificate of completion. $238 = ($199 + $39 for manual) 6 hours

Certified Sustainability Officer
- This professional development level course trains in assessing, developing and executing a company’s strategy for energy use, recycling, waste elimination and transportation to ensure compliance with environmental or governmental regulations and monitor and evaluate effectiveness of sustainability programs. Upon completion of the final exam, students will earn the trademark certification as a Certified Sustainability Officer™. $1745 = ($1595 + $150 for manual) 30 hours

Green Building for Real Estate Professionals
- ARELLO approved real estate professionals will gain insight on what they will see as clients begin to show interest in these new types of renovations. Energy ratings, energy mortgage concepts and green certification process are discussed. Upon passing the final exam, students will receive a logo for marketing and the GCREP-GL, a Level One Green Certified Real Estate Professional, with the Green Leadership Certification. $114 = ($99 + $15 for manual) 4 hours

Certified Green Consultant
- This is a true consulting course of training enabling the consultant to provide Green consulting, assessment, and certification assistance to businesses. This is a holistic program including energy, water, waste, indoor air quality, and other critical assessment issue required for Green certification. You will earn your Certified Green Consultant™ upon completion. $1745 = ($1595 + $150 for manual) 30 hours
Customized & Continuing Education Course Schedule

**Green Handyman and Weatherization Specialist**

As the new mandates continue to roll out, there is a need for people with basic construction and repair skills to make Green improvements and retrofits. This course covers the numerous challenges required to create a Green home or office building. The student will receive a Green Handyman certification upon completion. $238 = ($199 + $39 for manual) 6 hours

**Green Cleaning Technician**

This is an enhancement for anyone in the cleaning and maintenance services. This covers the additional issues that are required to provide a truly Green cleaning service to homes and offices. This course is three modules in length, which includes Green Germ Control. The student will receive a Green Cleaning Technician certificate of completion. $238 = ($199 + $39 for manual) 6 hours

**Green Certified Home Inspector**

An overview of renewable energy and energy efficiency is reviewed and suggestions on what the home inspector can do to assist homeowners and homebuyers in making informed decisions on future renovations. Upon passing the final exam, licensed home inspectors will receive the GCHI-GL, a Level One Green Certified Home Inspector, with the Green Leadership Certification. $114 = ($99 + $15 for manual) 4 hours

**Green Certified Government Leader**

Training will include a step-by-step guide for developing an energy plan and define a government’s commitment to become more socially responsible. An overview of green fleet management, renewable energy and resources will be defined. Upon passing the final exam, students will receive the GCGL-GL, a Level One Green Certified Government Leader, with the Green Leadership Certification. $114 = ($99 + $15 for manual) 4 hours

**Waste Management Coordinator**

Student will learn what can be recycled and how to develop programs and processes within a company or government entity to initiate and monitor performance. They will be able to supervise curbside and drop-off recycling programs for private firms. Upon passing the final exam, the student will receive a Recycling Coordinator certificate of completion at the end of the class. $238 = ($199 + $39 for manual) 6 hours

**Sustainability Planning Specialist**

A professional development course to address organizational sustainability issues; assist a company in developing a plan to have a more sustainable approach in areas such as waste stream management, green building practices, and green procurement plans. Upon passing the final exam, the student will receive a Sustainability Planning Specialist certificate of completion at the end of the class. $238 = ($199 + $39 for manual) 6 hours
Prepare for a GREENER future!

Online Career Training Programs

The green industry, including building and energy efficiencies, is experiencing tremendous growth! ed2go now offers premier building performance programs designed to prepare students to enter the green workforce or transition into a new green job. Below is a listing of the current green programs. Please reference the program description for certification eligibility.

- **Principles of Green Buildings**
  This program teaches individuals in the building, remodeling, or trade industry the principles of making buildings perform more efficiently. **Contact hours: 30**

- **Performing Comprehensive Building Assessments**
  This intermediate program is geared toward conducting visual building inspections, performing diagnostic testing, and determining residential building improvement opportunities in the field; then documenting a home's performance, and prioritizing improvements for homeowners. **Contact hours: 30**

- **Senior Certified Sustainability Professional**
  This program is designed to prepare students to become leaders in the green collar economy. The certification exam is included at no additional cost. **Contact hours: 110**

- **Certified Indoor Air Quality Manager (CIAQM)**
  This program is perfect for facility managers, building engineers, and health and safety officers who want to improve the indoor air quality (IAQ) of buildings. **Contact hours: 16**

- **Building Analyst Quick Start**
  This unique bundle of two very popular programs, Principles of Green Buildings and Performing Comprehensive Building Assessment, will prepare students to move into a new career in the ever growing green building field. **Contact hours: 60** (for bundle).

- **Certified Green Supply Chain Professional**
  Students will learn to create sustainability programs and apply "lean and green" manufacturing strategies. This program also includes the certification exam at no additional cost. **Contact hours: 60**

- **Certified Indoor Environmentalist (CIE)**
  This program teaches all of the practical steps needed in order to make indoor environmental assessments, including how to take samples and how to resolve common IAQ problems. **Contact hours: 32**

- **Solar Power Professional**
  Learn the fundamentals of photovoltaic solar powered energy systems and gain the knowledge you'll need for an entry level position with a dealer, installer, or other photovoltaic industry company. **Contact hours: 120**

To learn more or enroll, please visit

www.coastalbend.edu/ce

Online Learning Anytime, Anywhere...Just a click away!
Coastal Bend College Continuing Education

Sharpen your skills, or learn new ones with our instructor facilitated online courses. Online Continuing Education courses run for six-weeks (with a 10-day extension period available at the end). They are self-paced and consist of lessons and chapters, a discussion area and a final exam for each course within the program.

**Business and Marketing Writing**
Write great marketing copy to improve both your company and product image and increase sales.

**Managing Customer Service**
Become an outstanding service provider by understanding how to identify and meet your customer's needs.

**Marketing Your Business on the Internet**
E-commerce expert helps you develop an Internet marketing plan for your business.

**Designing Effective Websites**
Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

**Achieving Success with Difficult People**
Learn how to have more successful relationships with difficult bosses, coworkers, clients, etc.

**Creating Web Pages**
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

**Writing Essentials**
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

**Real Estate Law**
Learn the basics of real estate law, including investing, title searching, and mortgages.

**Effective Selling**
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

**Principles of Sales Management**
Master the art of managing sales teams from a sales management professional.

**Professional Sales Skills**
Discover how to begin a successful and rewarding career in sales.

**Real Estate Investing**
Build and protect your wealth by investing in real estate.

Enroll Today!

Details on any of these courses can be found at:

www.coastalbend.edu/ce

You can also reach us by calling

(361) 362-2633 (COED)
Petroleum Industries Training

Coastal Bend College offers a program of study in Oil & Gas Technology for those wishing to pursue a career in the petroleum industry as well as continuing education courses for those already working in the field. Whether you’re already employed in the petroleum industry or want to be, education and training at CBC is the place to start.

CBC’s Customized and Continuing Education Department is prepared to eliminate any confusion or frustration that you may have in relation to employers providing employees a safe and hazard-free workplace. OSHA has enforced thousands of health and safety standards along with other regulations that can sometimes be confusing and frustrating to employers. Coastal Bend College has partnered with Universal Fire & Safety Inc., National Spill Control School and TAMU - CC to provide you the best General Safety Industry Standard Training Program.

Oil & Gas Exploration/Production

Top Gun 3-Day CDL Certification Course

Due to the vast and diverse profile of driver competency, this program will address a multitude of issues in a timely manner and is intended to assess, build, and certify new employees with more than 6 months Class A experience. Excel Driving Services will prepare a driver physically and mentally for the challenges of operating a commercial vehicle under various conditions as identified in the oil field.

- Industry-Specific Training
- Off-Road Instruction
- Automated Information System-Website will provide daily access to records (24 hour updates); key concerns will be flagged and sent to management via email for immediate feedback.

Skills Set

| Pre-trip Evaluation                      | Examination on Hours of Service, Compliance Laws & Rules of the Road Hazard sources will be identified, commentary review and feedback will be identified and Reported with Management Solution-Based Driving System (SBDS) |
| Road Skills Evaluation                  | |
| Mountain Assessment                     | |
| Hours of Service Refresher              | |
| Pre-trip Refresher Training             | |
| Backing Refresher Course                | |
| Progressive Shifting/Clutch Use/Development | |
| Rollover Prevention/Gravel Road Trainer | |

Final Review

- Pre-Trip, Backing, Highway, Mountain, Rural Assessment
- Visual Search/Speed/Space Management
- Progressive Shift/Clutch Use/Development Evaluation

Industrial Safety

Redip covers all necessary recertification classes for existing employees to meet OSHA and Company requirements.

Day 1

| Intro to OSHA                        | Haz Mat                        |
| Hazard Communications                | H2S Safety                     |
| HM 232                              | Radiation Safety for Authorized Users |
| Lock Out/Tag Out                    | Confined Space Safety          |
| Confined Space Atmospheric Testing  | BBS Refresher                  |
| Chemical Handling General Principles| Walking – Work Surfaces        |
Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age, or disability.

<table>
<thead>
<tr>
<th>Customized &amp; Continuing Education Course Schedule</th>
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</thead>
<tbody>
<tr>
<td><strong>Day 2</strong></td>
</tr>
<tr>
<td>• Electrical Safety</td>
</tr>
<tr>
<td>• CPR/First Aid</td>
</tr>
<tr>
<td>• Heat Stress</td>
</tr>
<tr>
<td>• Fire Fighting – Level 1</td>
</tr>
<tr>
<td>• Slips, Trips, and Falls</td>
</tr>
<tr>
<td>• Respiratory Protection</td>
</tr>
<tr>
<td>• Hand Safety/Pinch Points</td>
</tr>
<tr>
<td>• Back Safety</td>
</tr>
<tr>
<td>• Blood borne Pathogens</td>
</tr>
<tr>
<td>• Winter Safety</td>
</tr>
<tr>
<td>• Hearing Protection</td>
</tr>
<tr>
<td>• Fall Protection</td>
</tr>
<tr>
<td>• Respiratory Fit Test</td>
</tr>
<tr>
<td>• Eye Protection</td>
</tr>
</tbody>
</table>

| **Day 3**                                        |
| • Check 6/Vehicle Movement                       |
| • Solution-Based Driver System (DDC equivalent requirement) |
| • Dynamics of Rollover Prevention- Refresher     |
| • Inclement Weather Driving(Rain, Snow, or Shine, understanding dynamics of weather-related issues related to driving) |
| • Forklift Operator                              |
| • Region Policies                                |
| • SPCC SWPPP                                     |
| • Emergency Response Plan                        |
| • PPE Job Safety Analysis                        |
| • Hot Work Permit/Safe Work                      |

**New Hire Orientation**

This program is intended to meet or exceed required OSHA guidelines and includes the following:

- BBS
- Back Safety
- Safety Manual
- Environmental Manual
- Blood borne Pathogens
- Cell Phone and Seat Belt Use
- Check 6 and Truck Movement Policies
- Chemical Handling – General Principles
- Convoy Policy
- Confined Space
- Atmospheric Testing
- CPR/First Aid
- Crane/Rigging Safety
- DOT Driver Logs
- Truck Reporting
- Drug and Alcohol
- Electrical Safety
- Emergency Response
- Employee Assistance
- Env. 103
- Equipment Operator Standards
- Eye and Fall Protection
- Fire Fighting, Forklift
- Hand Safety
- Hazard Communication
- HazMat Transportation 126
- Hearing Protection
- Heat Stress
- High Pressure Iron
- HazMat 232
- Hot Work Permit
- Hydrogen Sulfide (H2S)
- Job Safety Analysis
- Journey Management
- Lockout/Tagout
- Off Road
- O-Cap
- PPE
- Rollover Prevention
- Radiation Safety
- Respiratory Protection
- Respiratory Fit Testing
- Rig Up/Rig Down
- SPCC Plan
- Storm Water Pollution Prevention
- Slip, Trip and Falls
- Winter Driving
- Defensive Driving
Advanced Novice CDL Program
Excel Driving Services will prepare a driver physically and mentally for the challenges of operating a commercial vehicle under various conditions as identified in the Oil Field. Successful completers will be eligible to take the Texas CDL-A Exam.

Students will learn how to negotiate:

- Lease Roads
- Secondary Roads/Port of Entry
- Night Driving
- Interstate Driving
- City Driving
- Backing Skills
- Pre-Trip Training

General Industry Safety Training Program
Coastal Bend College and our partners have developed “OSHA 1910 General Industry Safety Training Program” with the petroleum industry in mind.

Your company may pick the entire 34 hours, pick and choose by section below, or pick the 34 hours and add on additional hours as noted under Subparts. Simply contact a CBC representative [see page 14] to begin the process of customizing your training program and begin the registration and payment process.

GENERAL INDUSTRY SAFETY TRAINING PLAN
34 HOURS = $612 per person
[Add $18 per hour per additional hour per person for customized hours noted at the bottom of sections below.]

<table>
<thead>
<tr>
<th>Students</th>
<th>Requirements</th>
<th>Required Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Training for New Hires</td>
<td>29 CFR 1910</td>
<td>34</td>
</tr>
<tr>
<td>Continuing Ed/Refresher</td>
<td>29 CFR 1910</td>
<td>34</td>
</tr>
</tbody>
</table>

PERSONAL PROTECTIVE CLOTHING
29 CFR 1910.132 GENERAL REQUIREMENTS
6 HOURS = $108 per person
8 HOURS = $144 per person

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Requirements</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Requirements</td>
<td>1910.132</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Eye and Face Protection</td>
<td>1910.133</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Respiratory Protection</td>
<td>1910.134</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Head Protection</td>
<td>1910.135</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Foot Protection</td>
<td>1910.136</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Electrical Protective Devices</td>
<td>1910.137</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Hand Protection</td>
<td>1910.138</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Welding, Cutting and Brazing</td>
<td>1910.252-254</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Ladder Safety</td>
<td>1910.27</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Scaffold Safety</td>
<td>1910.28</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
</tbody>
</table>

SUBPARTS: To include the following add 2 hours of training:
Job Safety Analysis, Pinch Points, Based/Principals of Safety Behavior, Slip, Tips and Falls, Fall Protection, Heat Stress, House Keeping
CONTROL HAZARDOUS ENERGY SOURCES
29 CFR 1910.147 CONTROLLING ENERGY (LOCKOUT TAG OUT)
2 HOURS = $36.00 per person
3 HOURS = $54.00 per person

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Requirements</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controlling Energy (Lock Out Tag Out)</td>
<td>1910.147</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Electrical Safety</td>
<td>1910.332</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Powered Industrial &amp; Material Handling</td>
<td>1910.178</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
</tbody>
</table>

SUBPARTS: To include the following add 1 hour of training: Static Electricity

MEDICAL AND FIRST AID
29 CFR 1910.151 MEDICAL AND FIRST AID
10 HOURS = $180 per person
11 HOURS = $198 per person

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Requirements</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid/CPR/AED</td>
<td>1910.151</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Medical Services</td>
<td>1910.151</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Blood borne Pathogens</td>
<td>1910.1030</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Access to Medical Records</td>
<td>1910.1020</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Occupational Noise Exposures</td>
<td>1910.95</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
</tbody>
</table>

SUBPARTS: To include the following add 1 hour of training: Substance Abuse, Recognized Drug/Alcohol Abused, Back Safety, Critter Awareness

FIRE PROTECTION
29 CFR 1910.157 PORTABLE FIRE EXTINGUISHERS
3 HOURS = $54 per person
4 HOURS = $72 per person

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Requirements</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable Fire Extinguisher</td>
<td>1910.157</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Inspection/Testing/Maintenance of portable fire extinguishers</td>
<td>NFPA 10</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Employee Alarm System</td>
<td>1910.38</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
</tbody>
</table>

SUBPARTS: To include the following add 1 hour of training: Incipient Stage Fire fighting, Fire Safety, Emergency Response Procedures for the First Responder, Discovering and Reporting

PERMITTED REQUIRED CONFINED SPACE
29 CFR 1910.146
3 HOURS = $54 per person
Add $18 per hour per person depending on choices of Subparts.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Requirements</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permitted Required Confined Space</td>
<td>1910.146</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
</tbody>
</table>
SUBPARTS: To include these add up to 5 hours of training depending on choices of topics below.

TOXIC AND HAZARDOUS SUBSTANCE
29 CFR 1910.100 T & H SUBSTANCES
2 HOURS = $36 per person

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Requirements</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>T &amp; H Substances</td>
<td>1910.100</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Hydrogen Sulfide Awareness</td>
<td>1910.119</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Benzene Awareness</td>
<td>1910.1028</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Lead Awareness</td>
<td>1910.1025</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
</tbody>
</table>

HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE
29 CFR 1910.120 HAZWOPER
8 HOURS = $144 per person

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Requirements</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAZWOPER</td>
<td>1910.120</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
<tr>
<td>Hazard Communications</td>
<td>1910.1200</td>
<td>Universal Fire &amp; Safety, Inc.</td>
</tr>
</tbody>
</table>

SUBPARTS: Choose from the topics below for the 8 hours.
HazCom Awareness, HAZWOPER Awareness, HAZWOPER Operation Level Hazardous Recognition and Control, Spill Prevention and Counter Measures (SPCM) HazMat Security Awareness

Drilling Industry Introduction & Safety Courses

PTRT 1009 Principles of Corrosion [Corrosion Basics]
Instructor: Roy Coley, CBC
Principles of Corrosion as it applies to oil and gas industries. Addresses glycol dehydration, deterioration of materials, devices, and pieces of oil field (or other) machinery/equipment. Emphasis on terminology associated with metallic and nonmetallic corrosion.

Duration: Two weeks; Monday thru Thursday; 1:00 -7:00 p.m. (48 hours) 4.8 CEU's
Location: Coastal Bend College, Beeville campus, N Building; Room 101

$151.00 tuition + $50.00 lab fee = $201.00 total each student
Students should provide pencil/pen and paper.

PTRT 2025 Petroleum Safety and Environmental Hazards (H2S Training)
Instructor: Roy Coley, CBC
Petroleum Safety and Environmental Hazards addresses various hazards associated with the petroleum industry, including special emphasis on H2S training.

Duration: One week; M-F; 6:00 -10:00 p.m. (20 hours) 2.0 CEU's
Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age, or disability.

Customized & Continuing Education Course Schedule

Location: Coastal Bend College, Beeville Campus, N building, Room 10

$70.00 tuition + $50 fee = $120.00 total each student
Students should provide pencil/pen and paper.

**PRTT 1091 Special Topics in Petroleum**
Instructor: Roy Coley, CBC
Technology/Technician/Management
Special Topics in Petroleum Technology/Technician/Management addresses recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student, and management skills needed in the oil and gas industry. This course was designed to be repeated multiple times to improve student proficiency.

Duration: Two weeks; Monday thru Thursday 6:00-10:00 p.m. (32 Hours) 3.2 CEU's
Location: Coastal Bend College, Beeville Campus, N Building, Room 101

$106.00 tuition + $50.00 fee = $156.00 total each student
Students should provide pencil/pen and paper.

**PRTT 1001 Introduction to the Petroleum Industry (Elementary Drilling)**
Instructor: Roy Coley, CBC
Introduction to the Petroleum Industry addresses various aspects of petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles, emphasis will be placed on additional aspects of elementary drilling.

Duration: Two weeks, Monday thru Thursday; 1:00-7:00 p.m. (48 hours) 4.8 CEU's
Location: Coastal Bend College, Beeville Campus, N Building, Room 101

$151.00 tuition + $50.00 fee = $201.00 total each student
Students should provide pencil/pen and paper.
In addition to the OSHA courses, CBC is partnering with the National Spill Control School at Texas A & M University to offer the following course.

The National Spill Control School at Texas A&M University-Corpus Christi was established in 1977 and was named as a consulting, training, and research resource for the National Response Team in the Oil Pollution Act of 1990. The NSCS offers specialized hands-on OSHA mandated training for professionals and workers in the Oil Spill, HAZMAT, and Emergency Management industries as well as others in exploration, production, and transportation who deal with spill prevention, planning, and response.

40-Hour HAZWOPER for Oil Spill Response
(Marine & Inland Waterways Option)
available except during Nov.-Feb.)
Cost is $650 per person payable to CBC

This HAZWOPER course for spill responders also follows OSHA Guidance as required by 29 CFR 1910.120 (q)(6-11) with special provisions for oil spill response techniques as identified in OSHA directive 3172. This course will generally follow the HAZWOPER site safety issues as discussed in the above HAZWOPER course except that this course is especially designed for the oil industry and oil spill response actions. Participants will become more familiar with the kinds of safety, sampling, and response equipment used for oil spill response. Warm weather oil spill response classes include three days of classroom training and two days of field exercises. These field exercises
Customized & Continuing Education Course Schedule

include small boat handling, boom deployment and recovery, pump and skimmer operations, response strategies, and more. The activities can be staged in area rivers, lakes, or bays within the area served by the CBC. Attendees will perform a mock oil spill cleanup in the field exercises. The NSCS provides all necessary equipment including boats, boom, and spill recovery equipment. This hands-on training involves response techniques for oil spills in ports and harbors, rivers, canals, and open waters. Attendees will not be expected to use Level A Suits or SCBA.

Associate of Applied Science & Level I Certification

Coastal Bend College has been a pacesetter in workforce education for over forty years. Our Oil and Gas Technology Program was implemented as a direct response to the demands of the petroleum industry. The rigor of our program reflects that. But perhaps an even stronger testament to the strength of the program is that employers actively recruit and compete for our graduates.

The Oil & Gas curriculum is designed to develop the fundamental skills, knowledge, attitude, and experiences necessary for entry level employment at the technician level in several areas of the Oil & Gas Industry.

A certificate is awarded after two semesters of Oil & Gas Technology Training.

An Associate’s in Oil & Gas Technology can be earned with 68 credit hours. General Education courses include chemistry, electricity, math, geographic info systems, geology, English, computers, humanities, engineering and speech. Or earn a Level I Certificate with 27 hours in the PTRT curriculum. Both the Associate’s degree and Certificate include the following courses:

<table>
<thead>
<tr>
<th>Overview Petro Industry</th>
<th>Drilling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petroleum Regs</td>
<td>Industrial Safety</td>
</tr>
<tr>
<td>Petroleum Instrumentation</td>
<td>Well Completions</td>
</tr>
<tr>
<td>Production Methods</td>
<td>Well Workover</td>
</tr>
</tbody>
</table>

The focus of the Oil and Gas Technologies program at Coastal Bend College focuses on developing and producing industry professionals that will excel in the field of drilling, completions, well service, petroleum instrumentation, production methods and a general overview of the petroleum industry.

An individual entering CBC’s Oil and Gas Technologies program can expect the primary emphasis of our drilling course to consist of: drilling component identification, fluid displacement, well control, formation characteristics, API standards and casing, cementing variables and formulas, production, gaging, measurements and refining.

By the time the student graduates from this program with a Level I Certificate, he or she will have achieved a level of competency that will enable that individual to apply for a wide range of positions at various companies within the petroleum industry. The student will therefore have the option of securing employment locally, nationally or internationally.

Oil & Gas Technology Curriculum

PTRT 1301 Overview of Petroleum Industry 3-0
An overview of the entire petroleum industry. Purposes and proper procedures in a variety of different petroleum technologies: exploration, drilling, production, transportation, marketing, and refining.

PTRT 1312 Petroleum Regulation 3-0
A course in regulatory requirements and structures affixed to the petroleum industry by state and agencies. Topics include the Texas Railroad Commission, the Texas Natural Resource Conservation Commission, Occupational Safety and Health Administration, Department of Energy, and Department of Transportation.

**PTRT 1403 Drilling 3-3**
A study of practices and procedures that are involved in drilling operations. Topics on rig equipment, casing design, fishing, and proper procedures to successfully drill a well are implemented. Instruction in volume calculations, hydrostatic pressures, formations pressures, and analyzing problems in downhole drilling operations.

**PTRT 1313 Industrial Safety 3-0**
An overview for petroleum and manufacturing workers of state and federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 standards such as confined space entry, emergency action, lock-out and tag-out, and other work related subjects.

**PTRT 1424 Petroleum Instrumentation 3-3**
Surveys the instruments, measurements, and control devices used within the major aspects of the petroleum industry. Basic terminology, functions, and applications of the various instruments will be discussed.

**PTRT 1307 Production Methods 2-4**
An introduction to the different methods associated with petroleum production; natural flow and artificial life. The student will also develop skills and competency in lease layout and specific recovery methods such as water flooding, chemical flooding, thermal processes, and CO2 injections.

**PTRT 2331 Well Completions 2-4**
Prepares the student to evaluate the effects of drilling through the production formation and choose the tools and procedures for completing a drilled wellbore.

**PTRT 2432 Artificial Lift**
Course Description: Practical aspects of artificial lift in production systems. The student will learn a basic knowledge of the characteristics of a particular reservoir; select the type of artificial lift required; and design artificial lift systems. The student will learn an overview of artificial lift programs from design considerations in planning artificial lift programs to a description of each method. The student will learn gas lift, plunger lift, sucker rod pumping, hydraulic pumping, electric submersible pumping, and a concentrated study of the most used form of artificial lift—beam pumping, organized into three major areas; surface equipment, subsurface equipment, and pumping installation, and design.

**PTRT 1391 Special Topics Oil & Gas Electricity Exploration & Recovery**
Topics addressed will include the nature and flow of electricity, power in electrical circuits, magnetism and electricity, generation of electricity, electrical motors, transformer operation & construction, practical aspects of transformer operations, auxiliary equipment for electrical devices, motor controls, measurement of voltage and current, measurement of other electrical devices, knowledge of a Wheatstone bridge and OHMS law.

**PTRT 1491 Special Topics-Oil & Gas Measurements**
Topics addressed will include gas measurement fundamentals, head meters, turbine, orifice and other types of meters, auxiliary equipment, mass flow measurement, sampling, gas sales contracts, operation and inspection of measurement equipment, tank measurements, gauging petroleum and petroleum product heights in stationary tanks, measuring the temperature density and suspended s & w content of liquids in tanks, sampling of petroleum and petroleum products and treating oil field emulsions.
Our successful graduates are now employed by:

Dan A. Hughes Co.  
RW Dirks Petroleum Engineer, Inc.  
San Isidro Development Co.  
Valero Three Rivers Refinery  
Pioneer Oil & Gas  
Paloma Lease Service  
Texas Energy Service  
Patterson-UTI Energy, Inc.-Drilling  
Welhausen Operating Co.  
[And other companies not listed.]

Students who need assistance in finding employment have opportunities to register with the college’s job placement service located in the counseling office. There is no charge for this service.

Customized Training & Continuing Education Contacts  
Beeville Campus  
3800 Charco Road  
Beeville, TX  78102

Glynis Holm Strause  
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ghstraus@coastalbend.edu  
361.354.2447  
1.866.722.2838/ext. 2447

Dr. Bruce Exstrom  
Dean of Instruction  
exstrom@coastalbend.edu  
361.354.2529  
1.866.722.2838/ext. 2529

Nora Cartwright  
Customized & Continuing Ed. Facilitator  
noracart@coastalbend.edu  
361.362.2633

Roy Coley  
Oil & Gas Technology Program, Instructor  
ruffneck@coastalbend.edu  
361.354.2551  
1.866.722.2838/ext. 2551  
Cell: 361.354.0671

Contact Glynis Strause for Information on Skills Development Funds from Texas Workforce Commission  

Alice Campus  
Yolanda Samayoa  
irland@coastalbend.edu  
361.664.2981/ext. 3039  
1.866.891.2981/3039  
704 Coyote Trail  
Alice, TX 78332

Kingsville Campus  
Deborah Branstetter  
deobran@coastalbend.edu  
361.592.1615/4053  
1.866.262.1615/4053  
1814 S. Brahma Blvd.  
Kingsville, TX 78363

Excel Driver Services  
Angela Trumbull Santos  
Southern Region Director  
361.664.2981/ext. 3005  
361.877.7986 cell  
anelda.ngo@exceldriverservices.com

Pleasanton Campus  
Kimber Faver  
kfaver@coastalbend.edu  
830.569.4222/ext. 1232  
1.866.361.4222/ext. 1232  
1114 Bensdale  
Pleasanton, TX 78064
Coastal Bend College is launching a partnership with ToolingU.com. ToolingU is the leading online training provider focused on the unique needs of manufacturing education. ToolingU’s interactive training classes keep you engaged and involved as you work through curriculum at your own pace. There are over 400 online classes available in areas such as:

- Machining
  - Manual Machining
  - CNC Machining
  - Haas, Mazak & Fanuc control panel
- Industrial Maintenance
  - PLC’s
  - Motor Controls
  - Hydraulics & Pneumatics
  - Mechanical Systems
- Manufacturing Fundamentals
  - Shop Math
  - Blueprint Reading
  - Safety
  - Inspection
- Quality
  - Lean Manufacturing
  - Six Sigma
- Supervisory Essentials

Students may purchase a 365 day access pass to the entire curriculum for $256.00. A 180 day access pass is $175.00. Go to [www.coastalbend.edu/ce](http://www.coastalbend.edu/ce) and look for the ToolingU.com icon to click for more information.
Excel Driver Services
All courses are delivered in a face-to-face format in actual equipment or simulators for maximized learning.

Professional Truck Driver I
CVOP 1013 ($4200.00) 162 Contact Hours
Students are given preparation for mastery of the Commercial Drivers License (CDL) written examination, general truck driving skills with hands-on component, and instruction coordinated with the Department of Transportation. This class is given on an “As needed” basis at the business site. For more information, call Angela Trumbull Santos at 361-664-2981, ext. 3005, or e-mail angela.ngo@exceldriverservices.com.

Beeville Campus - Classes are from 6 a.m. to 6 p.m. Monday - Friday for three weeks. Classes will be held in E-143. For more information call the Customized and Continuing Education Office at 361-362-2633 and ask for forms to be mailed to you or you may pick up forms at the Lott Canada Facility at 900 West Corpus Christi Street, Hwy 59 Beeville, TX 78102.

Pleasanton Campus - Classes are from 6 a.m. to 6 p.m. Monday - Friday for three weeks. Classes will be held at the Pleasanton Campus. For more information call Kimber Favre at 830-569-4222 ext. 1232.

Kingsville Campus - Classes are from 6 a.m. to 6 p.m. Monday - Friday for three weeks. Classes will be held at the Kingsville Campus. Call Deb Branstetter at 361-592-1615 ext. 4040 for more details.

Alice Campus - call Angela Trumbull Santos with Excel Driver Services at 361-664-2981 ext. 3005. Classes are held continuously on this campus.

The cost is $4200 on any campus. This tuition does not include mandatory drug screening, DOT permit, physical, and DVM reports. All campus programs have been approved for Workforce Investment Act (WIA) Funding for eligible clients as funds are available.

Professional Truck Driver II
CVOP 1040 ($2500.00) 66 Contact Hours
Students are given preparation for general truck driving with hands-on skill development and instruction coordinated with the Department of Transportation. Students will demonstrate the safe operation and compliance with the law in various maneuvers of single vehicles such as delivery trucks with box vans, small dump trucks, and Fed EX trucks; maneuver safely forward, backward, and around obstacles. This class is given on an “As needed” basis at the business site. For more information, call Angela Trumbull Santos at 361-664-2981, ext. 3005, or e-mail angela.ngo@exceldriverservices.com.

CDL Permit Preparation Course
CVOP 2000 ($125.00) 8 Contact Hours
This course is for individuals to prepare for their CDL permit or who are struggling to obtain their CDL permit. The course will assist individuals to prepare for the testing criteria. Note: This is a one (1) day class. Minimum students: 3, Maximum students: 15. This class is given on an “As needed” basis at the business site. For more information, call Angela Trumbull Santos at 361-664-2981, ext. 3005, or e-mail angela.ngo@exceldriverservices.com.
Pre-trip/Circle of Safety Course
CVOP 2000 ($150.00) 10 Contact Hours
This course has been designed to develop and understand the XDL Pre-trip, the law, why it is important, and how to perform an effective inspection. A combination of classroom and “under the truck” exercises enhances the driver knowledge of skills necessary to perform the pre-trip inspection. Course will cover Federal Law Requirements, Preparation Techniques, 108 Point Criteria, per Federal Guidelines, DVIR Reporting, Driver Liabilities, and Physical Examination of the Vehicle. Note: This is a 10 hour class. Minimum students: 3, Maximum students: 15. This class is given on an “As needed” basis at the business site. For more information, call Angela Trumbull Santos at 361-664-2981, ext. 3005, or e-mail angela.ngo@exceldriverservices.com.

Defensive Driver Awareness and Driver Awareness Refresher Course I
CVOP 2035 ($350.00) 80 Contact Hours
This 2-part course will evaluate new hire CDL drivers and will determine how they will represent your company. Every driver develops habits during their driving career; these habits can create complacency and can lead to hazardous situations. This course will provide solutions to challenging situations when driving in different, extreme and changing environments. This class is given on an “As needed” basis at the business site. For more information, call Angela Trumbull Santos at 361-664-2981, ext. 3005, or e-mail angela.ngo@exceldriverservices.com.

Part I Defensive Driver Awareness - A Solution Based Driver System covers the "SIPDE" method, Aggressive Drivers, Road Rage, Importance of Vehicle Limitations, Safety and Reliability, Inclement Weather, Stooping Distances, Skid Control, Animal Awareness, Night Driving, Fatigue- recognizing, what signs to look for and how to handle fatigue.

Part 2 Driver Assessment - This part will cover the individuals’ strengths and deficiencies, written skill assessment and review of general knowledge pertaining to laws and procedures for safe journey management, assessment and review of backing skills, assessment and review of pre-trip skills.

Passenger Van Training and Certification
CVOP 1011 ($450.00) 10 Contact Hours
This course is for the development and assessment of operating a 15-passenger Van. Each student will be assessed for individual strengths and trained on deficiencies. This course will cover written assessment of general knowledge and procedural training, testing and procedural instructions, classroom instruction and presentation, major situations that can lead to rollover crashes, major differences in the handling characteristics, proper speeds, proper loading and weight distribution, overall safe operation, road evaluation, pre-trip knowledge, backing in confined spaces and review of skills and knowledge of each student. This class is given on an “As needed” basis at the business site. For more information, call Angela Trumbull Santos at 361-664-2981, ext. 3005, or e-mail angela.ngo@exceldriverservices.com.

Top Gun Driver Mentor Course
CVOP 2000 ($1300.00) 20 Contact Hours
This course will train experienced drivers to be mentors for new employees. The individuals will learn how to deal with difficult situations and work with drivers’ deficiencies and reinforce company criteria through this leadership role. Each mentor candidate will receive knowledge of: Negative aspects/positive aspects - on how to identify good and bad behavior, reinforce positive skills and encourage change when necessary. Notes: 3 students per instructor. This class is given on an “As needed” basis at the business site. For more information, call Angela Trumbull Santos at 361-664-2981, ext. 3005, or e-mail angela.ngo@exceldriverservices.com.

Heavy Equipment Operator Standard Course
CNSE 1091 ($4950 for tuition and $150 for background checks) – 100 Contact Hours
This 3-week course will train students to operate heavy equipment in a controlled environment. The student will learn job site safety, equipment safety, how to perform equipment checks (pre- and post-), and will be evaluated on heavy equipment use and safety knowledge. This course consists of classroom training and field training/testing.
Notes: up to 8 students per instructor. This class is given on an "As needed" basis at the business site. For more information, call Angela Trumbull Santos at 361-664-2981, ext. 3005, or e-mail angela.ngo@exceldriverservices.com.
Medical & Health Profession Courses

Medication Administration I
NURA 1013 ($465.40) 140 Contact Hours CEU’s 14.0
Course offers face-to-face classroom instruction in the preparation and administration of designated medications by a Certified Nurse Aide listed on the Texas Nurse Aide Registry in active status, working under the guidance of a licensed nurse. Must be employed on the first day of class. Employment must be in a Medicare Skilled Nursing/Medicaid Facility, licensed MHMR facility, or have a minimum of 90 days employment providing patient care in a licensed assisted living facility. Must have High School Diploma or GED. Minimum fifteen (15) students required. CBC CCE will not retain copies of your immunization records or high school diploma after 90 days, therefore it is recommended that you keep copies for your own records.

Phlebotomy
PLAB 1023 & 1060 ($551.90) 160 Contact Hours CEU’s 16.0
In this course, participants learn venitech skills through classroom and clinical activities. Participants must complete 15 eight-hour days of clinicals with 120 successful (and documented) venipunctures and 20 finger pricks – instructor will arrange clinical dates/times/places. High School Diploma or GED required as well as proof of TB test, MMR (rubella) and Hepatitis B immunization. Our Phlebotomy course is nationally certified by the National Healthcare Association (NHA). Successful completers of this course will be nationally certified as Certified Phlebotomy Technicians after successfully completing the credentialing exam. Exams will be administered at the Lott-Canada facility in Beeville, and successful completers of the exam will receive their certificates in 3-5 days. Minimum fifteen (15) students required; maximum seventeen (17). CBC CCE will not retain copies of your immunization records or high school diploma after 90 days, therefore it is recommended that you keep copies for your own records.
Customized & Continuing Education Course Schedule

Professional Development: Dental
Assisting/Assistant: Pit & Fissure Sealant
DNTA 2000 ($350.00) 16 Contact Hours
This course satisfies one of the requirements from the State Board of Dental Examiners for assistants to be certified to apply Pit and Fissure Sealants. Note: Applicants must show proof of CPR certification, and will be responsible for bringing their own patient with X-Rays (bitewings) taken within the last six months. The participants will be responsible for a suitable patient and lodging if desired. Minimum number of students required is ten (10); maximum student is fifteen (15).

Green Building for Health Care
Professionals®
$399 - This is an 8 hour module delivering information on the impact of cleaning practices and the benefits of recycling and waste management is explained. According to the Bureau of Labor Statistics, hospitals and nursing facilities are among the most hazardous work environments.

Green Germ Control Specialist
$149 - This is a 4 hour module designed for those in the cleaning and maintenance services industries, this course addresses control of contagious disease from a cleaning standpoint and green sanitation protocol. The student will receive a Green Germ Control Specialist certificate of completion.

Healthcare Education Courses Offered On-Line through CBC by

Medical Billing Certificate
Course offers the most effective way to become a Certified Billing Specialist (CBS). Health Insurance Specialist Training insures sufficient preparation to pass any certificate examination. Medical Billing I - Includes Health Care History & Overview, Terminology, Provider Structure & Protocols, Hospital Billing, Family Relationships, Billing the Encounter,

Practice Economics. Medical Billing II – Includes Collections, Coding, Profiles, Medicaid and Medicare, Legal Issues, Certification. Health Insurance Specialist – Includes Every type of insurance is included in each chapter, together with co-payments, rules, regulations, samples, and each is interactive, requiring full understanding before moving on. 250 contact hours - $797.00

Medical Office Specialist Certificate
Course includes everything you need to learn to become a professional medical biller in a medical office environment. Includes Medical Office Management in addition to Medical Billing courses. Same as Medical Billing PLUS Medical Office Assistant includes Introduction, Personal Assets & Skills, Employment, The Provider, Policies and Procedures, Interacting with the Patient, Tools, Software & Equipment, Legal Aspects of Confidential Information, Laboratory Data, Pharmacy, Coding, Medical Records, and Patient Charts. 300 contact hours - $1090.00

Medical Coding Certificate
Course includes everything you need to learn to become a certified coding specialist. Includes over 100 hours of practical exercises as well as the CPT and ICD-CM code books. Medical Coding I and II, Medical Terminology and Health Insurance Specialist. Industry leading Alpha II software is also available for separate purchase. 450 contact hours - $1,989.00

Medical Billing and Coding Certificate
Course includes everything you need to learn to become a certified coding specialist as well as conduct front office billing, making you an indispensible part of a medical practice. Medical Coding I and II, Medical Billing I and II, Medical Terminology and Health Insurance Specialist. Industry leading Alpha II software is also available for separate purchase. 600 contact hours - $1299.00

Medical Office Manager
Course includes the complete Billing and Coding program as well as our course on Managing the Medical Office. Includes Medical Terminology, Billing I and II, Coding I and II, Health Insurance Specialist and Managing the Medical Office. 700 contact hours - $2549.00

Medical Transcription
Course includes everything you need to learn to become an efficient medical transcriptionist. Over 40 hours of dictation exercises and complete answer keys develop the skills necessary to succeed from day 1. Includes Medical Terminology, Surgical Compendium, Pharmacological Compendium and extensive Dictation exercises. Includes the foot pedal...
required for transcription exercises. 500 contact hours - $1,899.00

Medical Transcription and Coding
Combines our Medical Transcription program with the Medical Coding program for cross-training on the functions commonly performed as work from home services. Combines complete curriculum for both Medical Transcription and Medical Billing and Coding. 750 contact hours - $2999.00

Medical Transcription, Coding and Billing
Combines our Medical Transcription program with the Medical Billing and Coding program for complete cross-training. Combines complete curriculum for both Medical Transcription and Medical Billing and Coding. 900 contact hours - $3699.00

Pharmacy Technician
Complete course, including textbooks that prepare the student to successfully take the Pharmacy Technician Certification Board (PTCB) exam. Includes online courseware, exercises and quizzes. Courses include: The Pharmacy Technician, Pharmacy Law/Ethics, Medical Terminology & Dosage, The Prescription, Drug Classification, How Drugs Work, Hospital & Institutional Pharmacy Practice, Community and other Pharmacy settings, Extemporaneous compounding, The Business of Pharmacy, Pharmacy Math Review, and Pharmacy Communication/Skills & PTCB Exam Review. 230 contact hours - $949.00
Coastal Bend College Continuing Education

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace.

How it Works:

- You will receive a certificate upon successful completion.
- Courses start anytime – begin when you wish.
- A typical program takes 3-6 months to complete. Extensions are available upon request.

Pharmacy Technician
Contact Hours: 300
A growing consumer demand for prescription medications have made pharmacy technicians more important in today's pharmacy industry. Learn the skills to enter this rapidly growing field.

Clinical Dental Assistant
Contact Hours: 240
This program features in-depth information on every aspect of professional Dental Assisting, including invaluable real-world perspectives from experienced Certified Dental Assistants.

Administrative Medical Specialist with Medical Billing and Coding*
Contact Hours: 300
This nationally recognized Administrative Medical Specialist (AMS) online training course with Medical Billing and Coding will give you the skills you need to find the job you are looking for as an Administrative Medical Specialist (AMS), Medical Billing Specialist, and/or Medical Coder.

Medical Billing and Coding*
Contact Hours: 240
This nationally recognized Medical Billing Training and Coding online certificate program is designed to prepare students to fill positions for medical coding and billing professionals.

Medical Transcription*
Contact Hours: 240
Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

Administrative Dental Assistant
Contact Hours: 150
Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

ICD-10 Medical Coding: Preparation and Instruction for Implementation
Contact Hours: 200
Keep coding skills up-to-date with the recently updated diagnostic and procedural medical coding system course.

*Medical Billing and Coding and Medical Transcription are also available as a bundle.

To learn more call:
(361) 362-2633 (COED)

Start Your New Career Today!

www.coastalbend.edu/ce
Medical Office Assistant Program
Medical office assistants perform administrative and clinical tasks to keep the offices of physicians, podiatrists, chiropractors, and other health practitioners running smoothly. They update and file patients’ medical records, fill out insurance forms, and arrange for hospital admissions and laboratory services. They also perform tasks less specific to medical settings, such as answering telephones, greeting patients, handling correspondence, scheduling appointments, and handling billing and bookkeeping. This nine-course, 311 contact hour program is delivered in a face-to-face classroom format and is scheduled for participants to complete training in less than one year. CPR certification will be required before the end of the program. A CPR class will be scheduled as needed at CBC. This program will be coming soon to the Kingsville and Pleasanton campuses.

Medical Law and Ethics
PBHL 1001 ($81.00) 16 Contact Hours CEU’s 1.6
Introduction to the relationship between the legal aspects and ethics of health care. Emphasis on ethical and legal responsibilities of health care professionals. Minimum seven (7) students required.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Days</th>
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<tr>
<td>Beeville Campus</td>
<td>Tue/Wed</td>
<td>02/07/12 – 02/17/12</td>
<td>5:30pm-9:30pm</td>
<td>Lott Canada</td>
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<tr>
<td>Alice Campus</td>
<td>Tue/Thur</td>
<td>02/28/12 – 03/08/12</td>
<td>5:30pm-9:30pm</td>
<td>A-111 Quinones</td>
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Computer Fundamentals
POFI 1004 ($81.00) 16 Contact Hours CEU’s 1.6
This class teaches computer applications specific to business-related software and emphasizes the concurrent development of office skills and computer knowledge. Minimum seven (7) students required.

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<tr>
<td>Beeville Campus</td>
<td>Tue/Wed</td>
<td>02/21/12 – 02/29/12</td>
<td>5:30pm-9:30pm</td>
<td>E-124 Gaitan</td>
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<tr>
<td>Alice Campus</td>
<td>Tue/Thur</td>
<td>03/20/12 – 03/29/12</td>
<td>5:30pm-9:30pm</td>
<td>A-111 Quinones</td>
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Medical Office Procedures
POFM 1009 ($171.00) 48 Contact Hours CEU’s 4.8
Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, correspondence, and business transactions. Minimum seven (7) students required.

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<td>Tue/Wed</td>
<td>03/06/12 – 04/18/12</td>
<td>5:30pm-9:30pm</td>
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<tr>
<td>Alice Campus</td>
<td>Tue/Thur</td>
<td>04/03/12 – 05/10/12</td>
<td>5:30pm-9:30pm</td>
<td>A-111 Quinones</td>
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</table>

Communication Skills for the Health Professional
PSYT 1020 ($171.00) 48 Contact Hours CEU’s 4.8
This class will help students develop the basic communication skills necessary for a relationship with clients. Topics include counseling techniques such as intake interviewing, relationship building, problem identification and resolution. Emphasis will be placed on importance of effective oral communication. Minimum seven (7) students required.

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<td>Beeville Campus</td>
<td>Tue/Wed</td>
<td>04/24/12 – 05/30/12</td>
<td>5:30pm-9:30pm</td>
<td>Lott Canada</td>
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<tr>
<td>Alice Campus</td>
<td>Tue/Thur</td>
<td>05/15/12 – 06/21/12</td>
<td>5:30pm-9:30pm</td>
<td>A-111 Quinones</td>
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</table>

Medical Terminology
MDCA 1013 ($171.00) 48 Contact Hours CEU’s 4.8
A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms form prefixes, suffixes, roots, and combining forms. Minimum seven (7) students required.
Customized & Continuing Education Course Schedule

<table>
<thead>
<tr>
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<tr>
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<td>Tue/Wed</td>
<td>06/05/12 – 07/11/12</td>
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<td>Gaitan</td>
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<tr>
<td>Alice Campus</td>
<td>Tue/Thur</td>
<td>06/26/12 – 08/02/12</td>
<td>5:30pm—9:30pm</td>
<td>A-111</td>
<td>Quinones</td>
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</tbody>
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**Human Disease and Pathophysiology**

*MDCA 1002 ($171.00) 48 Contact Hours CEU’s 4.8*

A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems. Minimum seven (7) students required.

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<td>07/17/12 – 08/22/12</td>
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<td>Quinones</td>
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**Medical Insurance Coding**

*MDCA 1043 ($171.00) 48 Contact Hours CEU’s 4.8*

This class emphasizes medical office coding for payment/reimbursement by patient or third party. Minimum seven (7) students required.

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<td>Alice Campus</td>
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<td>09/18/12 – 10/25/12</td>
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**Medical Assisting Lab Procedures**

*MDCA 1052 ($171.00) 48 Contact Hours CEU’s 4.8*

This class teaches waived procedures stated in the current Clinical Laboratory Improvement Act (CLIA). Includes blood collection, specimen handling, identification of normal ranges, quality assurance and quality control. Minimum seven (7) students required.

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<td>Tue/Wed</td>
<td>10/09/12 – 11/14/12</td>
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<td>Gaitan</td>
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<tr>
<td>Alice Campus</td>
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<td>10/30/12 – 12/11/12</td>
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<td>Quinones</td>
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**Medical Assisting Credentialing Exam Review**

*MDCA 1054 ($63.00) 16 Contact Hours CEU’s 1.6*

A preparation for the Medical Assisting credentialing exam. Minimum seven (7) students required.

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</table>

Our Medical Office Assistant program is nationally certified by the National Healthcare Association (NHA). Successful completers of this program will be nationally certified as Certified Medical Administrative Assistants after successfully completing the credentialing exam. Exams will be administered at the Lott-Canada facility, and successful completers of the exam will receive their certificates in 3-5 days.

For more information on the Medical Office Assistant Program in your area, call the Continuing Education Office at 361.362.2633 or go online to www.coastalbend.edu/ce.
Coastal Bend College Continuing Education

Medical Terminology: A Word Association Approach
This course teaches medical terminology according to each body system. Multiple graphics, study tips and unusual facts make for a most enjoyable course.

Human Anatomy and Physiology
Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Become a Veterinary Assistant
Practicing veterinarian prepares you to work in a veterinary office or hospital.

Become a Veterinary Assistant II: Canine Reproduction
Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care.

Introduction to Natural Health and Healing
Learn how to promote wellness, balance, and health in all aspects of your daily life.

Handling Medical Emergencies
Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Assisting Aging Parents
Be prepared to handle the challenges your and your parents will face in the coming years, while learning to cherish the transition.

Certificate in Gerontology
(40 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

Certificate in Complementary and Alternative Medicine
(27 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

Certificate in Spirituality, Health, and Healing
(36 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

Certificate in End of Life Care
(26 contact hours) Earn a certificate proving you understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

Certificate in Growth and Development Through the Lifespan
(31 contact hours) Gain new insights in human development and be better prepared to care for patients of all ages.

Certificate in Legal and Ethical Issues in Nursing
(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

Certificate in Issues in Oxygenation
(32 contact hours) A holistic approach to the care of patients with disorders of oxygenation.

Certificate in Pain Assessment and Management
(24 contact hours) Increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

Certificate in Perinatal Issues
(14 contact hours) Stay current with emerging trends affecting childbearing women, newborns, and families.

Learn More...
- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Enroll Now!
Visit our Online Instruction Center today!

www.coastalbend.edu/ce
or call:

(361) 362-2633

Courses Start as Low as:

$95

Requirements:
All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.
AVOCATIONAL (JUST FOR FUN) COURSES

Avocational, or just for fun courses, are courses taken for personal enrichment, just learning for its own sake! All classes in this section are delivered in the traditional method, Face-to-Face, unless otherwise specified.

Enjoy one of our classes today!

Genealogy – Roots and Branches: Growing your Family Tree

GNAV 0101 ($60.00) 12 Contact Hours CEU’s 1.2
This course will focus on researching your family tree using various resources on the internet. Various sites, both free and membership will be visited and/or discussed. Alternative research methods will also be discussed. Minimum six (6) students required.

Kingsville Campus
Mon 04/02/12-04/30/12 6:00pm – 9:00pm 
Room 117 Miller

Photography

PHTC 2004 ($63.00) 16 Contact Hours CEU’s 1.6
Students should bring their cameras, pen/pencil, and paper for notes. Friday classes will be held in the classroom; Saturday class will be a field trip. Minimum seven (7) students required.

| Beeville Campus | Fri/Sat | 02/03/12-02/17/12 | 5:30pm-9:30 pm | Lott Canada Garcia-Smith |
| Beeville Campus | Fri/Sat | 03/02/12-03/23/12 | 5:30pm-9:30 pm | Lott Canada Garcia-Smith |
| Beeville Campus | Fri/Sat | 04/13/12-04/27/12 | 5:30pm-9:30 pm | Lott Canada Garcia-Smith |
| Beeville Campus | Fri/Sat | 05/04/12-05/18/12 | 5:30pm-9:30 pm | Lott Canada Garcia-Smith |

Beginning Sign Language/Conversational Sign Language in the Workplace

SNLG 1001 ($111.00) 32 Contact Hours CEU’s 3.2
This is an introductory class in sign language. Students will learn to fingerspell the alphabet, words, numbers, create sentences, and read another person’s signing. Minimum seven (7) students required.

| Beeville Campus | Tue/Thu | 03/20/12-05/10/12 | 6:00pm – 8:00pm | Lott Canada Rauch |

Quilting Class

AVQU 0012 ($151.00) 48 Contact Hours CEU’s 4.8
Learn how to make beautiful quilts, home decorations, and gift items in this class. Students may provide their own fabric or purchase a kit of fabrics from the instructor. Minimum seven (7) students required.

Pleasanton Campus
Tue 11:00am-3:00pm 
Room 135 Cook

Guitar: Young Children’s Beginning and Intermediate (6-12 yrs)

AVGI 0069 ($54.00)
Class instruction in beginning and intermediate Acoustic Guitar for children ages 6 to 12 years old. Students must provide their own acoustic guitar. Class Holidays – March 14th and April 25th. Minimum seven (7) students required.

| Beeville Campus | Mon | 01/23/12-04/30/12 | 5:00pm – 5:50pm | B-106 Switzer |
### Guitar: Introductory Group Guitar - Adult

**Beginning and Intermediate**

*MUSP1012 ($151.00) Mirror class*


| Beeville Campus | Mon 01/23/12-04/30/12 | 6:00pm-8:50pm | B-106 | Switzer |

### Private Applied Music Lessons

Half-hour or hour long lessons at a time to be arranged can be scheduled for woodwinds, brass, percussion, voice, and piano with instructors Lee, Switzer, and Stephenson. Half-hour sessions are $40 for 16 weeks and one hour sessions are $52 for 16 weeks. Call the Beeville CCE office at 361.362.2633 for more information.

### Lifestyle Change for Wellness: Tai Chi

**FITT 2001 ($75.00) 20 Contact Hours CEU’s 2.0**

An introduction to the ancient tradition of Tai Chi.

| Beeville Campus | Tue/Thu 02/21/12-03/29/12 | 6:00 – 8:00pm | Lott Canada | Rowlett |

### Country & Western Dance

**AVDC 0003 ($46.00) 12 Contact hours CEU’s 1.2**

Students will learn the steps to the Two-Step, Waltz, Polka, Cotton-eyed Joe, and the Sweetheart Schottische. No tennis shoes, nor gum. Minimum six (6) students required.

### Tejano Dance

**AVDT 0105 ($46.00) 12 Contact Hours CEU’s 1.2**

Students will learn the steps to the Mexican One-Step, Spanish Waltz, Huapango, Cumbia, Redova, & Bolero. No tennis shoes, nor gum. Minimum six (6) students required.

### Ballroom Dance

**AVBD 0004 ($46.00) 12 Contact Hours CEU’s 1.2**

This class will teach the steps to the Fox Trot, rumba, Viennese Waltz, Samba and Paso Doble. No tennis shoes, nor gum. Minimum six (6) students required.

### Middle Eastern (Belly) Dance

**DMAV 0005 ($46.00) 12 Contact Hours CEU’s 1.2**

Students will learn the moves for hands, arms, head, feet and hips for a true middle-eastern style belly dance. Great toning workout! No tennis shoes, nor gum. Minimum six (6) students required.
Latin Dance
AVLD 0105 ($46.00) 12 Contact Hours CEU’s 1.2
Students will learn the steps to the mambo, cha cha, tango, salsa, and meringue. No tennis shoes, nor gum. Minimum six (6) students required.

| Beeville Campus | Tue/Thu | 06/05/12-06/21/12 | 6:30pm-8:30pm | B-126 | Donahue |

Intro to Parkour
FIT1092 ($70.00) 20 Contact Hours CEU’s 2.0
Students will learn how to move through their environment with grace and agility. Loose, comfortable clothing and tennis shoes are recommended. Minimum six (6) students required.

| Beeville Campus | Tue/Thu | 03/20/12-04/19/12 | 6:00pm-8:00pm | Fitness Trail | McCall |

Basic Motorcycle Safety
AVMC 1010 ($195.00) 20 Contact Hours CEU’s 2.0
In this class students will learn basic operation of equipment, how to dress properly for riding a motorcycle, and safety. After students pass this course they will be able to take their written test and eye exam at DPS. If a student is not licensed for car or truck, he, or she, will be required to take both the written & riding test. Notes: Students ages 15, until 18th birthday, must have valid, unrestricted Class C license, or a permit for a Class C license. For ages 18 and over, you must be eligible to apply for a Texas driver’s license (i.e. physical and mental capabilities) Notes: Fees paid for this class will be refunded in the event that the class is cancelled; otherwise there are NO REFUNDS for this class. Helmets and motorcycles are provided. Minimum students: 6 Maximum students: 8

Online Ticket School
AVTS 0076 ($25.00) 6 Contact Hours
Coastal Bend College is now offering a state approved driver safety course that can be taken totally online through our website. This unique new program provides the most convenient and flexible way to take a defensive driving course for individual ticket dismissal and auto insurance premium discount purposes, or for business and industry safety training. Note: This online program is completely self-paced. The site will supply you a unique username upon registration that allows you to log in and out of the course until you accumulate the state required 6 hours. Register and pay for the class online at www.coastalbend.edu. Call the CBC Continuing Education Office at 351.362.2633 for more info.
Coastal Bend College Continuing Education

ed2go online courses are convenient, affordable and effective. Each ed2go course comes equipped with a patient and caring instructor and are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

Introduction to Microsoft Excel
Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Intermediate Microsoft Excel
Work faster and more productively with Excel.

Introduction to QuickBooks
Learn how to quickly and efficiently gain control over the financial aspects of your business. Most powerful tools.

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double entry bookkeeping, financial reporting, and more.

Introduction to Microsoft Word
Learn how to create and modify documents with the world’s most popular word processor.

Introduction to Microsoft Access
Store, locate, print, and automate access to all types of information.

Introduction to PowerPoint
Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Discover Digital Photography
An informative introduction to the fascinating world of digital photography equipment.

Real Estate Investing
Build and protect your wealth by investing in real estate.

Project Management Fundamentals
Gain the skills you’ll need to succeed in the fast-growing field of project management.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

Introduction to PC Troubleshooting
Learn to decipher and solve almost any problem with your PC.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Writing Essentials
Master the essentials of writing so you can excel at business communications. Express yourself clearly online, and take your creative literary talents to a new level.

Introduction to Dreamweaver
Harness the broad range of capabilities Dreamweaver brings to Web development.

GRE Preparation - Part 1
Discover powerful strategies for success in the verbal and analytical sections of the GRE (course 1 of 2)

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be speaking Spanish in no time.

and more...

To learn more and enroll visit:
www.coastalbend.edu/ce

Or call us at:
(361) 362-2633 (COED)

Online Learning Anytime, Anywhere...Just a click away!
Join us this summer for Kids College 2012 – “The Wonders of Egypt”! Kids aged 6 – 12 will discover the many fascinating aspects of Egypt, from mummies to pyramids to papyrus! Topics for study will include geography, geology, architecture, art, antiquities, mythology and innovations that can be traced back to the time of the pharaohs. Kids College will study many different facets of science, technology, engineering and mathematics, as well as art, drama and music!

- Beeville Campus ~ June 4 – June 28
- Kingsville Campus ~ June 4 – June 28
- Pleasanton Campus ~ July 9 – July 27
- Alice Campus ~ June 18 – July 5
Coastal Bend College Continuing Education

Every Course Includes:
- Caring instructor
- Monitored discussion area
- Conversational, easy to understand lessons
- Six weeks of instruction
- Certificate of completion with a passing score
- Complete online access—take your course anytime, anywhere

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Introduction to Microsoft Publisher
Find out how to use this desktop publishing program to design, develop, and publish newsletters, Web sites, and brochures.

Making Movies with Windows XP
Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD.

Introduction to Microsoft Word
Learn how to create and modify documents with the world’s most popular word processor.

Introduction to Microsoft PowerPoint
Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Introduction to the Internet
Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, e-mail, and more.

Photoshop Elements for the Digital Photographer
Master the secrets of correcting digital photos, and bring out the best in all your photographs!

Secrets of Better Photography
Discover strategies and tricks for taking excellent pictures no matter what or where you’re shooting.

Introduction to Alice 2.0 Programming
Learn the principles of object-oriented computer programming while creating rich, interactive, three-dimensional worlds filled with characters, sound, and other exciting elements.

SAT/ACT Preparation
Get your best possible score on the verbal and reasoning sections of the new SAT exam.

Details on any of these courses can be found at:
www.coastalbend.edu/ce

You can also reach us by calling
(361) 362-2633 (COED)

Online Learning Anytime, Anywhere...Just a click away!
CBC CCE SEARCH

Seniors Engaging in Arts, Recreation, Culture and Hyperspace (SEARCH) is offering the following trips in 2012. If you would like to receive more information, please contact Glynis Strause at 361-354-2447. This endeavor raises monies for scholarships for CBC students in conjunction with Collette Vacations. Prices are set for singles, doubles (two to room, paid per person) or triples (three to a room, paid per person).

- Reflections of Italy – March 19 thru 28, 2012
- Alaska Discovery Land & Cruise – September 4 thru 16, 2012

Profits from SEARCH go toward scholarships for Workforce Continuing Education Students.
Policies and Procedures

Enrollment Procedures:
- **Go to** the CBC CCE website – www.coastalbend.edu/ce and click on the icon for the current CCE Course Schedule. Print the course(s) that you are interested in.
- **Call** any of the campuses to request information, schedules, or enrollment forms.
- **Stop** by the CCE Office at any of the campuses to enroll or request more information.
- **Mail** the completed registration form(s) along with the required course fee payable to Coastal Bend College, Continuing Education, 3800 Charco Road, Beeville, TX, 78102.
- If texts are required, but not included in the course, you will need to purchase them separately through the CBC bookstore.
- **Register** early to make sure that you have a place in the class of your choice. Course registration is on a first-come, first-served basis. Many classes have a limited enrollment and all classes require a minimum number of students.
- **To avoid cancellations, have payment and enrollment forms completed and in the CCE office as soon as you can but no later than five days before the course start date.** (Payment is accepted by check, money order, cash, Visa or MasterCard.) Registration may be taken over the phone as long as the student is able to pay with a Visa or MasterCard.

Minimum Student Requirement

A minimum number of registered and paid students are required for each class before the class is definite. If the minimum student enrollment is not met, the class will not be held and it will be canceled or postponed until enrollment is reached. If the class does not make due to not meeting the minimum students required and you have registered and paid for the class, you may get a full refund or roll these funds into the next scheduled class.

Class Confirmation

Students are responsible for confirming course start dates and times at least 24 hours in advance of start date.

Avoid Cancellations

Have payment and enrollment forms completed and in the CCE office as soon as you can but no later than 5 days before the course start date. Registration may be taken over the phone as long as the student is able to pay with Visa or MasterCard.

Refund and Cancellation Policy

Fees paid for a class will be refunded in the event that the class is cancelled; otherwise, no refunds will be made if student attends class until date of census. Refunds will be made by check and take approximately 2 – 3 weeks to process.

Entrance Requirements

Unless specified by regulating agencies, no high school transcript, GED certificate, or other scores are required for registration in a continuing education course. If a student desires a continuing education transcript, the student must request the transcript in writing through the Registrar’s Office. There is no charge for the first transcript. A $10 charge will be assessed to replace lost certificates of completion.

Continuing Education Units (CEUs)
A Continuing Education Unit (CEU) is the basic unit of measurement for an individual’s successful participation/completion in the College offerings on non-credit classes, courses, and programs. A CEU is defined as ten (10) contact hours of successful participation/completion in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Financial Aid

If the courses are WIA approved, you may be eligible through the Texas Workforce Commission for payment of tuition, fees and books on these classes. To determine eligibility you must go to the Texas Workforce Network office nearest you to apply and be certified. Please notify us if you are accepted as WIA participants.

Student Age

CCE classes are primarily designed to serve adult learners. Students 16-17 years old must have written parental permission to enroll in a CCE course. Some courses are designed especially for younger students, older students, or for a specific educational level. Requirements will be noted in the course description.

Disclaimer

This schedule has been carefully prepared to assure that all information is as accurate as possible; however, the College reserves the right to make changes that may result in deviations from the information in the schedule content.

CEU Certified

Coastal Bend College is registered with the TSBSWE as a provider of CEUs for licensed Social workers.

CPE Provider

Coastal Bend College Continuing Education has been approved by TEA to be a CPE Provider for Texas Teachers. Provider # 500655
Adult Basic Education (Pre-GED, GED, & ESL) 2011-2012

The Coastal Bend College Adult Basic Education (ABE) Program provides instruction in reading, writing and mathematics to adults who are seeking to improve the basic skills necessary to function effectively in their personal and family lives, in the workplace, and in the community, and to improve literacy skills necessary for transitioning into the labor market or higher education. Classes are offered in basic skills, GED preparation and English Language Learning for non-native speakers. Instruction is provided through classes or Distance Learning (Internet based). A registration process must be completed before receiving services.

Basic skills classes are offered in 7 or 9 week sessions four times a year. English Language Learning classes are offered throughout the year with open enrollment. Distance Learning is available all year through an Internet based program. Because demand for these services often exceeds the spaces we have available, we control enrollment by maintaining a “waiting list” for entry into the program. Our program receives funding from federal and state grant applications to provide FREE services, and services are based on the amount of funding received. Applications will be processed in the order received and based on the availability of services. Referrals from the Texas Workforce receive priority status. We reserve the right to refuse services based on eligibility according to grant requirements and for past “failure to comply” with program requirements to maintain eligibility.

Application Process for Basic Skills Improvement Services

- Adults age 18+ Submit application, schedule assessment and advising
- Minors age 16-17 Submit application, schedule appointment with director and parent/guardian, schedule assessment, schedule advising with parent/guardian

Application Process for English Language Services

- Adults age 18+ Submit application, complete assessment and advising

Basic Skills Class Dates

- January 17—March 8 submit application by January 6, 2012
- March 26—May 24 submit application by March 9, 2012
- June 4—June 21 mini semester for returning students, based on funding

Office hours and Holidays

- Monday through Friday 8:00 am-noon and 1:00 pm – 5:00 pm
- Daytime classes Monday-Thursday 8:30 am-noon or 1:00 pm-4 pm
- Night classes Tuesday and Wednesday 6:30 pm-9:00 pm

CBC Adult Basic Education Center will be closed for the following holidays: Sept 5, 2011 Labor Day; Jan 16, 2012 MLK Day; Nov 24-25, 2011 Thanksgiving; Mar 12-16, 2012 Spring Break; Dec 19-Jan 3, 2012 Christmas & New Year; Apr 6-9, 2012 Spring Holiday; and May 28, 2012 Memorial Day

Classes are offered in Beeville, George West, Taft, Sinton, and Ingleside. Hours vary at each location; contact the CBC ABE office at 361.362.6095 for further information.

Services described and dates provided may change in response to funding availability. Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender age or disability. Accommodations may be available to students with documented disabilities.
Notes:
Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age, or disability.

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