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 3800 Charco Road 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 for 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 of 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, Tai Chi, Motorcycle Riders Course, Pilates and Spanish. Coastal Bend College Continuing Education Department has a variety of 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 three 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 not only to be responsive to the needs of the petroleum industry, but also 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.

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.

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 Driver 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 |
| • Backing Skills Evaluation | 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                                                 |
| • Mountain Assessment       | • Hours of Service Refresher                                          |
| • Backing Refresher Course  | • Pre-trip Refresher Training                                         |
| • Progressive Shifting/Clutch Use/Development | • Backing Refresher Course                                           |
| • Rollover Prevention/Gravel Road Trainer | • Examination on Hours of Service, Compliance Laws & Rules of the Road |

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.
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<thead>
<tr>
<th>Day 1</th>
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<tr>
<td>• Intro to OSHA</td>
<td>• Haz Mat</td>
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<td>• Hazard Communications</td>
<td>• H2S Safety</td>
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<td>• HM 232</td>
<td>• Radiation Safety for Authorized Users</td>
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<td>• Lock Out/Tag Out</td>
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<td>• Confined Space Atmospheric Testing</td>
<td>• BBS Refresher</td>
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<td>• Chemical Handling General Principles</td>
<td>• Walking – Work Surfaces</td>
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<td>• Electrical Safety</td>
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<th>Day 2</th>
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<td>• CPR/First Aid</td>
<td>• Blood borne Pathogens</td>
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<td>• Heat Stress</td>
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<tr>
<td>• Fire Fighting – Level 1</td>
<td>• Hearing Protection</td>
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<tr>
<td>• Slips, Trips, and Falls</td>
<td>• Fall Protection</td>
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<td>• Respiratory Protection</td>
<td>• Respiratory Fit Test</td>
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<td>• Hand Safety/Pinch Points</td>
<td>• Eye Protection</td>
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<td>• Back Safety</td>
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<th>Day 3</th>
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<tr>
<td>• Check 6/Vehicle Movement</td>
<td>• Forklift Operator</td>
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<tr>
<td>• Solution-Based Driver System(DDC equivalent requirement)</td>
<td>• Region Policies</td>
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<td>• Dynamics of Rollover Prevention- Refresher</td>
<td>• SPCC SWPPP</td>
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<tr>
<td>• Inclement Weather Driving(Rain, Snow, or Shine, understanding dynamics of weather-related issues related to driving)</td>
<td>• Emergency Response Plan</td>
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<td>• PPE Job Safety Analysis</td>
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<td>• Hot Work Permit/Safe Work</td>
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**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
Customized & Continuing Education Course Schedule

- 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 Driver 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

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
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.

PTRT 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.

**PRTC 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 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:

- Overview Petro Industry
- Petroleum Regs
- Petroleum Instrumentation
- Production Methods

- Drilling
- Industrial Safety
- Well Completions
- Well Workover

The focus of the Oil and Gas Technologies program at Coastal Bend College is 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, gauging, 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.  Pioneer Oil & Gas
RW Dirks Petroleum Engineer, Inc.  Paloma Lease Service
San Isidro Development Co.  Texas Energy Service
Valero Three Rivers Refinery  Patterson-UTI Energy, Inc.-Drilling
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

Lillian Garza  
Director, Customized & Continuing Education  
lgarza@coastalbend.edu  
361.354.2331  
1.866.722.2838 ext. 2331

Nora Cartwright  
Customized & Continuing Ed. Facilitator  
noracart@coastalbend.edu  
361.354.2330  
1.866.722.2838 ext. 2330

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

**Campus Locations & Contacts**

**Alice Campus**  
Debbie Cadena  
dcadena@coastalbend.edu  
361.664.2981 ext. 3039  
1.866.891.2981 ext. 3039  
704 Coyote Trail  
Alice, TX 78332

**Excel Driver Services**  
Angela Santos  
Texas Branch Manager  
361.664.2981/ext. 3005  
361.877.7986 cell  
angela.santos@exceldriverservices.com

**Kingsville Campus**  
Deborah Branstetter  
debobran@coastalbend.edu  
361.592.1615 ext. 4040  
1.866.262.1615 ext. 4040  
1814 S. Brahma Blvd.  
Kingsville, TX 78363

**Pleasanton Campus**  
VACANT POSITION  
830.569.4222 ext. 1201  
1.866.361.4222 ext. 1201  
1114 Bensdale  
Pleasanton, TX 78064
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. For more information, call Angela Santos at 361-664-2981, ext. 3005, or e-mail angela.santos@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 3800 Charco Road, Beeville, TX 78102. Call 361.354.2330 for more information.

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 830-569-4222 ext. 1201.

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 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 FedEx trucks; maneuver safely forward, backward, and around obstacles. This class is given on an "As needed" basis. For more information, call Angela Santos at 361-664-2981, ext. 3005, or e-mail angela.santos@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. For more information, call Angela Santos at 361-664-2981, ext. 3005, or e-mail angela.santos@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 CDL 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. For more information, call Angela Santos at 361-664-2981, ext. 3005, or e-mail angela.santos@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. For more information, call Angela Santos at 361-664-2981, ext. 3005, or e-mail angela.santos@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. For more information, call Angela Santos at 361-664-2981, ext. 3005, or e-mail angela.santos@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. For more information, call Angela Santos at 361-664-2981, ext. 3005, or e-mail angela.santos@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. For more information, call Angela Santos at 361-664-2981, ext. 3005, or e-mail angela.santos@exceldriverservices.com.
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 361.354.2330 to set up a course date and time for your group. Course price based on minimum of 7 students. Price will vary for fewer students.

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 361.354.2330 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 361.354.2330 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.
Introduction to Computers

*ITSC 1012 ($80.00)*

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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<tr>
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<td>E-124</td>
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<tr>
<td>Kingsville Campus</td>
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<td>Miller</td>
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<td>Alice Campus</td>
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<td>TBA</td>
<td>Room 206</td>
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</tr>
<tr>
<td>Pleasanton Campus</td>
<td>Tues</td>
<td>TBA</td>
<td>Room 141</td>
<td>Staff</td>
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</tbody>
</table>

Introduction to Microsoft Word

*POFI 1024 ($80.00)*

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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</table>

Introduction to Microsoft Excel

*ITSW 1022 ($80.00)*

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 ($80.00)*

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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<td>Tue/Thu</td>
<td>04/19/13-04/18/13</td>
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Introduction to Microsoft Access

*ITSW 1053 ($81.00)*

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)*

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*
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.

**Medication Administration Refresher**
NURA 1041 ($51.00) 7 Contact Hours CEU’s 0.7
This one-day course offers instruction to fulfill the annual education requirement for Medication Aides. Topics include review and update of medication aide training rules, medication administration and related responsibilities. Pre-registration is required. 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.

**CPR (Basic Life Support)**
EMSP 1019 ($46.00)
American Heart Association Cardiopulmonary resuscitation course for adults. Minimum ten (10) students required. Call 361.362.2633 to set up course dates and times for your group.

**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

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www.coastalbend.edu/ce

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age, or disability.
students required is ten (10); maximum student is fifteen (15).

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.

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.

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.

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.
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 from prefixes, suffixes, roots, and combining forms. Minimum seven (7) students required.

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<th>Campus</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Instructor</th>
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<td>07/02/13 – 08/08/13</td>
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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>08/13/13 – 09/19/13</td>
<td>5:30pm—9:30pm</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>09/24/13 – 10/31/13</td>
<td>5:30pm—9:30pm</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>11/02/13 – 12/17/13</td>
<td>5:30pm—9:30pm</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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<td>01/07/14 – 01/16/14</td>
<td>5:30pm—9:30pm</td>
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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 361.354.2633 or go online to [www.coastalbend.edu/ce](http://www.coastalbend.edu/ce).
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  6:00pm – 9:00pm  Room 117  Miller

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  01/29/13- 03/21/13  6:00pm  Lott  Rauch

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.

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<th>Campus</th>
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<th>Time</th>
<th>Instructors</th>
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<tbody>
<tr>
<td>Beeville</td>
<td>Fri-Sat</td>
<td>Jan 11, 18, 19, 25, 2013</td>
<td>5:30pm-9:30 pm</td>
<td>Lott Garcia-Smith</td>
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<tr>
<td>Beeville</td>
<td>Fri-Sat</td>
<td>Feb 8, 15, 16, 22, 2013</td>
<td>5:30pm-9:30 pm</td>
<td>Lott Garcia-Smith</td>
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<td>Beeville</td>
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<td>Mar 8, 15, 16, 22, 2013</td>
<td>5:30pm-9:30 pm</td>
<td>Lott Garcia-Smith</td>
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<tr>
<td>Beeville</td>
<td>Fri-Sat</td>
<td>Apr 12, 19, 20, 26, 2013</td>
<td>5:30pm-9:30 pm</td>
<td>Lott Garcia-Smith</td>
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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  TBA  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.
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 361.354.2633 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.

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 merengue. No tennis shoes, nor gum. Minimum six (6) students required.

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<th>TBA</th>
<th>6:30pm-8:30pm</th>
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**Intro to Parkour**

FITT1092 ($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.

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<th>Beeville Campus</th>
<th>Tue/Thu</th>
<th>03/19/13-04/11/13</th>
<th>6:00pm-8:00pm</th>
<th>Fitness Trail</th>
<th>McCall</th>
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**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

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<tr>
<th>Beeville Campus</th>
<th>Fri/ Sat/ Sun</th>
<th>Jan 25, 26 &amp; 27, 2013</th>
<th>Fri 6-9pm; Sat &amp; Sun 8am-5pm</th>
<th>Back Parking Lot</th>
<th>Metcalf</th>
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**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.
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
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