## Table of Contents

- Arts & Design .............................................. 4
- Automotive Technology .............................. 13
- Business..................................................... 14
- Supply Chain............................................. 94
- Dental...................................................... 115
- Fitness..................................................... 116
- Health...................................................... 124
- Healthcare.............................................. 133
- Hospitality............................................... 162
- Information Technology............................ 167
- Language................................................... 210
- Legal Studies............................................ 214
- Math and Science..................................... 224
- Real Estate............................................... 226
- Teacher Professional Development............. 229
- Test Prep................................................... 240
- Veterinary................................................. 250
- Writing..................................................... 254
- Virtual Reality.......................................... 265
- CCMR: Career............................................ 275
- Mirror Courses......................................... 310

---

**Become a real estate agent!**

Live, online classes now offered!  
Earn your real estate license in the comfort of your home or office.

Learn more on page 226.
### Detailed Table of Contents

**Arts & Design** ................................................. 4  
**Animation** ................................................. 4  
**Graphic Arts** ............................................... 4  
**Automotive Technology** .................................. 13  
**Business** ...................................................... 14  
  - Accounting ............................................. 14  
  - Administrative ........................................ 18  
  - Communication ....................................... 23  
  - Customer Service .................................... 25  
  - Finance .................................................. 27  
  - Human Resources ..................................... 31  
  - Management .......................................... 39  
  - Marketing ............................................. 42  
  - Nonprofit ............................................. 50  
  - Operations .......................................... 51  
  - Project Management ................................ 65  
  - Sales ................................................... 70  
  - Small Business ...................................... 73  
  - Soft Skills ........................................... 77  
  - Supply Chain ........................................ 87  
**Supply Chain** .............................................. 94  
  - Blueprint Reading .................................. 94  
  - Construction ........................................ 95  
  - Construction Safety ................................ 95  
  - Environmental & Energy ............................. 99  
  - Technician ......................................... 100  
  - Plant Safety ......................................... 102  
  - Precision Measurement ............................ 106  
  - HVAC .................................................. 109  
  - Truck Driving ....................................... 112  
**Dental** ....................................................... 115  
**Fitness** ...................................................... 116  
  - NASM .................................................. 116  
  - NCSE .................................................... 120  
**Health** ...................................................... 124  
  - Alternative Medicine ............................... 124  
  - Wellness ............................................. 131  
**Healthcare** .................................................. 133  
  - Administrative ....................................... 133  
  - Auditor ................................................. 126  
  - Coding ............................................... 137  
  - Compliance .......................................... 139  
  - Exploration ......................................... 140  
  - Health Records ...................................... 143  
  - HIPPA .................................................. 144  
  - Interpreter .......................................... 145  
  - MACRA-MIPS ........................................ 145  
  - Nursing ............................................... 148  
  - Phlebotomy ......................................... 149  
  - Pharmacy ............................................ 149  
  - Spanish .............................................. 151  
  - Terminology ........................................ 151  
**Hospitality** .................................................. 162  
  - Catering ............................................. 162  
  - Customer Service .................................. 162  
  - Event Planning ..................................... 163  
  - Floral ............................................... 165  
  - Housekeeping ...................................... 165  
  - Management ........................................ 166  
**Information Technology** ................................. 167  
  - AutoCAD ............................................. 167  
  - Autodesk ............................................. 168  
  - Cloud Computing .................................... 168  
  - CompTIA ............................................. 169  
  - HealthIT ............................................. 171  
  - ITIL ................................................... 172  
  - Microsoft .......................................... 173  
  - mLearning ......................................... 182  
  - Networking ......................................... 182  
  - Programming ....................................... 186  
  - QuickBooks ........................................ 199  
  - Security .......................................... 202  
**Language** ................................................... 210  
  - ESL .................................................... 210  
  - French .............................................. 210  
  - Italian .............................................. 211  
  - Japanese .......................................... 211  
  - Sign Language ...................................... 211  
  - Spanish ............................................. 212  
**Legal Studies** ............................................... 214  
**Math and Science** ......................................... 224  
  - Math .................................................. 224  
  - Science ............................................. 225  
**Real Estate** ................................................ 226  
**Teacher Professional Development** .................. 229  
  - Math and Science .................................. 237  
  - Reading and Writing ................................ 237  
**Test Prep** .................................................... 240  
  - ASE .................................................... 240  
  - ASE: Truck Series .................................. 240  
  - ASE TTP2 ........................................... 241  
  - CompTIA ............................................ 242  
  - GED ................................................... 244  
  - GMAT ................................................. 245  
  - GRE ................................................... 245  
  - LSAT .................................................. 246  
  - SAT/ACT ............................................ 248  
  - TEAS ............................................... 249  
**Veterinary** ................................................... 250  
**Writing** ........................................................ 254  
  - Creative ............................................. 254  
  - Editing .............................................. 255  
  - Fiction .............................................. 255  
  - Grammar ............................................ 257  
  - Mystery ............................................. 257  
  - Nonfiction ......................................... 257  
  - Publishing ......................................... 258  
  - Technical .......................................... 259  
**Virtual Reality** ............................................ 265  
  - Automotive ......................................... 265  
  - Blueprint Reading ................................ 265  
  - Construction Safety ............................... 266  
  - Hospitality ......................................... 269  
  - Precision Measurement ........................... 270  
  - Plant Safety ........................................ 271  
**CCMR: Career** ............................................. 275  
  - Architecture & Construction .................... 276  
  - Arts, Audio, and Visual ............................ 283  
  - Business, Marketing, etc. ........................ 286  
  - Education Training ................................ 292  
  - Health Science ...................................... 292  
  - Information Technology ........................... 298  
  - Manufacturing ..................................... 305  
  - Transportation ...................................... 306  
**Mirror Courses** .......................................... 310  
  - Accounting ......................................... 312  
  - Automotive Technology ............................ 313  
  - Business Management ............................... 315  
  - Business Technology ............................... 315  
  - Child & Educational Studies ...................... 319  
  - Computer Info. Technology ....................... 320  
  - Cosmetology ........................................ 322  
  - Dental ............................................... 323  
  - Drafting and Design ................................ 323  
  - Forensic ............................................ 324  
  - Law Enforcement ................................... 325  
  - Nursing ............................................. 325  
  - Medical Records Coding ........................... 327  
  - Oil & Gas Technology .............................. 328  
  - Pre-engineering .................................... 329  
  - Radiologic Technology .............................. 330  
  - Welding Technology ................................. 330

---

![Construction Safety](image)

To schedule a class for construction safety, please contact the Department of Continuing Education at bbecknell@coastalbend.edu
### Video Game Design and Development

Video game design and development is challenging, but the rewards are worth it. With this unparalleled comprehensive training course, you’ll master skills that open doors to the growing video game industry. By the end of the course, you will have designed and created your own video game for the PC and will stand ready to join a team working on projects with larger scope or pursue independent development.

Using a comprehensive and analytical approach to game development, this course offers you the opportunity to learn how to effectively implement technical game ideas, assuming no prior training or experience. The curriculum is divided into four major areas of study: programming languages, mathematics skills, game asset creation, and modern real-time game engines. It will conclude with an independent study phase where you will design, document, and create your own game using all of the programming and game art skills you learned in the core classes. This course is entirely online and is completed at your own pace.

500 hours Price: $1995
Course is online and open enrollment.

### Adobe Value Suite

Are you interested in dabbling in digital design and photo editing? This discounted group of courses teaches you the basics of Adobe’s powerful image and graphic design software.

Hours: 24 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

### Certificate of Adobe PremierePro/Audition Basics Proficiency

This course is designed to help you learn how to edit and produce a video in Adobe Premiere Pro and Adobe Audition FAST! Much time and effort can be wasted learning beyond what is necessary in Adobe Premiere Pro and Adobe Audition. When all that is needed is to learn a simple yet effective workflow that gets the job done of producing a quality video. This course will show you what to do from importing your video footage into Premiere Pro, through the necessary colour, audio and cutting editing processes then onto how to export your video with music.

Price: $59
Course is online and open enrollment.

### How to Get Started in Game Development

Take steps toward a new career in game development by building a foundation to design games in a wide variety of genres for different audiences and platforms.

24 hours Price: $105

#### Adobe

### Adobe Certified Associate

There is a strong demand for Adobe Creative Suite skills. In the Adobe Certified Associate course, you will learn five of the most often-used Adobe programs: Dreamweaver, Illustrator, Photoshop, InDesign, and Animate (formerly Flash). You will read short readings, complete exercises and watch video demos and reviews of exercises, take quizzes and exams, and complete a project.

By focusing on these five programs, you will learn how to put all the parts and pieces together to develop the Adobe Creative Suite skills needed to be professionals in the design field.

220 hours
Course with 3 exam vouchers: $2880
Course with 5 exam vouchers: $3015
Course is online and open enrollment.

### Digital Game Artist Certificate

This online course will train you to become a professional video game artist. Training centers around developing core skills needed for continued growth and professional development.

This is a skills-based course which will teach the key components and competencies needed to excel in positions related to 3D Art for Games and Environmental Art for Games. That said, beyond software and game related techniques, the course touches on just about everything, including general design and concept art. You will learn the fundamental principles of what makes good art great and the key social aspects needed for continued growth and professional development.

600 hours Price: $2595
Course is online and open enrollment.

### How to Get Started in Game Development

Take steps toward a new career in game development by building a foundation to design games in a wide variety of genres for different audiences and platforms.

24 hours Price: $105

#### Adobe

### Adobe Certified Associate

There is a strong demand for Adobe Creative Suite skills. In the Adobe Certified Associate course, you will learn five of the most often-used Adobe programs: Dreamweaver, Illustrator, Photoshop, InDesign, and Animate (formerly Flash). You will read short readings, complete exercises and watch video demos and reviews of exercises, take quizzes and exams, and complete a project.

By focusing on these five programs, you will learn how to put all the parts and pieces together to develop the Adobe Creative Suite skills needed to be professionals in the design field.

220 hours
Course with 3 exam vouchers: $2880
Course with 5 exam vouchers: $3015
Course is online and open enrollment.

### Adobe Value Suite

Are you interested in dabbling in digital design and photo editing? This discounted group of courses teaches you the basics of Adobe’s powerful image and graphic design software.

Hours: 24 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

### Certificate of Adobe PremierePro/Audition Basics Proficiency

This course is designed to help you learn how to edit and produce a video in Adobe Premiere Pro and Adobe Audition FAST! Much time and effort can be wasted learning beyond what is necessary in Adobe Premiere Pro and Adobe Audition. When all that is needed is to learn a simple yet effective workflow that gets the job done of producing a quality video. This course will show you what to do from importing your video footage into Premiere Pro, through the necessary colour, audio and cutting editing processes then onto how to export your video with music.

Price: $59
Course is online and open enrollment.

### How to Get Started in Game Development

Take steps toward a new career in game development by building a foundation to design games in a wide variety of genres for different audiences and platforms.

24 hours Price: $105

#### Adobe

### Adobe Certified Associate

There is a strong demand for Adobe Creative Suite skills. In the Adobe Certified Associate course, you will learn five of the most often-used Adobe programs: Dreamweaver, Illustrator, Photoshop, InDesign, and Animate (formerly Flash). You will read short readings, complete exercises and watch video demos and reviews of exercises, take quizzes and exams, and complete a project.

By focusing on these five programs, you will learn how to put all the parts and pieces together to develop the Adobe Creative Suite skills needed to be professionals in the design field.

220 hours
Course with 3 exam vouchers: $2880
Course with 5 exam vouchers: $3015
Course is online and open enrollment.

### Adobe Value Suite

Are you interested in dabbling in digital design and photo editing? This discounted group of courses teaches you the basics of Adobe’s powerful image and graphic design software.

Hours: 24 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

### Certificate of Adobe PremierePro/Audition Basics Proficiency

This course is designed to help you learn how to edit and produce a video in Adobe Premiere Pro and Adobe Audition FAST! Much time and effort can be wasted learning beyond what is necessary in Adobe Premiere Pro and Adobe Audition. When all that is needed is to learn a simple yet effective workflow that gets the job done of producing a quality video. This course will show you what to do from importing your video footage into Premiere Pro, through the necessary colour, audio and cutting editing processes then onto how to export your video with music.

Price: $59
Course is online and open enrollment.

### How to Get Started in Game Development

Take steps toward a new career in game development by building a foundation to design games in a wide variety of genres for different audiences and platforms.

24 hours Price: $105

#### Adobe

### Adobe Certified Associate

There is a strong demand for Adobe Creative Suite skills. In the Adobe Certified Associate course, you will learn five of the most often-used Adobe programs: Dreamweaver, Illustrator, Photoshop, InDesign, and Animate (formerly Flash). You will read short readings, complete exercises and watch video demos and reviews of exercises, take quizzes and exams, and complete a project.

By focusing on these five programs, you will learn how to put all the parts and pieces together to develop the Adobe Creative Suite skills needed to be professionals in the design field.

220 hours
Course with 3 exam vouchers: $2880
Course with 5 exam vouchers: $3015
Course is online and open enrollment.

### Adobe Value Suite

Are you interested in dabbling in digital design and photo editing? This discounted group of courses teaches you the basics of Adobe’s powerful image and graphic design software.

Hours: 24 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

### Certificate of Adobe PremierePro/Audition Basics Proficiency

This course is designed to help you learn how to edit and produce a video in Adobe Premiere Pro and Adobe Audition FAST! Much time and effort can be wasted learning beyond what is necessary in Adobe Premiere Pro and Adobe Audition. When all that is needed is to learn a simple yet effective workflow that gets the job done of producing a quality video. This course will show you what to do from importing your video footage into Premiere Pro, through the necessary colour, audio and cutting editing processes then onto how to export your video with music.

Price: $59
Course is online and open enrollment.

### How to Get Started in Game Development

Take steps toward a new career in game development by building a foundation to design games in a wide variety of genres for different audiences and platforms.

24 hours Price: $105

#### Adobe

### Adobe Certified Associate

There is a strong demand for Adobe Creative Suite skills. In the Adobe Certified Associate course, you will learn five of the most often-used Adobe programs: Dreamweaver, Illustrator, Photoshop, InDesign, and Animate (formerly Flash). You will read short readings, complete exercises and watch video demos and reviews of exercises, take quizzes and exams, and complete a project.

By focusing on these five programs, you will learn how to put all the parts and pieces together to develop the Adobe Creative Suite skills needed to be professionals in the design field.

220 hours
Course with 3 exam vouchers: $2880
Course with 5 exam vouchers: $3015
Course is online and open enrollment.

### Adobe Value Suite

Are you interested in dabbling in digital design and photo editing? This discounted group of courses teaches you the basics of Adobe’s powerful image and graphic design software.

Hours: 24 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

### Certificate of Adobe PremierePro/Audition Basics Proficiency

This course is designed to help you learn how to edit and produce a video in Adobe Premiere Pro and Adobe Audition FAST! Much time and effort can be wasted learning beyond what is necessary in Adobe Premiere Pro and Adobe Audition. When all that is needed is to learn a simple yet effective workflow that gets the job done of producing a quality video. This course will show you what to do from importing your video footage into Premiere Pro, through the necessary colour, audio and cutting editing processes then onto how to export your video with music.

Price: $59
Course is online and open enrollment.
Dreamweaver

Certificate of Dreamweaver CC Basics Proficiency
Delve into the world of web design and Dreamweaver with this hands-on, step-by-step course hosted by award-winning software trainer and designer, Geoff Blake. First, Geoff will run you through the basics, getting you comfortable in the Dreamweaver interface, working with documents, and defining new websites. Then, it’s on to building a fully functional web layout from the ground up. You’ll learn how to construct your design, insert navigation menus, and test your work for usability. Handling text, graphics, and setting up a well-built set of site-wide CSS rules to control it all brings your site together; and Geoff even takes you through the process of rolling out your website, and taking your site live by uploading it to a live web server. Roll up your sleeves and delve into this practical, task-oriented look at building contemporary websites in Dreamweaver CC!

Price: $59
Course is online and open enrollment.

InDesign

Certificate of InDesign CC Basics Proficiency
InDesign is the premiere page layout application used in modern desktop publishing. In this easy to follow, hands-on course, veteran software trainer Geoff Blake will introduce you to InDesign, and get you up to speed quickly. First, you’ll discover the Creative Cloud CC InDesign interface and learn how to navigate through document layouts quickly. Then, you’ll see how to set up your documents, including how layouts need to be set for commercial reproduction. Next, it’s on to handling text, text frames, and how to thread text frames together. Then, you’ll see how to work with a variety of shapes, mix new colours, and import graphics into your layouts. Finally, you’ll see how to convert your layouts to static images and PDF documents for sharing with co-workers.

Price: $59
Course is online and open enrollment.

Illustrator

Introduction to Illustrator CS6
Learn to design and draw vector art, work with shape gradients, and manipulate color images using Adobe Illustrator CS6.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate of Illustrator CC Basics Proficiency
In the Getting Started With Illustrator CC online course, award-winning veteran trainer Geoff Blake walks you through the fundamentals of Adobe’s flagship vector graphics editor. You’ll start with the basics: Understanding vector artwork and how it differs from raster images, and how to navigate through and customize Illustrator’s interface. Then, it’s on to making precise, masterful selections with Illustrator’s variety of commands and tools. Next, you’ll create and manage your own vector artwork, and learn how to scale, align, and adjust your objects with ease. Typography, including handing text objects and create text along a path comes next, followed by more advanced Illustrator techniques like special effects, Pathfinders, and exporting your work into a variety of file formats.

Price: $59
Course is online and open enrollment.

Music

Introduction to Guitar
Master basic guitar skills and become the musician you’ve always wanted to be.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Music Made Easy
Learn the fundamentals of music theory. Be able to read, write, and play simple music.

Hours: 24 Price: $90
Photoshop

Certificate of Photoshop CC Essentials Proficiency
Learn Photoshop CC with Stone River eLearning. In this Photoshop CC course, you’ll master only the skills you need to know to use Photoshop CC professionally or as a hobby.

Photoshop CC has hundreds of tools and thousands of settings. Most users will never use the majority of them. This course explores the most commonly used tools and helps you apply them to real world situations.

Price: $59
Course is online and open enrollment.

Introduction to Photoshop CC
24 hours Cost: $115
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Intermediate Photoshop CC
24 hours Cost: $115
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Introduction to Photoshop CS5
24 hours Cost: $115
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Intermediate Photoshop CS5
24 hours Cost: $115
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Want to master Photoshop, look into the advanced course:

Graphic Design with Photoshop
The need for cutting edge, professionally designed interactive media keeps growing, and that means qualified graphic designers are in high demand. In this nationally recognized course, you’ll prepare for a dream job in the graphic design field by mastering Photoshop, the world’s most popular application for creating and editing graphic images.

You’ll begin with basic graphic design techniques and build your skills from the bottom-up, mastering the terms and processes that professional graphic artists rely on. You’ll learn the rules and standards for effective graphic design and discover innovative strategies. This knowledge of graphic design will help you select graphics that convey the desired message, style, and tone for a variety of clients. Additionally, you’ll discover how to correctly package a project for printing and production.

Hours: 200
Price without software: $1995
Price with software included: $2195
Course is online and open enrollment.

Certificate of Promo-Video Creation Proficiency
Video is dominating online traffic. In fact, it’s predicted to take over the internet. Cisco estimates that video traffic will account for 82% of all global internet traffic in the coming years. The majority of internet traffic is already video based. And that number is only going to increase. This course will help you to create promotional video content for better business marketing.

Price: $59
Course is online and open enrollment.

Certified Graphic Design Specialist Bundle
A Graphic Design Specialist II creates and executes design solutions and collateral used for marketing, advertising, sales, and other forms of communication.

Courses included in this bundle:
- Certificate of Adobe CC PremierePro Video Basics Proficiency
- Certificate of Photoshop CC Essentials Proficiency
- Certificate of Illustrator CC Basics Proficiency
- Certificate of InDesign CC Basics Proficiency
- Certificate of Dreamweaver CC Basics Proficiency

Price: $199
Course is online and open enrollment.
Certified Residential Interior Designer
If you love coming up with creative designs and interior decorating that will turn a house into a home—or add a unique touch to any space—and want to make those dreams a reality, this is the course for you. This residential interior design course is perfect for both aspiring and current designers who want to increase their education, career opportunities, and professional status in the interior design industry. Take the first step toward a fulfilling career in this creative industry today with this course.

When you’re looking for interior design classes, you want to make sure you’re getting the best education possible. This Certified Residential Interior Designer course will not only teach you the fundamentals and ethical practices involved in becoming a residential interior designer but will also provide you with invaluable insights on running your own design business and building your client base. Your interior design coursework will also include useful documents and exercises to help you practice and develop your skills. By the end of the course, you will be able to use your design concepts in a portfolio to present to potential clients.

Upon the completion of the course curriculum, you’ll be prepared to sit for the Residential Interior Designer Exam (R.I.D.E.) through the Designer Society of America (DSA). The R.I.D.E. exam is the final exam in the course and included with enrollment. Once you achieve certification, you can qualify for a free one-year DSA membership, and you may be able to participate in an optional 40-hour internship if you meet certain eligibility requirements. The R.I.D.E. credential will increase your status with potential clients and make you a stronger candidate in the industry.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- New York School of Interior Design: Home, by Renzi Fisher

Hours: 120 Price: $1995
Course is online and open enrollment.

Digital Arts Certificate
Looking to make your mark in the digital arts? The Digital Arts Online Training course will give you the education you need. You’ll gain hands-on experience in fundamental technical and creative skills in digital imaging, traditional drawing, and digital illustration. You will master the intricacies of Adobe Photoshop and Illustrator, build your understanding of color, and explore the representation of form through vector illustration and drawing.

Hands-on projects focus on core skills and provide you with experience in traditional and digital media. Class assignments include digital imaging, vector drawing, traditional drawing, color and composition, and editorial illustration.

Hours: 360 Price: $3295
Course is online and open enrollment.

Instructional Design Training
This self-paced course will teach you the concepts and applications of instructional design.

Hours: 24 Price: $79

Introduction to Digital Scrapbooking
Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques.

2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Hours: 24 Price: $90

Introduction to Interior Design
Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Marketing Design Certificate
Looking to launch your career designing marketing or identity pieces for large companies or small businesses? The Marketing Design Online Training course focuses on helping you develop technical skill and creative artistry using applied marketing principles. You’ll complete a variety of projects, including marketing concept development, retouching, compositing, illustration, advertising design, logo design, and corporate branding.

You’ll learn in-demand software programs that a marketing designer needs to know: Adobe Photoshop and Illustrator. You will build a skill set in digital image preparation and vector illustration while applying foundation design concepts in color, typography, and identity design. Hands-on projects focus on essential skills and provide you with experience in business-focused design scenarios.

Prerequisites:
There are no prerequisites to take this course, however you must be 18 years old or older. It is recommended you have a high school diploma, GED, or state-approved home school equivalent.

Hours: 360 Price: $3295
Course is online and open enrollment.

Multimedia Arts Certificate
Looking to launch your career in multimedia art and design? The Multimedia Design Online Training course equips you with the fundamental technical and conceptual skills for this challenging interdisciplinary environment. You’ll gain proficiency in the core tools for interactive development: Adobe Photoshop, Premiere Pro, and After Effects, and you’ll learn to shoot and edit digital video. You’ll also discover how to create images, pages, and motion graphics for web-based multimedia.

Hands-on projects focus on essential skills and provide you with experience in working in a broad range of media. Class assignments include digital image retouching and compositing, web pages and interfaces, scripted and documentary video-making, color and typography studies, video and audio editing, and motion graphics.

Hours: 360 Price: $3295
Course is online and open enrollment.
Photography

Discover Digital Photography
An informative introduction to the fascinating world of digital photography.
Hours: 24 Price: $90
Go to www.ed2go.com/cbc

Introduction to Lightroom Classic CC
Learn to use the tools in Adobe Photoshop Lightroom Classic CC for the cloud to organize and edit your images, fine-tune lighting and color, and develop an efficient image-processing workflow.
Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Mastering Digital Photography: Photographing People
Photographing people can be fun, exciting, and complicated! This course will make taking beautiful pictures of adults, children, and babies simple. You will start with the basic principles you need to know in order to become a people photographer. You will discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements.

Then you will move onto portrait and formal group shots, where you will learn how to organize people, which angles to use, and which to avoid. You will become proficient in action photography, and you will learn some fun, creative ways to photograph children and babies. You will even gain expertise in filling your photographs with imagery, setting moods, and creating themes. This course will have you well on your way to becoming a skilled people photographer.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Mastering Your Digital SLR Camera
Take control of your digital SLR camera.
In this course, you will break through the technology barrier and learn how to use your DSLR to take beautiful photos.

You will start out by learning about the many features and controls of your DSLR and look at the lenses you need for the kind of photography you enjoy. Next, you will learn about metering, exposure compensation, managing aperture, shutter speed, and ISO. You will find out how to use these features to get the right exposure for every shot. Then turn your attention to flash photography, managing camera controls, photo files, and even working in manual mode. With these skills, you will be able to take your photography to the next level.

By the end of this course, you will be a DSLR master and will be able to take the photos you’ve always dreamed of.
Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Photographing Nature with Your Digital Camera
Nature photography can be a fun, relaxing, and exciting hobby! In this course, you’ll learn about the many aspects of outdoor photography as well as how to master your digital camera’s controls and features.

With the knowledge you gain in this course, you’ll be taking exceptional nature photos in no time.

You’ll explore composition and lighting issues and find out how to take beautiful photos of landscapes, flowers, trees, and water. Along the way, you’ll delve into your camera’s shutter speed and aperture controls so that you’ll be able to capture the photos you really want. You will discover how to use your computer to process your photos and digitally correct the most common problems. You’ll see how your photos can become works of art rather than just snapshots of nature. By the end of this course, you’ll have become the nature photographer you always wanted to be!

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Photography Suite
Learn everything from photography fundamentals to advanced portrait techniques to advance your photography hobby or turn it into a business.

Courses included are:
• Discover Digital Photography
• Mastering Your Digital SLR Camera
• Photographing People with Your Digital Camera

Hours: 72 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Photoshop CC for the Digital Photographer
Adobe Photoshop CC (also known as Photoshop Creative Cloud) is a powerful subscription software solution providing support and specialized editing tools for digital photographers and graphic artists. In this course you will master techniques to edit and enhance your digital images and add a professional polish to your work. The course offers simple, step-by-step instructions for basics like cropping, rotation, and sizing images. You will experiment with Photoshop’s tools for correcting exposure, adjusting color and colorcasts, and work with Adobe’s powerful layer and selection tools. You will learn how to add text, retouch, and even clone away unwanted elements from your images. You will discover how to work with raw images and prepare images for print or online use.

In this course, you will be guided through detailed explanations and instructions for using the tools that make this software so popular and unique in the world of digital editing. Whether you are a novice or accomplished photo editor, this course will give you a collection of useful techniques that will quickly show you amazing results in your images.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
Photoshop CC for the Digital Photographer II
Adobe’s Photoshop CC is the industry standard professional photo editing software for digital photographers and graphic artists, now available through the Creative Cloud. If you already know the basics of this powerful program, you’re ready to expand your skills and put the power of Photoshop to work.

You’ll learn advanced techniques with layering, working with multiple selections, applying type masks and special effects, and using filters to enhance images. You’ll also take multiple images and combine them into collages and panoramic photos, retouch portraits, and learn the tools and techniques for photo restoration. As you move through the class, you’ll see how to take multiple images of the same subject and apply high definition range (HDR) for amazing color and contrast. In addition, you’ll master a workflow for efficiently processing your images and have a chance to bring all your skills together in a final exercise. If you haven’t fully unlocked the mysteries of Photoshop CC, you’ll find all the answers you need in this course. By the time you complete these fun, easy-to-follow lessons and hands-on activities, you’ll be a true Photoshop guru!

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Photoshop Elements for the Digital Photographer
Bring out the best in your photos! In this course, you’ll learn how to use Adobe Photoshop Elements to do everything from quick fixes to detailed enhancements that will greatly improve the look of your digital images. Even if you don’t have any image-editing experience, this class will turn you into an advanced photo editor.

As you explore the program’s many tools and features, you’ll gain control of Photoshop Elements and create results that you never imagined possible. You’ll master techniques for editing images, fixing flaws, enhancing the final product, creating simple art projects, preparing images for online use, and organizing your images.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Photoshop Elements for the Digital Photographer II
If you’ve taken the first Photoshop Elements for the Digital Photographer course, or if you have a basic working knowledge of Photoshop Elements, this course will help you take your skills to the next level. You’ll gain ability and confidence as you master the advanced features of this software, specifically designed for photo enthusiasts. Packed with hands-on activities and step-by-step instructions, this course will make you an accomplished editor.

Photoshop Elements gives you room to grow while allowing you to create exciting effects right from the beginning. Because it offers you more features and tools than you’ll find in simpler programs, it broadens the options available to you as an amateur photographer. With the techniques you’ll learn here, you’ll be able to edit and enhance your photos with ease, and you’ll have the power to transform any shot from okay to wow!

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Secrets of Better Photography
Secrets of Better Photography will teach you how to take outstanding photos. Whether you use a DSLR, a point-and-shoot camera, or your phone for your photography, you will learn how to get the best results from your camera.

This hands-on course will teach you how to choose the right photographic equipment to compose images with style. You can take your camera out of auto mode after learning about lighting, motion, aperture, shutter speed, and ISO settings. You will also explore common photography topics, including portraiture, children’s photography, pet photography, and digital editing.

Each lesson includes exercises and assignments, so you can apply what you learned to your own camera. By the time you finish, you will see a difference in both your photographer’s eye and your photos.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

WWW.COASTALBEND.EDU/CE
Travel Photography for the Digital Photographer

This course will teach you what you need to capture scenes from around the world and bring them back to your home. You will discover tips for digital photographers, and how to use both traditional techniques, as well as those unique to digital equipment. You will learn how to get the best shots of animals in captivity and animals in the wild. You will discover ways to blend in with nature and the best kind of equipment for specialized shooting. You will discover tips on taking shots for professional use and those to treasure from a family vacation.

This course will address environmental challenges that can put your camera equipment in jeopardy, such as freezing temperatures and tropical heat, and offer practical solutions to those challenges. You will learn how to travel with digital equipment and what to take and what to leave behind. You will examine various examples from destinations around the world, and expand your knowledge of techniques for shooting digitally and working with the images when you return from your trip.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Web Design

Advanced Web Pages
Take your web design skills to the next level! Whether you want to work as a freelance web designer, join a Web development team, or build websites for your organization, this course will give you the advanced tools you need.

In this course, you will learn to write HTML code for page content and CSS code for page styling. You’ll learn the latest versions of the languages used to create modern websites. With the help of step-by-step instructions, you’ll build interactive websites that collect information from visitors through email signup and feedback forms. In addition, you’ll learn the latest and most effective techniques for presenting layouts and video that work in any browsing environment. Along the way, you’ll explore aesthetics, color scheming, and accessibility in web page design.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Career Exploration

Options to Explore:

- Automotive
- Manufacturing
- Public Safety
- Skilled Trades
- Warehousing & Storage

Price: $59
Course is online and open enrollment.

Certificate of CSS Website Design and Development Proficiency

Learn the basic concepts, tools, and functions that you will need to build fully functional Website using CSS and HTML. Build a strong foundation in CSS with this hand on-tutorial crash course. Fundamental difference between CSS and HTML CSS Editing techniques Inspect Element Tool for outstanding Website design consideration CSS coding techniques. You surf the internet every single day and come across several websites with varying designs and layouts. The fact of the matter is that the difference between an outstanding site and a terrible site is the quality of its CSS development.

Price: $59
Course is online and open enrollment.

Certificate of Photoshop CC Web Design Proficiency

Looking to design websites, either professionally or for your own use? Award-winning veteran trainer Geoff Blake will guide you through the process of building an entire web page from scratch using Photoshop! You’ll learn how to best organize the Photoshop interface to streamline your workspace for web design, eliminating the clutter and making creating web pages fast and easy. Explore the various grid systems that can be used as templates to build professional looking web pages. Next, it’s on to wire framing and UI design, where you’ll learn how to create a mockup that can be sent to clients for approval, or simply kept for personal reference. You’ll also discover how to build upon a wireframe to design a beautiful, and functional web page. Once you’re satisfied with your design, this course will show you how to extract the HTML and CSS that will bring your design to life, and how to customize the code to suit your needs. So if you’re interested in web design for fun or profit, this course will set you up with everything you will need.

Price: $59
Course is online and open enrollment.
Certified Web Design Specialist Bundle
The rapidly evolving field of Web development and design has created a need for people with the technical skills to design, develop and support websites. Virtually all businesses require a public website and many develop internal intranets to support various applications as well.

Courses in this learning path include:
• CSS Website Design and Development
• Photoshop CC Web Design Proficiency
• Dreamweaver CC Basics Proficiency
• PHP Facebook Developer Proficiency
• WordPress Online Business Proficiency

Price: $199
Course is online and open enrollment.

Color Theory
Color plays an important role in visual communication, especially when designing websites. For web designers, understanding color theory is a key to creating a color palette for UI/UX projects. This self-paced course will teach you the fundamentals of color theory and how to apply this framework to your web design practice.

Hours: 24 Price: $79

Creating Web Pages
Create and post your very own website using HTML. You will learn the best strategies for planning the content, structure, and layout of your website as well as creating pages with neatly formatted text, building links between the pages, and more! This course will also cover search engine optimization and powerful no-cost or low-cost web marketing strategies.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Creating WordPress Websites
Learn how to create attractive, sophisticated blogs and websites—without any coding! WordPress is the world’s most popular website publisher, powering more than 34% of all sites on the Internet. WordPress is an easy-to-use solution that will help you put your site on the Web in far less time than by coding, and at a much lower cost than hiring a professional.

In these lessons, you’ll get hands-on experience with this powerful tool as you create your own WordPress.org site and blog. You’ll find out how to use WordPress to create pages and posts, add images and videos, change a site’s look and feel, and include user-friendly features. You’ll discover the ease of using WordPress design themes to express your creativity, and you’ll see how much fun it is to be part of the vibrant WordPress online community.

In addition to mastering the technical elements of WordPress, you’ll learn how to organize a blog or website, create appealing content, keep your site secure, and achieve better positions on search engine results pages. By the end of this course, you’ll be able to confidently use WordPress to create a blog or a personal, business, or organizational website.

The WordPress.org version covered in this class is the platform the pros use. While it normally requires a paid hosting account, this course includes a totally free, no obligation SiteGround hosting account for three months, along with a private place on the Web for practice.

Hours: 75 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Intermediate WordPress Websites
Discover how to get the most from websites and blogs built with WordPress, the world’s most popular Web page publisher.

After reviewing the system’s basic features, you’ll learn to use an online administrative area that makes creating and updating content as simple as composing an email. Your online visitors will be able to comment on your articles, fill out forms and applications, buy your products, and even make appointments.

While WordPress requires no coding, you’ll find out how to use simple HTML and CSS to customize a website’s appearance. You’ll take advantage of the dynamic features known as plugins, which add every imaginable function to your website. And you’ll explore how use plugins to turn a site into an ecommerce powerhouse and improve search engine page results.

To take this course, you should have at least some blog or website publishing experience and good computer skills. WordPress also requires a paid hosting account, but the class includes 90-days of completely free hosting with SiteGround, one of only four hosting companies that WordPress recommends.

If you want to build or maintain a professional WordPress website with all the bells and whistles, this course is for you.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Interested in automotive?
Turn to page 13
Creating WordPress Websites Series
This series of courses will take you from having zero experience and knowledge of web design to more advanced techniques.

Courses included in this series are:
• Creating Wordpress Websites
• Intermediate Wordpress Websites

Hours: 48 Price: $180
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Designing Effective Websites
These days, creating a website is so easy almost anyone can do it. But with all the competition on the web, creating a site that’s effective is more challenging than ever. Regardless of your current skills or level of knowledge, in this course you’ll master the basics of web design and learn how to build sites that are better and more effective.

You’ll examine the tension between form and function, explore the six major states of the website development process, and learn the basics of user-centered design. You’ll also cover the five basic steps to organizing information, find out how site design themes can be used for information delivery, and review website design considerations. Along the way, you’ll learn about effective type and graphics and explore the idea of Web 2.0. This course is a must for web designers, giving the tips and tools that will help them establish a solid career.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Front-End Web Developer
Everything a user sees and interacts with on a website was built by a front-end developer. Considering how many websites exist, front-end web developers are in high demand. This course will prepare you for an entry-level career in this growing job market. You will learn how to use HTML, CSS, and JavaScript to create functional, responsive web applications.

In addition to learning these three languages, you will also put theory into practice to build the front-end of a website. The portfolio you develop in this course will be a vital asset when you enter the web development field.

Hours: 160 Price: $1995
Course is online and open enrollment.

Managing Web Design Projects
This self-paced course will teach you how to manage web design projects. You’ll learn how to optimize the web design process and take your projects from concept to iteration on time and within budget. With demand for skilled web designers and developers at an all-time high, adding project management to your UI/UX toolkit is key to meeting your clients’ needs.

Hours: 24 Price: $79

Responsive Web Design
In today’s online environment, web designers must create websites that are responsive to provide a positive experience in every viewport. These viewports range from small touch-screen environments to large-screen browsers where users interact using a mouse and keyboard. Modern web design requires building sites that are intuitive, inviting, accessible, and attractive in every possible device and environment.

In this course, you will learn to identify and address every aspect of responsive web design: from scaling elements and adjusting page layout, to adapting color schemes and implementing accessible forms. You will master the use of HTML5 linked to media queries in CSS3 to adapt content to fit your user’s viewpoint, and see how jQuery Mobile can help you to mobile sites. This course will teach you to design and build fully responsive websites optimized for smartphones, tablets, and laptop/desktop viewing environments.

Hours: 24 Price: $105

Web Design Professional
With more than 3 billion people using the Internet, the future of retail, learning, and most other industries, is online. This means web designers are needed to create and maintain those websites. If you’re looking to use your creative skills in today’s digital landscape, the Web Design Professional course is for you.

This course will teach you foundational web design skills. You will first learn best practices for the technologies that drive web functionality: HTML, CSS, and JavaScript. You will then learn Creating, Styling, and Validating Forms, and take a deep dive into Bootstrapping to further your knowledge of web development. Finally, you will learn how to use the tools of the trade: Adobe Photoshop, Dreamweaver, and Animate.

The need for web designers isn’t slowing down. Every great site needs more than functionality—it needs a fresh, unique look to convey an organization’s products, services, and message. With the skills you gain from this intensive course, you can start a fast-paced career in web design.

Hours: 384 Price: $2995
Course is online and open enrollment.

Web Design Value Suite
Create your own webpages and websites after learning everything from web design layout to CSS3/HTML5 and JavaScript.

Courses included in this suite:
• Creating Web Pages
• Intro to CSS3 and HTML5
• Intro to Javascript

Hours: 48 Price: $275

Virtual Reality Goggles
Want to take a training with the virtual reality goggles?

Please give us a call at (361) 354-2306.
Automotive

Engine Oil Change
With virtual reality goggles trainees learn and demonstrate proper procedures for an oil and filter change. After learning how to change oil and filter, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Battery Safety and Service
With virtual reality goggles trainees learn and demonstrate proper safe procedures to remove, replace, clean, test, and charge batteries. After learning about battery safety and service, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Starting and Charging Fundamentals
With virtual reality goggles trainees learn and demonstrate how to identify basic starting and charging system components, as well as basic testing and replacement for starting and charging systems (DTAC). After learning how to identify and test starting and charging systems, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Jacks, Jack Stands, and Lift Safety
With virtual reality goggles trainees learn and demonstrate proper jack and jack stand placement, along with proper lift placement locations. After learning proper jack, jack stand, and lift placement locations, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Disc Brake Pad Replacement
With virtual reality goggles trainees learn and demonstrate how to identify and inspect disc brake components. Trainees will also learn and demonstrate how to remove and replace brake pads. After learning how to identify, inspect, remove, and replace disc brake components, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Suspension System Types
With virtual reality goggles trainees learn and demonstrate how to identify various types of suspension system designs. After learning how to identify suspension system designs, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Fuel System Fundamentals
With virtual reality goggles trainees learn and demonstrate how to locate and identify air induction and fuel system components. After learning how to locate and identify air induction and fuel system components, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Automotive Safety Awareness: Airbag, ABS, ADAS and HV Batteries
With virtual reality goggles trainees learn and demonstrate proper procedures for handling air bags and awareness of common safety systems. After learning how to safely handle air bags, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Drum Brake Shoe Replacement
With virtual reality goggles trainees learn and demonstrate how to identify and inspect drum brake components. Trainees will also learn and demonstrate how to remove and replace brake shoes. After learning how to identify, inspect, remove, and replace drum brake components, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Customized Training
Want a customized training? Give us a call at (361) 354-2306.
Fuel System Safety
With virtual reality goggles trainees learn and demonstrate proper fuel system bleeding procedures. After learning proper fuel system bleeding procedures, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Engine Cylinder Compression Test
With virtual reality goggles trainees learn and demonstrate proper procedures for an engine cylinder compression test. After learning the proper procedures for an engine cylinder compression test, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Steering System Types
With virtual reality goggles trainees learn and demonstrate how to identify various types of steering system designs. After learning how to identify steering system designs, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Business

Accounting

Excel

Accounting with Excel 2016 Suite Master
the skills and develop the knowledge you need to increase your financial awareness, while taking your Excel skills to add time-saving functions to your repertoire.

Courses included in this suite include:
• Introduction to Microsoft Excel 2016
• Intermediate Microsoft Excel 2016
• Accounting Fundamentals
• Accounting Fundamentals II

Hours: 96 Price: $395

Accounting with MS Excel 2019 Suite
Learning Excel is an important first step toward an accounting career. As the most widely-used spreadsheet software, Microsoft Excel is used by accountants to analyze data, create reports, and prepare forecasts. This online accounting course suite will teach you fundamental accounting skills, while training you to use Microsoft Excel 2019.

Courses included in this suite include:
• Introduction to Microsoft Excel 2019
• Intermediate Microsoft Excel 2019
• Accounting Fundamentals
• Accounting Fundamentals II

Hours: 96 Price: $395

Accounts Payable Specialist Certification with Microsoft Excel 2019
Accounts payable specialists are key members of any organization, ensuring bills and commitments are paid on time, accurately, and completely. Many AP specialists rely on software like Microsoft’s Excel 2019 program to collect, track, and update important financial data. This online course will prepare you for the Microsoft Office Specialist (MOS) Expert certification exam for Excel 2019 and award you an Accounts Payable Specialist (APS) certification upon successful course completion. APS is an associate-level certification offered Institute of the Finance & Management (IOFM), which demonstrates your understanding of invoices, payments, T&E, Automation, and other key financial functions.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the Microsoft Office Specialist Excel 2019 certifying exam upon eligibility. Proctor fees may apply, which are not included.

Hours: 100
Price without voucher: $1695
Price with voucher: $1795
Course is online and open enrollment.

Follow us on Facebook for updates on upcoming classes, application deadlines, and other important information.

Coastal Bend College Department of Continuing Education

Please scan for the Continuing Education registration form.
Certified Bookkeeper with Microsoft Excel 2019
Certified Bookkeepers are the elite of their profession, much like CPAs are the best in the accounting field. Gaining industry-recognized certification increases your earning potential and enhances your professional status. This course prepares for the American Institute of Professional Bookkeepers (AIPB) certification as well as the Microsoft Office Specialist (MOS) Expert certification exam for Microsoft Excel 2019.

Gaining AIPB certification is the highest standard in the profession, so this course is recommended to practicing bookkeepers with several years of experience and a working knowledge of payroll concepts, including accounting transactions and journal entries.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the Microsoft Office Specialist (MOS) Excel 2019 Expert certifying exam upon eligibility. Proctor fees may apply, which are not included.

Hours: 210
Price without voucher: $2495
Price with voucher: $2595
Course is online and open enrollment.

Certified Internal Auditor with Microsoft Excel 2019
Internal auditors have a complex job, but tools like Microsoft’s Excel program make managing data easy. This online course will train you in the IIA’s International Standards for the Professional Practice of Internal Auditing and teach you advanced techniques for using Microsoft Excel. You will be fully prepared to pass the IIA’s Certified Internal Auditor exam and the Microsoft Office Specialist (MOS) Expert exam for Microsoft Excel 2019. Key topics include mandatory guidance under the IPPF, managing an internal audit project and concepts of internal control, risk, governance, and technology.

Hours: 370
Price without voucher: $1195
Price with voucher: $1295
Course is online and open enrollment.

Chartered Tax Professional with Microsoft Excel 2019
Come tax season, chartered tax professionals need to use tools like Microsoft Excel to prepare taxes. This fully online course will teach you how to prepare individual tax returns for almost all U.S. taxpayers and best practices for using Excel. After successfully completing this course, you will be qualified to prepare individual tax returns and be ready to sit for the IRS Special Enrollment Examination (SEE). You will also be prepared to pass the Microsoft Office Specialist (MOS) Expert certification exam for Excel 2019.

Hours: 250
Price without voucher: $2195
Price with voucher: $2295
Course is online and open enrollment.

Payroll Practice and Management with Microsoft Excel 2019
Payroll professionals have to navigate financial laws and data to do their job efficiently. This online course covers all critical areas of payroll management and teaches you advanced practices for using Microsoft’s Excel 2019 software. You will be prepared to take the Fundamental Payroll Certification exam and the Microsoft Office Specialist (MOS) Expert certification exam for Microsoft Excel 2019. Key topics include the major components of the Fair Labor Standards Act of 1938, the Internal Revenue Code and major parts of the state labor code for your chosen state.

Hours: 170
Price with voucher: $2295
Price with voucher: $2395
Course is online and open enrollment.

QuickBooks Online with Microsoft Excel 2019
This comprehensive course will teach you the basics of accounting with QuickBooks Online, and the skills you need to increase your financial awareness using Microsoft Excel.

Courses included are:
• Introduction to Microsoft Excel 2019
• Intermediate Microsoft Excel 2019
• Introduction to QuickBooks Online
• Intermediate QuickBooks Online

Hours: 96
Price: $395

Accounting Fundamentals
In this comprehensive course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities.

Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you’re a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.

Hours: 75 Price: $115
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Accounting Fundamentals II
While it is true that accounting professionals are scarce, those with corporate accounting experience are even scarcer. This course will provide you with a solid understanding of corporate accounting practices.

In Accounting Fundamentals II, you will explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations.

If you’re interested in increasing your financial awareness and accountability while also gaining a marketable skill, this is the course for you.

Hours: 24 Price: $115
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
### Accounting Fundamentals Series

Whether you’re a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, the courses in this bundle will give you a solid foundation in financial matters. If you’re interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

Courses included in this series include:
- Accounting Fundamentals
- Accounting Fundamentals II

<table>
<thead>
<tr>
<th>Hours</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>48</td>
<td>$199</td>
</tr>
</tbody>
</table>

### Accounting with QuickBooks Online Suite

Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you’re a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.

Accounting Fundamentals II will provide you with a solid understanding of corporate accounting practices. You will learn key topics including as special journals, uncollectible accounts receivable, notes and interest, accrued revenue and expenses, dividends, retained earnings and more.

This QuickBooks Online will teach you how to manage your business financials with QuickBooks Online. You will learn to use key features of QuickBooks Online and gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. Whether you’re new to QuickBooks or need a quick refresher, this course will empower you to take control of your business’s financial accounting.

Learn to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. With this online version, you get all the advantages of computing in the cloud, so that your accounting files will be available to you virtually anytime, anywhere. This course is going to dive a bit deeper into some of the more intermediate-level features of the QuickBooks Online (QBO) program—from tracking product and service items and managing inventory to customizing sales forms.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>96</td>
<td>$395</td>
</tr>
</tbody>
</table>

### Accounts Payable Manager Certification

This course will prepare you for the Institute of Finance & Management’s (IOFM) Accounts Payable Manager (APM) certification, the gold standard within the financial operations industry. You will gain key AP skills, including leadership, internal controls and oversight, and process improvement.

With the world of financial operations evolving at the speed of technology, certified APMs are in demand. In fact, more than 25,000 of your peers have advanced their careers with IOFM certification. Whether you’re new to AP or have been in AP for years, this Accounts Payable Manager course is designed for you.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>$1295</td>
</tr>
</tbody>
</table>

### Accounts Payable Specialist Certification

This online course will prepare you for the Institute of Finance & Management’s (IOFM) Accounts Payable Specialist (APS) certification. This associate-level certification focuses on intermediate financial operations skills.

Today’s companies employ certified accounts payable professionals to ensure their expenses are accurately paid. With APS certification, you demonstrate your understanding of invoices, payments, T&E, Automation, and other key functions to potential employers. If you’re new to the AP industry or plan to advance your career, the Accounts Payable Specialist course is for you.

Prerequisites:
The Accounts Payable Specialist Certification course is specifically designed to help individuals with prior AP knowledge become certified. IOFM recommends that you meet one of the following for APS certification:

- No degree = 3 yrs. AP experience
- 2-year degree = 2 yrs. AP experience
- 4-year degree = 1 yr. AP experience

<table>
<thead>
<tr>
<th>Hours</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>$1370</td>
</tr>
</tbody>
</table>

### Need training for your company?

Give us a call at (361) 354-2306
e-mail us at bbecknell@coastalbend.edu.

Companies can receive a bulk discount depending on how many individuals need training.

Training can also be customized to better suit the need of a specific industry.
Certificate of Basic Bookkeeping Skills Proficiency
This Bookkeeping course will help you understand financial issues clearly. Being able to understand the fundamentals of accounting will help you report your financial issues correctly and effectively. This Simple Bookkeeping Course is a perfect way to get your accounting skills to date.

Learning Objectives:
- Record accounts receivable
- Record accounts payable
- Properly record expenditure
- Properly record receipts
- Record loan repayments
- Basic Bookkeeping Online courses would give you all the information you need to record your business transactions accurately.

Price: $59
Course is online and open enrollment.

Certificate of Bookkeeping and Payroll Proficiency
The Bookkeeping and Payroll course prepares the candidates to become successful bookkeepers and acquire the necessary knowledge and understanding needed to create an effective and reliable bookkeeping system. The course gives graduates and inexperienced professionals a career boost and enhances their accounting and bookkeeping skills. The course helps the candidates to prove to employers that they can provide office accounting, bookkeeping and payroll management duties in an effective and efficient manner.

Price: $59
Course is online and open enrollment.

Certificate of Budgets And Financial Report Proficiency
Money can be stressful for even the smartest men. Having a good knowledge of the simple financial terms and procedures is, however, key to your career. When ROI, EBIT, GAAP, and extrapolation join the dialogue, you’re going to want to hear what people are talking about, and you’re going to want to be able to take part in the discussion.

Learning Objectives:
- Identify financial terminology
- Understand financial statements
- Identify how to analyze financial statements
- Understand budgets
- How to make budgeting easy
- Understand advanced forecasting techniques
- Understand how to manage the budget
- Identify how to make smart purchasing decisions
- Identify the legal aspects of finances

Price: $59
Course is online and open enrollment.

Certificate of Introductory Business Accounting Proficiency
The Introduction to Business Accounting is a fundamental course for new entrepreneurs and business owners to understand the accounting basics and financial statements. The course covers the four basic financial statements, Income Statement, Balance Sheet, Statement of Retained Earnings, and Statement of Cash Flows. These four elements are a key to evaluate any company’s growth and financial standings. In addition, this course provides the candidates with the basic tools to project profitability and break down the costs to help analyze any company’s actual worth. Understanding the basics of accounting is essential for the prospective business owners. The Introduction to Business Accounting course helps the candidates to achieve the basic knowledge and understanding of fundamental accounting principles. The course is designed for beginner-level candidates with little to no knowledge of accounting.

Price: $59
Course is online and open enrollment.

Certified Accounting Management Specialist Bundle
The role of the Bookkeeping/Accounting Specialist involves management of financial data and compliance by maintaining accurate accounts payable and receivable, payroll, financial entries, and reconciliations data.

Courses included in this learning path include:
- Introductory Business Accounting
- Basic Bookkeeping Skills
- Bookkeeping and Payroll
- Budgets and Financial Report
- Microsoft Office Excel Basics

Price: $199
Course is online and open enrollment.

Certified Internal Auditor
The Certified Internal Auditor (CIA) is an online CIA Exam Review course, which utilizes an adaptive learning platform that focuses your study on your weaker areas and reduces your overall study time. After the Assessment Phase to identify areas of weakness, you will able to use our reporting features to concentrate additional learning on specific areas of the textbook. The Adaptive Study feature of the course automatically selects questions for you to study based upon previous scoring history and IIA Category Weighting.

The CIA review course begins with the IIA’s International Standards for the Professional Practice of Internal Auditing (Standards) and aspects of mandatory guidance under the IPPF. It also focuses on managing an internal audit project and culminates with concepts related to internal control, risk, governance, and technology. Upon completion of the study of each exam section of the course, you will be prepared to sit for and pass that section of the Certified Internal Auditor Examination.

Hours: 300 Price: $695
Course is online and open enrollment.
Financial Analyst Suite
Master the skills and develop the knowledge you need to be successful as in Accounting and Business Analysis.

Courses included in this suite are:
• Accounting Fundamentals
• Accounting Fundamentals II
• Mastery of Business Fundamentals
• Introduction to Business Analysis

Hours: 96 Price: $395
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Payroll Manager
Payroll is one of the fastest-changing career fields in the business world today. This course will prepare you for a career as a payroll manager and equip you with MBA-level business management skills. By course completion, you will understand key areas of payroll and be prepared to sit for the American Payroll Association’s Fundamental Payroll Certification (FPC) exam.

Payroll laws are complex, so businesses rely on skilled payroll teams and competent leaders to navigate these laws. The Management Training aspect of this course will help you gain key managerial skills to lead and manage other employees. You will build a foundation in common managerial techniques, understand employment laws, and define your management style.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

• Managing by the Numbers: A Commonsense Guide to Understanding and using your Company's Financials
• Strategic Planning - A Pragmatic Guide

Hours: 460 Price: $3395
Course is online and open enrollment.

Payroll Practice and Management
Payroll is one of the fastest-changing career fields in the business world today. This course will help you navigate ever-changing payroll rules and regulations, so you can succeed as a payroll professional. You will learn all facets of payroll from basic laws to complex areas like fringe benefits, taxation, and garnishments. By course completion, you will be ready to pass the Fundamental Payroll Certification exam, developed by the American Payroll Association.

Hours: 100 Price: $1795
Course is online and open enrollment.

Administrative Assistant Fundamentals
Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You will become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

This course and its follow up (Administrative Assistant Applications) may help you prepare for the internationally-recognized Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®).

Hours: 24 Price: $115
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Administrative Assistant Suite
In this discounted bundle suite, you will learn the skills you need to excel as an administrative professional or executive assistant.

Courses included in this suite include:
• Administrative Assistant Fundamentals
• Administrative Assistant Applications
• Effective Business Writing

Hours: 72 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Looking for a course over sales?
Visit page 70.
Basic Computer Skills Suite
Learn essential computer skills for the 21st century workplace, including how to troubleshoot PC issues!

Courses included in the suite include:
• Keyboarding
• Computer Skills for the Workplace
• Introduction to PC Troubleshooting

Hours: 72  Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate of Administrative Office Procedures Proficiency
Administrative office procedures may not be elegant, but they are essential to the success of any organization. A well-run office prevents miscommunication and tends to eradicate frequent errors. By keeping the administrative office a priority, you can develop consistent rules and practices with employee awareness and buy-in to ensure that the work atmosphere runs efficiently.

Learning Objectives:
• Organize a binder
• Develop procedures
• Prepare checklists
• Understand succession planning
• Collect the correct tools

Price: $59
Course is online and open enrollment.

Certificate of Legal Office Administration Proficiency
The Legal Office Administration course teaches the candidates about effective administration and management of a legal firm or office. The students learn about preparing legal documents, litigation, contracts, torts, criminal law and procedure, family law, business law, real estate, estate planning and guardianship and bankruptcy. In addition to these topics, the course also emphasizes on the potential career and certification pathways for paralegal staff. The Legal Office Administration is a comprehensive course covering the broad range of topics such as courts, crime, and controversy, law and crime, state courts, family law, business law and real-estate law. The course provides a launching pad for a successful and promising career as a paralegal staff member.

Price: $59
Course is online and open enrollment.

Certificate of Executive and Personal Assistant Skills Proficiency
To be recognized as a business asset and not just a mere assistant requires a set of core skills. As an executive assistant that manage schedules, make travel arrangements or organize meetings, you’re not only expected to have a high level of confidentiality. You always have to come to work and be ready to hit the ground running every day.

Learning Objectives:
• Master administrative soft skills and other vital tools of the trade
• Become the game changer in any organization and work within your executive’s inner circle
• Make impacts, follow confidentiality guidelines and advocate for yourself

Price: $59
Course is online and open enrollment.

Certificate of Administrative Support Skills Proficiency
If the phrase less is more were a person, it would be the administrative support personnel. Being able to stay out of sight, and work the establishment puppets strings seamlessly, is a feat that only the administrative greats can accomplish.

Learning Objectives:
• Uncanny resource and time management
• Effective communication and skillful collaborations.

Price: $59
Course is online and open enrollment.

Certified Administrative Professional
To be a successful administrative professional, you must possess the skills to handle a wide variety of workplace tasks and scenarios. The Certified Administrative Professional (CAP) course serves two purposes. First, it prepares you to take the CAP exam offered by the International Association of Administrative Professionals (IAAP). Second, it provides you with a broad selection of essential skills and knowledge to effectively work as an administrative assistant in fields including education, technology, government, and medicine.

In this course, you will learn the basics of workplace administration as well as how to begin and grow a successful career as an administrative professional. The course covers the intricacies of organizational communication, office and records management, and human resources fundamentals, among other topics. You will also learn to effectively write for business, produce documents, and utilize informational technology. You’ll gain event and project management skills, which includes virtual meeting coordination. As technology develops, this skill has become increasingly useful. Each course module concludes with a quiz, helping you to effectively track your progress and test your skills. This course includes a voucher which covers the fee of the exam.

Hours: 90  Price: $1695
Course is online and open enrollment.

Construction Safety
To schedule a class for construction safety, please contact the Department of Continuing Education at bbecknell@coastalbend.edu
Certified Administrative Professional with Microsoft Office Master 2019
Certified Administrative Professional (CAP) is one of the most valuable credentials an administrative professional can hold. When held with a Microsoft Office Master certification, you demonstrate that you can perform all administrative assistant duties and responsibilities at the highest level.

This course will prepare you for the CAP exam, offered by the International Association of Administrative Professionals (IAAP), and Microsoft Master certification. You will learn the fundamentals of workplace administration, including organizational communication, records management, and human resources. You will then learn advanced skills for using programs in the Microsoft Office 2019 suite.

Upon course completion, you will receive prepaid vouchers to take the CAP exam and the MO-201 (Excel), MO-101 (Word), MO-300 (PowerPoint), and MO-400 (Outlook) exams. The vouchers are prepaid access to sit for the certifying exams upon eligibility. Proctor fees may apply, which are not included.

Hours: 335 Price: $3195
Course is online and open enrollment.

Certified Executive Assistant Specialist Bundle
An executive assistant is an administrative professional whose work consists of supporting management, including executives, using a variety of project management, communication, or organizational skills.

Courses included in this bundle include:
• Executive and Personal Assistant Skills
• Administrative Support Skills
• Microsoft Office Word Proficiency
• Microsoft Office Excel Proficiency
• Microsoft Office Outlook Proficiency

Price: $199
Course is online and open enrollment.

Certified Legal Office Management Specialist Bundle
Legal office specialists may draft legal communications and make general files, as well as gather documents and respond to clients’ requests and legal inquiries. Communication skills are important in this position to work well with clients as well as other legal professionals.

Courses included in this bundle include:
• Legal Office Administration Proficiency
• Introductory Legal Concepts Proficiency
• Project Management Skills
• Professional Communication Essentials
• Microsoft Office Word Proficiency

Price: $199
Course is online and open enrollment.

Certified Administrative Professional with Microsoft Office Specialist 2019
Certified Administrative Professional (CAP) and Microsoft Office Specialist (MOS) are two of the most valuable credentials an administrative professional can hold. These certifications prove that you can effectively perform administrative assistant duties and responsibilities in any industry.

This course will prepare you for the CAP exam, offered by the International Association of Administrative Professionals (IAAP), and MOS certification exams for Word, Excel, PowerPoint, Outlook, and Access. You will learn the fundamentals of workplace administration, including organizational communication, management, and human resources. You will then learn to how to effectively use programs in the Microsoft Office 2019 suite. This course offers enrollment with vouchers which is pre paid access to sit for the certifying exams upon eligibility.

Upon course completion, you will receive prepaid vouchers to take the CAP exam and the (MOS) Certification Exams are MO-100 (Word), MO-200 (Excel), MO-300 (PowerPoint), MO-400 (Outlook), and MO-500 (Access) exams. The vouchers are prepaid access to sit for the certifying exams upon eligibility. Proctor fees may apply, which are not included. Train for a career as an administrative assistant and learn the Microsoft Office suite. This course bundle will prepare you for the Certified Administrative Professional exam and the Microsoft Office Specialist certification exams for Word, Excel, PowerPoint, Outlook, and Access. Hours: 425 Price: $3595 Course is online and open enrollment.

Hours: 335 Price: $3595
Course is online and open enrollment.

OSHA Training
Coastal Bend College can offer any OSHA training with advanced notice.
Executive Assistant
An executive assistant needs a broad skill set to be able to provide direct support to their organization’s leadership. If you’re pursuing a career as an executive assistant, this course will prepare you for the Certified Administrative Professional (CAP) and teach you key business management skills. This body of knowledge will help you thrive in an executive assistant role in any corporate office setting.

You will learn the intricacies of organizational communication, office and records management, and human resources fundamentals, among other topics. You’ll also gain an understanding of financial and accounting terms, successful negotiation strategies, the marketing process, employment law, compliance and regulatory requirements, and licensing, permits, and taxes.

Hours: 450 Price: $3595
Course is online and open enrollment.

Executive Assistant with Microsoft Office Master 2019
To support leadership, executive assistants must be able to manage all aspects of an office environment, from planning to software. This course will help you earn the two top credentials for executive assistants: Certified Administrative Professional (CAP) and Microsoft Office Master.

You will learn the intricacies of organizational communication, office and records management, and human resources fundamentals, among other topics. You will then learn advanced use of Microsoft Office programs Word, Excel, and PowerPoint. Holding a Microsoft Office Master certification signifies that you have the deepest level of knowledge of Microsoft Office and gives you an edge as an executive assistant.

On course completion, you will receive vouchers to take the CAP exam and the following MOS exams: MO-100 (Word), MO-200 (Excel), MO-300 (PowerPoint), MO-400 (Outlook), and MO-500 (Access). The vouchers are prepaid access to sit for the certifying exam upon eligibility. Proctor fees may apply, which are not included.

Hours: 785 Price: $4995
Course is online and open enrollment.

IC3 Digital Literacy GS5
This course covers a broad range of digital literacy skills needed in today’s tech-driven society. You will learn key topics based on learning objectives covered on the IC3 Digital Literacy Certification exams. You will also be able to use of the Custom Path feature to streamline the training process by skipping course lessons and exercises that correspond to skills/concepts passed in the pre-assessment.

Hours: 60
Price without voucher: $395
Price with voucher: $595
Course is online and open enrollment.
Records Management Certificate
A record is anything that provides information. A record may be on any type of media: paper or electronic, digital or analog, magnetic or optical, liquid or solid. In today’s technological environment, organizations must learn how to handle records so that they can be used as needed in the future. Records must be managed from the time they are created or received through distribution, use, and maintenance, until they are finally destroyed or permanently archived.

This online course will give you a basic overview of records management terminology, concepts, and procedures to successfully manage records in today’s offices. Regardless of the media on which the record is stored, it must be properly managed to be an asset to the organization. Another important component of a professional records management program is legality issues. A comprehensive, legally-sound records retention schedule must be developed and strictly followed so that the company is not held liable for problems that could have been avoided in the first place. This course will assist you in making those decisions based upon certain characteristics of the records. Also, you’ll learn to code and file according to the rules established by the Association of Records Managers and Administrators (ARMA).

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- Records Management
- Study Guide

Hours: 180 Price: $1595
Course is online and open enrollment.

Records Management Certificate with Microsoft Office Master 2019
The Records Management section of this course will teach you how to establish and administer a records management program. You’ll learn records management terminology, concepts, and procedures needed to successfully manage records in today’s offices. You will also gain key skills for coding and filing while adhering to the rules established by the Association of Records Managers and Administrators (ARMA).

The Microsoft Office Specialist section of the course will prepare you for the Microsoft Office Specialist (MOS) 2019 certification exams for Word, Excel, PowerPoint, Access, and Outlook. You will build your proficiency in these programs through hands-on exercises, in-depth course material, and supplemental video demonstrations. By course completion, you will know how to best use Microsoft Office 2019 software and be fully prepared for the MOS certification exams.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility. You will also receive prepaid vouchers to take the MO-100 (Word), MO-200 (Excel), MO-300 (PowerPoint), MO-400 (Outlook), and MO-500 (Access) exams. Proctor fees may apply, which are not included.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- Records Management
- Study Guide

Hours: 425
Price without voucher: $3095
Price with voucher: $3395
Course is online and open enrollment.

Records Management Certificate with Microsoft Office Specialist 2019
The Records Management section of this course will teach you how to establish and administer a records management program. You’ll learn records management terminology, concepts and procedures needed to successfully manage records in today’s offices. You will also gain key skills for coding and filing according to the rules established by the Association of Records Managers and Administrators (ARMA).

The Microsoft Office Master 2019 Certification Training section of this course will prepare you for the MOS Master certification exams for Word, Excel, PowerPoint, and Outlook. You will build your expertise through hands-on exercises, in-depth course material, and supplemental video demonstrations.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- Records Management
- Study Guide

Hours: 515
Price without voucher: $3395
Price with voucher: $3795
Course is online and open enrollment.
Communication

Certificate of Body Language Basics Proficiency
Body language is the subtle way we communicate with others often knowingly, but also without even knowing that we send messages by the way we move. We transmit signals to those around us as strongly as we do with words in every gesture of our body from the way we shake hands, step across a room, and sit at a desk, to the micro gestures on our faces that we are not conscious of.

Learning Objectives:
• How to read body language
• How to be a human lie detector
• How to read people
• How to detect hidden emotions
• How to spot lies
• Body language in business
• Body language for women
• Body language for men

Price: $59
Course is online and open enrollment.

Certificate of Communication Strategies Proficiency
Communication issues are the major spanner in the works when trying to complete projects. The best-planned projects can fail when poor communication leads to a series of wrong actions. Take your career to the next phase with our communication strategy modules that refines time-tested techniques, combining them with new ones to give you an edge in today’s fast-paced corporate environment.

Learning Objectives:
• Develop a strategic attitude for communication
• Develop effective crisis management skills
• Leverage the power of organizational communication to improve reputation
• Establish cross-cultural intelligence and tolerance

Price: $59
Course is online and open enrollment.

Certificate of Inside Team Networking and Communication Proficiency
Networking is one of the most basic and essential skills employees should develop. Having great networking skills within an organization is sometimes overlooked. Having a viable networking and communication skill set will benefit any organization and will lead to increased productivity and performance. Networking Within the Company is about creating and maintaining better relationships. Your participants will develop skills to avoid obstacles, increase communication, and build relationships that last over time. Employees who understand and embrace the aspects of networking in the workplace will grow your business and create a more engaging environment.

Price: $59
Course is online and open enrollment.

Certificate of Lunch and Learn Presentation Proficiency
Studying this course will give you a solid understanding of the practical advantages of well-organized Lunch & Learn, boost productivity in the office, and accomplish business goals while experiencing a more relaxed and enjoyable approach to teaching.

Learning Objectives:
• Understand what a lunch and learn is and is not
• Be prepared to set up and break down
• Create new content
• Address difficult situations and people
• Create useful takeaways
• Use feedback to improve future lunch and learns

Price: $59
Course is online and open enrollment.

Certificate of Public Speaking Proficiency
From sweaty palms to cracking voices, speaking publicly can be terrifying, yet it is a crucial skill to have in the business world. Being a talented public speaker is a skill that is able to help advance a wide range of careers and the first step is typically attending public speaking classes to help you master the craft. This Public Speaking course will give participants some basic public speaking skills, including in-depth information on developing an engaging program and delivering their presentation with power. By the end of this course, participants will become more confident and relaxed in front of an audience which will translate into a successful speaking event.

Learning Objectives:
• Identifying Your Audience
• Creating a Basic Outline
• Organizing the Program
• Fleshing It Out
• Putting It All Together
• Being Prepared
• Overcoming Nervousness
• Delivering Your Speech

Price: $59
Course is online and open enrollment.

Follow us on Linkedin at CBC Department of Continuing Education to learn about upcoming trainings.

WWW.COASTALBEND.EDU/CE
Certificate of Telephone Etiquette Skills Proficiency

One of the most common ways our customers interface with employees is through the telephone. Therefore, having an understanding of telephone etiquette will make a large difference to your customers and your profits. Your reputation for service depends on how well your staff handle incoming and outgoing calls. 87% of the message your customers receive on the telephone is through the tonality of the voice they hear. Only 13% of the message they hear are the words used. Participants will learn the skills to maximize efficiency and enhance output through our Mobile Etiquette course. This will create a productive atmosphere in the company and will affect the whole organization. Recognizing the various techniques used in inbound and outbound calls, along with information of how to treat disrespectful or frustrated callers, makes this laboratory a perfect investment.

Learning Objectives:
- Telephone Etiquette & Answering Procedures
- Processing Incoming & Outgoing Calls
- Communication & Communication Barriers
- The Phonetic Alphabet
- Elements of Customer Service
- Identifying Customers and Competitors
- Identifying & Meeting Customer Needs
- Attitude
- Forbidden Phrases & Soft Language Skills
- Dealing With Challenges
- Dealing with Problem Customers

Price: $59
Course is online and open enrollment.

Effective Business Writing

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don’t let small gaps in your business writing skills prevent you from reaching your full potential!

It doesn’t matter whether you’re a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you’ll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

Hours: 24
Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Get Assertive

Are you tired of being intimidated and treated badly by others? Learn specific techniques to become more assertive in all parts of your life. Discover how people manipulate you and how you submit to being a victim. Understand the difference between passive, aggressive, and assertive behaviors, and see how inner dialogues keep people acting in passive ways. Explore tips and strategies you can use to change your inner dialogue, such as using affirmations and visualization, creating new labels for yourself and others, and keeping a journal.

Do you think you speak non-assertively? If so, master the skills that will empower you to talk in an assertive manner, including specific verbal techniques and phrases for a variety of situations. Anger and criticism from others are difficult to deal with, so you will get many tips on how to handle these. Because your body can reflect an inner uncertainty, you will learn how to use facial expressions, eye contact, gestures, and your voice to reinforce the assertive statements you’re making.

You teach people how to treat you through your behaviors as well as your words, and this course will help you understand which behaviors to use with others so they perceive you as being assertive. When you begin to exhibit your new confidence in relationships, people will counter in various ways. You will learn how to stand firm in the face of this resistance.

Get the assertiveness training you need in order to be more confident and powerful with family members, friends, bosses, co-workers, professionals, service people, and even total strangers. It’s your turn to speak up!

Hours: 24
Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate of Webinar Skills Proficiency

A webinar might just be the missing link in your quest to reach out to your teeming audience. Webinars are like independent movies that leave your audience inspired. Our Webinar module is designed to help you excel at the highly underrated marketing tactic.

Learning Objectives:
- Create more interactive marketing content presentations for your audience
- Attract more business to your company through attendees
- Tackle broad topics such as SEO, Search Engine Marketing, and Social Media Marketing
- Share your passion, connect more, and reach out to many with our groundbreaking course.

Price: $59
Course is online and open enrollment.

Department of Workforce Development and Continuing Education

Customized Training

Want a customized training?
Give us a call at (361) 354-2306.
Interpersonal Communication
Communicating successfully depends on effective use of communication strategies and behaviors. Words, facial and body movements, tone of voice, even clothing and situation, all form an intricate symbol system that must be quickly translated by those who want to communicate.

It has been said that there is no communication unless a mutual sharing of meaning takes place. It has also been said that one cannot NOT communicate. These two ideas seem to oppose one another, but they are two sides of the same coin. A smile can have many meanings, but so can silence.

This course will show you how to manage the conscious and unconscious codes of meaning people send to each other and how to respond with appropriate codes in return. You will explore concepts of verbal and nonverbal expression, including personal style, listening, relationship dynamics, self-esteem, conflict management, and cultural and gender communication differences.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Keys to Effective Communication
If you often find yourself at a loss for words or lack confidence in your communication abilities, you will appreciate this course. Each lesson works through the step by step process needed to become a great conversationalist. You will learn to use communication to build rapport and create environments of trust, warmth, and respect. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships.

Hours: 24 Price: $90

Mastering Public Speaking
You can become an effective public speaker! In this course, you will discover how to talk confidently and persuasively to both large audiences and small groups. You will also learn how to plan and deliver your presentations skillfully and how to manage one of the most common public speaking barriers—fear.

You’ll learn the secrets to presenting a speech, how to handle questions and manage conflict in meetings, and even how to shine in a job interview. You will get tips for training your voice and learn how to use both verbal and nonverbal communication effectively. By the time you finish this course, you’ll have an entire set of skills you can use on the job, in social settings, and in any other situation where you need to communicate with ease and authority!

Hours: 24 Price: $105

Persuasive Communication
Persuasive communication is essential not only for selling the products or services of the business but for obtaining financing and running daily operations. This course will provide you with the opportunity to gain confidence and improve their communication skills. Even the most skilled communicator can always learn additional techniques for success.

Hours: 24 Price: $145

Presentation Skills Suite
Learn everything you need to know to master public speaking, create PowerPoint presentations, and incorporate humor into your presentation delivery.

Courses included in this suite include:
•  Mastering Public Speaking
•  Introduction to Microsoft Powerpoint 2016
•  Get Funny

Hours: 72 Price: $275

Customer Service
Certificate of Call Call Center
Customer Service Skills Proficiency
First call impressions are the new first impressions, and you know what they say about those! The call center training essentials course, takes all its participants on a journey of professionally refining their phone skills. This training ultimately helps to up employee confidence in regards to handling clients, improving sales, and building even better relationships with both would be and existing customers.

Learning Objectives:
•  Lower costs, by improving employee productivity and performance.
•  By employing evaluating metrics and coaching, this course ensures that participants are able to reach their full potential, and keep their skill set at an optimum level.

Price: $59
Course is online and open enrollment.

Certificate of Customer Care Culture - Team Leader Skills
The course is designed for beginners and those on the front line like Team Leaders and First and Second Line Managers. This is one course in a series of culture change courses that asks the questions:

•  Why Do You Want To Change Your Team Culture and What Behavior Will You See In The New Culture?

This course will outline best practices to influence your team to go above and beyond, follow up successfully with customers and focus on one target audience at a time. Foster a positive customer care culture to improve productivity and the overall happiness of your team!

Price: $59
Course is online and open enrollment.

Don't see a course you would like to take?
Give us a call at (361) 354-2768 or email us at ce@coastalbend.edu with details on the course.

WWW.COASTALBEND.EDU/CE
Certificate of Customer Service Basics Proficiency
Customer service fosters customer loyalty and increases the amount a customer invests in your company. It also generates the much-coveted word-of-mouth advertising for your company.

Learning Objectives:
- Evaluate and anticipate different types of customer interactions
- Master in-person and over-the-phone clientele management
- Handle irate customers and reading stress-triggering situations and determining the best outcome
- Go the extra mile for customers by attaining remarkable comprehension levels of Emotional Intelligence and Psychology of Human Functioning
- Deal with situations in a holistic approach

Price: $59
Course is online and open enrollment.

Certificate of Customer Service Skills Proficiency
The Customer Service Skills course is a training course for customer support and services staff to help them develop an effective and efficient mechanism of solving customer’s issues. The course is focused on the skills needed to provide customer support, the right attitude, case handling techniques and stress management. This course develops the Customer First, approach in the service and support staff that is responsible for providing the after sales support service to the customers, while developing stress management abilities.

Price: $59
Course is online and open enrollment.

Certificate of High Performance Customer Support Teams Proficiency
In this workshop, your participants will learn how engaging customers properly can benefit both the employee and customer. Effective customer service can change a company’s reputation for the better. Through this workshop, your participants will gain a new perspective on how to react to negative customers and leave the customer satisfied.

Price: $59
Course is online and open enrollment.

Certificate of Online Customer Support Proficiency
What distinguishes successful companies from others that fail is excellent customer support. Consumers are increasingly preferring products and companies focused purely on customer satisfaction beyond both product consistency and low costs. While the fundamental purpose of a business is to get and keep customers, This course will teach you how to build top-notch customer service skills.

Learning Objectives:
- Appreciate what Customer Service is, and why it is important
- Understand the changing nature of customer expectations and how to meet them
- Learn how to solve the three main types of customer problems
- Deal confidently and assertively with difficult people
- Use communication skills effectively and overcome barriers
- Understand which personal skills will help you in your role

Price: $59
Course is online and open enrollment.

Certified Customer Support Specialist Bundle
A Customer Support Specialist is responsible for interacting with clients and customers. Responding to customer queries in a timely and accurate way, via phone, e-mail or chat. Identifying customer needs and helping customers use specific features of services and products provided.

Courses included in this bundle:
- Customer Service Basics
- Customer Service Skills
- Online Customer Support
- Customer Skills
- Customer Service Management

Price: $199
Course is online and open enrollment.

Department of Workforce Development and Continuing Education

Computer Programming
Coastal Bend College offers courses on different types of programming including:
- Java
- Oracle
- Python
- SQL
- and More!

For more information, please visit page 186.
**Finance**

### Blockchain Fundamentals
This course provides a foundation in a practical knowledge of blockchain. Beginning with an understanding of blockchain technology and its intended purpose, the course progresses into blockchain architecture. You will review the enterprise implementation and practical use of blockchain, such as in banking, healthcare and government applications. Throughout the course, you will also learn how blockchain evolved from its beginnings with cryptocurrencies and the role it plays in the trading, distribution, and other transactions that occur with cryptocurrency.

Hours: 24 Price: $115

### Business Finance for Non-Finance Personnel
Are you interested in making better business decisions to increase your company’s profits, move you up the corporate ladder, and help you reach a better, personal financial position? If so, this course is for you.

Using practical explanations and real-life examples, this course will show you how money flows through a typical business. You will learn the basics of how a business operates, including how to develop successful business strategies and how to use financial statements to make better business decisions.

Whether you’re an employee, sales executive, supervisor, or manager, this course will help you understand basic financial information and use that information to make decisions that will positively affect your company’s financial situation.

This is a business finance course for non-financial employees and managers. By taking it, you will obtain significantly improved business acumen skills and financial understanding. Position yourself to be more confident in your business and financial decisions.

Hours: 24 Price: $105

#### 2/10-3/24 online
#### 3/17-4/28 online
#### 4/14-5/26 online
#### 5/12-6/23 online

### Certified Credit Counselor
Becoming a Certified Credit Counselor signifies that you have achieved a standard of excellence in the credit and personal finance counseling industry. Upon completing this course and passing the final exam, you will receive an industry-recognized Credit Counseling Certification from the National Association of Certified Credit Counselors (NACCC).

The knowledge gained in this course—core financial and credit concepts—is key to helping clients successfully take control of their finances. Certified Credit Counselors empower and counsel the financially stressed, implement financial plans with clients, and educate clients on finances.

This course also provides a foundation to explore additional counseling disciplines such as Housing Counselor and Student Loan Counselor. It prepares you for a career as a life coach and explores options for running your own consulting business.

Hours: 80 Price: $1995
Course is online and open enrollment.

### Certified Credit Counselor and Certified Financial Health Counselor
Becoming a certified credit counselor with a specialty in financial health indicates that you have achieved a standard of excellence in training for the credit counseling industry.

This course bundle provides a foundation to work in various counseling disciplines such as housing counselor or student loan counselor. You will learn how to coach your clients in building strong credit, spending analysis, improving money management behaviors, and more. Demonstrating your knowledge of core financial and credit concepts will help you best serve and attract clientele in need of credit counseling.

Upon successful completion of this course and passing the examinations you will receive a Financial Health Counseling Certification and Credit Counseling Certification from the National Association of Certified Credit Counselors.

Hours: 105 Price: $3195
Course is online and open enrollment.

### Certified Financial Health Counselor
Staying financially healthy is important regardless of the economic climate. To provide financial health counseling, one must have a strong knowledge of core financial and credit concepts. This course will prepare you for a career in financial counseling as an independent counselor or a consultant to other businesses supporting individuals.

You will learn skills that can be applied to counseling disciplines such as housing counselor, student loan counselor, or financial coach. Upon successful completion of this course, you will earn a Certified Financial Health Counselor designation from the National Association of Certified Credit Counselors. Earning this designation establishes that you have achieved a standard of excellence in training for the credit counseling, coaching, or personal finance industry.

Hours: 80 Price: $1995
Course is online and open enrollment.

WWW.COASTALBEND.EDU/CE
Financial and Career Coach
Financial situations can change in an instant. Luckily, career coaches help clients improve their professional and financial lives. If you work in career coaching, earning certification from the National Association of Certified Credit Counselors proves that you meet the highest benchmarks in the career development industry. This online course will prepare you for Financial and Career Coach certification, so you can bridge the gap between career development and financial counseling.

Hours: 120 Price: $2395
Course is online and open enrollment.

Certificate of Managing Personal Finances Proficiency
For many people, finances are an unsolvable Rubik’s cube filled with anxiety. We don’t teach children when they are young the value of a good credit score. Many people have a hard time formatting and sticking to a budget. You can easily solve the finance puzzle with a little hard work, self-control, and the right tools. Today is a new day; you are taking the first steps to reclaiming your financial freedom. Most people know that a map can tell them how to get from point A to point B. A well developed budget is just like a map as it helps you reach your financial goals. You start at point A, and the budget helps you go the distance get to point B. And with our Managing Personal Finances workshop your participants will learn how to budget, and create a plan for their future.

Price: $59
Course is online and open enrollment.

Financial Planning Suite
Learn to determine the best way to achieve your financial goals, protect your assets, and take control of your money once and for all with this online course.

Courses included in this suite:
• Keys to Successful Money Management
• Personal Finance
• Where Does All My Money Go

Hours: 72 Price: $299

Keys to Successful Money Management
If you’re interested in discovering how most wealthy people amassed their fortunes, this is the course for you. All it takes is organization, discipline, and a firm knowledge of how to proceed. If you’re serious about accumulating a sizable nest egg and living the life of your dreams, you will have to acquire the knowledge and skills necessary for success.

In this course, a certified financial planner will walk you through the steps you need to take in order to achieve true financial success. You’ll become comfortable with the broad array of investment choices available to you right now, and you’ll discover the best ways to acquire and accumulate both cash and real property. You’ll also learn about the tax implications of your investment decisions, along with steps you can take to protect any wealth you acquire.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Personal Finance
Do you have clear financial goals? Are you confident you will be able to retire someday? How can be sure you are making the right investments? Do you know how to change your credit report to reduce your expenses and increase your financial security? Do you know how to keep good financial records?

This course will prepare you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, realistic, and easy to work into your regular routine. They will help you gain control over the financial impact of the choices you make. You will learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance, and plan for your financial future. You will develop a retirement savings plan, and you will be better prepared to make large purchases and plan for taxes. You will learn the essentials of household bookkeeping, record keeping requirements, and much, much more.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate of Schedule & Cost Control Proficiency
This instructor-led course provides participants with real world tools to manage the complex problems surrounding schedule and cost management. Students will learn a variety of tools and techniques to see what works and what does not in the real world of project management. The course discusses the details of the processes required to manage timely completion of the project. It also includes the processes involved in estimating, budgeting and controlling costs so that the project can be completed within the approved budget.

Price: $59
Course is online and open enrollment.

Options to Explore:
- Automotive Manufacturing
- Public Safety
- Skilled Trades
- Warehousing & Storage
Stock Trading Suite
Learn how to make wise investment decisions and discover valuable techniques that show you step-by-step how to research and value stocks.

Courses included in this suite include:
• Stocks, Bonds, and Investing: Oh, My!
• The Analysis and Valuation of Stocks
• Introduction to Stock Options

Hours: 72 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Stocks, Bonds, and Investing: Oh, My!
Looking for a good solid class in the basics of stocks, bonds, finance, and investing? Haven’t the slightest clue how to prepare for retirement, pay for college, or even manage your personal finances? Wish you had some guidance to put your finances into clear and understandable perspective? And do you wish you could do it all without having to pay a broker or a financial advisor? Well, look no further. The class you need is right here!

Stocks, Bonds, and Investing; Oh My! is an enjoyable class that walks you through the fundamentals of investing. The course will not only teach you about the stock markets, 401k plans, and retirement, but it will also address personal financial issues that are often ignored, but absolutely essential, to your success as an investor.

This course won’t just throw a bunch of terms at you, expecting you to memorize everything. The instructor takes the time to explain concepts in detail so you understand how and why things work in the investment world. You’ll leave this course with a comprehensive and thorough education in personal finance and investment. And you will have provided yourself with the independence, confidence, and peace of mind you’ll need to make your own investment decisions.

Hours: 24 Price: $90

The Analysis and Valuation of Stocks
The Analysis and Valuation of Stocks is a comprehensive course designed to provide you with conventional and advanced techniques in researching and valuing stocks. Starting off with the basics, you will learn how to read financial statements and calculate financial ratios, and then move on to perform industrial comparisons, value stocks, and conduct economic and industrial research.

This course is taught in a manner that uses everyday language, simple, yet insightful analogies, and a just the facts attitude that you will understand and appreciate. By the end of this course, you will have a strong foundation in the analysis and valuation of stocks.

Hours: 24 Price: $90

Introduction to Stock Options
If you’ve ever wanted to learn how to evaluate, buy, sell, and profit from stocks, this course is for you. By the end of it, you will be armed with investment tools that were once thought to be only for the pros!

You will begin by examining the origin of stock options and learn the real risks involved. Then, you will identify the jargon, symbols, and other peculiarities of options in a way that’s easy to understand. You will explore exchange-traded funds (ETFs), which offer exciting option investments you may eventually consider.

The course will then give you a look under the hood of option pricing so that you’ll understand what contributes to an option’s value. You will learn why some options are overpriced and why some are under-priced and know how to tell the difference before you trade. Above all, you will learn how to protect your portfolio and profit in a down market, an up market, or even a flat market. Learn to leverage your investment dollars for potential profits that surpass those possible with stocks.

Hours: 24 Price: $105
Student Loan Counselor
About 43 million Americans owe $1.5 trillion in federal student loan debt. This number is staggering, and many debtors seek out financial counselors to help them navigate their repayment options. To work in this area of counseling, becoming a certified student loan counselor proves that you can accurately assist clients. This course will prepare you for the Certified Student Loan Counselor exam, offered by the National Association of Certified Credit Counselors (NACCC).

This course will train you for a career as a certified student loan counselor or specialist. You will learn how to counsel clients on borrowing, repayment, discharge, and curing default.

Prerequisites:
To enroll in this Student Loan Counseling course, you must be an active member of NACCC. To become a member of NACCC, you must hold either the Certified Credit Counselor or Financial Health Counselor designation.

Hours: 60 Price: $1895
Course is online and open enrollment.

Real Estate Investing
Have you ever heard the old saying, Buy low, sell high? News stories about the softening real estate market might scare away some novice investors, but experienced investors recognize weak markets as opportunities to pick up bargains. In many areas, now is the time to buy before prices start climbing again. In this course, you will learn how to make money in any area, in good times and bad, even if you have little money to start with.

Real Estate Investing includes specially designed worksheets and hands-on activities to take the guesswork out of your investing efforts. Start developing a plan for your own investing efforts based on proven methods used every day by full-time, professional real estate investors. You will learn how to invest in foreclosures, manage a rehab project, and build your team of real estate professionals (title officers, lawyers, accountants, mortgage brokers, appraisers, and more). This course also explores the effects of higher interest rates and cover alternative strategies for a changing market. By the end of the course, you will be working toward your first (or next) deal.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Real Estate Suite
These courses will help you understand what it takes to build wealth, how to invest in real estate, and legalities surrounding real estate.

Courses included in this suite include:
• Keys to Successful Money Management
• Real Estate Investing
• Real Estate Law

Hours: 72 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Where Does All My Money Go?
Ever get frustrated that you never seem to get ahead? Are you and your family constantly arguing about money? Do you ever wonder where your money went last month? Do you have trouble saving money? Want to work on paying down your debt, but don’t know where to find the money? This course will teach you the very basics of how to get control of your finances rather than letting them control you. It is the help you need before learning about investing, debt elimination, retirement or college planning. There aren’t many places that you can go to learn these principles, so take advantage of this opportunity to learn online.

Start to make conscious decisions about spending and saving. Find out where your money goes. Make your own informed choices about where you want it to go. Learn how to fund your dreams and how to save money for everything from emergencies to vacations. If you have ever felt lost about where to start working on your finances, this course is for you. You can’t afford not to take this course and change your habits. This course is an investment in your future and you will save the cost of the course many times over by applying what you learn.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Department of Workforce Development and Continuing Education

Please scan for the Continuing Education registration form.

Truck Driving
A partnership between Coastal Bend College and Del Mar College.

For more information, please call 361-698-2707.
Certificate of Annual Employee Review Proficiency
An annual review can help you keep your employees happy, engaged, and focused. It is human nature to want to succeed. Giving your employees feedback on their positive and negative attributes is part of the pathway to success. A poorly designed annual review can have the reverse effect. With our Conducting Annual Employee Reviews workshop, your participants will discover how to conduct a well-designed employee annual review. By determining the categories for an annual review and understanding how it affects employee compensation, an overall increase in performance should be seen throughout your organization.

Price: $59
Course is online and open enrollment.

Certificate of Effective Human Resource Administration Proficiency
Managing the human resource in an organization is one of the most difficult tasks for business owners and HR managers. The course teaches various concepts that help in keeping the HR managed and potentially result in better business outcome and increased efficiency.

Price: $59
Course is online and open enrollment.

Certificate of Employee Appreciative Inquiry Skills Proficiency
The success or failure of your establishment largely lies in the hands of your employees. The appreciate inquiry course, helps you focus more on the positive, and strong points of your employees. This ultimately leads to a shift in the general work place, propelling it towards the positives.

Learning Objectives:
• Teaching you how to effect positive change in your establishment via appreciative inquiries
• Teaching you the benefits of strengthening your work relationships with your employees, to make for a more harmonious work environment.

Price: $59
Course is online and open enrollment.

Certificate of Employee Motivation Skills Proficiency
Motivation is a perfect way of inspiring your employees and conditioning their minds to overcome challenges and deliver stellar results. You don’t want to keep a staff that works at a slower pace or spends more time away from their respective tasks. Regardless of your organization or industry niche, your employee needs to stay motivated and happy enough to achieve your corporate goals and exceed them.

Learning Objectives:
• Understanding how to motivate staff and create work-friendly ambiance
• Mastering tested and trusted motivational models and how to leverage them
• Instilling workplace enthusiasm and accomplishing tasks quickly	Boosting innovation, creativity and overall productivity

Price: $59
Course is online and open enrollment.

Certificate of Employee Recognition Proficiency
Exemplary performances in workplaces are worthy of acknowledgment. Be it bonuses, treats, or gifts, it does not only serve as a symbol of appreciation to the staff but also encourages other colleagues to do more. To your advantage, this course will help you create a healthy competition in your workplace and thus arouse creativity and innovation.

Learning Objectives:
• Create an effective reward system for hard works and special accomplishments
• Establish an ingenious recognition toolkit that guarantees uniformity, efficiency scale, and human connection
• Follow the easiest steps to win employees loyalty and boost productivity
• Acquire everything you need to make every member of your team feel valued, appreciated and recognized today.

Price: $59
Course is online and open enrollment.

Test Prep Guides
Guides include:
• ASE
• CompTIA
• GED
• LSAT
• TEAS
• and More!

Visit page 240 for more.

Have a question?
Email us:
ce@coastalbend.edu

WWW.COASTALBEND.EDU/CE
Certificate of Employee Recruitment Proficiency
The struggle to hire the best and brightest worker is one of the major concerns of businesses today. More so, recruitment processes require a lot of time, effort and money to choose qualified talents that can help achieve strategic goals. And in situations where job seekers share common skills, qualifications, and experience, it is often difficult for some headhunters to amply distinguish who’s the best fit for the job.

Our employee recruitment course is designed to solve these problems and more.

Learning Objectives:
- Explore better recruitment strategies without spending more
- Understand the world’s best selection practices and how to tailor them to your overall objectives
- Set up a superb recruitment program that takes care of important legal and ethical issues.
- Do not leave your employee recruitment process to chance. Be intentional. Take proactive steps to select the best talent for the job

Price: $59
Course is online and open enrollment.

Certificate of Generation Gap (Youth Staff) Awareness Proficiency
This generation gap course will help you understand the various generation present at work and learn what motivates them and deal with them on a daily basis. Both the youth and the older employees will have more ideas to offer, which will allow the organization to succeed in the market space.

Learning Objectives:
- The history behind generation gaps
- What are traditionalists
- What are baby boomers
- What are Generation Xers and Yers
- Differences between each type of generation
- Finding common ground among the generations
- Conflict management
- Leveraging the benefits of generation gaps at work
- Learn to deal with the generation gaps at work and become a better boss and co-worker.

Price: $59
Course is online and open enrollment.

Certificate of Human Resources for Managers Proficiency
Recently tasks that were originally thought to fall under the responsibility of the human resources department have become a part of many managers job descriptions. The sharing and diffusion of these tasks throughout the organization has had an impact particularly on those that are not equipped with the skills or knowledge to deal with these issues. The Human Resources Management workshop will give managers the basic tools to handle numerous human resource situations such as interviewing, orientation, safety, harassment, discrimination, violence, discipline, and termination. This workshop will provide your participants those skills and assist them with certain Human Resource situations.

Price: $59
Course is online and open enrollment.

Certificate of Introductory HR Concepts Proficiency
The Introduction to HR Concepts course is a fundamental course that covers the basic concepts of human resource management. The course enables the candidates to learn and understand the techniques and processes to attract and retain employees, define recruitment, selection, appointment and orientation of employees, train and develop employee’s skills, keep the employees motivated and deal with them on a daily basis. Both the youth and the older employees will have more ideas to offer, which will allow the organization to succeed in the market space.

Learning Objectives:
- Creating a relatable performance improvement plan before firing
- Identifying who to sack and how to handle the entire termination process without difficulty
- Understanding different approaches to separate emotions from the facts

Price: $59
Course is online and open enrollment.
Certificate of Introductory Legal Concepts Proficiency
The Introduction to Legal Concepts is a course that can serve as an introductory legal course. The course is designed for beginner level professionals who are looking to pursue a career in the field of law. The course covers many fundamental topics and concepts such as criminal law, types and layers of courts, types of trials and juries and appellate courts. In addition to these topics, the course also emphasizes on the potential career pathways for prospective lawyers and legal secretaries.

Price: $59
Course is online and open enrollment.

Certificate of Job Search Skills Proficiency
Whether you’re a student looking for an internship position or you’re a seasoned executive looking to switch companies, job search skills are instrumental in everyone’s career journey.

The Job Search Program is designed to arm the participant with the requisite skills to:
• Write irresistible resumes and cover letters
• Develop relationships with prospective employers
• Position yourself for all the types of jobs you like
• Figure out what employers are looking for by staying connected throughout the decision making process
• Get through any interview format
• Poise, communication skills, and technology are vital attributes you need to have to nail your dream job and start moving your career forward.

Price: $59
Course is online and open enrollment.

Certificate of Millenial Onboarding Proficiency
The ultimate workplace needs people from a wide range of backgrounds and experiences to succeed. The Problem is, what strategy do you have in place to marry the experiences they bring with them, to the experiences of your establishment? Millenial onboarding does take a special skill set to effectively bring your workplace requirements, and the abilities of your new hire to an agreeable middle ground.

Learning Objectives:
• The best practices to help your new employees develop their best skills, knowledge and value within the company.
• How best to tweak the onboarding process to better suit the needs of the company and new hires
• How to skyrocket productivity, and produce a happier and more skilled workforce.

Price: $59
Course is online and open enrollment.

Certificate of Talent Management Proficiency
Human Resources isn’t just a department in your business -- it is the heart and soul of your business! You can’t succeed if you don’t understand exactly how to pick and nurture that great asset. We all know it’s expensive to train and retrain employees to bring out the best in them but our talent management course is here to minimize these costs because It is a priority to hire the right people and retain a skilled workforce. Getting a talented group of workers has always been a key to success; it will translate into better results and increased productivity. Talent management is the opportunity that will be turning a profit over the coming years.

Learning Objectives:
• Rapidly move talent from early leadership to senior leadership
• Retain and engage your top talent
• Create more collaboration and knowledge sharing across your company
• Increase women and diversity in leadership roles
• Attract, engage, and retain millennials

Price: $59
Course is online and open enrollment.

Certificate of Team Building Basics Proficiency
Is your team working well? Are there some issues that are causing their productivity or moral to suffer? Or, are there some difficult issues or conflicting personalities in your team that affect the whole group? Well we have designed the course that not only addresses these questions but also teaches you how to let your team work towards common goals and objectives and sharing responsibility for the outcomes. Increasingly, a team may be composed of people drawn from different functions, departments and disciplines who have been brought together for a specific project.

Learning Objectives:
• How to evaluate and lead an effective team
• The attributes of a highly successful team
• Bringing teams together through trust and communication
• How to use team-building exercises to strengthen your team
• Evolving with your team to succeed in the future
• How to develop a culture of teamwork within your business

Price: $59
Course is online and open enrollment.

Language
Ready for a new challenge?

Try learning a new language!

Options include: French, Japanese, Spanish, and Sign Language.

Learn more on page 210.
Certificate of Team Building Through Chemistry Proficiency

Teams are inevitable in any business, and so is the chemistry between its members, and so, the key to successful team building is paying attention to the vitality of chemistry between team members. It isn’t enough having a group of people to merely work on a project; they must connect with and balance each other’s strengths. By concentrating on the chemistry as you build the group, you will not only be developing a sense of unity but decrease the chance of encountering pitfalls as well. With the Team Building through Chemistry course, participants will discover the specifics involved in building a team through chemistry and how it will lead to success.

Learning Objectives:
- Understand the team development model
- Identify team chemistry
- Create vision and goals
- Appreciate diversity
- Manage conflict
- Leadership functions
- Developing cohesions

Price: $59
Course is online and open enrollment.

Certificate of Team Culture - Team Leader Skills

Do you want to be able to change the culture of your team as a Team Leader, Supervisor or Manager? One of the biggest problems Team Leaders, Supervisors and Managers face is poor team culture. This course is an introduction course on how to change your Team’s Culture. It will also teach you how to do this in an efficient and effective way that will broaden your management skills and increase your value to the organization you work for. This introductory course is designed for beginners and those on the front line like Team Leaders and First and Second Line Managers. This is one course in a series of culture change courses on specific topics and has been developed and delivered by Stephen Mather who is a leading UK management change consultant, trainer, coach and psychologist. Stephen is a much sought after Management and Business Change Consultant in the UK and has worked with companies of all sizes spanning a large range of industry sectors. Stephen is well placed to help guide you through culture change within your team.

Price: $59
Course is online and open enrollment.

Certificate of Team Respect - Team Leader Skills

Do you want to be able to change the culture of your team as a Team Leader, Supervisor or Manager? One of the biggest problems Team Leaders, Supervisors and Managers face is poor team culture. This team leader skills course is designed for beginners and those on the front line like Team Leaders and First and Second Line Managers to help foster respect among peers, as well as from employees. Train yourself to trust employees with the jobs assigned to them. When you trust your team, they will in turn, respect your decisions and why those decisions are made. Respect goes both ways and this course outlines how to walk together towards a more respectful and productive environment!

Price: $59
Course is online and open enrollment.

Certificate of Team Training - Management Skills

Training your people effectively can reduce costs and improve profits! This Team Training will help you understand why you are training your workforce in the first place, and understand the difference between must have training and add value training and what it does for your business. This course outlines how to run a training needs analysis and how to choose appropriate training for your team. It also helps outline a personal development plan for each employee that most effectively prepares them for actual improvement, while improving your organization’s productivity!

Price: $59
Course is online and open enrollment.

Certificate of Teamwork And Team Building Proficiency

Strong team and effective work culture generate greater productivity. The leader must possess ability to cultivate team-cohesive and develop team-competencies. Cohesive team is formed through intentional group process and dynamic with openness to shared vision, expectations, commitment to conflict resolutions and supports for one another. Effective team work is based on informed science of group process and dynamics. This course will encourage participants to explore the different aspects of a team, as well as ways that they can become a top-notch team performer. Your participants will be given the details and concepts of what makes up a team, and what factors into being a successful team and team member.

Learning Objectives:
- Update their knowledge on the team dynamics of interpersonal flows
- Become aware of the negative group dynamics detrimental to teamwork
- Develop their team work skills to complement with diverse group of people
- Improve leadership skills to influence better teamwork
- Help their organization to optimize the productivity of their human resource

Price: $59
Course is online and open enrollment.
Certificate of Universal Safety Practices Proficiency
This course on universal safety practices strives to empower managers and decision makers in organizations with the appropriate tools and techniques to create a culture of safety among employees. Employees are an organization’s most valuable assets, and creating a healthy safety culture with employee safety practices and procedures leads to operational efficiency. Therefore, leaders are empowered with the responsibility of minimizing the risk exposure of employees. If safety is compromised, the success of the organization will be impeded. This course will aid you in creating a culture of safety in your organization. By implementing strict policies and procedures to ensure safety is prioritized above all other goals, your organization will be able to operate efficiently.

Learning Objectives:
- The Importance of Safety
- Fire Risk
- Chemical & Electrical Hazards
- Ergonomics
- Workplace Violence
- Transportation
- Machinery
- Safety Program

Price: $59
Course is online and open enrollment.

Certificate of Workplace Diversity Awareness Proficiency
Diversity is a fact of life in today’s workplace. Some stakeholders see it as a way to foster positive co-worker relationships and a reflection of organizational values. Others see it as a practical necessity for high performing teams and financial success for the organization. Mere lip service to diversity is not enough. This course explains the benefits of diversity and is designed to increase employee awareness, help build teamwork, and minimize internal conflict creating healthier and better performing teams. It introduces the concept of unconscious bias and explains how identity filters create barriers to inclusion, relationships, and performance. It also explores the challenges to diversity in the workplace. This course teaches the basics of identity filters, subconscious bias, and stereotypes, which are barriers not just too diversity and inclusion, but also to good communication, teamwork, and performance.

Price: $59
Course is online and open enrollment.

Certificate of Workplace Harassment Prevention Proficiency
Every employee has the right to a safe work environment that is free from harassment; every employer has the responsibility to help make this a reality. Creating a respectful and inclusive environment starts by educating employees on their pivotal role in eradicating harassment from the workplace.

Learning Objectives:
- Preventing Bullying and Violence
- Avoiding Retaliation
- Sexual Harassment Prevention
- Workplace Harassment Prevention for Employees

The course of Workplace Harassment can help employees recognize the various forms of harassment, learn how to effectively respond to possible incidents, and understand their part in preventing harassment and promoting respect.

Price: $59
Course is online and open enrollment.

Certificate of Workplace Violence Prevention Proficiency
Workplace harassment must be identified, discouraged, and prevented in order to keep a hostile work environment from developing. Left unchecked, harassment can escalate into violence. Workplace violence and harassment training is essential to the safety of all employees. In order to prevent Workplace Violence, it is essential that everyone is able to identify individuals who may be prone to violence. Our workshop will help participants recognize certain behaviors, and lower the risk of escalated situations. This workshop will help participants identify the warning signs, as well as give them coping and response tools.

Price: $59
Course is online and open enrollment.

Certificate of Workplace Violence Prevention Proficiency
In this course you will learn how to organize your work area for maximum productivity. You will learn about how to organize the storage units, desk organizers for maximum efficiency. You will also learn a couple of guiding principles by which to go about organizing your work environment. This course is made for both, home office work environments and professional office environments. But most of the focus is for home based entrepreneurs, and organizing your work environment at home in order to boost your overall productivity and focus.

Price: $59
Course is online and open enrollment.

Virtual Reality Goggles
Want to take a training with the virtual reality goggles?
Please give us a call at (361) 354-2306.
Human Resource Management Suite
No matter what our role is in an organization, we are all affected by human resources. We are also affected by how successful our organization is in competing in the global marketplace as well as how we can increase profits, have a high rate of success and be an employer of choice.

This 3 course Human Resource Management Suite includes Understanding the Human Resources Function, Talent and Performance Management, and High Performance Organization which targets the critical areas of an organization. First, we will discuss understanding human resources. This will help people without experience in human resources to understand the importance of this field. It will prepare both managers and business owners how to handle the basic human resource functions to ensure the best possible result. We will discuss topics such as the hiring process, how to locate quality employees in a competitive labor market, how to attract and retain top talent, employee rights and the legal side of the human resources.

The next critical area is talent and performance management. This area addresses the best practices in developing talent inside your organization. We’ll cover the effect of onboarding, performance management, learning & development, and employee engagement and retention. You will be prepared to address the issues around talent and performance management and to offer solutions, tactics and strategies to attract and retain key talent professionals.

Finally, whether your organization is production or service based, you would benefit from becoming a High-Performance Organization (HPO). Benefits include increased profits, a high rate of success, and being an employer of choice. An organization is better suited for long-term success if they build an initial foundation as a High-Performance Organization.

This course will provide you with the information needed to help your organization with its efforts to become a High-Performance Organization (HPO). We’ll discuss the four principles of a HPO: Egalitarianism and Engagement, Shared Information and Trust, Knowledge Development, and Performance Reward Linkage. You will learn how to link these principles with organizational activities to be a HPO. We’ll also discuss leadership and how the organization’s culture can help or hinder your efforts to become a HPO.

Hours: 72 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certified HR/Hiring Management Specialist Bundle
The role of a Human Resource (HR)/Hiring Specialist is to recruit, support, train, and place employees of a company. Depending on the company’s size, a human resource department may have multiple specialists to perform specific tasks including overseeing performance reviews and maintaining employee records.

Courses included in this bundle include:
• Certificate of Hiring Strategies Proficiency
• Certificate of Measuring Training Results Proficiency
• Certificate of Coaching And Mentoring Skills Proficiency
• Certificate of Effective Human Resource Administration Proficiency
• Certificate of Annual Employee Review Proficiency

Price: $199
Course is online and open enrollment.

Understanding the Human Resources Function
No matter what role you play in an organization, you are all affected by human resources. This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. In particular, attention is given to the hiring process, including ways to locate quality employees in a competitive labor market. Employee rights and the legal side of the human resource field are also covered.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certified Inclusion and Diversity Specialist Bundle
A diversity specialist is responsible to strategize and execute programs that will create an environment of cultural diversity in the workplace. They should understand workplace issues that affect all staff and know how best to report and address issues.

Courses included in this bundle include:
• Workplace Diversity Awareness
• Workplace Harassment Prevention
• Workplace Violence Prevention
• Civility in The Workplace Proficiency
• Health and Wellness at Work

Price: $199
Course is online and open enrollment.

Have questions?
Give us a call at (361) 354-2768.
Human Resources Manager
The Human Resources Professional course will prepare you for a career in human resources. This course explores the foundational aspects of HR, including human resource laws, hiring disciplines, and labor relations. You will learn industry-recognized practices that align with the Human Resource Certification Institute (HRCI) and the Society for Human Resource Management (SHRM).

By the time you finish the course, you will be equipped to start your career in this growing field. Additionally, you will be prepared to take the HRCI’s Professional in Human Resources (PHR) certification exam. The PHR certification recognizes that an individual holds the knowledge and experience needed to excel in human resource management. You will also learn information useful for sitting for certification exams taken at more advanced stages in a human resources career, including the SHRM’s Certified Professional exam and the HRCI’s Associate Professional Human Resources exam.

The Management Training Online course is perfect for anyone who wants to learn the basics of business and management, including business owners and entrepreneurs. The Management Training Online course consists of 12 separate modules designed to provide you with the vital information you need for success in the business world. You’ll gain an understanding of financial and accounting terms, effective negotiation strategies, the marketing process, employment law, compliance and regulatory requirements, and licensing, permits, and taxes. You’ll also learn about the seven management disciplines that are essential to success. If you’re thinking of starting a business or pursuing an MBA, you’ll learn the essentials here.

Hours: 480 Price: $3695
Course is online and open enrollment.

Human Resources Professional
Human capital is the single most important asset in any business and human resources professionals are charged with protecting these assets. This 100% online training course will prepare you for the Professional in Human Resources (PHR) certification exam offered by the Human Resource Certification Institute (HRCI). You will be fully equipped to advance your career as a certified PHR in only 6 months.

Job Outlook for Human Resources Professionals
The Bureau of Labor Statistics estimates a 5% job growth for human resources specialists and a slightly higher rate of growth for those in management roles. This will equal an additional 33,000 job openings over the next 8 years. The median salary for those in a human resources specialist position is nearly $62,000 with top earners making more than $105,000 annually.

Course Objectives
• Be fully prepared for the Professional in Human Resources certification from HRCI
• Understand human resources practices, valuable skills related to recruitment and training
• Gain foundational knowledge of employment laws and regulations
• Develop retention initiatives and best practices for strategic decision making

Prerequisites and Requirements
There are no specific prerequisites for taking this course. However, HRCI requires that you meet one of the following criteria in order to sit for PHR certification:
• Master’s degree or higher = 1 year of work experience in a professional-level HR role
• Bachelor’s degree = 2 years of work experience in a professional-level HR role
• Anything less than a bachelor’s degree = 4 years of work experience in a professional level HR role

Hours: 120 Price: $1795
Course is online and open enrollment.
Human Resources Professional with Payroll Practice and Management

Virtually every organization has a human resources department, so skilled HR professionals are always in demand. Human Resources Professional with Payroll and Practice Management will help you gain the essential skills and certifications you need for a role in any HR department.

The Human Resources Professional course will prepare you for the HCRI’s Professional in Human Resources (PHR) certification exam. You will gain industry-recognized skills that align with the Human Resource Certification Institute (HCRI) and the Society for Human Resource Management (SHRM).

Payroll is a vital extension of most human resource departments. The Payroll Practice and Management course covers all critical areas of payroll administration and management. You will gain an understanding of the major components of the state labor code in your chosen state.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

• **HR**
• **PHR / SPHR – Professional in Human Resources Certification Study Guide**

Hours: 220 Price: $2995
Course is online and open enrollment.

Human Resources Senior Manager

Learn all about Human Resources and the essentials of Management Training in this bundle of courses. If you are already working in HR, this course will prepare you to move to higher levels, such as becoming an HR Manager. Alternatively, if you’ve been out of HR for a while, this course will help refresh and prepare you to re-enter the field. In addition to knowing all the essentials of HR, the online Management Training course is the perfect next step for anyone who wants to learn business and management basics.

In the Senior Professional in Human Resources course, you will learn about five functional areas of HR: Business Management and Strategy, Workforce Planning and Employment, Human Resource Development, Compensation and Benefits, Employee and Labor Relations, and Risk Management. This knowledge will prepare you for the Senior Professional Human Resources certification (SPHR) administered by the Human Resources Certification Institute (HRCI). You will also be ready for the Senior Certified Professional (SHRM-SCP) through the Society for Human Resources Management (SHRM). The SPHR exam, or the SHRM-SCP exam, is a critical step to move up in Human Resources. These exams measure your strategic abilities and your ability to join HR processes into the organization’s big picture.

The Management Training online course is perfect for business owners, entrepreneurs, and anyone who wants to learn business and management basics. It consists of 12 separate modules geared toward providing you with the vital information you need. You’ll gain an understanding of financial and accounting terms, successful negotiation strategies, the marketing process, employment law, compliance, and regulatory requirements, and licensing, permits, and taxes. You’ll also learn about the seven management disciplines that are essential to your success.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you once you begin the Management Training portion of the program:

• **Managing Human Resources**
• **PHR/SPHR Professional in Human Resources Certification Deluxe Study Guide**

The following materials will be shipped to you once you begin the Management Training portion of the program:

• **Managing by the Numbers: A Commonsense Guide to Understanding and using your Company’s Financials**
• **Strategic Planning - A Pragmatic Guide**

Hours: 480 Price: $3695
Course is online and open enrollment.

OSHA Training
Coastal Bend College can offer any OSHA training with advanced notice.

Follow us on Facebook for updates on upcoming classes, application deadlines, and other important information.

Coastal Bend College Department of Continuing Education
Senior Professional In Human Resources

In this course you will learn about the five functional areas, Business Management and Strategy, Workforce Planning and Employment, Human Resource Development, Compensation and Benefits, Employee and Labor Relations and Risk Management, that will prepare you for the Senior Professional Human Resources (SPHR) exam. The SPHR exam, or the SHRM-SCP exam, is critical if you are wanting to move up in Human Resources, as it measures your strategic ability and your ability to join HR processes into the big picture of the organization.

If you are already working in HR, this course will prepare you to move into higher levels such as becoming an HR Manager. Alternatively, if you’ve been out of HR for a while, this course will help refresh and prepare you to re-enter the field.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- Managing Human Resources
- PHR/SPHR Professional in Human Resources Certification Deluxe Study Guide

Hours: 120 Price: $1795
Course is online and open enrollment.

Senior Professional in Human Resources with Payroll Practice and Management

Senior HR professionals play a critical role in managing the strategic vision of a human resources department. This online course bundle will help you advance your career in human resources to a more senior level.

The Senior Professional in Human Resources course will prepare you for the Senior Professional Human Resources (SPHR) exam, which measures your ability to manage and lead HR processes. You will gain skills in the five primary areas of an HR department: Business Management and Strategy, Workforce Planning and Employment, Human Resource Development, Compensation and Benefits, and Employee Relations and Risk Management.

Payroll is a vital extension of most human resource departments. The Payroll Practice and Management course covers all critical areas of payroll administration and management. You will gain an understanding of the major components of the state labor code in your chosen state.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- Managing Human Resources
- PHR/SPHR Professional in Human Resources Certification Deluxe Study Guide

Hours: 220 Price: $3295
Course is online and open enrollment.

Certificate of Change Management Proficiency

Change is inevitable, true, but what if you were able to handle whatever was thrown at you? The change management course, arms every one of your employees with a superior skill set to be able to take on, and adapt to any form of change in the work place with ease.

Learning Objectives:
- Transition smoothly whenever any form of workplace change occurs.
- Team leaders are armed with tools to help them better implement change smoothly, and have these changes better accepted.
- Participants also get a first-hand understanding of how change is implemented, paired with tools to help manage their reactions to change.

Price: $59
Course is online and open enrollment.

Certificate of Executive Strategy in Management Proficiency

Executive Strategy & Management course is specially designed for individuals working in managerial positions at any organization. This course helps the executives and senior managers to develop and implement successful business and organizational strategies. The course also gives a deep insight on the development of other essential policy documents and plans to ensure success!

Price: $59
Course is online and open enrollment.

Construction Safety

To schedule a class for construction safety, please contact the Department of Continuing Education at bbecknell@coastalbend.edu

Interested in a career with animals?

Try out one of our veterinary courses on page 250.

WWW.COASTALBEND.EDU/CE
Certificate of Improvement Culture Change - Team Leader Skills
Do you want to be able to change the culture of your team as a Team Leader, Supervisor or Manager? One of the biggest problems Supervisors and Managers face is poor team culture. This course will teach you how to change your Teams Continuous Improvement Culture and become a more valuable manager in an efficient and effective way. It will also teach you how to broaden your management skills and increase your value to the organization.

Price: $59
Course is online and open enrollment.

Certificate of Introductory Project Management Proficiency
The Introduction to Project Management course is a comprehensive course based on the curriculum advised by the Project Management Institute for their Project Management Professional (PMP) certification. The course covers the basic concepts of project initiation, planning and execution. The course is based on real-world scenarios which provides an opportunity for an interactive and practical knowledge-gaining experience; outlining the basics of key positions in the field of project management. The course also helps the students to prepare for the PMI certification exams.

Price: $59
Course is online and open enrollment.

Certificate of Leadership And Influence Proficiency
They say that leaders are born, not made. While it is true that some people are born leaders, some leaders are born in the midst of adversity. Often, simple people who have never had a leadership role will stand up and take the lead when a situation they care about requires it. A simple example is parenting. When a child arrives, many parents discover leadership abilities they never knew existed in order to guide and protect their offspring.

Price: $59
Course is online and open enrollment.

Certificate of Leadership Management Proficiency
It is difficult to thrive when you are saddled with the responsibility of supervising a team of managers. Oftentimes, you are faced with bloated egos to razor-sharp professionals. Having the skills to manage and harness an array of specialists is a game-changer as this has proven to produce superb results over the years.

Learning Objectives:
• Teach and oversee experienced managers from diverse fields
• Gain a wide range of skills to be a successful manager groomer
• Develop better ways to manage teams knowing that learning never ceases

Price: $59
Course is online and open enrollment.

Certificate of Management Facilitation Skills Proficiency
Facilitation is a process of learning, sharing, and coming up with valuable decisions using techniques and methods that are participatory and affirming to experiences and ideas that everyone brings into the room. Facilitation helps everyone feel that they had their say, and worked together to achieve the best possible outcome. Clearly, facilitation has an imperative role to play in business success. This facilitation skills course will assist any team in making improved decisions while giving participants thorough understanding of what facilitation really is.

Learning Objectives:
• Facilitation models and styles
• Facilitation flow
• Challenges management during facilitation

Price: $59
Course is online and open enrollment.

Certificate of Managing Project Teams Proficiency
The Managing Project Teams course focuses on managing the schedules, templates, paperwork and beyond. It develops the necessary interpersonal management skills to work effectively with people in a variety of roles that form a project team. The skills taught in this course will enable the project managers to apply effective leadership strategies, improve interpersonal communications, become more influential, help guide project teams through change, deal with conflict and practice ethical principles during the entire project management process. The tools and techniques taught in this course are a must-have to complete complex projects on time with more business value.

Price: $59
Course is online and open enrollment.

Certificate of Measuring Training Results Proficiency
Great athletes know fully well that tracking results is how they measure and improve their performance. Likewise, measuring training effectiveness is crucial to success. Training modules like marketing or time management can have direct, measurable benefits. However, training modes like communication or leadership cannot be easily quantified. And that is why we have set up this program so that you can learn the various ways of assessing training progress as well as how to demonstrate the outcomes the training brings.

Learning Objectives:
• Identify evaluation methods to appraise training progress
• Accurately audit the value of various training modules
• Review and update the curricula to develop improved content for participants
• Unravel the rubrics of evaluating training performance effectively

Price: $59
Course is online and open enrollment.
Certificate of Meeting Management Skills Proficiency
Effectively Taking charge requires an effective communication strategy, so what is your strategy exactly? Not having a true hold on things during meetings could lead to waste, and ultimately retards workplace productivity.

Learning Objectives:
• Arm you with the basic tools to effectively initiate and manage meetings.
• Introduce you to planning and leading techniques, that ensures confidence in running a meeting, that is engaging and which leaves a lasting impression.
• Teach you how to reduce waste and heighten workplace productivity.
• Ineffective managerial communication is a great retardant to productivity.

Price: $59
Course is online and open enrollment.

Certificate of Organizational Culture Change - Management Skills
Learn how to change the culture in your workplace for the better! Culture change is one of the biggest challenges any business will ever face! Getting culture right can revolutionize a business, increase creativity and profitability. A good business culture can lift your business to the top of its sector. A bad business culture can put a business on the scrap heap! In this course you will learn how identify culture change opportunities. You will learn how to tie them to higher business objectives and you will also learn how to implement that culture change. By learning how to identify key actions and plans, you will be able to create an action plan that helps ensure your culture change project gets carried out, so that you real change is achieved in the short term and maintained in the long term!

Price: $59
Course is online and open enrollment.

Certificate of New Managers Development Proficiency
Upgrading an employee from an ordinary contributor to first-rate manager requires specialized knowledge and an eye for tracking personnel progress. Our course is designed to help your brand train well-versed, sound, and confident managers.

Learning Objectives:
• Identify prospective candidates and steady your ship towards success
• Overcome obstacles by maintaining an environment where personnel know what is expected of them
• Develop managers using case studies that explain the assertion that managers are made not born
• Start developing your employees from the get-go and transform them into high-performance managers of the future.

Price: $59
Course is online and open enrollment.

Certificate of Performance Management Proficiency
If the employee and the establishment don’t see eye to eye in terms of priorities, things will fall apart. The performance management course is focused on making sure that your employees and the organization are focused on the same priorities.

Learning Objectives:
• Helps to improve productivity and reduce waste, by ensuring that the organization and employee have aligned goals.
• Help improve the employee-manager relationship via better communication and interactions.
• Helps to manage change, ensuring that every process of change in the establishment is smoother and less hectic.

Price: $59
Course is online and open enrollment.

Certificate of Supervising Staff Proficiency
Supervising others can be a daunting job. Your day will fill up before you know it, when you are wedged between managing your own time and assignments, helping your team members solve issues and accomplish tasks, including helping other supervisors. This online course will instruct students in the process of supervising others. This course will cover setting expectations, setting goals, assigning work, degrees of delegation, implementing delegation, providing feedback, managing your time, resolving conflict, tips for special situations, and a survival guide for the new supervisor.

Learning Objectives:
• Setting Expectations
• Setting Goals
• Assigning Work
• Degrees of Delegation
• Implementing Delegation
• Providing Feedback
• Managing Your Time
• Resolving Conflict
• Tips for Special Situations
• A Survival Guide for the New Supervisor

Price: $59
Course is online and open enrollment.

Customized Training
Want a customized training?
Give us a call at (361) 354-2306.

WWW.COASTALBEND.EDU/CE
Certified Remote Workforce Manager
The remote workforce manager is tasked with overseeing professionals who work outside of a traditional office environment. Remote employees often execute their projects on a flexible schedule and a manager of this new model in business must be proficient in the skills required to monitor and lead remote work.

Courses included in this bundle are:
- Certificate of High Performance Teams Remote Workforce Proficiency
- Certificate of Virtual Team Building and Remote Management Proficiency
- Certificate of Organizational Culture Change - Management Skills
- Certificate of Managing Workplace Anxiety Proficiency
- Certificate of Employee Review Proficiency

Price: $199
Course is online and open enrollment.

OMCA

OMCA Conversion Optimization Associate
Digital marketers are in high demand in the job market, and the need for trained and experienced marketers is constantly expanding. Better yet, the field of digital marketing offers numerous opportunities for specialization, so you’re sure to find the arena in which you shine.

In this course, you will develop a conversion optimization framework, learn how to build and maintain momentum and dialog with customers, and produce results. You will have access to multiple disciplines, live workshops, and forums to interact with faculty and students. You will be prepared to take the Online Marketing Certified Associate (OMCA®) exam. This course also includes a voucher which covers the fee of the exam. By the time you complete this course, you’ll be fully prepared to begin a career as a conversion focused digital marketer.

Hours: 105 Price: $1595
Course is online and open enrollment.

OMCA Display Advertising Associate
Digital marketers are in high demand in the job market, and the need for trained and experienced marketers is constantly expanding. Better yet, the field of digital marketing offers numerous opportunities for specialization, so you’re sure to find the arena in which you shine.

In this course you will learn to explain, evaluate and dissect display ad data, and best practices in building and maintaining display ad campaigns. You will have access to multiple disciplines, live workshops, and forums to interact with faculty and students. You will be prepared to take the Online Marketing Certified Associate (OMCA®) exam. This course also includes a voucher which covers the fee of the exam. By the time you complete this course, you’ll be fully prepared to begin a career as a Display Ad focused digital marketer.

Hours: 60 Price: $1495

OMCA Content Marketing Associate
Content marketing isn’t a channel new to the marketing scene, but with how technology has progressed, it’s taken on a new level of purpose, giving content creators a new voice and opening companies up to new strategies for success. Content marketers who can bring an audience to their company’s site and engage web viewers with valuable content prove an asset to any company. Digital marketers are in high demand in the job market, and the need for trained and experienced marketers is constantly expanding. Better yet, the field of digital marketing offers numerous opportunities for specialization, so you’re sure to find the arena in which you shine.

In this course you will learn how to create targeted and engaging content, across multiple mediums, tailoring the content for each platform it is delivered on. By the time you complete this course, you’ll be fully prepared to begin a career as a content focused digital marketer. You will have access to multiple disciplines, live workshops, and forums to interact with faculty and students. Upon completion of your course, you’ll receive an exam voucher to take the Online Marketing Certified Associate (OMCA®) exam.

Hours: 70 Price: $1495
Course is online and open enrollment.
OMCA Email Marketing Associate
Digital marketers are in high demand in the job market, and the need for trained and experienced marketers is constantly expanding. Better yet, the field of digital marketing offers numerous opportunities for specialization, so you’re sure to find the arena in which you shine. In this course, you will master the art of reaching people by email and building an ongoing relationship using marketing automation. You will also be prepared to take the Online Marketing Certified Associate (OMCA®) exam. This course also includes a voucher which covers the fee of the exam. By the time you complete this course, you’ll be fully prepared to begin a career as an email and marketing automation focused digital marketer.

Hours: 70 Price: $1495
Course is online and open enrollment.

OMCA Mobile Marketing Associate
Digital marketers are in high demand in the job market, and the need for trained and experienced marketers is constantly expanding. Better yet, the field of digital marketing offers numerous opportunities for specialization, so you’re sure to find the arena in which you shine.

Learn from industry experts as they share critical skills used within the mobile marketing landscape. Learn how to find, engage, and convert customers using mobile devices, and you’ll gain a highly coveted skill set within the digital marketing profession. This course will prepare you to take the Online Marketing Certified Associate (OMCA®) exam. This course also includes a voucher which covers the fee of the exam. By the time you complete this course, you’ll be fully prepared to begin a career as a mobile marketing focused digital marketer.

Hours: 105 Price: $1595
Course is online and open enrollment.

OMCA PPC Associate
Digital marketers are in high demand in the job market, and the need for trained and experienced marketers is constantly expanding. Better yet, the field of digital marketing offers numerous opportunities for specialization, so you’re sure to find the arena in which you shine.

In this course, you will master the art of conducting campaign audits as well as develop a conversion optimization framework so that you can turn successful campaigns into happy customers. This course will prepare you to take the Online Marketing Certified Associate (OMCA®) exam. It also includes a voucher which covers the fee of the exam. By the time you complete this course, you’ll be fully prepared to begin a career as a paid search focused digital marketer.

Hours: 110 Price: $1595
Course is online and open enrollment.
OMCA SEO Associate
Digital marketers are in high demand in the job market, and the need for trained and experienced marketers is constantly expanding. Better yet, the field of digital marketing offers numerous opportunities for specialization, so you’re sure to find the arena in which you shine.

In this course, you will learn how to recognize the nuances of helping a site rank and develop a conversion optimization framework to turn visitors into customers. This course will prepare you to take the Online Marketing Certified Associate (OMCA®) exam. It also includes a voucher which covers the fee of the exam. By the time you complete this course, you’ll be fully prepared to begin a career as an SEO focused digital marketer.

Hours: 110 Price: $1595
Course is online and open enrollment.

OMCA Social Media Associate
Prepare for the nationally recognized OMCA Social Media Associate exam. You will learn about the various social media platforms and how to use them effectively to engage consumers. This course will help you develop a strategy for using social media to increase your company’s revenue.

In this course, you will learn how to build social marketing campaigns from start to finish. You’ll master the different opportunities available, recognize when to use the different channels, and the best way to reach people on the go. By the time you complete this course, you’ll be fully prepared to begin a career as a social media marketing focused digital marketer. You will have access to multiple disciplines, live workshops, and forums to interact with faculty and students.

Upon completion of your course, you’ll receive an exam voucher to take the Online Marketing Certified Associate (OMCA®) exam.

Hours: 110 Price: $1595
Course is online and open enrollment.

OMCA Web Analytics Associate
Digital marketers are in high demand in the job market, and the need for trained and experienced marketers is constantly expanding. Being able to implement multi-channel analytics can bring powerfully positive impacts to any marketing effort and make you stand out in the digital landscape. In this course, you’ll learn how to leverage competitive intelligence to analyze, provide context for, and increase observed marketing successes. Upon completion, you will receive an exam voucher to take the Online Marketing Certified Associate (OMCA®) exam.

You will have access to multiple disciplines, live workshops, and forums to interact with faculty and students. You will learn multi-channel analytics, as well as how to create effective segmented web data, so you can make business decisions based on numbers. By the time you complete this course, you’ll be fully prepared to begin a career as an analytics focused digital marketer.

Hours: 145 Price: $1595
Course is online and open enrollment.

OMCP Digital Analytics and Conversion Professional
Companies spend a lot of money on marketing, and it’s not effective until the site visitors become customers. If you can convert quality traffic into happy customers and use analytics to explain what’s working and how to repeat it, you’ll be a huge asset to any data-driven company. In this course you will develop a conversion optimization framework, as well as create segmented web data in order to make business decisions based on numbers.

This course will further your marketing career as an analytics and conversion focused digital marketer. Throughout the course you will have access to multiple live workshops and forums that will allow you to interact with faculty and other students online.

This course will prepare you for the OMCP® certification exam. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Hours: 200
Price without voucher: $1795
Price with voucher: $1995
Course is online and open enrollment.

OMCP Email Marketing and Automation Professional
In this course, you will master the art of reaching people by email and building an ongoing relationship using marketing automation. By the time you complete this course, you’ll be able to further your career as an email and marketing automation focused digital marketer.

Throughout the course, you will have access to multiple live workshops and forums that will allow you to interact with faculty and other students online. This course will prepare you for the OMCP® certification exam. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Hours: 150
Price without voucher: $1795
Price with voucher: $1995
Course is online and open enrollment.
OMCP Paid Search Professional
When you share the appropriate message with your audience and help your audience make purchases, you’re on the track to becoming a huge asset for any company utilizing online advertising. With this course, you’ll learn the scope of digital marketing before diving deep into pay per click training, to make sure the ads you’re paying for are bringing in a return.

You’ll explore a comprehensive, cross-disciplinary approach to designing, building, and maintaining paid digital advertising campaigns. Once you learn how to bring users visit your site, you will advance to conversion training to learn how to keep them engaged and how to compel them to convert. You’ll enjoy a comprehensive overview of conversion optimization, with real examples of what works, what doesn’t, and what steps you can take to test your ideas. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam, Online Marketing Certified Professional (OMCP®) upon eligibility and completion.

Hours: 180
Price without voucher: $1795
Price with voucher: $1995
Course is online and open enrollment.

OMCP Search Marketing Professional
If you’re able to bring an audience to a site, engage them with valuable and relevant content, and convert those prospects into customers, you’ll be a huge asset to any company with an online presence. In this course, you’ll learn the scope of digital marketing and dive deep into Search Engine Optimization (SEO) techniques.

In this course, you will learn how to write appealing content, understand the nuances of helping a site rank, and develop a conversion optimization framework to turn visitors into customers. By the time you complete this course, you’ll be fully prepared to begin a career as an SEO focused digital marketer.

This course will also prepare you for the OMCP® certification exam. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Hours: 180
Price without voucher: $1795
Price with voucher: $1995
Course is online and open enrollment.

OMCP Social and Mobile Marketing Professional
In this course, you will learn how to build mobile and social marketing campaigns from start to finish. You’ll master the different opportunities available, understand when to use the different channels, and know the best way to reach people on the go. By the time you complete this course, you’ll be fully prepared to further your career as a social media and mobile marketing focused digital marketer.

Throughout the course, you will have access to multiple live workshops and forums that will allow you to interact with faculty and other students online.

This course will prepare you for the OMCP® certification exam. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Hours: 190
Price without voucher: $1795
Price with voucher: $1995
Course is online and open enrollment.

Achieving Top Search Engine Positions
The vast majority of Web traffic comes from search engines. That means the most important thing you can do to increase your website’s traffic is to improve its search engine ranking. To do that, you have to understand both the art and science of search engine optimization (SEO).

In this course, you’ll gain the knowledge you need to boost your website’s visibility. By the end of the course, you’ll have mastered proven, step-by-step SEO strategies that you can implement right away.

Hours: 24
Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Advertising & Outreach Specialist
Nearly every business uses some form of advertising to promote their products or services. Even in today’s digital marketing arena, advertising professionals play a vital role in driving product awareness. This course will teach you how to create advertisements for print and digital media.

Being successful in advertising requires more than just creative thinking, it requires research and project management skills. This course will also teach you how to couple creative and strategic thinking. You will learn how to analyze consumer motives, research markets, and use this data to plan and create advertisements.

Hours: 100
Price: $1295
Course is online and open enrollment.

Language
Ready for a new challenge?
Try learning a new language!
Options include: French, Japanese, Spanish, and Sign Language.
Learn more on page 210.

WWW.COASTALBEND.EDU/CE
Follow us on Linkedin at CBC Department of Continuing Education to learn about upcoming trainings.
Business and Marketing Writing
Are you a writer working in the business world? Or a marketing professional responsible for obtaining great marketing copy? Maybe you’re just interested in a writing or marketing career. Whatever your background, this fun, introductory course will teach you to write or identify copy that achieves business and marketing goals. Improve your work, your knowledge, your company’s image, and your chances of getting hired, promoted or applauded!

Using clear explanations, real-life examples, and an animated style, the course solidifies the relationship between business, marketing principles, and written communications. You will learn how business and marketing objectives affect writing choices. You’ll get practical writing instruction in grammar, clarity, structure and more. You’ll understand issues unique to this discipline, such as buzzwords, working with a team, and marketing ethics. This course will help you understand the power of writing - and use it to present a solid, cohesive message to your target audience.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate of Blog and SEO Skills Proficiency
In this Blogging for business course, learn how to write blogs that generate leads and sales - learn professional modern blog and article writing techniques. This course assumes for a basic understanding if AIDA principles of copywriting, and expands those skills to incorporate with solid SEO techniques to get people to engage. This course balances good sales and relevant blog copy writing techniques with SEO tricks of the trade to get your copy in front of the right audience for a successful marketing campaign every time!

Price: $59
Course is online and open enrollment.

Certificate of Internet Marketing Fundamentals Proficiency
Online marketing has taken the internet by storm. No longer do businesses have to rely on traditional marketing and advertising to get their products/services seen by their target audience. This digital marketing course will teach you a wide range of techniques used in online media and digital tools, helping you implement effective marketing strategies within your company.

Learning Objectives:
• Principles of Digital Marketing
• Website Development
• Search Engine Optimization (SEO)
• Google AdSense and Affiliate Marketing
• Search Engine Marketing (SEM)
• Social Media Optimization
• Email Marketing
• Online Reputation Management
• Google Analytics In-depth

Price: $59
Course is online and open enrollment.

Certificate of Introductory Social Media for Business Proficiency
The Introduction to Social Media for Business training course is an essential course for marketing managers and business owners who want to utilize the power of social media for targeted advertisement of their product or business. The course covers different tools and techniques that can be employed to market the businesses on Pinterest, Facebook, Twitter, Google+, LinkedIn and YouTube. Digital marketing is replacing the traditional marketing at a very rapid pace due to its targeted approach and low cost. This course covers the fundamental concepts and commonly used social media platforms and prepares the candidates to make full use of the available options online.

Price: $59
Course is online and open enrollment.

Certificate of Marketing Basics Proficiency
Marketing is a complex field that encompasses tons of difference disciplines, strategies, laws, and models. As a result, developing a rudimentary understanding of marketing gets you started on your marketing journey. Our Marketing Introduction module conditions your mind to capture audience of all demographics with tailored campaign that will endeavor to any product or service.

Learning Objectives:
• Understand the marketing mix
• Use marketing strategies as a tool to drive profitable consumer action
• Understand the strategies and tactics organization’s use to position products and services in the market
• Write a great copy and decode market analytics
• Persuade target audiences to make a purchase

Price: $59
Course is online and open enrollment.

Certificate of Media And Public Relations Proficiency
How best to intimate the public about the high impact value of your business, than to present yourself to your would-be customers as someone of value? The media and public relations workshop helps to refine and effectively reimage your image, into one that speaks of professional efficiency, and all-around know-how.

The workshop also covers:
• The knowledge to effectively manage their image and value by forming solid networks through strategic communication planning.
• How to effectively view networking as an essential for day to day business running, or for when you are actively in search of job opportunities.
• Practical and hands-on tools that give you a skillset in dealing with the media and the public.
• Having a well-rounded hold on your public image, and the media is key to game-changing business building.

Price: $59
Course is online and open enrollment.
Certificate of Multi-Level Marketing (MLM) Basics Proficiency
An internal marketing team is excellent for your business growth, but an external one, in addition, takes the cake! Adding a multilevel marketing strategy to your business’s overall marketing strategy is an excellent way to get the word out there about your business, and shift that profit margin towards the positives.

Learning Objectives:
• Teaching the specifics of how multilevel marketing works
• How to effectively source agents
• How companies can increase revenue and build their marketing and networking circles.

Price: $59
Course is online and open enrollment.

Certificate of Online Marketing Proficiency
This training course will take you through the AIDA Marketing Funnel creation process and show you how to create an online marketing flow that funnels the right customers in to your business and the wrong customers out. This course shows you how to create content for potential clients at specific stages in their buyer journey, foster your work flow while streamlining digital outreach online that corresponds with your other marketing avenues across channels.

Price: $59
Course is online and open enrollment.

Certificate of Personal Branding Proficiency
The keys to brand success are self-definition, transparency, authenticity and accountability. Personal branding is the practice of marketing people and their careers as brands. It is an ongoing process of developing and maintaining a reputation and impression of an individual, group, or organization. Personal branding defines success as a form of self-packaging. The goal of this course is to help you gain an understanding of the basic purpose, benefits, and responsibilities of branding, and to begin the process of defining your values, gifts, and goals.

Learning Objectives:
• Defining Yourself
• Controlling and Developing Your Image
• Personal and Professional Influences
• Sharpening Your Brand
• Appearance is key
• Social Media
• Brand Management during a Crisis
• Branding Personality Traits

Price: $59
Course is online and open enrollment.

Certificate of Social Media Business Basics Proficiency
We are being flooded with Social Media invitations and updates. Web-based communication icons like Twitter, Facebook, YouTube, and LinkedIn are dominating the way we interact with each other. People are feeling the need to be updated at all times. It has become a time eater, and businesses are quickly becoming aware of the drain it can have on productivity. People love to share, but they need to know what is alright to share and what should not be sent out. Understanding Social Media is about communicating the right way. We are beginning to communicate more through electronic means than face to face. Talking on a phone has been replaced more and more with SMS (texting.) Social media channels are becoming the main form of communication and participants will realize how Social media and the Workplace can work together.

Price: $59
Course is online and open enrollment.

Certificate of Social Media Marketing Proficiency
Social media is a pillar of modern life. The way we communicate it is so entwined that businesses have no choice but to involve social media as part of their marketing campaign. You should take a moment before adopting any social media strategy to consider both the benefits and the risks. This social media marketing course is designed to achieve two objectives. It gives you the social analytics tools, and training to help you become an influencer on social media. The course also gives you the knowledge and resources to build a complete social media marketing strategy from consumer insights to final justification metrics.

Learning Objectives:
• Understand everything about Social Media Marketing!
• Create highly optimized and high quality paid ads on all Social Media platforms.
• Learn Instagram Marketing A-Z and how to monetize the social platform.
• Learn Twitter Marketing strategies. MASTER YouTube marketing, including: layout, content creation, and video ads!
• Optimize your LinkedIn profile and use LinkedIn ads to grow your business.
• Use Web 2.0 blogs to further expand your reach with SEO and content marketing.
• Learn social media marketing posting automation via IFTTT.
• Use Google Business to benefit your local business and help your Search Engine Optimization.
• Become a Facebook Ads Expert!

The optimization of your social media accounts is a required skill for all marketers and business owners.

Price: $59
Course is online and open enrollment.

WWW.COASTALBEND.EDU/CE
Certificate of Social Media Strategy Proficiency
The Social Media Strategist course enables the candidates to learn and implement the various social media platforms to conduct and audit market analysis, set goals, select platforms, create social media policy and integrate marketing strategies for their organizations. The course is about developing effective content, popular platforms, launching successful advertisement campaigns and managing the community. Candidates are also taught to improve customer service and measure, analyze and report user behavior to enable targeted marketing resulting in overall business growth. This course covers the fundamental concepts and commonly used social media platforms and prepares the candidates to make full use of the available options online.

Price: $59
Course is online and open enrollment.

Introduction to Google Analytics
No matter what brings you to the Web, your hope is that a lot of people see your website, your wall, your tweets, and your videos. In this course, you will learn to use Google Analytics to make the most of your online traffic. You will see how you can track not just the to all of your online content, but also determine which content is the most appealing, where your visitors came from, what devices they used, how long they stayed, which links they clicked, and where they went when they left.

This course guides you step-by-step, report-by-report, through the major parts of the Google Analytics interface. From setting up your Google Analytics account and getting the all-important code you will need to add to your web pages to begin tracking your visitors, you will learn everything you need to know to get everything you can from the data that Google Analytics provides. You will even find out about Google AdWords and other tools to enhance your traffic as well as your Google Analytics reporting.

Hours: 24 Price: $105

Options to Explore:

Certified Digital Marketing Specialist
The Certified Digital Marketing Specialist Program provides comprehensive training in digital based marketing for corporations, business, multilevel distribution organizations and virtual sellers. The complexities inherent in the online promotion of products and services is well documented and this specialized course covers marketing from all angles while delivering certificates of proficiency in each developmental skill.

- Certificate of Marketing Basics Proficiency
  Marketing is a complex field that encompasses tons of difference disciplines, strategies, laws, and models. As a result, developing a rudimentary understanding of marketing gets you started on your marketing journey. Our Marketing Introduction module conditions your mind to capture audience of all demographics with tailored campaign that will endear to any product or service.

- Certificate of Internet Marketing Fundamentals Proficiency
  Online marketing has taken the internet by storm. No longer do businesses have to rely on traditional marketing and advertising to get their products/services seen by their target audience. This digital marketing course will teach you a wide range of techniques used in online media and digital tools, helping you implement effective marketing strategies.

- Certificate of Online Marketing Proficiency
  The Level II Certificate of Online Marketing Proficiency course will take you through the AIDA Marketing Funnel creation process and show you how to create an online marketing flow that funnels the right customers in to your business and the wrong customers out. This course shows you how to create content for potential clients at specific stages in their buyer journey, foster your work flow while streamlining digital outreach online that corresponds with your other marketing avenues across channels.

- Certificate of Multi-Level Digital Marketing Proficiency
  The Level II Certificate of Multi-Level Marketing Proficiency is an excellent strategy for growth. Adding a multilevel marketing strategy to any overall marketing strategy is an excellent way to get the word out and shift profit margin to contributing partners.

- Certificate of Social Media Marketing Proficiency
  The social media marketing certificate helps the learner develop a mandatory skill set for the modern marketing professional. The way we communicate it is so entwined that businesses have no choice but to involve social media as part of their marketing campaign. It helps the learner understand social analytics tools, and provides training to develop influencer skills. It also provides training to build a complete social media marketing strategy from consumer insights to final justification metrics.

Price: $199
Course is online and open enrollment.

- Automotive
- Manufacturing
- Public Safety
- Skilled Trades
- Warehousing & Storage
Certified Social Media Specialist

A Social Media Specialist is responsible for creating and administering content across a wide variety of social media platforms to build an audience and ensure customer engagement. The Specialist may also monitor site metrics, SEO, respond to reader comments, and oversee content and creative design.

Courses in this learning path include:
• Introductory Social Media for Business
• Social Media Business Basics
• Social Media Strategy Proficiency
• Blog and SEO Skills
• Digital Security for Business Data

Price: $199
Course is online and open enrollment.

Marketing Your Business on the Internet

Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you’ll discover proven methods that will help you establish an Internet presence and build an online brand identity. You’ll learn how search engine optimization (SEO) works and how to track your site’s performance using web analytics. You will discover how to use online advertising, email marketing, and social media (including blogs) to drive business to your website. Finally, you’ll learn how to keep your visitors coming back again and again!

Throughout the course, you’ll learn to think strategically about marketing your website, products, and services using Internet technologies. You will also explore how to use an Internet marketing checklist and other tools and materials to develop a sound online business strategy. Before you know it, you’ll have the skills and knowledge you need to develop a winning Internet marketing plan for your own business.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Small Business Marketing on a Shoestring

When it comes to marketing for small businesses, money isn’t everything! In this course, you’ll learn how to use the same marketing tricks the big companies employ—without making a big dent in your wallet.

The small business marketing strategies you’ll learn will fit into any budget—and some are even free! With the help of videos, spreadsheets, and hands-on activities, you’ll build your skills in each lesson. You’ll master cost-effective strategies, including strategic partnerships, local marketing, search engine optimization, social networking, email marketing, lead generation, and niche marketing. Along the way, you’ll see many real-world examples from other small businesses much like yours.

Whether you’re new to advertising or looking for a refresher, this course will make you a marketing pro. And by the time you’re done, you’ll have a personalized plan of action for increasing your sales—all on a shoestring budget.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Digital Marketing Strategist

Digital marketing is one of the fastest growing industries globally. With more customers shopping online, many organizations are using marketing strategies like paid advertising, email, and SEO to reach new audiences. This course will teach you how to leverage your talent to plan and implement digital marketing campaigns.

You will learn how to integrate digital, social, and content marketing verticals to drive engagement and build a sales funnel. You will also learn best practices for using today’s most effective marketing tools. Topics include direct marketing, market research, Google AdWords, and more.

Hours: 400 Price: $3595
Course is online and open enrollment.

Using Social Media in Business

One of the biggest challenges for business owners is finding new customers. Over the past decade, some business owners have leveraged social media to do just that. Whether you’re a social media novice or a seasoned veteran, this course will give you a solid foundation in social media marketing and using it to grow your business.

In today’s globally connected environment, social media is a game changer for businesses. So, whether you’re looking for a new way to market your business or simply want to better understand social media, this online social media marketing course will empower you.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Digital Marketing Suite

Learn how to develop an Internet marketing plan, use popular social media platforms, and achieve higher positions with major search engines.

Courses included in this suite are:
• Marketing Your Business on the Internet
• Using Social Media in Business
• Achieving Top Search Engine Positions

Hours: 72 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Marketing Your Business on the Internet

Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you’ll discover proven methods that will help you establish an Internet presence and build an online brand identity. You’ll learn how search engine optimization (SEO) works and how to track your site’s performance using web analytics. You will discover how to use online advertising, email marketing, and social media (including blogs) to drive business to your website. Finally, you’ll learn how to keep your visitors coming back again and again!

Throughout the course, you’ll learn to think strategically about marketing your website, products, and services using Internet technologies. You will also explore how to use an Internet marketing checklist and other tools and materials to develop a sound online business strategy. Before you know it, you’ll have the skills and knowledge you need to develop a winning Internet marketing plan for your own business.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Small Business Marketing on a Shoestring

When it comes to marketing for small businesses, money isn’t everything! In this course, you’ll learn how to use the same marketing tricks the big companies employ—without making a big dent in your wallet.

The small business marketing strategies you’ll learn will fit into any budget—and some are even free! With the help of videos, spreadsheets, and hands-on activities, you’ll build your skills in each lesson. You’ll master cost-effective strategies, including strategic partnerships, local marketing, search engine optimization, social networking, email marketing, lead generation, and niche marketing. Along the way, you’ll see many real-world examples from other small businesses much like yours.

Whether you’re new to advertising or looking for a refresher, this course will make you a marketing pro. And by the time you’re done, you’ll have a personalized plan of action for increasing your sales—all on a shoestring budget.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
**Nonprofit**

---

### 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 twelve-year 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.

In this course, you will learn skills and develop strategies that will take your organization to new heights of prosperity and productivity. You’ll gain a full understanding the role of the executive director and the board of directors, special event and meeting management, public relation strategies, and how to find a position in this fascinating and rewarding field of work.

**Hours: 24**  
**Price: $105**  
2/10-3/24 online  
3/17-4/28 online  
4/14-5/26 online  
5/12-6/23 online

### Marketing Your Nonprofit

Under pressure to increase membership, expand program value, attract media, entice donors, and develop volunteers, all while keeping an eye on the bottom line? In the face of stiff competition, more worthwhile causes, more regulations, more watchdog agencies, and fewer funding opportunities, you need to work smarter—not longer.

This course will show you how to use powerful marketing techniques to compete more effectively for customers, donors, members, and volunteers. You’ll also learn how to persuade the media to communicate your organization’s message and further its ideals and goals. Before you know it, you’ll be ready to improve your market share by learning to evaluate and implement effective promotions, advertising campaigns, and communication techniques. If your organization relies on a diverse mix of fees, events, and/or contributions for support, you’re sure to find this information-packed course indispensable.

**Hours: 24**  
**Price: $105**  
2/10-3/24 online  
3/17-4/28 online  
4/14-5/26 online  
5/12-6/23 online

---

**Don't see a course you would like to take?**

Give us a call at (361) 354-2768 or email us at ce@coastalbend.edu with details on the course.
Nonprofit Suite
Want to work the world of working for nonprofits? Or are you wanting to start your own nonprofit? Let this discounted suite of courses teach you everything you need to know.

Courses included in this suite are:
• Introduction to Nonprofit Management
• Marketing Your Nonprofit
• Nonprofit Fundraising Essentials

Hours: 72 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Starting a Nonprofit
Do you dream of starting and running your very own nonprofit? This highly interactive, hands-on course is ideal for anyone who is interested in forming a new nonprofit, converting an informal group to tax-exempt status, or reorganizing an existing organization. It provides practical how-to information about incorporation, organization, and other issues pertinent to anyone involved with a nonprofit start-up.

No matter what level of experience you have, you’re sure to find this unique course to be a valuable source of useful strategies and industry-specific advice that you can put to immediate use. The course is also supplemented with useful checklists, worksheets, reading lists, and field trips to a wide variety of online resources. By the time you graduate, you will be well-prepared to meet the challenge of starting and operating a successful nonprofit.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Operations

Scrum

Certificate of Agile Master (SCRUM) Skills Proficiency
SCRUM is a standout among the most well known Agile philosophies. It is a versatile, iterative, quick, adaptable, and compelling philosophy intended to convey huge esteem rapidly and all through a venture. Scrum guarantees straightforwardness in correspondence and makes a domain of aggregate responsibility and ceaseless advance. The Scrum system, as characterized in the SBOK Guide, is organized such that it bolsters item and administration improvement in a wide range of ventures and in an undertaking, regardless of its many-sided quality.

Price: $59
Course is online and open enrollment.

Certificate of Scrum Immersion Skills Proficiency
The Scrum Immersion course introduces Agile Scrum at the foundation level. The course helps the students to familiarize with the fundamental concepts of the Agile and Scrum frameworks. Agile Scrum is a dynamic project management methodology that involves working together to successfully reach the goal. Agile methodologies are equally popular in software development industry and are increasingly being used in other areas. Scrum best-practices include establishing cross-functional and self-managing teams, iterative product development and prioritizing. The Scrum Immersion course is an entry level introductory course to understand the Agile and Scrum frameworks and is the perfect stepping stone for the advanced level courses in the Agile Scrum series of courses offered.

Price: $59
Course is online and open enrollment.

Certificate of Scrum Developer Skills Proficiency
Scrum Developer Certified is a foundation certification for software developers working in or with a Scrum team. The objective of this certification course is to make sure that the candidates get enough knowledge to effectively contribute to a Scrum project. Scrum Developer Certified course alumni have demonstrated that they have a thorough understanding of Scrum principles, and have learned to apply and make use of the specialized Agile engineering skills. The goal is to expose students to the most important tools and techniques needed to build good and practical software in the iterative and incremental fashion that Scrum requires. These ideas are central to the entire field of Agile software development.

Price: $59
Course is online and open enrollment.

Certificate of Scrum Product Owner Proficiency

The Scrum Product Owner Certified (SPOC) course teaches the project and product managers on how to maximize the return on investment (ROI) and optimize the total cost of ownership (TCO) of products and systems. The course enables the students to work in an agile environment and main focus on the product requirements to manage the product outcome. This course prepares the candidates to use such tools that help the product managers to translate requirements to the development team to achieve the optimum results. The course also covers the user stories, ordering and organizing strategies, and product backlog refining. The course helps the product owners gain a better understanding of all of the advantages Scrum has to offer specifically in product development.

Price: $59
Course is online and open enrollment.

12 Steps to a Successful Job Search

Get the job you want in any economy. In this course you will learn to identify the job that is best for your needs. You will then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. You will learn how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want!

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Have questions?
Give us a call at (361) 354-2768.

A to Z Grant Writing

Do you love writing and building rewarding, long-lasting relationships? Do you have a passion for a cause? As a grant writer, you can help nonprofit organizations, schools, religious institutions, and research organizations acquire the funds they need to operate and to thrive. In this A to Z Grant Writing class, you’ll learn how to put together a Gold Medal Proposal Package—one that will capture the attention, and the funds, of donors.

This informative course will equip you with the skills and tools you need to enter this exciting and fulfilling field. No matter who you are or what level of experience you have, you can be a successful grant writer. You’ll find the A to Z of writing and submitting successful proposals right here. This is one of the best online grant writing courses around, whether you’re already involved in a related position or are looking to take your first step into this rewarding career.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

A to Z Grant Writing II

Are you ready to continue your journey into the world of grants? You will learn how to create a fundraising plan for all types of grantmakers. In addition, you will explore websites for finding and reviewing corporate, foundation, and government grant funding opportunities and grant application guidelines.

You will go through every aspect of strategic funding research, preparing a fundraising plan, writing an award-winning plan of operation, and creating a project budget without red flags. Then you will journey into the world of grants available for your projects. The excitement will build when you discover just how many funding opportunities are available.

You will see grants for arts and humanities, education, medical, science and agriculture, human services, and corporate foundation grants. You will also explore new grant-writing trends and what to do when you’re notified of a grant award or a grant rejection. Don’t worry, there’s a plan to implement for future grant seeking success if you don’t get your project funded.

By the end of the course, you will be prepared to continue tracking future grant-writing and funding trends, bounce back successfully from rejection notices, and manage all of your grant awards proficiently. In addition, you will gain confidence in all areas of grant seeking, grant writing, and grants management (post-award reporting requirements).

Hours: 24 Price: $180
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

A to Z Grant Writing Series

Learn all there is to know about writing grants, fundraising, and organizing a grant writing campaign. This group of online classes is ideal for those wanting to learn more about managing fundraising.

Courses included in this series are:
• A to Z Grant Writing
• A to Z Grant Writing II: Beyond the Basics

Hours: 48 Price: $180
Advanced Grant Proposal Writing
In this course, an experienced grant writer will show you how to research and write winning proposals that get funded. You will become proficient in the proposal format used by the vast majority of public foundations. Learn what to do and what not to do on your cover sheet, narrative, background page, and your stakeholder and third-party evaluation plan. Discover the quickest and most efficient ways to gather the information you will need to develop your proposal’s attachments, including information on your organization’s structure, administration, and finances. Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

Before this course is over, you will have discovered a number of significant finishing touches that can give your project the edge over others. You will learn about the importance of obtaining community and political support before submitting a proposal to any government agency.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Business Operations Specialist
Regardless of company size, operational management drives business success. This practical online course will teach you the fundamentals of business management and operational planning. You will gain essential skills and strategies that you can put into action at your workplace, such as risk management, scheduling, and control.

Hours: 200 Price: $1895
Course is online and open enrollment.

Call Center Manager
Today’s call centers are built around several customer success channels, and managing these centers has become increasingly complex. This course will prepare you for a role as a call center manager. You will gain the skills needed to ensure your call center operates efficiently, including employee supervision, quality assurance, and workforce management.

Hours: 55 Price: $2995
Course is online and open enrollment.

Call Center Representative
Call centers play an important role in supporting customer success. And with more call centers relocating to the U.S., the need for skilled representatives is growing. The Call Center Representative course will prepare you for a frontline role in today’s fast-paced call center and positions you for advancement within the industry. You will gain key skills needed to provide high-quality customer service through the most common channels, including phone, email, chat, and social media.

Hours: 19 Price: $595

Certificate of Business Succession Planning Proficiency
The loss of valuable leadership may cripple a company. Business succession planning is essentially preparing successors to assume vital leadership roles when the need arises.

Learning Objectives:
• Define business succession planning and its role in your company
• Lay the groundwork to develop a succession plan
• The importance of mentorship
• Define and use a SWOT analysis to set goals
• Create a plan, assign roles and execute the plan
• Communicate to develop support and manage change
• Anticipate obstacles, and evaluate and adapt goals and plans
• Characterize success

Business Succession planning is an essential strategy in securing the future success of a business.

Price: $59
Course is online and open enrollment.
Certificate of Contract Management Skills Proficiency

Contract management is an incredibly critical aspect of the procurement process because it allows for the control and tracking of a consistent set of contract criteria and goals during the contract duration. Contracts also represent an instrument used by businesses to secure their capital. It is therefore imperative that companies have the awareness that an effective contract management approach is being efficiently enforced. This course provides the knowledge and skills to successfully manage and execute the contracting process.

Learning Objectives:
• Introduction to contract management
• Specification writing
• Service Level Agreements
• Negotiation skills
• Managing contracts
• Financial management and control
• Exiting contracts and continuous improvement planning

This is a unique training course that combines contemporary contract management theory and existing good practice to help you manage contracts effectively.

Price: $59
Course is online and open enrollment.

Certificate of High Performance Remote Workforce Proficiency

Bringing team members together to meet goals through a digital or virtual environment can be a challenging task. This course identifies these challenges and helps participants to navigate the remote workforce landscape to achieve professional success. With our High Performance (Remote Workforce) course, you will learn how essential it is to build and develop a core set of high performance skills while working remotely.

This course is designed to help you:
• Understand the characteristics of teamwork in a high performance remote team.
• Understand the importance of successful remote communication.
• Understand how to train your high performance team of remote employees.
• Manage a high performance team.
• Deploy techniques for effective remote team meetings.

Price: $59
Course is online and open enrollment.

Certificate of Goal Setting for Business Proficiency

Certificate of Goal Setting for Business Proficiency covers goal setting theory and practical exercises that will help you focus on what’s most important in your life, and actually get on your way to achievement.

Price: $59
Course is online and open enrollment.

Certificate of Project Management Skills for Non-Project Managers Proficiency

The Project Management Skills for Non-Project Managers course teaches the key project management concepts to professionals who are not project managers by job role but are required to undertake a project for their organization. The course assumes that the candidates have a closely related job to project management and fully understand a company’s products and quality requirements. The course will enable the candidates to work as successful and accomplished project managers within their organizations, making the most of their skills and experience and allowing employers to develop management and leadership skills.

Price: $59
Course is online and open enrollment.

Certificate of Quality Management Proficiency

The Quality Management course will teach the students on techniques and methodology to develop, improve and implement quality control programs at their workplace. This course will enable the students to incorporate quality in the project, prioritize the requirements to meet the end-customer’s quality requirements, implement quality assurance and quality control procedures to ensure project success. It also teaches how to develop a quality management plan. The course is based on the real-world scenarios to give the students a better understanding of what they are learning. The Quality Management course is the next step for the students who have completed the project management course.

Price: $59
Course is online and open enrollment.

Certificate of Outside Networking Proficiency

Networking, according to Merriam Webster is the exchange of information or services among individuals, groups, or institutions; specifically: the cultivation of productive relationships for employment or business. These and other events can become more easily managed with this great workshop. With our Networking (Outside the Company) workshop, your participants will begin to see how important it is to develop a core set of networking skills. By managing and looking at the way people interact and seeing things in a new light, your participants will improve on almost every aspect of their networking strategy.

Price: $59
Course is online and open enrollment.

Event Planning

Visit page 163.
Certificate of Risk Assessment and Management Proficiency
It is not possible to control or manage 100% of risk, but knowing what to do before, during, and after an event will mitigate the damage and harm. Identifying potential hazards and risks and making it part of the day to day business is important. Safety should be the first priority as every business must face the reality of risks and hazards. Through our Risk Assessment and Management course participants will be aware of hazards and risk they didn’t realize were around their workplace. Identifying hazards through proper procedures will provide participants the ability to prevent that accident before it occurs. Limiting and removing potential dangers through Risk Assessment will be an incredible investment.

Price: $59
Course is online and open enrollment.

Certificate of Strategic Planning Skills Proficiency
The Strategic Planning Skills course is a fundamental course to develop a practical approach towards becoming a strategic decision maker. The course is designed for managers working in any organization and face challenges in their everyday jobs. The managers are required to address the issues on day-to-day basis and are required to make better strategic decisions at a very fast pace. This course will provide the knowledge to conduct need analysis, problem solving and strategic decision making to achieve better business value.

Price: $59
Course is online and open enrollment.

Certificate of Safety In The Workplace Proficiency
Our Safety In the Workplace course will be instrumental in reviewing common hazards, safety techniques and after completion, participants will have the tools to help them create a Safety policy for your work place. By identifying and anticipating hazards, employers can prevent injuries and keep employees safe. Participants will gain knowledge of health and safety at their work place. They will understand the legislation that underpins health and safety at work, but this could equally apply to the home and everyday life.

Learning Objectives:
• Types of Hazards
• Your occupational hazard
• Managers Role
• Training
• Stress Management
• Workplace Violence
• Identifying Your Company Hazards
• Drug & Alcohol Abuse
• Writing the Safety Plan
• Implement the Plan

Price: $59
Course is online and open enrollment.

Certificate of Telework And Telecommuting Proficiency
To some people it may sound like the perfect chance to work from home. But they do not know that a lot of responsibilities and obstacles come with this kind of position. Since these workers may not work in a single location, they may have the luxury of having flexible hours and quicker or no daily commute, they may have limitations in receiving feedback and connecting with colleagues. With this Telework & Telecommuting Course, You will be able to remain inspired in your ‘office’ while also remaining linked to the rest of the team.

Learning Objectives:
• Know the skills required for working outside the office
• Learn keys to proper self-management
• Learn ways to manage time efficiently
• Know different methods of organization and planning
• Identify various forms of communication and their proper use
• Address and resolve challenges that teleworkers can face

Price: $59
Course is online and open enrollment.

Certificate of Trade Show Staff Training Proficiency
Deciding to attend a trade show is a major commitment for any company. Preparation is essential: Not traveling to a trade show is safer than going unprepared. Every person on your booth is an ambassador to your company, make sure they’re ready. Make sure the workers have the required skills to effectively execute our Trade Show Personnel training course. In several ways a good trade show would boost your company.

Learning Objectives:
• Recognize effective ways of preparing for a trade show
• Know essential points to setting up a booth
• Know the Dos and Don’ts behaviors during the show
• Acknowledge visitors and welcome them to the booth
• Engage potential customers and work towards a sale
• Wrap up the trade show and customer leads

Price: $59
Course is online and open enrollment.

Please scan for the Continuing Education registration form.
Certificate of Train-The-Trainer Program Proficiency
Train the Trainer is a course that is specially designed to help trainers improve their skills for training others. In this course, you will understand the various functions and techniques that you can use to maintain the interest of your students and to motivate them. This program will not only improve your skills but will also improve your confidence that is needed to train students with different types of behavior and attitudes. Our Train-The-Trainer workshop will provide participants the skills to help them deliver engaging and compelling workshops. Skills such as facilitating, needs analyses, and managing tough topics will give trainees what they require to become a trainer themselves.

Learning Objectives:
• Understanding Training and Facilitation
• Gathering Materials
• Creating a Lesson Plan
• Choosing Activities
• Preparing for the Workshop
• Getting off on the Right Foot
• Delivery Tips and Tricks
• Keeping it Interactive
• Dealing with Difficult Participants
• Tackling Tough Topics

Price: $59
Course is online and open enrollment.

Certified Business Operations Specialist
An operations specialist is responsible for the management of workflow within a business. The purpose of this position is to optimize daily activities and performance of the business across the board. Depending on the industry, an operations specialist may progress to a supervisory, managerial or an analyst position.

Courses included in this learning path:
• Executive Strategy in Management
• Employee On-Boarding
• Universal Operations Safety Practices
• Employee Motivation Skills
• Business Quality Management

Price: $199
Course is online and open enrollment.

Virtual Reality Goggles
Want to take a training with the virtual reality goggles?
Please give us a call at (361) 354-2306.

Certified Global Business Professional
The North American Small Business International Trade Educators Association (NASBITE) Certified Global Business Professional (CGBP) Credential provides a benchmark for competency in global commerce. The CGBP designation demonstrates your ability to conduct global business. If you’re experienced in international trade, the certification provides recognition of your knowledge. If you’re just beginning a career in international business, the certification establishes your commitment to professional development.

The Certified Global Professional Online course was created by academics, industry practitioners, and professionals who assisted in the development of the credential and is backed by their extensive backgrounds related to the material. The Certified Global Business Professional course prepares you for the credential exam by educating you in four areas: global management, global marketing, supply chain management, and trade finance.

Prerequisites:
This course is for you if you’re a NASBITE member, an employee at a large or small company with global interests, or a practitioner, an educator, or a student engaged in international trade and global commerce. The credential is also suitable for individuals working in trade-assistance organizations, trade-promotion agencies, and related educational institutions.

Hours: 160 Price: $2495
Course is online and open enrollment.

Certified Professional Life Coach
The Certified Professional Life Coach course teaches the Core Competencies of the International Coach Federations (ICF). The ICF is the leading organization dedicated to advancing the coaching profession through high standards, independent certification, and a worldwide network of trained coaching professionals. You will learn ICF-recognized protocols and use these to build your own distinctive coaching style.

This course also incorporates the International Association of Professional Recovery Coaches (IAPRC) Code of Ethics, used to enhance the lives of individuals impacted by addiction. You will learn strategies for applying the IAPRC Code of Ethics, ICF Core Competencies, and other recognized coaching concepts. Upon completion of the course’s final exam, you will receive the Certified Professional Coach (CPC) certification. This credential is issued through the International Association of Professional Recovery Coaches (IAPRC). Finally, you will have gained the industry-recognized skills needed to become a certified life coach and establish a successful coaching business.

Hours: 40 Price: $1795
Course is online and open enrollment.

Certified Project Management Specialist
The role of a project management specialist involves planning and overseeing projects to ensure they are completed in a timely fashion and within budget. Project managers plan and designate project resources, prepare budgets, monitor progress, and keep stakeholders informed the entire way.

Courses in this learning path include:
• Introductory Project ManagementStrategic Planning Skills
• Managing Project Teams
• Schedule & Cost Control
• Lean Six Sigma Green Belt Basics

Price: $199
Course is online and open enrollment.
Certified Quality Auditor
In this course, you will learn the standard basics and competencies of quality auditing, as well as professional applications, advanced techniques, and course management. Whether you are new to the field or are an existing quality auditor looking to prepare for the ASQ certification exam, the ASQ-Certified Quality Auditor course is an excellent choice for building your career as a CQA. Additionally, getting your certification is an excellent way to move ahead in your career, as ASQ CQAs earn nearly twelve percent more on average than quality auditors without credentials. This course also includes a voucher which covers the fee of the exam.

Hours: 33 Price: $1695
Course is online and open enrollment.

Certified Quality Engineer
In this course, you will learn the standard fundamentals and competencies of quality engineering, including development and operation of quality control systems, applications of testing and inspection procedures, and administering management information systems. Additionally, this course will cover human factors and motivation, quality cost concepts, metrology, and statistical methods of diagnosis and correction. It will also prepare for the Certified Quality Engineer (CQE) certification. This course also includes a voucher which covers the fee of the exam.

The course reviews all the topics in the CQE Body of Knowledge (BoK) so that you can reinforce your current knowledge, review concepts and applications that may not be used in everyday work, and enhance your exam preparation process. It begins with a pretest that you can use to identify areas of study to focus on. The content is arranged in the order of the BoK and built to prepare you at the appropriate Bloom’s, or cognitive, level. The content includes illustrations where applicable, examples, and progress check questions. A post-test is also included—compare your pretest and post-test results to verify improvement in your scores after you’ve completed the course materials. Note that the questions in this product are not actual ASQ exam questions. Your performance on the exam simulation is for study purposes only, and may or may not reflect performance on an actual certification exam.

Whether you are new to the field or you are a quality engineer looking to prepare for the ASQ certification exam, the ASQ-Certified Quality Engineer course is an excellent choice for growing your career.

Prerequisites:
There are no prerequisites to take this course, however prior knowledge of statistics and quality engineering is recommended. You are encouraged to review the educational requirements and work experience for eligibility to take the ASQ Certified Quality Engineer exam.

Hours: 65 Price: $1695
Course is online and open enrollment.

Certified Quality Improvement Associate (CQIA)
Defining quality can be a challenge because it means different things to different people. It could mean meeting or exceeding the needs of customers or it could mean products being free from defects. Perhaps it’s the excellent customer service you receive from an organization or the efficient processes used to provide a product or service.

This course introduces quality concepts to help you understand what quality means and how it is used every day gathered from a variety of industries. It will help prepare you for the American Society for Quality (ASQ) Certified Quality Improvement Associate certification exam. The course outline follows the Certified Quality Improvement Associate (CQIA) body of knowledge (BoK) and explores the history and evolution of quality, quality tools, working with teams, assessing customer-supplier relationships, and more.

This course includes a voucher, which is prepaid access to sit for the American Society for Quality (ASQ) Certified Quality Improvement Associate certification exam upon eligibility and course completion.

Instructional Material Requirements: The instructional materials required for this course are included in enrollment and will be available online.

- Digital copy: Certified Quality Improvement Associate Handbook

Hours: 25 Price: $995
Course is online and open enrollment.

Need training for your company?
Give us a call at (361) 354-2306
email us at bbecknell@coastalbend.edu.

Companies can receive a bulk discount depending on how many individuals need training.

Training can also be customized to better suit the need of a specific industry.

WWW.COASTALBEND.EDU/CE
Certified Six Sigma Black Belt

Are you interested in obtaining a highly-valued and much-sought-after professional certification? If so, the Certified Six Sigma Black Belt course is for you! The Six Sigma methodology is a data-driven approach to removing defects and improving processes at any organization. As a Six Sigma Black Belt, you will be responsible for initiating projects and directing the efforts of company teams. In addition to mastering key Six Sigma concepts and methods, you’ll obtain valuable information that will prepare you for the Six Sigma Black Belt certification offered by the American Society for Quality (ASQ).

Learn how to effectively apply the elements and methods of Six Sigma. Understand how a vast body of knowledge relates to the DMAIC (define, measure, analyze, improve, and control) model. Determine the relationship of basic statistics to Six Sigma and learn about the Six Sigma business case including strategic planning, the voice of the customer (VOC), quality function deployment (QFD), benchmarking, and financial investment methods.

Discover how to use brainstorming, Pareto charts, and critical to quality to help define processes, problems, and opportunities. Master the use of other key tools such as cause and effect diagrams, check-sheets, scatter diagrams, failure mode and effects analysis (FMEA), and force field analysis. Learn the basics of advanced Six Sigma tools such as design of experiments (DOE), analysis of variance (ANOVA), hypothesis testing, control charts, and probability distributions.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• The Certified Six Sigma Black Belt Handbook
• An Introduction to Six Sigma and Process Improvement

Prerequisites:
Prior to taking this course, you must be knowledgeable in basic Algebra and Statistics.

To be successful in this course, it is strongly recommended that you complete your Black Belt project at your current place of employment. Black Belt-level process improvement projects require significant real-time data, which is easier to obtain when you are presently employed. Projects must also be based on an actual business and are subject to approval by a Master Black Belt. Examples include:

Manufacturing Floor – Reduced manufacturing product defects
Human Resources Department – Reduced recruitment cycle time
Accounting Department - Reduced accounts payable invoice processing costs
If you are currently unemployed, then you should instead take a Green Belt level certification course.

To obtain a Black Belt certification, an applicant will need to show proof that they have completed two Black Belt level projects. These projects are not needed to successfully complete this course, but an applicant will need to show proof of projects in order to apply for the certification exam.

Hours: 120 Price: $1995
Course is online and open enrollment.
Certified Six Sigma Green Belt

Do you want to improve your business credentials or enter a new career as a quality specialist? The Six Sigma methodology is a data-driven approach to removing defects and improving processes in any business. Wherever you are on your career path, earning your Six Sigma Green Belt certification will allow you to stay a step ahead. This Six Sigma training course will teach you process improvement from start to finish and prepare you for the Six Sigma Green Belt certification offered through the American Society for Quality (ASQ).

Six Sigma Green Belts are employees who spend some of their time on process improvement teams. They analyze and solve quality problems, and are involved with quality improvement projects. Comprehensive Six Sigma courses are designed for individuals who want to deliver meaningful results and lasting impacts in the areas of quality, cost containment, revenue enhancement, and customer satisfaction.

This course teaches the framework of the ASQ Six Sigma Green Belt Body of Knowledge and how to apply key process improvement methods and concepts in various settings, including manufacturing, service, and not-for-profit organizations. It allows you to test and apply the framework through quizzes, engaging exercises, fun games, and case studies. This unique course design provides on-the-job readiness to analyze quality problems and be involved in continuous improvement projects in the real world. It’s one of the best online courses for Six Sigma certification prep. The fee for the Certified Six Sigma Green Belt certification exam is included in the course.

Instructional Material Requirements:

The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• The Certified Six Sigma Green Belt Handbook
• An Introduction to Six Sigma and Process Improvement

Qualifications and Requirements for CSSGB Certification:
In order to sit for the CSSGB Certification Exam through ASQ, candidates must meet the minimum requirements listed below:
• Six Sigma Green Belts are employees who spend some of their time on process improvement teams.
• They analyze and solve quality problems, and are involved with Six Sigma, lean or other quality improvement projects.
• Candidates must have three years of on-the-job experience in one or more areas of the Six Sigma Green Belt Body of Knowledge.
• Candidates must have worked in a full-time, paid role.
• Paid intern, co-op or any other course work cannot be applied toward the work experience requirement.

Education waivers are not granted.

Hours: 120 Price: $1895
Course is online and open enrollment.

Certified Six Sigma Green Belt and Black Belt

This comprehensive course teaches you how to deliver meaningful results and lasting impacts in the areas of quality, cost containment, revenue enhancement, and customer satisfaction by implementing Six Sigma principles. This course prepares you for the Six Sigma Green Belt and Six Sigma Black Belt certification examinations offered through the American Society for Quality (ASQ).

This course not only teaches the framework of the American Society for Quality’s (ASQ’s) Six Sigma Green Belt and Black Belt body of knowledge, but also allows you to test and apply the framework through quizzes, engaging exercises, fun games, and case studies. Areas of concentration also include determining the relationship of basic statistics to Six Sigma, examining the Six Sigma business case, listening to the voice of the customer (VOC), seeing how quality function deployment (QFD) can improve new product development, and discovering the value of benchmarking. As a Six Sigma Green Belt, you’ll be right in the middle of many process improvement projects as you apply brainstorming, cause and effect diagrams, check-sheets, Pareto charts, and critical to quality help define problems, and opportunities. This unique course design provides on-the-job readiness to analyze quality problems and be involved in continuous improvement projects in the real world. You will be positioned to add value to a wide variety of organizations as a project manager and team member, including manufacturing companies, service operations, and the government sector.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment in the correlating portion of the bundle:
• The Certified Six Sigma Black Belt Handbook
• An Introduction to Six Sigma and Process Improvement
• The certified Six Sigma Green Belt Handbook

Hours: 240 Price: $3495
Course is online and open enrollment.
Certified Six Sigma Yellow Belt and Green Belt
This course series teaches you the Six Sigma process of improvement and prepares you for the first two certification levels, Yellow Belt and Green belt. The Six Sigma methodology is a data-driven approach to removing defects and improving processes in any business. Wherever you are in your career, earning your Six Sigma Yellow and Green Belt certifications will keep you ahead of the pack. These certifications verify your ability to analyze quality problems and be involved in continuous improvement projects. With each increasing level of certification comes more profound expertise and the ability to deliver lasting impacts in quality, cost containment, revenue enhancement, and customer satisfaction.

This interactive course bundle will teach you the Six Sigma Yellow Belt Body of Knowledge (BoK) and Six Sigma Green Belt BoK and fully prepare you for the first two Six Sigma certifications. You will learn from industry-specific examples, interactive activities, knowledge checks, case studies, and tests built with exam-style questions. You will be well-versed in process improvement roles and responsibilities, team building, quality tools, and Six Sigma metrics by course completion. After successfully passing both courses, you will be able to sit for ASQ’s Six Sigma Yellow Belt certification exam and Certified Six Sigma Green Belt certification exam at no additional cost.

Instructional Material Requirements: The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment in the correlating portion of the bundle:
• Digital copy: Certified Six Sigma Yellow Belt Handbook
• The Certified Six Sigma Green Belt Handbook
• An Introduction to Six Sigma and Process Improvement

Hours: 145 Price: $2999
Course is online and open enrollment.

Six Sigma Yellow Belt
This course follows the Certified Six Sigma Yellow Belt body of knowledge (BoK) and explores the fundamentals of Six Sigma—including information on process improvement project roles and responsibilities, team basics, quality tools, and Six Sigma metrics. The course then moves into a series of detailed, Yellow Belt-focused topics aligned with the five phases of the Six Sigma DMAIC process (Define, Measure, Analyze, Improve, and Control).

This course will also help you prepare for the Six Sigma Yellow Belt Certification exam. It confirms your understanding of the items in the Certified Six Sigma Yellow Belt body of knowledge using industry-specific examples, interactive activities, knowledge checks, and tests built with exam-style, multiple-choice questions. This course offers includes a voucher which is prepaid access to sit for Six Sigma Yellow Belt Certification exam upon eligibility and course completion.

Instructional Material Requirements: The instructional materials required for this course are included in enrollment and will be available online.
• Digital copy: Certified Six Sigma Yellow Belt Handbook

Hours: 25 Price: $1295
Course is online and open enrollment.

Six Sigma: Total Quality Applications
Learn how to effectively apply the elements and methods of Six Sigma. Understand how more than 25 tools and methods relate to the DMAIC (define, measure, analyze, improve, and control) model. Determine the relationship of basic statistics to Six Sigma and learn about the Six Sigma business case, including strategic planning, the voice of the customer (VOC), quality function deployment (QFD), benchmarking, and financial investment methods. Discover how to use brainstorming; Pareto charts, and critical quality help define processes, problems, and opportunities. Master the use of other key tools such as cause and effect diagrams, check sheets, scatter diagrams, failure mode and effects analysis (FEMA), and force field analysis.

In this course you will learn how to apply the DMAIC model each step of the way. You will learn how to define, plan, implement, and close a Six Sigma project. You will also know how to use process capability and how to apply lean thinking. You will understand the basics of advanced Six Sigma tools.

This course will help you prepare for the internationally recognized Six Sigma Black Belt and Quality Manager exams offered by the American Society for Quality® (ASQ®).

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

OSHA Training
Coastal Bend College can offer any OSHA training with advanced notice.
Six Sigma: Total Quality Fundamentals
In this course you will learn how to effectively apply the fundamentals of total quality. You will gain understanding of what quality is and learn about the history of the quality movement. You will discover the role of customers in quality and determine the major elements of a quality system. This course will show you how to master key concepts such as the cost of non-quality, variation, and total employee involvement (TEI). Increase your value to your company by learning about various motivational models, leadership, and teamwork. Determine how to effectively apply quality standards by creating and implementing internal and external auditing activities. Learn the ins and outs of ISO 9000, ISO 14000, and the Malcolm Baldrige National Quality Award.

In this online course, you will learn how successful organizations apply quality to their everyday activities. You will find out how to use teamwork to make the most of your employees’ abilities and potential. You will learn to manage the process of change, reduce customer complaints, and increase customer service. You will learn of a number of quality fallacies and how to lessen their impact.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Collaborative Problem Solving
The Collaborative Problem Solving course will help you become familiar with the basics of working in teams and why teamwork is important to our professional and personal success. This course will provide you with essential strategies for solving problems and challenges that arise during collaboration, and provide you with ways to move forward toward achieving a common goal.

Hours: 24 Price: $145

Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. You will work through all the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first—and most difficult—step on the path to small business success.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Customer Service Fundamentals
As someone who participates in delivering high levels of customer service, you’re an important ambassador for your organization. In this course, you will discover a number of dynamite methods to bring out your best and also do the same for the people you work with. You will learn how to measure customer service—from your company’s point of view and from the customers—and discover how to anticipate the needs of your customers.

You may already understand that top-notch customer service begins with knowing your customers and their needs, but do you know how to evaluate those customers, or better yet, what to do with the data once you have it? You will take a look at that, as well as identify how your customer service stacks up right now, and how you can build on even the sharpest of service policies. Plus, you will learn how to communicate, resolve complaints, and build long-lasting customer service programs.

Hours: 24 Price: $115
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Distribution and Logistics Management
Distribution and logistics management is a critical company function. Professionals in this field play a key role in fulfilling customer demands, ordering and managing inventory, controlling inbound and outbound shipments, reducing costs, saving time, and meeting company objectives. This course will not only show you how to create and operate a logistics function, but it will also show you how to achieve success through a combination of strategies and tactics.

All elements of distribution and logistics management will be covered, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores, and returned goods. The course will also address key technology issues such as enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce), and distribution resource planning (DRP).

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Entrepreneurship Suite
Ready to start your own business? Let this discounted set of online courses hone your entrepreneurial spirit and help get your business going.

Courses in this suite include:
• Creating a Successful Business Plan
• Start Your Own Small Business
• Small Business Marketing on a Shoestring

Hours: 72 Price: $275

Interested in becoming a personal trainer?
Visit page 116 for more information.
### Get Grants!
In this course, you will learn how to develop successful, grant-fundable proposals.

Whether you’re interested in writing grant proposals as a career or in obtaining funding for your organization, this course will give you the grant-writing skills you need to outshine your competition. Highly recommended for development professionals, educators, nonprofit agency staff members or volunteers, and anyone else involved in fundraising for a large or small organization.

While the skills you’ll learn during this course are transferable, keep in mind that the focus of this class is on obtaining grant funding for nonprofit organizations.

**Hours:** 24  **Price:** $105  
- 2/10-3/24  online  
- 3/17-4/28  online  
- 4/14-5/26  online  
- 5/12-6/23  online

### Grant Writing
If you want to learn the essentials of writing or acquiring grants for private, public, or government use, this course is perfect for you. You’ll discover how to develop successful grants by focusing on the skills needed to prepare professional, competitive, compelling grant proposals.

**Instructional Material Requirements:**
The instructional materials required for this course are included in enrollment and will be available online. The following textbook will be shipped to you approximately 7-10 business days after enrollment:
- *The Only Grant-Writing Book You’ll Ever Need*
- *Demystifying Grant Seeking: What You Really Need to Do to Get Grants*
- *Managing A Nonprofit Organization*
- *Handbook for Writing Proposals*

**Hours:** 300  **Price:** $2295  
Course is online and open enrollment.

### Grant Writing + Non-Profit Management
If you’re passionate about having a meaningful career that helps others, this course is ideal. Throughout this career training course, an experienced grant writer will teach you the essentials of writing or acquiring grants for private, public, and/or government use. You’ll discover how to develop compelling grant proposals. You will then study the components to successfully manage a non-profit or work in a management role within the non-profit sector. In addition to fundamental management skills, you’ll learn about finance and accounting, employment law, marketing, budgeting, and communications, as they apply to a non-profit organization.

Whether you recently acquired a management role at a non-profit or want an introductory perspective on the issues facing management of a non-profit organization, this course is the perfect way to become acquainted with the responsibilities of the role.

**Instructional Material Requirements:**
The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- *The Only Grant-Writing Book You’ll Ever Need*
- *Demystifying Grant Seeking: What You Really Need to Do to Get Grants*
- *Managing by the Numbers: A Complete Guide to Understanding and using your Company’s Financials*
- *Strategic Planning: A Pragmatic Guide*
- *Managing a Nonprofit Organization*

**Hours:** 510  **Price:** $3795  
Course is online and open enrollment.

### Grant Writing Suite
Learn everything you need to know to start writing grant proposals and consult or volunteer for non-profit, public foundations.

**Courses included in this suite are:**
- *A to Z Grant Writing*
- *Advanced Grant Proposal Writing*
- *Becoming a Grant Writing Consultant*

**Hours:** 72  **Price:** $275

### High Performance Organization
A key ingredient to the longevity of a company, is the performance and implementation to function as a High-Performance Organization (HPO). A High Performance Organization doesn’t evolve naturally it takes a proper foundation and resources. Any type of business from production to service based, would benefit from becoming an HPO. Benefits include increased profits, a high rate of success, and a desirable workplace. Competition is everywhere and may range from large and small organizations on a domestic and international level. An organization is better suited for long-term success if they build an initial foundation as a High Performance Organization.

This course will provide you with the information needed to help your organization with its efforts to become a High Performance Organization (HPO). The lesson will begin by discussing the four principles of an HPO: Egalitarianism and Engagement, Shared Information and Trust, Knowledge Development and Performance Reward Linkage and how to link those principles with organizational activities to be an HPO to implementation of the principles. You’ll also discuss leadership and how the organization’s culture can help or hinder your efforts to become an HPO.

**Hours:** 24  **Price:** $105  
- 2/10-3/24  online  
- 3/17-4/28  online  
- 4/14-5/26  online  
- 5/12-6/23  online
Introduction to Business Analysis

Give yourself an employment advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective business decisions.

The days of making critical business decisions by instinct or coin toss are long gone. If you are planning a career in business, you cannot afford to miss this course!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Lean Training

For many businesses, the shift to Lean Culture comes from simultaneously defining customer value, aligning around a common purpose, striving for perfection, and respecting and developing employees. Lean Culture results when in the quest to provide customer value, leadership supports and promotes the building of a problem solving muscle within the workforce.

The Lean Training and Certification course is a simplified, interactive way to quickly and effectively study process improvement and learn organizational shifts from veteran Lean practitioners. You will gain new management skills and learn how to establish your own process improvement. Upon completion of this course, you will be adequately prepared to test for Lean Certification.

Hours: 20 Price: $695
Course is online and open enrollment.

Mastery of Business Fundamentals

Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you!

You’ll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. You’ll learn about organizational structures, performance measurements, financial investment models, budgeting, ethics, workplace politics, and more! This course will provide you with in-depth knowledge of the business environment.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

New Career Suite

Design a life that makes you happy by understanding your own interests, values, needs and abilities and using that to help find your perfect job. You will learn how to create an effective resume or transform your current one into a powerful tool that will get you interviews and the job you want quickly and easily in any economy.

Courses included in this suite are:
• Listen to Your Heart, and Success Will Follow
• Resume Writing Workshop
• Twelve Steps to a Successful Job Search

Hours: 72 Price: $275

Office Manager

Office managers are vital in any business office setting, ensuring day-to-day workflow runs smoothly. This online course will train you for a career as an office manager and equip you with a highly transferable skill set. You’ll learn effective business management techniques and gain with essential computer software skills, including best practices for using QuickBooks 2019 and Microsoft Office 2019. By course completion, you will also be fully prepared to take the Microsoft Office Specialist certification exams for Word, Excel, PowerPoint, Outlook and Access.

Hours: 815
Price without voucher: $4995
Price with voucher: $5495
Course is online and open enrollment.

Organizational Development & Change

This course explores the developmental process and how to be successful in effectuating change. Since most business organizations are social systems, this course dives into organizational culture and how it influences the health of a business and its people long-term.

Hours: 24 Price: $145

Customized Training

Want a customized training?
Give us a call at (361) 354-2306.
PMI Risk Management Professional
When it comes to cybersecurity projects, there are many knowns and unknowns. Luckily, risk management professionals plan for all potential risks during a project’s lifecycle. If you manage complex projects, earning the PMI RMP certification confirms that you can identify, assess, and mitigate project risks. This online project management course will fully prepare you for the Project Management Institute’s Risk Management Professional certification exam.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- The Standard for Risk Management in Portfolios, Programs, and Projects

Prerequisites:
While there are no prerequisites to take this course, PMI requires the following to be eligible for the exam:

- Secondary degree (high school diploma, associate degree, or the global equivalent)
- 4,500 hours of project risk management experience
- 40 hours of project risk management education

OR
- Four-year degree (bachelor’s degree or the global equivalent)
- 3,000 hours of project risk management experience
- 30 hours of project risk management education

Hours: 75 Price: $2495
Course is online and open enrollment.

Supply Chain Suite
Discover and master the fundamentals of purchasing and supply chain management with this group of online classes.

Courses included in this suite are:

- Purchasing Fundamentals
- Distribution and Logistics Management
- Supply Chain Management Fundamentals

Hours: 72 Price: $275

Productivity and Benchmarking
Improving organizational performance is a critical skill set for any leader. In this course, you will learn how to develop benchmarks, monitor performance and apply benchmark results to improve organizational efficiency and productivity.

Hours: 24 Price: $115
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
Go to www.ed2go.com/cbc

Purchasing Fundamentals
Discover and master the fundamentals of purchasing by understanding your strategic and tactical roles as a purchasing practitioner. Improve your company’s bottom-line profitability by learning and implementing key concepts such as negotiation, supplier sourcing and qualification, outsourcing and make-or-buy analysis. Learn the basics of supplier partnerships, capital budgeting and green buying.

In this online course, you will learn how to define internal customer needs, generate purchase requisitions and purchase orders, expedite, trace and receive supplier deliveries, maintain effective purchasing records and create and manage various purchasing budgets. You’ll learn about business law, contracts, leasing, Six Sigma and total quality management (TQM). You will also learn how to recruit, select and evaluate purchasing personnel, and learn the importance of business ethics.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Salesforce: Power User
Salesforce is the leading customer relationship management (CRM) software for sales and marketing automation. This online course will train you to be a Salesforce Power User, so you can navigate the Lightning interface, create and manage accounts, handle leads and utilize opportunities. By becoming proficient in Salesforce, you will be able to better engage customers with the most popular CRM software available to large and small businesses.

Hours: 75 Price: $695
Course is online and open enrollment.

Senior Certified Sustainability Professional
Are you prepared for an exciting career as a leader in the green-collar economy? By completing this premier online course, you’ll establish yourself as a sustainable business professional. You’ll be ready to take responsibility for coordinating an enterprise’s sustainability strategy across multiple functional areas, including sales, marketing, communications, new product development, global supply chain, operations, and corporate social responsibility.

You’ll start by learning the basics of green purchasing. Next, you’ll cover corporate social responsibility and carbon strategies. You’ll also explore environmental accounting, green transportation, and sustainability consulting.

By the end of the course, you will be prepared to take the Senior Certified Sustainability Professional Certification (SCSP) offered by GreenSupplyChain.org. While this is not a state or national certification, once you pass, you will have earned the course credentials and are entitled to use the SCSP designation after your name.

Hours: 110 Price: $2495
Course is online and open enrollment.

Healthcare: Page 133
Talent and Performance Management

This course will prepare you for a career as a Talent Management professional. You will learn key issues facing organizations and their ability to attract and retain top talent in order to compete in a global marketplace.

You will explore talent management best practices and the effect of onboarding, performance management, and learning & development on employee engagement and retention. You will be prepared to articulate the issues around talent and performance management and to offer solutions, tactics and strategies to attract and retain key talent professionals.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Writing Effective Grant Proposals

Preparing successful grant proposals to receive funding from corporations or foundations requires careful research, meticulous preparation, and graceful writing. Grant administrators will often say that many grant requesters have a limited understanding of the proposal writing process, and as a result their worthy causes lose out.

If you learn how to avoid the errors that lead to the rejection of your proposal, you will be better prepared to help the causes you most admire. This course will walk you through all of the essential steps--including an important discussion of what you must do when the grant arrives.

In this course, you will learn how to become fully familiar with the institution or project for which you are requesting support. You will get valuable guidance in preparing a background statement and a brief financial statement to support your request. You will also research some charitable foundation and corporate giving sources.

Then, you will learn how to put everything together, so you can assemble, write, and submit complete grant proposals to foundations, corporations, and wealthy individuals for any number of your pet projects.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

High Speed Project Management

With accelerated schedules driving many technology projects today, the smart project manager must rapidly retool their skill set. This course offers a breakthrough model for dealing with the realities of managing projects at supersonic speeds. Learn to meet and win the challenges of truncated timelines, short-staffed project teams, skimpy budgets and crippling risks.

Hours: 24 Price: $105

Project Management

Mastering Project Management with Microsoft Project 2019

For project managers, keeping up with the latest project management techniques is key to consistently delivering meaningful results. This Project Management Professional (PMP)® training course will expand your skill set and prepare you for certification. Microsoft Project 2019 software is included with enrollment.

You will be trained in several critical areas, including forecasting, risk management, project recovery, and resource allocation. You will also learn how to use Microsoft Project 2019 for tracking and reporting needs. By course completion, you will be able to apply these project management tools to your next project. This course also meets the educational requirements for Project Management Professional (PMP)® certification so that you will be fully prepared for the exam.

Instructional Materials

The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

• A Guide to the Project Management Body of Knowledge (PMBOK)
• PMP Exam Prep
• Microsoft Project 2019 Software
• Mastering Project 2019 Step By Step

Hours:270
Price without software: $1695
Price with software: $2495
Course is online and open enrollment.

Have questions?
Give us a call at (361) 354-2768.

Follow us on Linkedin at CBC Department of Continuing Education to learn about upcoming trainings.

WWW.COASTALBEND.EDU/CE
Mastering Project Management with PMP Prep
This PMP course will provide you with a deeper understanding of project management concepts and applications in the workplace. At the end of this course, you will be prepared to take the Project Management Professional (PMP)® certification exam.

The goal of this PMI Talent Triangle training course is to provide you with a detailed exploration of key project management topics and concepts, all on your own time. Once complete, you’ll have an intermediate to advanced-level comprehension and be ready to sit for the exam. You’ll learn about project selection, strategy development, complex schedule modeling, forecasting, risk identification and assessment, status, recovery, and more. You’ll also explore project proposals, planning components, and project evaluation and discover how important a project manager is to an organization. The material covered in this course is guaranteed to meet or exceed the educational prerequisites for PMP certification.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- A Guide to the Project Management Body of Knowledge (PMBOK)
- PMP Exam Prep

Prerequisites:
You should have at least two years of experience managing projects or complete the Essentials of Project Management course.

In order to sit for the PMP Certification exam, you need to meet one of the following sets of requirements:

Set #1:
- A four-year degree
- 36 months of leading projects
- 35 hours of project management education/training or CAPM® Certification

Set #2:
- A high school diploma or an associate degree (or global equivalent)
- 60 months of leading projects
- 35 hours of project management education/training or CAPM® Certification

Course is online and open enrollment.

Nonprofit Fundraising Essentials
Take your first step toward a rewarding career in fundraising for nonprofit organizations! In this course, you’ll first explore the skills you’ll need to become a successful fundraiser. After that, you’ll discover where the best corporate and foundation fundraising jobs are and how to apply for them.

By the end of the course, you’ll have a wealth of new nonprofit fundraising ideas, and you’ll be well on your way to success in this exciting career field.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Computer Programming
Coastal Bend College offers courses on different types of programming including:
- Java
- Oracle
- Python
- SQL
- and More!

For more information, please visit page 186.
**Project Management Applications**
Increase your value to your employer by discovering and mastering essential quantitative and qualitative project management applications.

A successful project begins with process definition, data collection, and the scoping of project requirements. Every project ends with a motivated project team able to accomplish objectives on time and within budget. Winning projects rely on accurate cost and time estimates, identification of the critical path, and use of tracking and control tools.

In this course, an experienced Project Management Professional will teach you the same powerful tools and techniques that experienced project management professionals rely on every day.

You will increase the probability of project success by mastering the tricks of the trade: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, and Cost-Volume Analysis.

You will become proficient at recruiting project team members and empowering them to succeed. You will understand the stages of team development, and you will gain skills in developing and motivating team leaders. You will learn how to understand and relate to an organizational culture and the differing characteristics of its work groups.

The course also includes essential information that will help you prepare for the Project Management Professional (PMP)® and the Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI)®. Certification Magazine recently identified PMP certification as the highest-paying certification of the year.

**Hours:** 24  **Price:** $105
- 2/10-3/24  online
- 3/17-4/28 online
- 4/14-5/26  online
- 5/12-6/23  online

---

**Project Management Essentials with CAPM Prep**
Project Management career opportunities are increasing even when the job market is challenging. Developing the project management skills employers demand can improve your marketability and may be transferable from one industry to another, giving you a lot of flexibility.

In this course, you’ll learn the knowledge and skills essential to project managers and those who work on projects in other support roles. The materials in this course are aligned with the international recognized standards of project management. This course is oriented to concepts and knowledge areas such as time, cost, risk and communications. Each lesson focuses exclusively on a single topic so that you can more easily grasp that topic before moving onto the next.

Once complete, you will meet or exceed the educational prerequisites for the Certified Associate in Project Management (CAPM®) certification offered through the Project Management Institute (PMI)®.

**Instructional Material Requirements:**
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- *A Guide to the Project Management Body of Knowledge (PMBOK)*
- *CAPM Exam Prep*

**Prerequisites:**
There are no prerequisites to take this course. However, you will need to meet the following CAPM Certification requirements to take the exam:
- Secondary degree (high school diploma, associate degree or the global equivalent)
- 23 hours of project management education completed by the time you sit for the exam. (This course meets the education requirement.)

**Hours:** 100  **Price:** $1195
Course is online and open enrollment.

---

**Project Management Fundamentals**
Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners.

If you’re organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management.

In this course, an experienced Project Management Professional will help you master the essentials of project management. You will become an indispensable member of your project team by discovering and mastering the critical concepts you need to plan, implement, control and close any type of project.

You will learn about project politics and ethics, project measurements, and project closure. You will be able to develop all sections of a project plan, you will become comfortable with the project management body of knowledge, and you will develop a variety of powerful techniques to generate project ideas.

If you’re new to project management, this course will provide you with the essential information you will need to prepare for and complete your first project. If you’re an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies.

This course and its follow-up (Project Management Applications) also include essential information that will help you prepare for the Project Management Professional (PMP)® and the Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI)®. Certification Magazine recently identified PMP certification as the highest-paying certification of the year.

**Hours:** 24  **Price:** $105
- 2/10-3/24  online
- 3/17-4/28 online
- 4/14-5/26  online
- 5/12-6/23  online
Project Management Fundamentals II
Are you a part-time or accidental project manager? Part-time project managers have projects assigned to them in addition to their daily responsibilities. Accidental project managers find themselves leading projects without formal training in the discipline. Some people choose project management as a career, and many others find project management just another part of your area of responsibilities. For you, project management is a skill set, not a career.

If you have been assigned projects and need a quick jump start to get going, then this is the course for you. You will learn the 10 essential skills you need to survive and thrive. Topics include understanding the business need and the related project outcomes, setting project boundaries so you know what’s included and what’s not, getting to know your project stakeholders and their needs so you can set and meet their expectations, and how to plan projects and create a schedule.

It’s not enough to just manage a project, you also have to control it, so things don’t get out of hand. Eventually, the project will come to an end, so you will need to know what project closing looks like. You will want to turn the project over to your customer, so you can close down the project and move on to your next big adventure.

Throughout the course, you will find examples of real projects and how each of these essential skills applies in the real world. Project management skills are essential life skills with many practical applications and all industries. Project management and leadership are consistently the top two skill sets current and future employers look for, so this is also essential for your professional development.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Project Management Fundamentals Series
In this group of project management online classes, you’ll be introduced to the fundamentals of project management, tools for success, and high speed management tactics.

This series includes:
• Project Management Fundamentals I
• Project Management Fundamentals II

Hours: 48 Price: $180

Project Management Professional (PMP) Prep Series
Learn how to prepare for the Project Management Institute’s prestigious PMP certification exam.

This series includes:
• PMP Certification Prep 1
• PMP Certification Prep 2

Hours: 48 Price: $183
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Project Management Suite
In this suite, learn the essentials of project management as you learn to plan, implement, control, and close any type of project along with essential quantitative and qualitative project management applications.

Courses included in this suite are:
• Project Management Fundamentals
• Project Management Applications
• High Speed Project Management

Hours: 72 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Texas Real Estate License
Educational Requirements for Prospective Licensees Sales Associate

According to the Texas Real Estate Commission, students must earn a minimum of 180 classroom hours.

These 180 classroom hours must include the required core courses of:
• Real Estate Principles (60 hours)
• Real Estate Law of Agency (30 hours)
• Real Estate Law of Contracts (30 hours)
• Promulgated Contracts (30 hours)
• Real Estate Finance (30 hours).

License will be for 2 years and for the first renewal student must complete 90 additional classroom hours of other core courses. After the first 2 years licensure will be for 2 year periods with the required MCE (Mandatory Continuing Education) courses to renew.

For more information, please visit page 226 or coastalbend.edu/realestate.
The Complete Project Manager with CAPM and PMP Prep

The Complete Project Manager with CAPM® and PMP® Prep online training program provides you with a thorough understanding of project management from start to finish. You’ll start with a good foundation of project management concepts and terminology. You’ll then build on that foundation by taking a closer look at certain critical project management aspects in-depth. Material is presented sequentially as it would likely occur in actual projects. You’ll gain a thorough understanding of how to apply project management concepts, in addition to any specific variations between them. Key and critical topics are explored in depth as they are appropriate for a more intermediate and advanced level understanding.

This is combined program (bundle) consisting of the Essentials of Project Management and Mastering Project Management courses. This program is based on the current Guide to the Project Management Body of Knowledge (PMBOK® Guide), which establishes the international standard regarding the project management discipline. It aligns with PMI’s Talent Triangle® and is also eligible for Professional Development Units (PDUs) for PMP® or other project management certifications.

This program meets and exceeds the requirements for those interested in the Certified Associate in Project Management (CAPM) ® or PMP certifications. Students who are interested in earning the CAPM and PMP credentials must schedule and pay for the exams on their own after program completion.

This course is based on PMI’s A Guide to the Project Management Body of Knowledge (PMBOK® Guide), which establishes the international standard regarding the project management discipline. This course meets or exceeds the requirements for those interested in the Certified Associate in Project Management (CAPM)® and PMP certifications. If you are interested in earning the CAPM and PMP credentials, you must schedule and pay for the exams on your own after course completion.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- A Guide to the Project Management Body of Knowledge
- CAPM Exam Prep
- PMP Exam Prep

This course has no prerequisites other than a basic knowledge of how to use a computer and the internet.

This course will prepare you to sit for the CAPM exam. To qualify for the exam, you must meet the following eligibility requirements:

- Secondary degree (high school diploma, associate degree or the global equivalent)
- 23 hours of project management education completed by the time you sit for the exam. (This course meets the education requirement.)

This course will also prepare you for the PMP Certification Exam. Student who wish to take the PMP Certification exam will need to meet one of the following sets of requirements to take the exam:

- A four-year degree
- 36 months of leading projects
- 35 hours of project management education/training or CAPM® Certification — OR —
  - A high school diploma or an associate degree (or global equivalent)
  - 60 months of leading projects
  - 35 hours of project management education/training or CAPM® Certification

Hours:250 Price: $1995
Course is online and open enrollment.

WWW.COASTALBEND.EDU/CE
The Complete Project Manager with Microsoft Project 2019

For project managers, keeping up with the latest project management software and certifications is key to consistently delivering results. This course will prepare you for two industry-recognized PMI certifications: Certified Associate in Project Management® and Project Management Professional®.

You will be able to apply essential project management techniques, such as budgeting, forecasting, and resource allocation, to increasingly complex projects. You will also learn how to automate scheduling with the most widely used project management software, Microsoft Project 2019.

This course meets the educational requirements for both the PMP® and CAPM® certifications.

Instructional Materials

The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• A Guide to the Project Management Body of Knowledge (PMBOK)
• CAPM Exam Prep
• PMP Exam Prep
• Microsoft Project 2019 Software
• Mastering Project 2019 Step By Step

This course has no prerequisites other than a basic knowledge of how to use a computer and the internet.

This course will prepare you to sit for the CAPM exam. To qualify for the exam, you must meet the following eligibility requirements:
• Secondary degree (high school diploma, associate degree or the global equivalent)
• 23 hours of project management education completed by the time you sit for the exam. (This course meets the education requirement.)

This course will also prepare you for the PMP Certification Exam. Student who wish to take the PMP Certification exam will need to meet one of the following sets of requirements to take the exam:

Set #1:
• A four-year degree
• 36 months of leading projects
• 35 hours of project management education/training or CAPM® Certification

Set #2:
• A high school diploma or an associate degree (or global equivalent)
• 60 months of leading projects
• 35 hours of project management education/training or CAPM® Certification

Note: The requirements are only for taking the exam but not required to complete this online training. Students can complete this training and begin working as a project manager to gain experience in this field before taking the certification exams.

Hours: 370
Price without software: $2295
Price with software: $2795
Course is online and open enrollment.

Sales

Certificate of Basic Sales Skills Proficiency

No one is born a salesperson. No one has a peculiar talent that magically sells products/services to consumers. Nevertheless, anyone will know how to market effectively. Anyone may be a good sales person by learning to connect with clients, creating lead lists and marketing the company’s services with confidence.

In our course, the participants will learn the basics of how to grow the qualities that will make them effective selling people and how to create meaningful, long-lasting consumer relationships.

Learning Objectives:
• Learn how to develop effective traits
• Better represent the product/service
• Cultivate effective leads
• Sell with authority
• Learn how to build trusting, long-term relationships with customers.

Price: $59
Course is online and open enrollment.

Certificate of In-Person Sales Skills Proficiency

Sales are contingent upon the attitude of the salesman not the attitude of the prospect. Excellent and high-performing salesmen build and sustain relationships that lead to sales. Through in-person sales courses, you’ll discover incredible ways to generate more leads, that will result to increased sales performance. Simply because we understand how lasting relationships lead to loyalty, which forms a profitable and worthwhile sales channel £ and that in the end tosses you ahead of your competitors.

Learning Objectives:
• Build better relationships with leads
• Create loyalty with your existing customers
• Identify a prospect’s unmet needs
• Better convert leads and prospects to sales

Price: $59
Course is online and open enrollment.
Course is online and open enrollment.

Price: $59
Course is online and open enrollment.

Certified Sales Coaching Proficiency
Coaching is the universal language of change and learning. Professional Sales Coaching provides sales managers the expertise and tools they need to mentor sales teams to success, helping them build mutually positive, long-lasting consumer partnerships. Sales managers and coaches learn how to use interactive strategies to conduct coaching conversations and build a community that encourages high-performing sales teams. This course focuses on gaining a detailed understanding of what it takes to be a good sales leader.

Learning Objectives:
• Why sales coaching is important
• Hat issues require sales coaching
• Why sales managers should conduct sales coaching conversations
• When sales coaching should happen

This sales management program helps sales managers implement coaching processes that promote confidence and success within their sales teams.

Price: $59
Course is online and open enrollment.

Certificate of Overcoming Sales Objections Proficiency
Sales objections are part and parcel of any business, but overcoming them is possible. Making one sale is hard; most people would tell you, and making consistent sales, even harder!

Learning Objectives:
• How to eliminate the objection and push through to get those sales
• Help to build even better, long-lasting relationships with clients.
• Top brands have done it for years, and keep thriving till date!

Price: $59
Course is online and open enrollment.

Certificate of Sales Prospecting and Lead Gen Proficiency
Prospecting and lead generation is the method of making links which may lead to a sale or other promising result. The leads may come from various sources or undertakings, for example, via the Internet, through personal referrals, through telephone calls either by telemarketers, through advertisements, events, and purchase of lists of potential clients. These and other events can become more easily managed with this great workshop. With our Prospecting and Lead Generation workshop, your participants will begin to see how important it is to develop a core set of sales skills. By managing and looking at the way people interact and seeing things in a new light, your participants will improve on almost every aspect of their sales strategy.

Price: $59
Course is online and open enrollment.

Certified Sales Industry Professional
Sales can be a feast or famine career path. In these challenging times, salespeople are having a hard time finding their footing in a world on pause. From fundamentals to prospecting and lead generation to motivating a disheartened sales force and coaching them to success, this accredited curated sales bundle is compiled to increase and accelerate your sales success!

Courses included in this bundle are:
• Certificate of Sales Fundamentals Proficiency
• Certificate of Sales Team Motivation Proficiency
• Certificate of Sales Prospecting and Lead Gen Proficiency
• Certificate of Overcoming Sales Objections Proficiency
• Certificate of Sales Coaching Proficiency

Price: $199
Course is online and open enrollment.
Effective Selling
The goal of Effective Selling is not to teach you how to make a sale today, but to help you discover how you can easily convert a potential customer into a long term asset. Effective Selling will help you lay the groundwork for repeat business and your future success.

In sales, there are no quick fixes. However, with the knowledge, planning skills, communication techniques, and the understanding of human nature that you will gain from this course, your sales will grow as if by magic.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Professional Sales Skills
Today, there are no shortages of opportunities for skilled salespeople. In good times or bad, companies never stop looking for sales representatives that can help them meet their financial goals.

If you’ve always dreamed of becoming successful in sales, this course is exactly what you need. You’ll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Sales Manager
For any organization to have financial success, it must have a desirable product and the ability to bring that product to the right consumer. In the go-to-market process, the most important link after production and marketing is sales. Without sales representatives selling the product and sales management guiding the strategy, the corporate world would come to a halt.

The Sales Manager course consists of two parts, one focusing on the role of sales representative and the other on the role of sales management. Part one explores sales mechanics ranging from product knowledge and customer relationships to situational sales and effective selling techniques. The second part of the course extends past the role of sales representative to prepare you for a sales manager position. You will learn how to lead a sales team, how to create and implement a sales plan, how to identify and qualify prospects, and more.

Learning both aspects of a sales strategy is key to building a sales team, effectively managing different skill sets, and ultimately meeting sales goals.

Hours:200 Price: $1995
Course is online and open enrollment.

Sales Representative
Across industries, sales representatives are on the frontline of growth and increased revenue. As the face of a business, sales representatives must be equal parts product expert, relationship manager, and persuasive negotiator. If one knows how to connect with leads and convert them into customers, they possess a vital skill set that can lead to a lucrative career in business development.

Learning basic sales mechanics is an effective way to start an entry-level career in sales and gain further experience in the field. This course will train you to be an effective sales representative in the today’s evolving global economy. You will learn the fundamentals of selling, customer relationship management, telephone sales, and more. By course completion, you will understand key sales principles and techniques for effectively translating product knowledge into customer solutions.

Hours:100 Price: $1295
Course is online and open enrollment.

Sales Training Suite
Learn the skills you need to obtain a lucrative career in sales. This group of online sales classes will teach you everything from communication to closing the deal.

Courses included in this suite are:
• Keys to Effective Communication
• Effective Selling
• Professional Sales Skills

Hours: 72 Price: $275

Construction Safety
To schedule a class for construction safety, please contact the Department of Continuing Education at bbecknell@coastalbend.edu
Small Business

Business Coach
Over 27 million Americans will be self-employed by 2020. Many of these entrepreneurs will rely on a business coach to help them thrive. Great business coaches leverage their own experience to help others realize their potential, grow, and increase revenue. If you have previous success as an entrepreneur, coaching new business owners can be a rewarding and profitable career.

This course will teach you how to become a successful business coach. You will learn the fundamentals of coaching, including how to create winning strategies and how to address professional challenges. You will be able to serve entrepreneurs, business owners, and other professionals using time-tested coaching methods.

Hours:100 Price: $1295
Course is online and open enrollment.

Certificate in Starting Your Own Business in Health and Healing
Have you dreamed of creating your own business in health and wellness? Becoming an entrepreneur in this growing field can provide you with independence, flexibility, personal fulfillment, control over your own life, and incredible financial rewards. In this innovative course, you’ll learn how to make your dreams of building a health-related business a reality.

This course will guide you through the steps to building your own business. You’ll explore the different options for creating your business and learn how to develop a successful business plan that reflects your vision and allows you to compete in your target market. You’ll gain information about financing your business, and see how to create an effective marketing strategy to help ensure your success. Throughout the course, you’ll get access to sample documents and worksheets. By the end, you’ll have virtually everything you need to embark on creating your own health and wellness business.

Hours:36 Price: $66

Certificate of Entrepreneurship Foundational Proficiency
The joys of becoming your own boss often come with a price tag and underlying risks. But if things turn out right, entrepreneurs enjoy a jolly ride of financial liberation and limitless profitability. Whether your business idea is to invent new products or offer special types of services, you need to avail yourself of some core, success-oriented skills.

Learning Objectives:
• Drafting and creating solid business plans
• Understanding customers’ pain points, handling competition as well as a successful marketing
• Starting up, change management, effective funding strategies and lots more

Start taking baby steps towards launching and growing the business of your dreams.

Price: $59
Course is online and open enrollment.

Certificate of Online Entrepreneurship Proficiency
How To Work From Home and Survive?
This course focuses on the mental and emotional pressures of being an online entrepreneur and how to survive them and thrive on them. The course outlines burnout and isolation avoidance techniques. It also teaches learners how to not only weather failure but embrace them and turn them into opportunities that ultimately foster and grow a profitable business.

Price: $59
Course is online and open enrollment.

Certificate of WordPress Online Business Proficiency
Do you have a great business idea? Are you wondering how to make your online business idea a reality? If so, then this course is for you! I have started several successful online businesses, and I want to show you how I did it. I’m not going to show you how to come up with a great business idea, there are lots of courses out there that do that, I’m going to show you how to actually get your online business idea out of your head and on to the internet. After all, an idea isn’t worth a single penny until you act upon it.

Price: $59
Course is online and open enrollment.

Certificate of Social Media Marketing Proficiency

Certificate of Personal Branding Proficiency

Certificate of Blog Skills Proficiency

Certificate of Work-Life Balance Proficiency

Price: $199
Course is online and open enrollment.

Truck Driving
A partnership between Coastal Bend College and Del Mar College.

For more information, please call 361-698-2707.
Entrepreneurship: Start-Up and Business Owner Management

Delve into the world of entrepreneurship, from generating an idea to writing a business plan. In this course, you will refine your startup idea as you prepare for the Entrepreneurship and Small Business Certification. You will learn all business areas of an entrepreneurship venture, such as legal structure and requirements, funding sources, intellectual property law, operations, marketing, advertising, and finances. By course completion, you will create a comprehensive business plan to get your startup idea off the ground and into the market.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• Entrepreneurship: Theory, Process, Practice, by Donald F. Kuratko

Hours: 200 Price: $2495
Course is online and open enrollment.

Growing Plants for Fun and Profit

Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment. In an area as small as 1000 sq. ft., you can generate thousands of dollars’ worth of plant material in a single growing season.

This course is your practical guide to licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants appropriate to your climate zone, how to produce quality material and, most importantly, how to market your product.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Learn to Buy and Sell on eBay

Online auctions match buyers with sellers in a global marketplace for almost any item. If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, this course will guide you every step of the way!

In this course, you will gain all of the knowledge necessary for success in the online marketplace. You’ll learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. You’ll also learn how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free. If you’re a buyer, you’ll learn how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Professional Consulting Practice

From small businesses to corporations, any organization can benefit from an expert consultation. Professional consultants analyze situations and make recommendations based on their own expertise. To be a successful consultant, you must be able to understand client challenges, provide credible advice, and manage your practice.

The Professional Consulting Practice course will teach you how to leverage your existing skills to become a consultant. You will learn how to analyze an organization, how to serve a diverse clientele, and how to present your ideas and build a credible, solutions-driven consulting practice.

Hours: 100 Price: $1295
Course is online and open enrollment.

Small Business Suite

Master the skills and develop the knowledge you need to fulfill your dreams of creating, building and marketing your own business.

Courses included in this suite are:
• Start and Operate Your Own Home-Based Business
• Start Your Own Online Business
• Small Business Marketing on a Shoestring

Hours: 72 Price: $275

Start a Pet Sitting Business

If you’re an animal lover, find out how you can start your own pet sitting business to translate your passion into a profitable career! In this course, you will master the essentials of running a cat and dog sitting business. You’ll begin with pet care, including nutrition, exercise, first aid, and the identification of common diseases. You will learn the basics of first aid and find out how to administer pills, liquid medications, and injections to an uncooperative cat or dog.

You will discover how to handle home visits and impress your potential clients. You’ll also explore sticky situations that can arise, such as lost pets, pets that die unexpectedly, and pets that need immediate veterinary care.

In addition, you will delve into finances and explore start-up costs, accounting, fee setting, business plans, and low-cost marketing. You will discover how to obtain required insurance, hire employees as your business expands, and entice financial institutions to loan you money. Then, you will look at opportunities for expanding your pet sitting services. Is a dog-walking service right for you? Can you train puppies? Do you want to look after other animals, including horses?

By the end of this course, you will have all the knowledge you need to become a professional pet sitter. In addition, you will discover how your pet sitting business can grow to continually challenge and satisfy you.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
Start and Operate Your Own Home-Based Business
Starting a home-based business is the hottest trend in today’s challenging business environment! Learn how to be your own boss and eliminate the stress of having a job. The benefits of working from home are endless!

Earn what you deserve, be independent, have tax deductions, do away with traffic, office politics and more! Learn how to develop the entrepreneurial qualities - motivation, discipline, creativity - that you will need to succeed! This class is a great way to start your own business or enhance the one you already have.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Start Your Own Arts and Crafts Business
If you have an art or a craft and you dream about starting your own home-based or small business, this is the course for you! You will learn to start your own arts and crafts business from a professional artist. You will learn to create your own unique business identity, and discover what makes marketing in the arts and crafts business different from marketing in most other enterprises and find a sales approach that fits your personality.

You will learn how to find and get into the best craft shows, as well as design booths that really draw customers in. You will discover how to price your work effectively so you can set yourself up for success whether you are selling through craft shows, in galleries, online, or even in your own retail store.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Start Your Own Consulting Practice
Do you have training or knowledge that could be useful to others? Have you ever considered providing consulting services based upon your background? This course is designed to help you set up a consulting practice. You will learn the complete process of starting and operating a consulting practice. The course will begin with surveys and assessments designed to help you pinpoint the best consulting services to offer.

The course then progresses into the business start-up process, including issues such as licensing and legalities. You will then develop a complete business plan for your consulting firm that details finances, pricing policies, contracting, and marketing. The course concludes with a discussion of record-keeping and tax concerns. The course will keep you updated by citing resources such as books, periodicals, and organizations designed to help small businesses.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Start Your Own Edible Garden
Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you’ll learn how to give your garden a healthy start and keep it growing strong all season.

You’ll begin by figuring out which type of garden is right for you. You’ll explore climate considerations, learn how to read a zone hardiness map, and find out how to spot a micro-climate in your yard. You’ll discover how to properly prepare a garden bed so your crops have the best opportunity to thrive. You’ll even learn to understand fertilizers and make compost! Whether you want to provide your family with nutritious food, save money, get some exercise, or just be more self-sufficient, this course will give you the skills and knowledge you need to be on your way to a successful harvest.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Start Your Own Gift Basket Business
Take your first step toward a career as a gift basket designer! This course will tell you everything you need to know about starting a gift basket business and running it successfully.

You will learn how to make gift baskets that stand out from everyone else’s. You’ll also discover how to set up your own design studio and where to find foods, products, and supplies to make your baskets. In addition, you’ll explore the requirements and guidelines for running a home-based business. Maximize your profits by pricing your gift baskets correctly and investigate cost-effective ways to ship and deliver the gorgeous gift baskets you create. Along the way, you’ll find out the sales secrets that most long-time designers won’t reveal. By the end of this course, you’ll be ready to start your own business as a gift basket designer - and you’ll have the confidence you need to excel in this fun and profitable career!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Please scan for the Continuing Education registration form.
Start Your Own Online Business
Today, the Internet has changed everything. It is now entirely possible to create, launch, and build a profitable business from the convenience of your home with little to no upfront investment. This course will give you a solid foundation for building and growing a successful digital business.

You will be given a step-by-step approach that is easy to follow—from building a simplified strategy to branding your business. You will learn to create a product and how to build and launch your own website. You will learn to engage prospective customers, and implement a process that will drive fresh leads to your business. You simply need to know what to do and how to do it. So whether you are looking to generate a nice side income or even to replace your current income and ditch your full-time job, this course is for you.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Start Your Own Small Business
Learn how to take your dream of starting a business and put it into action. In this class, you will learn everything you need to know about starting a business. You will begin by discovering the tricks to picking the right opportunity for you. Next, you will learn how to develop proven marketing techniques to easily build sales. Since every business needs money, this course discusses traditional and nontraditional financing options. Finally, you will learn easy-to-implement employee-management procedures and how to write business policies that help you build your business.

You, as a business owner, need to manage all your limited resources. One resource that often gets overlooked is your time. In the final lesson, you will learn time-management techniques especially for entrepreneurs. While taking this course, you will discover the secrets that separate the successful entrepreneurs from the struggling ones.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Achieving Success with Difficult People
This course will teach you how to see things from others’ viewpoints based on their needs, values, beliefs, experiences, skills, knowledge, and self-interests. You will learn to approach difficult situations by answering the questions: who? what? where? when? how? and why? And by answering these questions, you will understand who your difficult people are, what they’re like, how you react to them, and their response to your actions.

You will also practice analyzing your interactions with those you share space with. By observing others closely, you will learn to read their identifying characteristics. Once you can identify which type of person you’re dealing with, you will be able to choose appropriate reactions to their behaviors.

By the time you finish this course, you will understand that assertiveness involves taking responsibility when meeting your needs in a way that preserves the dignity and rights of others.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Career Exploration
Options to Explore:
Automotive
Manufacturing
Public Safety
Skilled Trades
Warehousing & Storage
Building Teams That Work
Teams are becoming a staple in today’s workplace. In this course, you will learn the components of a successful team and the stages of its development. You will master the skills you need to effectively manage projects, make decisions, and solve problems in a team setting. Plus, you will have a chance to learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team.

Along the way, you will follow real-life examples and scenarios to help you identify with the team-building process. There’s a lot more to it than just getting several people together in a room at the same time. Are you eager to develop your leadership qualities and be a quality team participant? Many of today’s teams rotate leadership roles, so it’s crucial to understand both perspectives as you learn the best ways to communicate and work together for positive change.

Hours: 24 Price: $105
2/10-3/24  online
3/17-4/28  online
4/14-5/26  online
5/12-6/23  online

Career Counselor
The average worker switches jobs more than 10 times in their career. With career pathways becoming more varied, good career advice is in demand. Career counselors help others develop their career with smart goals and clear directions. If you love to help others, career coaching can be a great profession.

The Career Counselor course will help you assist others in their career journey. You will learn the stages of career development, the fundamentals of career planning, and how to work with diverse audiences. You will be able to help jobseekers navigate their career change with meaningful results.

Hours: 100 Price: $1295
Course is online and open enrollment.

Career Counselor and Life Coach
This online suite of courses teaches all the aspects of career counseling and life coaching, from working with clients to establishing a business.

In the Career Counselor course, you will learn career development stages, planning fundamentals, and how to work with diverse audiences. In the Certified Life Coach course, you will learn the Core Competencies of the International Coach Federation (ICF) and ICF-recognized protocols to build a distinctive coaching style. This course also incorporates the International Association of Professional Recovery Coaches (IAPRC) Code of Ethics to enhance individuals’ lives impacted by addiction. As a career counselor and life coach, you can help others improve their lives and careers with smart goals and clear directions.

Upon completing the final exam, you will receive the Certified Professional Coach (CPC) certification. This credential is issued through the International Association of Professional Recovery Coaches (IAPRC). Finally, you will have gained the industry-recognized skills needed to establish a successful coaching business as a career counselor and certified life coach.

Hours: 140 Price: $2795
Course is online and open enrollment.

Certificate of Adult Learning - Cognitive Skills Proficiency
Working your cognitive processes to adequately express your mental capabilities in regards to intellect, on some days, is quite the uphill task. The adult learning mental skills course, turns to bloom’s taxonomy domain of knowledge and intellect, to help you harness the entirety of your mental capabilities to:
• Help you discover how you can up your mental capabilities via the cognitive domain
• Help maintain control of intellectual expression, and to be the best version of your professional self.

Go at your own pace, and discover the depths to your intellect, and how to harness it.

Price: $59
Course is online and open enrollment.

Certificate of Anger Management Skills Proficiency
It could be a physical or mental shove that sends you over the edge. Sometimes, we are lucky even to find our way back up, and by hanging onto the said edge. Sometimes, our lives like we know it may have been ruined forever at that moment. The Anger management workshop gives you a permanent handle on the loss of control.

Learning Objectives:
• Arms you with constructive coping and planning anger management skills.
• How to identify your triggers, and stop them in their tracks. Teaches you what do when you get angry, harnessing, and converting that anger into a powerful asset.

Price: $59
Course is online and open enrollment.
Certificate of Assertiveness And Self-Confidence Skills Proficiency
Wouldn’t you want to be more in control of situations that are important to you? This course helps you to attain a perfect level of assertiveness for productivity in a professional environment.

Learning Objectives:
• Know the difference between dominance and leadership
• Exude high self-esteem to build trust and open more opportunities
• Increase your influence and strength even when confronted by a more dominant character of influence

Price: $59
Course is online and open enrollment.

Certificate of Business Acumen Proficiency
The business acumen course and workshop, arms you with the superior insight in regards to improving your judgment and decisiveness, when it comes to making constructive and well informed business decisions.

Learning Objectives:
• Teach you how to identify how your business decisions both big and small, can affect the bottom line.
• Help increase your financial literacy, and improve your business sense.
• Help you recognize learning events, manage risk better, increase you critical thinking skills, and ultimately affect your entire organization in the positives.

Price: $59
Course is online and open enrollment.

Certificate of Business Etiquette Proficiency
This course examines the basics, most importantly to be considerate of others, dress/appearance, the workplace versus social situations, business meetings, proper introductions and the handshake, conversation skills/small talk, cultural differences affecting international business opportunities, dealing with interruptions, and proper business email and telephone etiquette. Our Business Etiquette workshop will help you look and sound their best no matter what the situation.

Price: $59
Course is online and open enrollment.

Certificate of Civility In The Workplace Proficiency
The civility in the work place course is the ultimate finishing school, to help ensure refined work place etiquette. Rudeness is an epidemic that has been on record to cost various industries millions every year, and it is important to get a handle on it.

Learning Objectives:
• The concept of Civility and how it can benefit the work place.
• The causes and effects of incivility.
• Skills needed to effectively practice civil behavior, in addition to how various organizations can systemize civility in the workplace.
• The mental restructuring of the work place is just as important!

Price: $59
Course is online and open enrollment.

Certificate of Basic Business Ethics Proficiency
Creating a sustainable organizational culture is essential at any level of management. Excellent business ethics fosters brand loyalty and increases profitability.

Learning Objectives:
• Responsible management, integrative sustainability, and responsibility
• How to bolster relationships with customers, employees, partners, and the competition
• How to identify ethical dilemmas when they arise, analyze complex ethical models, and act courageously

This course is designed for anyone in the corporate circle who wants to have a general understanding of business ethics.

Price: $59
Course is online and open enrollment.

Certificate of Business Etiquette and Professionalism Proficiency
Good manners are cost-effective. They not only increase the quality of life in the workplace, but they also contribute to employee morale, embellish the company image, and play a major role in generating profit. This course explores the fundamentals, the most important of which are considerate of others, dress/appearance, workplace versus social situations, business meetings, proper introductions and ‘hand-shake,’ conversation skills/small talk, cultural differences affecting international business opportunities, interruptions and proper business e-mail and telephone.

Learning Objectives:
• Learn how to create a lasting positive first impression
• Polish your communication skills so you can get that dream job or next promotion
• Use the Internet to develop relationships
• Learn how to communicate using the telephone effectively
• Dress professionally for every occasion
• Dine in a business environment
• Network with polish to build relationships online and in-person

Price: $59
Course is online and open enrollment.

Virtual Reality Goggles
Want to take a training with the virtual reality goggles?

Please give us a call at (361) 354-2306.
<table>
<thead>
<tr>
<th>Certificate of Conflict Resolution Leadership Proficiency</th>
<th>Certificate of Corporate Behavior Development Proficiency</th>
<th>Certificate of Creativity Development Proficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>At some point, when working with people, conflict is bound to happen. Disputes arise in many situations: a missed deadline, poor productivity, absenteeism, and violence. It is important that these scenarios are handled when they occur or before they occur because disputes lead to loss of revenue and undesirable lawsuits.</td>
<td>Corporate behavior is an integral part of every company. Right actions will help the business skyrocket with strong profitability and credibility. Bad behavior can lead to a decrease in the profitability and prestige of an organization. There are several possible ways to affect a transformation in organizational behavior, so the first step is to realize what behavior is.</td>
<td>Whenever the word creativity is mentioned, most people envision artists or designers just waiting for an idea to pop up in the bathroom. It’s hardly the case. Artists actively work towards new inspiration by keeping up with their art-form and looking in different directions.</td>
</tr>
</tbody>
</table>
| Learning Objectives:  
- Negotiate, adjudicate, and mediate to mitigate disputes  
- Conflict resolution theories and models  
- Deal with anger, contain your emotions, and resolve conflicts with facts  
- Resolving conflict in a positive way is a rare skill but can be developed and practiced. Be the difference today. | Learning Objectives:  
- Understand what corporate behavior is  
- Understand the benefits of corporate behavior  
- Know what type of behaviors you want to implement in your company  
- Know how to implement corporate behaviors  
- Participants in this Course will experience better communication, improved team building, and higher levels of trust. | Learning Objectives:  
- Changing your thought processes and overcoming your fear of taking risks  
- Removing impediments that block streams of creativity  
- Improving your imagination and visualization skills  
- Improve your chances of business success by implementing our action steps. |
| Price: $59  
Course is online and open enrollment. | Price: $59  
Course is online and open enrollment. | Price: $59  
Course is online and open enrollment. |

<table>
<thead>
<tr>
<th>Certificate of Constructive Criticism Proficiency</th>
<th>Certificate of Creative Problem Solving Proficiency</th>
<th>Certificate of Crisis Management Skills Proficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through this Constructive Criticism course, you will gain valuable knowledge and skills that will help you with the challenging task. When an individual takes an action that involves clarification or critique, it needs to be dealt with in a particular and professional way.</td>
<td>Learning to use your brainpower because critical thinking is key to creative problem-solving in today’s turbulent business landscape. Problem solving and decision-making techniques are crucial to solve both simple and complex issues in the workplace.</td>
<td>Crisis management is as crucial as financial management, personnel management, etc., as it facilitates business continuity. Every company will suffer a mishap or disaster at some point. The inevitable public and government backlash received by a company after a crisis necessitate that you should be prepared to turn things around. For this, we will help you develop core management skills to:</td>
</tr>
</tbody>
</table>
| Learning Objectives:  
- Understand when feedback should take place  
- Learn how to prepare and plan to deliver constructive criticism  
- Determine the appropriate atmosphere in which it should take place  
- Identify the proper steps to be taken during the session  
- Know how emotions and specific actions can negatively impact the effects of the session  
- Recognize the importance of setting goals and the method used to set them  
- Constructive criticism, if done right, will bring tremendous benefits to you and your company. | Learning Objectives:  
- Identify key elements of problem-solving and decision-making  
- Brainstorming ways to accurately access problems and evaluate solutions  
- Avoid obstacles, test ideas and assumption, and gain confidence  
- Recognize human variables in problem-solving and decision-making  
- Develop problem-solving flowcharts  
- Gain a stranglehold on the cooperate game by pushing the limits of what’s possible. | Identify risk, evaluate situations, and respond correctly  
- Practice effectively with internal and external players, before, during, and after a crisis  
- Minimize organizational exposure to future crises  

Become an ace crisis manager today. |
| Price: $59  
Course is online and open enrollment. | Price: $59  
Course is online and open enrollment. | Price: $59  
Course is online and open enrollment. |

WWW.COASTALBEND.EDU/CE
Certificate of Critical and Strategic Thinking Proficiency
Critical thinking is critical to career success no matter your profession. It is an important skill where you must process information, solve problems systemically, and generate ground-breaking solutions.

Learning Objectives:
• Thinking critically, planning strategically, and presenting your work and ideas to your associates in a digestible way
• Make accurate, razor-sharp decisions, and curtail risks whenever errors occur
• Declutter your mind to think more clearly when faced with complex problems

Hours: Price: $59
Course is online and open enrollment.

Certificate of Emotional Intelligence Skills Proficiency
Your consistent ability to master your feelings, react wisely and see through your resistance in demanding situations can determine if you’ll climb the corporate ladder or go down the pecking order. As a success-oriented leader, you need a strong mix of emotional intelligence skills to enable you to make better decisions and boost interpersonal communication.

Learning Objectives:
• Handle life stressors and catalyze change
• Improve self-awareness, self-management and social skills
• Boost effective, interpersonal communication, team performance, and productivity
• Evaluate and identify team members’ strength and weakness while providing an adequate measure of motivation

Take charge and control your emotions every time.

Price: $59
Course is online and open enrollment.

Certificate of Health and Wellness at Work Proficiency
A healthy employee is a happy and productive employee, which should be a goal for every organization. Through our Health and Wellness at Work program your participants will experience the benefits of a healthier lifestyle and workplace. Our Health and Wellness at Work course will be instrumental in creating a Culture of Wellness within your organization. Your participants will touch on common issues such as smoking cessation, nutrition, weight loss, and preventative care. Health and Wellness is the responsibility of everyone in an organization so take the positive step and create a program within your organization.

Price: $59
Course is online and open enrollment.

Certificate of Improving Mindfulness Proficiency
Mindfulness means being awake, aware and knowing what you are doing. In this course, you’ll learn how to incorporate mindfulness practices into your life, to reduce stress, anxiety and burnout thereby improving your personal life and professional productivity. This Improving mindfulness course is designed to help you:
• Identify the causes of stress in your life
• Experiment with a range of mindfulness techniques
• Develop a range of mindfulness techniques that are effective in your life
• Evaluate the impact of a variety of mindfulness techniques
• Reflect on your experiences in a personal mindfulness journal
• Model a more mindful approach to work, study and life

Stressed by the pace of modern life? Our improving Mindfulness course might be the key.

Price: $59
Course is online and open enrollment.

Certificate of Improving Self-Awareness Proficiency
Self-awareness is the most important thing towards being a champion. While a multitude of factors can be involved in creating a successful person, almost every individual who reaches a high degree of personal and professional achievement has a keen sense of self-awareness. Through this course, you will learn how to become more self-aware to grow yourself professionally and boost career development.

Learning Objectives:
• Identifying beliefs to enhance self-awareness
• Stepping outside of yourself
• Self-awareness strategies
• Reflecting and enhancing self-awareness
• Identifying the ripple effect
• Managing stress
• Seeking feedback to boost self-awareness
• Choosing your self-awareness strategies
• Top tips for self-awareness success

A highly self-aware person will be better equipped to deal with daily life and its challenges.

Price: $59
Course is online and open enrollment.

Have questions?
Give us a call at (361) 354-2768.
Certificate of Increasing Workplace Happiness Proficiency

Increasing your happiness can be achieved with the power of optimism and positive thinking. That is one great ability this course is set to teach participants. With this, happiness is bound to spread throughout your organization, and have positive effect on everyone. With our Increasing Your Happiness course participants will employ unique and helpful habits to augment their happiness. This will have a healthy upshot on their professional and personal wellbeing while improving their communication skills, increasing productivity, and minimizing indolence.

Learning Objectives:
- Understand how planning ahead cultivates workplace happiness
- Create a nightly routine and daily plan
- Relate more effectively to others in the workplace
- Understand how the workspace environment impacts happiness
- Think more positively

Take actions that will create greater workplace happiness

Price: $59
Course is online and open enrollment.

Certificate of Interpersonal Skills Proficiency

What if we told you that that charismatic person at your job, who has a way with others, delivers presentations like a maestro, wiggles out of situations with ease is actually an introvert? It turns out many charismatic people were actually trained to have remarkable interpersonal skills as opposed to it being caused by genetics. Interpersonal skills are one of the most important soft skills you need to make it big in the corporate world.

Learning Objectives:
- Interact with others effectively on the job and with the larger world
- Develop listening skills to absorb more information and tackle problems from a logical standpoint
- Express appreciation, become a better team player, and resolve conflict
- Read signals others send and interpret them precisely to elicit the right response

Price: $59
Course is online and open enrollment.

Certificate of Knowledge Management Proficiency

It’s difficult to run an organization when consumer preferences and demographics are changing rapidly. For this, change managers curate the knowledge of all the employees to find out how their wealth of information can steer the company in the right direction.

Learning Objectives:
- Leverage information systems to disseminate data as most organizations process large volumes of data
- Maintain an organization’s knowledge base to ensure its continued evolution and longevity in the event of turnover or loss
- Understand the consequences of poor knowledge capital management
- Appreciate the realities of IoT and Big Data and how access to these shape organizational knowledge

Price: $59
Course is online and open enrollment.

Certificate of Managerial Likability Proficiency

This course lets you take the first steps in what will be a steady path towards being a more successful leader. Becoming a more likable boss, however, does not mean you have to sacrifice respect. However, being a likable boss and a respected boss does mean you have to learn to be more effective.

Learning Objectives:
- Understand how to develop leadership qualities
- Know how to delegate effectively
- Choose inspirational and engaging tasks for yourself and others
- Use wisdom and understanding to lead others
- Identify the roles of your team
- Learn how to trust others and earn their trust

Price: $59
Course is online and open enrollment.

Certificate of Managing Workplace Anxiety Proficiency

It is commonplace to see employees afflicted with stress and anxiety. It is important to deal with the signs of anxiety and stress so that it doesn’t develop into depression. Many employees develop this condition at some point in their careers.

Learning Objectives:
- Explore and discern the various types of workplace anxiety
- Recognize the symptoms and trigger signs and escalators
- Identify the various ways of managing workplace issues
- Understand the difference between anxiety and common nervousness
- Develop the right coping skills to tackle the travails of work-related stress and anxiety.

Hours: Price: $59
Course is online and open enrollment.

Certificate of Mastering Emotions Proficiency

Every section in this course is connected and invites you to embody the learning. Each section has some Action Steps or Activity to help learners interpret their emotions in every day interactions. The bulk of the courses self-reflection exercises help learners analyze their own framework of belief designed by life experience, then lays out how to articulate, manage and work through the emotions that framework is causing daily.

Price: $59
Course is online and open enrollment.

OSHA Training

Coastal Bend College can offer any OSHA training with advanced notice.
Certificate of Negotiation Skills Proficiency
With the right skill set, you can always negotiate yourself a better deal; it really doesn’t matter the situation. Great businesses are built on layers and layers of well-done Negotiations, and these negotiations do not necessarily always happen in the boardrooms, while you have your best suit on, and only when it comes to multimillion-dollar deals.

Learning Objectives:
• Understanding your opponent, and possessing the confidence to never settle for less than you feel you deserve.
• Understanding how essential the atmosphere of respect is to all successful negotiations.
• Life-changing things happen when you know how to diplomatically ask for what you deserve.

Price: $59
Course is online and open enrollment.

Certificate of Office Professionalism Proficiency
The Professionalism in the Office course is a self-grooming course for corporate employees. The course covers the basic concepts of developing and maintaining professional image at workplace. The course also helps the candidates to enhance their communication and interpersonal skills that ultimately help them to build contacts, relationships and networks. This entry-level course enables novice employment candidates to grow in their careers by developing important personality traits such as professional image, effective communications and strong interpersonal relationships.

Price: $59
Course is online and open enrollment.

Certificate of Organizational Skills Proficiency
Every successful organization definitely has a firm hold on its organizational skills, as there is no room for disorderliness where success resides.

Learning Objectives:
• Empowering participants with organizational skills that will be highly beneficial in both their professional and personal life.
• Teaching participants on how to best increase productivity with their newly developed organizational skills.

Price: $59
Course is online and open enrollment.

Certificate of Presentation Skills Proficiency
Mindful Presenting skill will help you develop the communication skills training you need to keep your audience engaged and compelled throughout your conference speech. Whatever your ability or presenting style, we will coach you to prepare for and deliver a presentation which will ensure that you connect with your audience in a way they will remember for all of the right reasons. This course includes topics that participants can look forward to including: creating a compelling program, using various types of visual aids, and engaging the audience.

Learning Objectives:
• Creating the Program
• Choosing the right Delivery Methods
• Verbal Communication Skills
• Non-Verbal Communication Skills
• Overcoming Nervousness
• Creating Fantastic Flip Charts
• Creating Compelling PowerPoint Presentations
• Stunning Them in the Whiteboard
• Setting up Vibrant Videos and Amazing Audio
• Pumping it Up a Notch

Price: $59
Course is online and open enrollment.

Certificate of Office Politics Skills Proficiency
This course is designed to help you learn how to deal with office politics and maximize your career by managing up. Working with different personalities, opinions, backgrounds, and values is a challenge in any environment. It is an inevitable fact that when people are working together personalities can and will clash. This course will teach you how to thrive in this environment and is contingent on building effective working relationships so that you can exert influence across your organization, regardless of where you happen to rank on the organizational chart.

Learning Objectives:
• Understand the purpose and benefits of office politics
• Setting boundaries and ground rules for new employees
• Learn to interact and influence among colleagues
• Learn how to manage various personality types in the office
• Determine how to gain support and effectively network
• Recognize how you are a part of a group and how you function

Price: $59
Course is online and open enrollment.

Certificate of Personal Goal Setting Proficiency
Goal Setting is one of the most basic and essential skills someone can develop. We touch on goal characteristics, time management, and what to do when setbacks occur. This workshop will provide the knowledge and skills your participants need to complete more tasks, and get things done. Our Goal Setting and Getting Things Done workshop will cover strategies to help your participants deal with distractions and overcome procrastination. These skills will translate into increased satisfaction in their professional and personal lives. Your participants will learn the Goal Setting characteristics of successful people and in turn will become happier and more productive individuals.

Price: $59
Course is online and open enrollment.

Follow us on Facebook at CBC Department of Continuing Education to learn about upcoming trainings.
Certificate of Productivity and Creativity Proficiency
Meetings are not just for businesses, but for ANY organization, gathering, or community be it between good friends, or co-workers. After this meetings course you will be able pinpoint the areas in your meeting that need more organization along with knowing how to give your meeting that creativity boost that it’s been missing. This meetings course gives you the knowledge and tools to start having more productive and valuable meetings that generate new ideas and stay on track for success.

Learning Objectives:
- Build a stronger team by increasing the productivity and creativity in your meetings
- Start encouraging creativity in your meetings
- Learn 7 different types of meetings and how to make each type a success
- Be able to use incentives to boost creativity in any group setting
- Get everyone refocused on the meeting goals when it starts getting off track
- Put into practice over ten different way to boost creativity by bouncing ideas off each other
- Understand the importance and purpose of a facilitator for your meetings
- Keep introductory meetings with anyone new on track.

Price: $59
Course is online and open enrollment.

Certificate of Professional Critical Thinking Proficiency
Critical thinking is essential to career success no matter your profession. It is an important skill where you must process information, solve problems systemically, and generate ground-breaking solutions.

Learning Objectives:
- Thinking critically, planning strategically, and presenting your work and ideas to your associates in a digestible way
- Make accurate, razor-sharp decisions, and curtail risks whenever errors occur
- Declutter your mind to think more clearly when faced with complex problems

Price: $59
Course is online and open enrollment.

Certificate of Social Intelligence Proficiency
Social Intelligence is about understanding your environment and having a positive influence. Your participants will become more confident in their social situations by learning how to express and interpret social cues. They will create positive connections and increase their influence during social situations. Increasing Social Intelligence will provide benefits throughout their professional and personal lives. It is a fantastic tool for coaching and development as people will learn people skills. Improving social skills through active listening, understanding body language, and being more empathetic will give participants the advantage in their interactions. Social interactions are a two way street, know the rules of the road!

Price: $59
Course is online and open enrollment.

Certificate of Self-Leadership Proficiency
Being an effective leader requires self-awareness and confidence. Leaders must have a clear understanding of themselves and master several key interpersonal skills before they can effectively lead others and their organization. This course will equip learners with the skills needed to lead from within. Participants will learn how to overcome key challenges faced by managers, how to better manage their own emotions and those of others, how to make more effective leadership decisions, and how to influence, negotiate, facilitate effective meetings and present with impact.

Learning Objectives:
- Understand the typical demands and challenges that a manager must deal with
- Understand the leadership behaviours that are critical to success
- Use their understanding of emotions to perform more effectively
- Increase their self-awareness, influence and impact
- Solve leadership problems successfully
- Think and act more strategically
- Negotiate effectively, overcome resistance and reach effective agreements
- Facilitate effective business meetings Present with credibility

Price: $59
Course is online and open enrollment.

Customized Training
Want a customized training? Give us a call at (361) 354-2306.
Certificate of Social Learning Proficiency
Social Intelligence is the ability to get along well with others, and to get them to cooperate with you. It is about understanding your environment and having a positive influence. Participants in this Social Intelligence course will become more confident in their social situations by learning how to express and interrupt social cues. They will create positive connections and increase their influence during social situations. Our social intelligence course is a fantastic tool for coaching and development as you learn and enhance your range of people skills.

Learning Objectives:
- Breaking down leadership intelligence
- How leaders use Social Intelligence to manage and lead teams
- Discovering the keys to Social Intelligence
- Self-assessment and discover your SI
- Essential leadership responsibilities where SI is fundamental
- How SI can impact motivation and productivity
- Strengthen your SI to reduce stress levels
- How to leverage SI in conflict situations
- Increasing Social Intelligence will provide benefits throughout their professional and personal lives.

Price: $59
Course is online and open enrollment.

Certificate of Successful Meditation Proficiency
Consistency is key to meditation. A successful meditation practice will cut to the core of the distractions around you and help you to clearly identify what personal success means to you. This course contains over 50 lectures and 3.5+ hours of content designed to help learners incorporate a meditation practice their daily schedules. learners will find that interactions with others become a source of satisfaction; increasing productivity and happiness as a result!

Price: $59
Course is online and open enrollment.

Certificate of Time Management Skills Proficiency
The Time Management Skills course is another course in the professional business skills development series of courses for corporate employees. Having time management skills ensure rapid career growth for any employee. This course is specifically focused on developing time management skills in employees working in a corporate environment. This course enables the candidates to apply the acquired skills to achieve their professional goals and work with motivation at their workplaces.

Price: $59
Course is online and open enrollment.

Certificate of Taking Initiative Proficiency
Initiative is a trait that every employee needs if he or she has high hopes of being visible in the company. If you have the tendency to step out and rise to the challenge of an assignment, if you can anticipate a problem and come up with a countermeasure before it manifests, then you are an initiative person. Most innovative and creative ideas come from people with initiative and this makes them an asset in their company. With our Taking Initiative workshop, the class participants will learn what initiative is, how to take it on, the advantages of it, and when to know one’s place. By enrolling in this class, participants will be taking the first step in making something positive happen for them! Now that is initiative!

Learning Objectives:
- Improves the participant’s career profile and growth by showing initiative at the right time
- Improves group dynamics and teamwork especially when solving problems with the group
- Increases the participant’s value, credibility, and reputation in the workplace
- Contributes to the participant’s personal satisfaction by taking the initiative to help co-workers or accomplish a challenging task
- Enhances the participant’s confidence and leadership skills by taking the first step in accomplishing something
- Strengthens the participant’s insight and awareness to problems that need solving and able to anticipate or detect them early

Price: $59
Course is online and open enrollment.

Follow us on Facebook for updates on upcoming classes, application deadlines, and other important information.

Coastal Bend College Department of Continuing Education
Certificate of Women in Leadership Proficiency
This course aims to inspire and empower women across the world to engage in purposeful career development and take on leadership for important causes to lead change with more conviction and confidence and improve our workplaces and communities for all. By offering more complex understandings of issues related to professional women and work, the course will help you increase self-knowledge about your own values and vision, as well as enhance your capabilities as a leader, manager, and team contributor. We will examine the opportunities, challenges, trade-offs, and organizational dynamics experienced by women in work organizations. The course is about leadership and inspiring change, but at its core it is meant to inspire and empower women and men across the world to engage in purposeful career development and take on leadership for important causes, to lead change with more conviction and confidence, and improve our workplaces and communities for all.

Price: $59
Course is online and open enrollment.

Certificate of Work-Life Balance Proficiency
It is said that having work life balance will help you feel more in control of your well-being now and in the future. That you’ll be healthier, have better relationships and even be more productive at work. It all sounds easy in theory, but harder in practice right? Even if you feel you already have good work life balance, it can always be better. Work life balance is not something you just get, and that is the end of it. It is an ongoing balancing act, as the dynamics of life and work are forever changing. In this course you’ll learn how to work less but still produce more by focusing on the important things, setting accurate and achievable goals, and communicating better with your peers at work and your family at home.

Price: $59
Course is online and open enrollment.

Diversity Training for Employees and Managers
This Diversity Training for Employees and Managers is ideal for anyone working in a professional environment. The course brings people together by focusing on principles like respect, acceptance and inclusivity. It is designed to help employees and managers gain a better understanding of the skills, characteristics, and talents that each person brings to the table regardless of their background. The class emphasizes the need to communicate, negotiate, and collaborate in a diverse environment both internally and externally.

Hours: 59 Price: $79

Fundamentals of Supervision and Management
If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management.

You will learn how to make a successful transition from employee to manager and you will learn how to manage your time so that you can deal with the constant demands of a managerial job.

You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager’s job involves getting things done through other people, and this course will help you understand how to influence and direct other people’s performance.

Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Goal Setting and Time Management Training
Good time management is the stress-reducing oxygen you need to achieve excellence in everyday life. It is about focusing on the right thing and doing it right. When you become goal-oriented you will find yourself managing your time more effectively. Hence, goal setting is one of the most important time-management techniques. This course will help you set goals that are your own and help you use leading-edge strategies to bring them to culmination.

Hours: 59 Price: $79
Individual Excellence
Personal development is key to success in and out of the workplace. You can develop career-enhancing skills in a single course that covers twelve popular one-day seminar topics, including goal setting, time management, and personal organization. You will learn how to improve your creative abilities, gain confidence with financial matters, and how to minimize conflict in your life. By the time you finish this course, you will have developed a fulfilling career plan and will hold the skills to improve your interpersonal relationships.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Leadership
Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don’t hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Leadership Suite
Leading a team requires a unique ability to manage teams, make decisions, and work with a variety of personalities. Learn all of these skills in the Leadership Suite.

Courses included in this suite are:
• Achieving Success with Difficult People
• Leadership
• Building Teams that Work
• Skills for Making Great Decision

Hours: 96 Price: $395

Management Training
If you’re thinking of starting a business or pursuing an MBA, learn the essentials here. The Management Training Online course is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management. The Management Training Online course consists of 12 separate modules geared to provide you with the vital information you need. You’ll gain an understanding of financial and accounting terms, successful negotiation strategies, the marketing process, employment law, compliance and regulatory requirements, and licensing, permits, and taxes. You’ll also learn about the seven management disciplines that are essential to success.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• Managing by the Numbers: A Commonsense Guide to Understanding and using your Company’s Financials
• Strategic Planning - A Pragmatic Guide

Hours:360 Price: $2295
Course is online and open enrollment.

Resume Writing Workshop
Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. Learn different resume formats and the advantages and disadvantages of each.

Make the most of your work experience and discover how to use references to your advantage. This course includes the use of online resumes and is invaluable for anyone who wants to create their own resume, or learn how to write resumes and cover letters for profit.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Self-Improvement Suite
In this program you’ll learn career-enhancing skills including goal setting, time management, personal organization, and creativity.

Courses included in this suite are:
• Individual Excellence
• Introduction to Journaling
• Interpersonal Communication

Hours: 72 Price: $275

Interested in a career with animals?
Try out one of our veterinary courses on page 250.
Skills for Making Great Decisions
Learn how to make excellent everyday decisions from an experienced counselor and life coach. In this online course, you’ll learn about some wonderful abilities you’re born with for figuring things out and making good decisions. You’ll also see why your instincts and intuition sometimes deceive you and how self-knowledge can help you guard against becoming overly confident. You’ll discover the steps necessary to achieve your goals, as well as the power that ordinary, everyday decisions can have over the quality of your life.

You’ll learn how to deal effectively with a crisis, how to use your emotions as decision-making tools, and how to work with others to make good decisions. You’ll develop some important guidelines for when to take risks, when to trust your luck, and what to do if you make a mistake. The goal of this course is to give you the power to live the best life you can and make the very most of every opportunity.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Soft Skills Suite
Want to brush up on your soft skills? This suite of courses teaches everything from working with tough personalities to making better business decisions.

Courses included in this suite are:
• Achieving Success with Difficult People
• Interpersonal Communication
• Skills for Making Great Decisions
• Individual Excellence

Hours: 96 Price: $395
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Supervision and Management Series
Whether you’re new to managing employees or are a seasoned pro, these courses will help you brush up on your leadership and interpersonal communication skills, to help you lead your team to success.

Courses included in this series are:
• Fundamentals of Supervision and Management I
• Fundamentals of Supervision and Management II

Hours: 48 Price: $180
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Supervisor Suite
To succeed as a manager, you must know how to lead, communicate, and delegate. If you’re a new manager, this online management training course will prepare you for success in your new position. Not only will you master leadership management skills, you will also gain a working knowledge of employment law.

Hours: 72 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Supply Chain
Certificate of Basic LEAN Process and SIX-SIGMA Skills Proficiency
This course will guide you through the whole process of LEAN improvement methods and show you how to implement a continuous improvement cycle. Understanding LEAN business processes is a key driver in improving business performance at any level.

Price: $59
Course is online and open enrollment.

Don't see a course you would like to take?
Give us a call at (361) 354-2768 or email us at ce@coastalbend.edu with details on the course.

WWW.COASTALBEND.EDU/CE
Certificate of Lean BPM - Management Skills
In this course, learners will identify how to use lean business management techniques to reduce waste and increase profits. This course will guide you through the whole process of LEAN improvement methods and show you how to implement a continuous improvement cycle. Learners will delve into the ProPeC Simple Improvement Process, which takes state of the art business improvement principles and lays them out in a very simple to understand step by step process. Learners will understand and learn how to run a current state analysis of business processes that will identify key areas of improvement, improve business meeting flow and help learners lead a team through a successful project.

Price: $59
Course is online and open enrollment.

Certificate of Lean Six Sigma Green Belt Basics Proficiency
The Six Sigma Lean Green Belt certification course has been developed exclusively for the Management and Strategy Institute and is designed to give the student a solid understanding of Lean Six Sigma principles. From the study material, you’ll learn to effectively work within a Lean Six Sigma team.

Price: $59
Course is online and open enrollment.

Certificate of Supply Chain Management Basics Proficiency
Supply Chain Management strengthens the communication and collaboration between producers, distributors and consumers. To be competitive in today’s global economy, it must be held at a high level of organization. Products and services are now being imported from all over the world, and if not handled properly, this process can be hectic and difficult. Our course will give you an overview of: the end-to-end supply chain, supply chain management, procurement & supplier management, contracts & negotiations, supply chain strategy, logistics (inbound & outbound), supply chain enablement, supply chain planning, supply chain network optimization.

Learning Objectives:
• Why Supply Change Management
• Key Terms
• Three levels of supply chain management
• Five Stages of Supply Chain Management
• The Flows of Supply Chain Management
• Inventory Management
• Supply Chain Groups
• Tracking and Monitoring
• Supply Chain Event Management

Price: $59
Course is online and open enrollment.

Certified Green Supply Chain Professional
The Certified Green Supply Chain Professional Online Training course will give you the specialized knowledge to enable a company to achieve its environmental sustainability goals through global sourcing, materials management, procurement and buying, transportation and logistics, and new product development. This course will help you learn the essentials of green product standards and labeling as well as how to work with sustainable suppliers, implement sustainable business practices, apply lean and green manufacturing strategies, and integrate these practices across the extended supply chain. By the end of this course, you will be prepared to take the Senior Certified Sustainability Professional Certification (SCSP) or Green Supply Chain Professional Certification (GSCP) offered by Green Supply Chain.org. While these are not state or national certifications, once you pass, you will have earned the course credentials and are entitled to use the SCSP or GSCP designation after your name.
This sustainability certification is essential for professionals working in or preparing for leadership roles tasked to support the sustainable business practices and goals of their organization. Professionals who need to create collaborative partnerships in order to improve sustainable business practices throughout the supply chain will also benefit from this course, as will sustainability consultants who must analyze green challenges for their clients and develop supply-chain strategies. Managers, directors, or vice presidents whose departments are within the operations or supply-chain groups and have responsibility for implementing green supply-chain practices will find this training useful. Lastly, for those professionals who need to develop collaborative supplier partnerships with OEM organizations they support as a Tier I or II supplier.

Hours:60 Price: $1595
Course is online and open enrollment.

Teacher Professional Development Training
Options listed on page 229.
Certified Supply Chain Professional
This 100% online course will provide a holistic view of supply chain management and fully prepare you for the Certified Supply Chain Professional exam. You will learn how to translate the connection between the areas of planning, sourcing, manufacturing and delivering into an integrated supply chain. By course completion, you will have a firm understanding of mitigation strategies, operationalize risk management practices and implement cost reduction measures. This combination of skills will drive the efficiency of your supply chain and give you a competitive edge in the market.

Instructional Material Requirements:
The instructional materials required for this program are included in enrollment. The textbook will be shipped to you approximately 7-10 business days after enrollment:
• Principles of Supply Chain Management: A Balanced Approach, by Joel D. Wisner, Keah-Choon Tan, and G. Keong Leong

There are no prerequisites to take this course.

Exam Eligibility requirements for CSCP:
• 3 years of related business experience or
• Bachelor’s degree or the international equivalent*, or
• CPIM, CLTD or CSPC, CTL, CFPIM, CIRM, SCOR-P, C.P.M., CSM or CPSM designations

Hours: 120 Price: $2295
Course is online and open enrollment.

Freight Broker/Agent Training
Become part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker or as a freight broker agent. Freight broker training will help you learn the skills you need to be a successful Freight Broker/Agent. From licensing and operations to sales and marketing, you’ll learn the basics of how to run a domestic freight brokerage or agency in the United States.

Freight brokerage is a growing, service-based industry. As a freight agent or broker, you connect shippers and manufacturers with transportation companies and manage those shipments. Entrepreneur magazine has rated the freight brokerage business as one of the top home-based businesses to own, and a Wall Street Journal article cited freight brokering and logistics as the largest growing sector of the transportation industry.

Written by freight brokerage specialists, this freight broker course will provide you with the knowledge and resources needed to break into the shipping industry. From transportation law, contracts, and insurance, to setting up and running your own business, this is the best online freight broker training available.

Hours: 180 Price: $1895
Course is online and open enrollment.

Texas Real Estate License
Educational Requirements for Prospective Licensees Sales Associate

According to the Texas Real Estate Commission, students must earn a minimum of 180 classroom hours. These 180 classroom hours must include the required core courses of:
• Real Estate Principles (60 hours)
• Real Estate Law of Agency (30 hours)
• Real Estate Law of Contracts (30 hours)
• Promulgated Contracts (30 hours)
• Real Estate Finance (30 hours).

License will be for 2 years and for the first renewal student must complete 90 additional classroom hours of other core courses. After the first 2 years licensure will be for 2 year periods with the required MCE (Mandatory Continuing Education) courses to renew.

For more information, please visit page 226 or coastalbend.edu/realestate.

Construction Safety
To schedule a class for construction safety, please contact the Department of Continuing Education at bbecknell@coastalbend.edu

www.coastalbend.edu/ce
Lean Six Sigma Black Belt
Six Sigma Black Belts streamline organizational processes through strategic improvement projects. These highly skilled professionals will lead and mentor a team of Green Belts to complete projects that deliver sustainable results.

This online Six Sigma training course will help you prepare for the Lean Six Sigma Black Belt certification exam. You will be enabled to transform your organization by reducing costs, increasing revenue, and improving collaboration. You will learn how to manage multiple projects and ensure their alignment meets organizational goals.

Upon completion of this course and the required project, you will be prepared for the Lean Six Sigma Black Belt Certification exam. The fee for this exam is included with the course.

Prerequisites:

Employment:

To be successful in this course, it is strongly recommended that you complete your Black Belt project at your current place of employment. Black Belt-level process improvement projects require significant real-time data, which is easier to obtain when you are presently employed. Projects must also be based on an actual business and are subject to approval by a Master Black Belt. Examples include:

- Manufacturing Floor – Reduced manufacturing product defects
- Human Resources Department – Reduced recruitment cycle time
- Accounting Department - Reduced accounts payable invoice processing costs

If you are currently unemployed, you should instead take a Green Belt level certification course like Lean Six Sigma Green Belt.

Certifications:
You must be a Green Belt to take the Black Belt certification exam. In order to take the Lean Six Sigma Black Belt Certification course, you will be required to provide an approved Lean Six Sigma Green Belt Training Certification certificate or test out of the Lean Six Sigma Green Belt course. You can bypass testing out if you present a qualifying Green Belt Certificate which is:

- Issued by a regionally accredited higher education institution.
- ASQ Issued for a Green Belt course that covers both Lean and Six Sigma concepts and tools (not only Lean, or only Six Sigma).

The qualifying process for your Green Belt Certificate:
- The Certificate must be scanned and emailed to the student’s Student Advisor.
- The Certificate will be reviewed to determine if it is acceptable to take the place of Lean Six Sigma Green Belt.
- If the certificate is not acceptable, you will be required to register for the full Lean Six Green Belt Training Certification or test out by completing the Lean Green Belt Exam.

Lean Six Sigma Black Belt with 1-on-1 Project Coaching
This online Lean Six Sigma Black Belt training course will help you further develop your process improvement, project management, and leadership skills.

As a Black Belt, you will be able to coach Green Belts to complete successful projects that deliver significant, sustainable results. You will learn how to communicate and influence people at all levels of your organization to manage change effectively while understanding the why, what and how of statistical analysis tools. You’ll learn to manage multiple projects and ensure their alignment to meet organizational goals. You will also receive 1-on-1 Project Coaching with a Master Black Belt which will help ensure that your project is completed properly and efficiently.

The fees for the Lean Six Sigma Green Belt and Black Belt Certification exams are included in the course.

Prerequisites are the same as the Lean Six Sigma Black Belt course (to the left).

Hours:75 Price: $2695
Course is online and open enrollment.

Lean Six Sigma Champion
The Lean Six Sigma Champion course is an open-enrollment self-paced course offered entirely online and designed for Go-Getters who want to build problem-solving muscles and deliver incredible improvement results. It’s intensely practical, interactive, and enjoyable, which will help ensure you quickly and effectively develop your process improvement and project management skills using clear language and plenty of fun examples.

For decades, Lean Six Sigma has saved organizations in virtually every industry hundreds of millions of dollars. This course draws on what our Experts practice every day in the real world to provide you with the most effective way to learn and implement Lean Six Sigma.

Upon completion of this course, you will be prepared for the Lean Six Sigma Champion Certification exam. The fee for this exam is included with enrollment.

Hours:20 Price: $895
Course is online and open enrollment.
Lean Six Sigma Green Belt
This course will teach you Lean Six Sigma process improvement projects from start to finish. Green Belts can deliver measurable, sustainable improvement by finding the root causes of problems and streamlining processes. The course was developed to meet today’s changing business environments and is facilitated by highly experienced and successful Lean Six Sigma Experts. It draws on what the experts practice every day in the field to provide you with the most effective way to learn and implement Lean Six Sigma.

Upon completion of this course and required project, you will be prepared for the Lean Six Sigma Green Belt Certification exam. The registration fee for this exam is included with the course.

Prerequisites:

There are no prerequisites for this course; however, it is highly recommended that you have some history of professional work experience (full-time, part-time, internship, volunteer work, etc.) to successfully complete course assignments and projects. The Lean Six Sigma Green Belt Certification requires you to complete your own real-world project and an exam to be successfully completed. It is strongly recommended that the business project be completed at your place of employment. Projects are subject to approval by Master Black Belt Coaches.

Hours: 50 Price: $1495
Course is online and open enrollment.

Have questions?
Give us a call at (361) 354-2768.

Lean Six Sigma Green Belt and Black Belt
This online, combined Black Belt and Green Belt training course will teach you Lean Six Sigma process improvement projects from start to finish. Green Belt training will allow you to deliver measurable, sustainable improvement by finding the root causes of problems and streamlining processes. In Black Belt training, you will further develop your process improvement, project management, and leadership skills using clear language and plenty of practical examples.

This advanced, interactive and enjoyable online course draws on decades of success helping people from Fortune 500 Companies to Small-and-Medium sized Businesses. This course will begin to help you create happier customers, increase revenue, reduce costs, and improve collaboration. The fees for the Lean Six Sigma Green Belt and Black Belt Certification exams are included in the course.

Prerequisites:

Employment:
To be successful in this course, it is strongly recommended that you complete your Black Belt project at your current place of employment. Black Belt-level process improvement projects require significant real-time data, which is easier to obtain when you are presently employed. Projects must also be based on an actual business and are subject to approval by a Master Black Belt. Examples include:

- Manufacturing Floor – Reduced manufacturing product defects
- Human Resources Department – Reduced recruitment cycle time
- Accounting Department – Reduced accounts payable invoice processing costs

If you are currently unemployed, then you should instead take a Green Belt level certification course like Lean Six Sigma Green Belt.

Certifications:
You must be a Green Belt to take the Black Belt certification exam. In order to take the Lean Six Sigma Black Belt Certification course, you will be required to provide an approved Lean Six Sigma Green Belt Training Certification certificate or test out of the Lean Six Sigma Green Belt course. You can bypass testing out if you present a qualifying Green Belt Certificate which is:

- Issued by a regionally accredited higher education institution.
- ASQ Issued for a Green Belt course that covers both Lean and Six Sigma concepts and tools (not only Lean, or only Six Sigma).

The qualifying process for your Green Belt Certificate:

- The Certificate must be scanned and emailed to the student’s Student Advisor.
- The Certificate will be reviewed to determine if it is acceptable to take the place of Lean Six Sigma Green Belt.
- If the certificate is not acceptable, you will be required to register for the full Lean Six Green Belt Training Certification or test out by completing the Lean Green Belt Exam.

Hours: 125 Price: $2295
Course is online and open enrollment.
Lean Six Sigma Green Belt with Black Belt with 1-on-1 Project Coaching
This online, combined Black Belt and Green Belt training course will teach you Lean Six Sigma process improvement projects from start to finish. Green Belt training will allow you to deliver measurable, sustainable improvement by finding the root causes of problems and streamlining processes. In Black Belt training, you will further develop your process improvement, project management, and leadership skills using clear language and plenty of practical examples.

This advanced, interactive and enjoyable online course draws on decades of success helping people from Fortune 500 Companies to Small-and-Medium sized Businesses. This course will begin to help you create happier customers, increase revenue, reduce costs, and improve collaboration. The fees for the Lean Six Sigma Green Belt and Black Belt Certification exams are included in the course.

Prerequisites:
Employment:
To be successful in this course, it is strongly recommended that you complete your Black Belt project at your current place of employment. Black Belt-level process improvement projects require significant real-time data, which is easier to obtain when you are presently employed. Projects must also be based on an actual business and are subject to approval by a Master Black Belt. Examples include:

- Manufacturing Floor – Reduced manufacturing product defects
- Human Resources Department – Reduced recruitment cycle time
- Accounting Department - Reduced accounts payable invoice processing costs

If you are currently unemployed, then you should instead take a Green Belt level certification course like Lean Six Sigma Green Belt.

Certifications:
You must be a Green Belt to take the Black Belt certification exam. In order to take the Lean Six Sigma Black Belt Certification course, you will be required to provide an approved Lean Six Sigma Green Belt Training Certification certificate or test out of the Lean Six Sigma Green Belt course. You can bypass testing out if you present a qualifying Green Belt Certificate which is:

- Issued by a regionally accredited higher education institution.
- ASQ Issued for a Green Belt course that covers both Lean and Six Sigma concepts and tools (not only Lean, or only Six Sigma).

The qualifying process for your Green Belt Certificate:
- The Certificate must be scanned and emailed to the student’s Student Advisor.
- The Certificate will be reviewed to determine if it is acceptable to take the place of Lean Six Sigma Green Belt.
- If the certificate is not acceptable, you will be required to register for the full Lean Six Green Belt Training Certification or test out by completing the Lean Green Belt Exam.

Hours:125 Price: $3195
Course is online and open enrollment.

Lean Six Sigma Yellow Belt
Yellow Belt Training is a great way for you, your team or your entire organization to learn the fundamentals of Lean Six Sigma. This Lean Six Sigma training is a high level overview that quickly and effectively builds awareness and covers the Lean Six Sigma concepts and tools.

In the Lean Six Sigma Yellow Belt course, you will learn about the origins of Lean Six Sigma and why organizations benefit from it, the Lean Six Sigma roles, each of the 8 wastes, the improvement method known as DMAIC, and the main tools and techniques used in each of the five phases of DMAIC. You’ll see the world with new eyes and understand how Lean Six Sigma can transform your workplace or home. Finally, you will be prepared for the Lean Six Sigma Yellow Belt Certification exam after successful completion and financial obligation. The exam cost is included in your enrollment.

Hours:10 Price: $295
Course is online and open enrollment.
Lean Six Sigma Yellow Belt and Green Belt

Lean Training is a great way to learn and advance your understanding of Lean Six Sigma. If you’re a quality improvement professional looking to earn your Lean Six Sigma certification, this online training course will prepare you for the Yellow Belt and Green Belt certification exams.

Lean Six Sigma Yellow Belt training focuses on the origins of Lean Six Sigma and why organizations benefit from it. You will learn Lean Six Sigma roles, the 8 Wastes, the DMAIC improvement method, and main tools and techniques used in the five phases of DMAIC.

Lean Six Sigma Green Belt training was developed by Lean Six Sigma experts to meet today’s changing business environments. This course provides the most effective way to implement Lean Six Sigma methodology as a Green Belt. You will also gain skills applicable to your Green Belt project.

The Lean Six Sigma Green Belt Certification requires you to complete your own real-world project and an exam to be successfully completed. We strongly recommend the business project be completed at your place of employment. Projects are subject to approval by Master Black Belt Coaches.

Hours: 60 Price: $1695
Course is online and open enrollment.

Purchasing and Supply Chain Management

The Purchasing and Supply Chain Management course will show you the integrated approach to planning, acquisition, flow, and distribution, from raw materials to finished products. Topics such as developing a corporate culture, working successfully with teams, developing and implementing successful people management strategies, and workflow and performance management will be explored in this course. You’ll also learn what makes a successful entrepreneur, and you’ll develop an understanding of the basics of marketing management and the strategies involved in developing a marketing plan. The art of negotiation is covered in great detail, giving you a foundation for negotiating with great awareness and effectiveness.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- The Essential Manager’s Handbook
- Essentials of Supply Chain Management

Hours: 300 Price: $2295
Course is online and open enrollment.

Purchasing and Supply Chain Management + Freight Broker/Agent Training

Efficiency is a primary concern for most businesses. As businesses place greater emphasis on reducing costs and innovating processes, the demand for knowledgeable logistics professionals increases. This course combines two essential career trainings for those interested in entering the logistics sector. In learning supply chain management and freight brokerage, you will have a holistic understanding of how these roles contribute to logistics. The Purchasing and Supply Chain Management course will give you an integrated approach to planning, acquisition, flow, and distribution, from raw materials to finished products.

Topics such as developing a corporate culture, working successfully with teams, developing and implementing successful people management strategies, and workflow and performance management will be explored in this course. The art of negotiation is also covered in great detail, giving you a foundation for negotiating with great awareness and effectiveness. Additionally, you will learn how individuals become part of trucking, freight logistics, and transportation industries as licensed freight brokers or as freight broker agents. From licensing and operations, to sales and marketing, you’ll learn the basics of how a domestic freight brokerage or agency is managed within the United States.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- Essentials of Supply Chain Management
- Essential Manager’s Handbook

Hours: 480 Price: $3695
Course is online and open enrollment.

Please scan for the Continuing Education registration form.

WWW.COASTALBEND.EDU/CE
Supply Chain Management Fundamentals
Supply chain management professionals play a key role in capturing customer demands, creating forecasts, developing schedules, ordering and managing inventory, controlling production orders, and maximizing customer satisfaction. This course will help you succeed in the supply chain management field.

You’ll master the fundamentals of supply chain management, including customer demand forecasting, master production scheduling (MPS), material requirements planning (MRP), capacity planning, and production activity control (PAC). The course also includes essential information to help you prepare for internationally recognized supply chain and materials management certification examinations.

Hours: 75 Price: $105

Supply Chain Blueprint Reading

Intro to Construction and Technical Drawings
With virtual reality goggles trainees learn and demonstrate how to identify and interpret the Language of Lines and how they are used in architectural and technical drawings. After learning about construction and technical drawings from the coach, the trainee demonstrates the skills on their own with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Technical Drawings - Standard Symbols, Screw Callouts, and Thread Symbols
With virtual reality goggles trainees learn and demonstrate how to identify and interpret common dimensioning symbols, interpret screw callouts and examine thread symbols within a technical drawing. After learning about common symbols from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Technical Drawings - Dimensioning
With virtual reality goggles trainees learn and demonstrate accepted dimensioning techniques used in Technical Drafting. After learning these dimensioning techniques from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Technical Drawings - Terminology & Machined Slots
With virtual reality goggles trainees are introduced to terminology used to describe common configurations and features of the following machined parts and slots: chamfer, mortise and tenon, dovetails, T-grooves, slotted holes, keys and keyways. After learning about common machined slots from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Technical Drawings - Intro to Title Blocks & Assembly Drawings
With virtual reality goggles trainees are introduced to the practice of using information from title blocks and assembly drawings to correctly identify machined parts. After learning about title blocks and assembly drawings from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Techniical Drawings - Finishing Surfaces and Symbols
With virtual reality goggles trainees learn and demonstrate how to identify types of finishing surfaces and the corresponding surface symbols. In addition, trainees will distinguish lay symbols while identifying the relationship between lay symbols and surfaces. After learning about common symbols and finishing from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Event Planning
Visit page 163.
Technical Drawings - Using Title Blocks & Assembly Drawings
With virtual reality goggles trainees learn and demonstrate how to use information from title blocks and assembly drawings to correctly identify machined parts. After learning how to use title blocks and assembly drawings to identify parts, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Technical Drawings - Intro to Visualization and Views
With virtual reality goggles trainees are introduced to Orthographic Projections, View Arrangements, Detail Drawings, Sectional and Auxiliary Views. After learning about projections and views from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Technical Drawings - Working with Projections and Views
With virtual reality goggles trainees learn and demonstrate how to use Orthographic Projections, View Arrangements, Detail Drawings, Sectional and Auxiliary Views to select and verify machined parts. After learning about working with projections and views from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Technical Drawings - Assembly and Tolerance
With virtual reality goggles trainees will identify the features of an assembly drawing and matching drawing and demonstrate reading tolerances by defining the range of variation of a part. After learning about assembly drawings and tolerances from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Construction

Robotics Technician
An increasing number of companies are turning to robotics as a means for increased production. Robots have an impressive range of applications, from pick and place for packaging, to welding, painting, or inspecting parts immediately after a process. However, robots are not foolproof; they require effective preventive maintenance to ensure they operate at full capacity. If a robot malfunctions, an experienced maintenance professional must know how to troubleshoot the exact cause.

This Robotics Technician course provides an intensive overview of the skills needed in the robotics industry. You will learn math, safety, quality, electrical systems, automation, mechanical systems, fluid systems, and rigging to be on your way to a successful career as a robotics technician.

Hours:155 Price: $1695
Course is online and open enrollment.

Job Site Safety - Situational Awareness
With virtual reality goggles trainees learn and demonstrate job site situational awareness under the guidance of the virtual coach. Trainees perform a job site safety analysis and identify/locate special existing and potential hazards and changing conditions that must be addressed when performing assigned tasks in that area. After learning about special job site safety hazards and required situational awareness, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

WWW.COASTALBEND.EDU/CE
Protective Equipment: Eye, Hearing, Hand, and Foot Protection and Hearing Conservation
With virtual reality goggles trainees learn and demonstrate general knowledge of personal protective equipment (PPE) including eye protection, hearing protection, hand protection and conductive foot protection under the guidance of the virtual coach. After learning about each piece of PPE from the coach, the trainee demonstrates their PPE knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Personal Protective Equipment - Respirators
With virtual reality goggles trainees learn and demonstrate knowledge of respiratory hazards and the basic use of respirators under the guidance of the virtual coach. After learning about respirator use and respiratory hazards, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Ladder Safety: Extension Ladders
With virtual reality goggles trainees learn and demonstrate how to inspect, safely set up, and properly use an extension ladder under guidance from the virtual coach. Trainees learn what to look for when inspecting a ladder, safe set up including the 4 to 1 rule, and climbing ladders using the 3 points of contact rule. After learning about extension ladder safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Scaffolds
With virtual reality goggles trainees learn and demonstrate safe use of scaffolds under guidance from the virtual coach. Trainees learn about proper personal protective equipment required for fall prevention and safe tie off procedures when navigating scaffolds. After learning about scaffold safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Intro to Rigging Equipment
With virtual reality goggles trainees learn and demonstrate knowledge of different types of slings and shackles commonly used in rigging. Trainees learn proper hardware inspection, how to recognize defects under the guidance of the virtual coach. After learning about the safe inspection and rigging procedures, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Intro to Rigging Hitches
With virtual reality goggles trainees learn and demonstrate basic concepts and safety practices for a bridle hitch and a double choker hitch under the guidance of the virtual coach. After learning about hitches, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Energy Related Hazards
With virtual reality goggles trainees learn and demonstrate awareness of energy related hazards and techniques under guidance from the virtual coach. Trainees learn to recognize hazards and basic safety techniques when working around electricity to avoid electric shock. Trainees learn about the basic use of ground-fault circuit interrupters (GFCI’s). After learning about electrical hazards and GFCI, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Lockout & Tagout
With virtual reality goggles trainees learn and demonstrate a lockout tagout procedure under guidance from the virtual coach. Trainees learn about the importance of locking out equipment before maintenance or repair and the proper steps to lock and tag equipment and then unlocking equipment when maintenance or repair is complete. After learning about lockout tagout procedures, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Safety Data Sheets
With virtual reality goggles trainees learn and demonstrate knowledge of Safety Data Sheets (SDS) to identify hazards involved with using a chemical, related first aid measures and personal protective equipment when working with chemicals under guidance from the virtual coach. Trainees learn about the common sections of an SDS and how to find and use them in the workplace. After learning about safety data sheets, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.
Fractional Inch Rule
With virtual reality goggles trainees learn and demonstrate how to measure using the fractional inch rule under guidance from the virtual coach. Trainees learn how to read and record the proper measurement of sample pipes using the fractional inch rule. After learning about the fractional inch rule, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Decimal Rule
With virtual reality goggles trainees learn and demonstrate how to measure using the decimal rule under guidance from the virtual coach. Trainees learn how to read and record the proper measurement of sample pipes using the decimal rule. After learning about the decimal rule, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Metric Rule
With virtual reality goggles trainees learn and demonstrate how to measure using the metric rule under guidance from the virtual coach. Trainees learn how to read and record the proper measurement of sample pipes using the metric rule. After learning about the metric rule, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Hand Tools: Inspecting and Identifying Correctly
With virtual reality goggles trainees learn and demonstrate how to identify and inspect the following common construction hand tools. After learning about identifying and inspecting each tool from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Hand Tools: Using Hand Tools Correctly
With virtual reality goggles trainees learn and demonstrate how to properly and safely use the following common construction hand tools. After learning about safe use of each tool from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Layout Tools: Squares, Plumb Bobs, and Levels
With virtual reality goggles trainees learn and demonstrate how to identify a square, a plumb bob, and a level and how to use them in a layout process. After learning about the square, the plumb bob, and the level, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Hand Tools: Hack Saws
With virtual reality goggles trainees learn and demonstrate how to safely use a hacksaw under the guidance from the virtual coach. Trainee uses the hack saw to make accurate cuts to specification. After learning about safe hack saw use, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Power Tools: Impact Wrenches
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use an impact wrench under the guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with impact wrenches and how to safely use the tool. After learning about impact wrenches, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.
Power Tools: Hammer Drill
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use a hammer drill under the guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with hammer drills, how to safely inspect and connect the cords, and how to safely install a drill bit and use the tool. After learning about hammer drill safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Power Tools/Electrical Safety: Pneumatic Wrenches and Screwdrivers
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use pneumatic wrenches and screwdrivers under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with pneumatic wrenches and screwdrivers, how to safely inspect and connect pneumatic hoses, and how to safely use the tools. After learning about pneumatic screwdrivers and wrenches, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Power Tools: Reciprocating Saw
With virtual reality goggles trainees learn and demonstrate to inspect and safely use a reciprocating saw under the guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with reciprocating saws, how to safely inspect and connect the cords, how to safely inspect and replace a saw blade, and use the tool. After learning about reciprocating saw safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Power Tools: Portable Band Saw
With virtual reality goggles trainees learn and demonstrate to inspect and safely use a portable band saw under the guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with portable band saws, how to safely inspect and connect the cords, how to safely inspect and replace a saw blade, and use the tool. After learning about portable band saw safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Power Tools: Stationary Grinder
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use a pedestal grinder under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with pedestal grinders, how to inspect the grinding wheel and grinder stability, and how to safely use the tool to grind a piece of stock. After learning about bench and pedestal grinder safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Construction Drawings 1
With virtual reality goggles trainees learn and demonstrate how to identify and interpret various types of construction drawings, their purpose, and fundamental components, under guidance of the virtual coach. After learning about general construction drawings, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Construction Drawings 2
With virtual reality goggles trainees learn and demonstrate how to interpret Construction drawings to determine wall locations, dimensions, and elevation under the guidance from the virtual coach. After learning about these features of Construction drawings, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.
Materials Handling: Situational Awareness
With virtual reality goggles trainees learn and demonstrate situational awareness in a warehouse environment. After learning about the importance and safety aspect of situational awareness from the virtual coach, the trainee demonstrates their awareness in the warehouse by identifying workers, motorized vehicles, and loading/unloading trucks in a busy environment with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Materials Handling: Receiving and Storage Safety
With virtual reality goggles trainees learn and demonstrate safe receiving and storage techniques under guidance from the virtual coach. Trainees learn basic material inbound scanning, safe unpacking procedures including safe use of shears to cut steel straps and safe stacking techniques. After learning about receiving and storage safety under guidance from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Materials Handling: Safety Concepts and Precautions
With virtual reality goggles trainees learn and demonstrate knowledge of common material handling safety precautions under guidance from the virtual coach. Trainees will learn about personal protective equipment for materials handling and common safety precautions. Trainees demonstrate their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Materials Handling: Manual Lifting
With virtual reality goggles trainees learn and demonstrate safe manual lifting techniques under guidance from the virtual coach. The trainee observes both safe and unsafe lifting techniques by a virtual coworker before demonstrating safe lifting themselves in the virtual environment. After learning about safe manual lifting under guidance from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Materials Handling: Non-Motorized Equipment
With virtual reality goggles trainees learn and demonstrate safe route planning using a pallet jack under the guidance from the virtual coach. After learning about non-motorized materials handling under guidance from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Materials Handling: Motorized Equipment
With virtual reality goggles trainees learn and demonstrate how to identify motorized material-handling equipment and how they are used under the guidance from the virtual coach. Trainees learn to identify motorized material handling equipment including forklifts and understand safe forklift practices. After learning about motorized materials handling under guidance from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Materials Handling: Placards
With virtual reality goggles trainees learn and demonstrate how to identify and understand common hazardous materials placards under the guidance from the virtual coach. Trainees learn about the components of hazmat placards, how placards are used and are introduced to common placards. After learning about hazardous materials placards under guidance from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Environmental & Energy Operations

Biofuel Production Operations
At the present time, hundreds of facilities worldwide are producing biofuels. Over the next few decades, many advances will be made in this field and hundreds of new facilities will be built to produce this type of fuel. This opens a new field for potential workers. For decades to come, biofuels will be produced and consumed in the United States, creating an ongoing demand for biofuel production workers.

The Biofuel Production Operations Online Training course will give you the education you need to begin an exciting career in biofuel production. As a biofuel production operator, your job will be to ensure the quality and purity of the biofuel your plant produces. This involves inspecting and repairing equipment, operating computer systems, and handling lab equipment. This online course will ensure you have the skills you need to handle these tasks.

Hours:400 Price: $2595  
Course is online and open enrollment.
Chemical Plant Operations
In the United States, there are thousands of chemical manufacturing facilities, run by chemical plant operators. These operators are highly paid and enjoy a stable work environment, and there is an ongoing need for entry-level personnel. Currently a large portion of the workforce is retiring, creating a critical shortage of technical workers for many years to come.

This course can help you get started. There are very few institutions that provide training for entry-level operators. This Chemical Plant Operations Online Training course is unique and user-friendly, designed for people who have minimal knowledge of the industry or math, physics, or chemistry. The necessary science concepts are built into the course modules. Get started in the field by taking the Chemical Plant Operations Online Training course!

Hours: 400 Price: $2595
Course is online and open enrollment.

Oil Refinery Operations
The United States is home to thousands of oil refineries, all of which need experts to run their operations. Oil refinery operators are highly paid and enjoy a stable work environment, and there’s an ongoing need for entry-level personnel. Sounds great, right? This online course will teach you everything you need to know to enter the energy industry as an oil refinery operator. The course is unique and user-friendly, designed for people who have minimal knowledge of the industry.

The energy industry is ever-changing, encompassing everything from power plant operations, to petrochemicals like oil and natural gas, to renewable energy sources. Taking an oil refinery operations course offers you a path to a growing sector of the field. A large portion of the workforce is retiring, creating a critical shortage of technical workers for many years to come—which is great for entry-level workers.

Generally, oil refinery operators enter the workforce in entry-level positions and work their way up, sometimes to senior management positions. In their day-to-day tasks, oil refinery operators have the responsibility to make sure unit and process systems function properly. They consider personnel safety the primary objective and ensure production processes are operating safely. They continually monitor instrumentation and the operation of equipment and make adjustments to keep system process variables within acceptable ranges; detect both potential and actual problems within acceptable ranges; detect both potential and actual problems and take corrective action to prevent the interruption of system operations. You will learn how to perform all these oil refinery processes and more in this course.

Prerequisites:
You should also have a high school diploma or the equivalent.

Hours: 400 Price: $2595
Course is online and open enrollment.

Natural Gas Plant Operations
Natural gas plant operators monitor and control the systems and equipment that take gas from its natural state and convert it into a useable product. Your job is to ensure that the gas produced is free of impurities. The purified gas is then separated into products such as ethane, propane, butane, and methane. You’ll also be responsible for the flow of this processed gas into the pipelines that carry it to the various industries and homes that use it for fuel. In addition, you’ll make gas flow changes to the supply system to keep pace with customer demands.

Natural gas plant operators earn above-average wages and enjoy good job security and potential to advance into supervisory or management positions. This is a user-friendly course, designed for people who have no prior exposure to the technical aspects of hydrocarbons, energy, or industrial processes. No prior science or math education is necessary; the course includes all of the necessary basic science and technology elements.

Hours: 400 Price: $2595
Course is online and open enrollment.

Power Plant Operations
If you want a career with high pay and a stable work environment, this online Power Plant Operations course will get you on the right track. Now is an excellent time to start an exciting career as a power plant operator—there are thousands of power plants in the United States alone, and a large portion of the workforce is retiring, creating open power plant operator jobs for many years to come. Power plant operator training will prepare you to fill the ongoing need for entry-level positions in this industry.

This unique, user-friendly course is designed for people who have minimal knowledge of the industry, math, physics, or chemistry. The necessary science concepts are built into the course modules. Very few institutions provide power plant operator training and certification opportunities for entry-level operators, so your certificate from this course will give you an edge over others in the field.

After you complete this course, you will be fluent in how to operate a power plant with safety as the prime consideration. You’ll be able to make adjustments to keep system process variables, such as flows, temperatures, and pressures, within acceptable ranges; detect both potential and actual problems and analyze operational trends as well as take corrective actions. You’ll also learn important strategies to sustain communication with other operators, as well as maintenance and management.

Hours: 400 Price: $2595
Course is online and open enrollment.

Virtual Reality Goggles
Want to take a training with the virtual reality goggles?

Please give us a call at (361) 354-2306.
Technician

Composites Technician
Does working with special materials interest you? Are you looking for a lucrative and stable career? Consider becoming a composite technician. This online Composites Technician course can provide you with the knowledge and skills you need to prove competency and begin your career as a composites technician quickly.

This course provides an intensive overview of the skills necessary for composites processing, including math, inspection, safety, materials, quality, machining, and joining necessary to work as a composite technician.

Hours: 100 Price: $1995
Course is online and open enrollment.

Electrical Technician
Electricity is quite possibly the most important source of power. Electricity powers your computer, drives the machines tools in a manufacturing shop, and lights the facilities in which people work. To maintain all this electrical equipment, electrical professionals must understand the fundamentals of electricity and the components used to generate, control, and store it. If you’re looking for a stable career that is important in the everyday lives of people around you, this course could be just right for you.

The course provides an intensive overview of the skills necessary for electrical maintenance, including math, inspection, safety, quality, electrical systems, automation, motor controls, and assembly. Get started in this accelerated online course today and begin your career as an electrical technician!

Hours: 120 Price: $1995
Course is online and open enrollment.

Process Technician
Are you looking for the education and training that will give you career a boost and allow you to get the job you want? This online Process Technician course provides an intensive overview of the skills necessary to become a process technician.

A Process Technician is involved throughout the manufacturing process. They operate equipment, oversee processes, document results and adhere to strict protocols. This course will teach you the math, inspection, safety, machining, quality, electrical systems, automation, mechanical systems, motor controls, fluid systems, and joining necessary to be on your way to a successful career as a process technician.

Hours: 165 Price: $1995
Course is online and open enrollment.

Welder Technician
Do you like to work with your hands? Are you looking for a career where you can do what you love and make good money? This online Welder Technician course is an accelerated training package that will provide you the required knowledge and skills you need for success as a welder.

The course provides an intensive overview of the skills necessary for a welder technician to perform the job, including lessons in math, inspection, safety, materials, quality, metal cutting, grinding, forming, robotics, rigging, and welding.

Hours: 125 Price: $1995
Course is online and open enrollment.

Die Setter
Are you looking for a job where you can play a pivotal role during a manufacturing process? Consider a career as a die setter. This accelerated Die Setter course provides an intensive overview of math, inspection, safety, materials, quality, and fabrication, and will prepare for a successful career as a die setter.

Hours: 100 Price: $1695
Course is online and open enrollment.

Customized Training
Want a customized training?
Give us a call at (361) 354-2306.

WWW.COASTALBEND.EDU/CE
Leadership in Energy and Environmental Design (LEED)
The Leadership in Energy & Environmental Design (LEED) Green Associate course is designed to educate candidates on the cutting edge green building and sustainable design practices, and enables participants to design that expertise with an internationally recognized professional credential. Developed and backed by the U.S. Green Building Council, the LEED Green Associate course and its credential have gained national and global notoriety. The Leadership in Energy and Environmental Design (LEED) rating system is one of the most widely used standards for green building and design. The Tier 1: LEED Green Associate training course and exam covers general information on green building practices for residential and commercial projects, and prepares individuals to support other professionals working on projects seeking LEED certification.

This course will also prepare you for the LEED Green Associate Credential from USGBC (US Green Building Council). This is an internationally recognized certification that designates expertise in green building and design principles. The exam fee is included with the course.

Hours:40 Price: $695 Course is online and open enrollment.

Manual Machinist
Manufacturers are looking for highly skilled workers to create increasingly complex and important products. If you’re looking for a stable career in a growing industry, becoming a manual machinist could be the best option for you. This online Manual Machinist course will provide you with the knowledge and skills you need to prove competency and begin your new career quickly.

The Manual Machinist course provides an intensive overview of the skills necessary to perform manual machining. You will learn workholding, math, inspection, safety, machining, materials, quality, grinding, and assembly to work as a Manual Machinist.

Hours:205 Price: $1695 Course is online and open enrollment.

Mechatronics
The Mechatronics course provides an intensive overview of the skills necessary for the mechatronics industry. You will learn math, inspection, safety, quality, electrical systems, automation, mechanical systems, fluid systems, rigging, and welding in Mechatronics.

Hours:180 Price: $1995 Course is online and open enrollment.

Press Operator: Cold Stamping
There are a lot of job opportunities available for press operators, but companies require the necessary skills and experience. This online Press Operator: Cold Stamping course allows you to gain the required knowledge that provides a pathway to the skills you need validate your competence.

The course provides an intensive overview of the skills necessary for cold stamping press work. You will learn about math, inspection, safety, materials, quality, stamping, forming, and automation as you prepare for a successful career as a press operator performing cold stamping.

Hours:100 Price: $1495 Course is online and open enrollment.

Press Operator: Hot Stamping
There are a lot of job opportunities available for those who want manufacturing roles, but companies require the necessary skills and experience. This online Press Operator: Hot Stamping course allows you to gain the required knowledge and a pathway to the skills you need to validate your competence.

A Press Operator is responsible for the routine production of a coil-fed stamping press. This course provides an intensive overview of the skills necessary for hot stamping press work. You will learn the math, inspection, safety, materials, quality, stamping, forming, and automation to work as a hot stamping press operator.

Hours:100 Price: $1495 Course is online and open enrollment.

Plant Safety

OSHA 10-Hour for General Industry
OSHA 10-Hour for General Industry Training topics offer comprehensive insight and education for health and safety workplace topics as designated by OSHA. Topics include: Topics include: Introduction to OSHA, Walking and Working Surfaces, Exit Routes, Emergency Action Plans, Fire Prevention Plans, Electrical, Personal Protective Equipment (PPE), Hazardous Communications, and many more. Participants will receive an OSHA 10-hour General Industry Safety Certification completion card.

For information on class dates or to request a class, please contact the Department of Continuing Education at (361) 354-2768 or ce@coastalbend.edu

OSHA 30-Hour for General Industry

For information on class dates or to request a class, please contact the Department of Continuing Education at (361) 354-2768 or ce@coastalbend.edu

Follow us on Linkedin at CBC Department of Continuing Education to learn about upcoming trainings.
Intro to Simon, and Accidents and Injury Prevention
With virtual reality goggles trainees learn accident and injury prevention awareness including identification of fire hazards, safe lifting, basic lockout tagout, and workplace hazards under the guidance of the virtual coach. After learning the skills from the coach, the trainee demonstrates the skills on their own with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Protective Equipment: Eye, Hearing, Hand, and Foot Protection and Hearing Conversation
With virtual reality goggles trainees learn and demonstrate general knowledge of personal protective equipment (PPE) including eye protection, hearing protection, hand protection and conductive foot protection under the guidance of the virtual coach. After learning about each piece of PPE from the coach, the trainee demonstrates their PPE knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Hand Tools: Using Hand Tools Correctly
With virtual reality goggles trainees learn and demonstrate how to properly and safely use the following common hand tools: crescent wrench, sheet metal shears, torque wrench, phillips screwdriver, channel locks, and a utility knife. After learning about safe use of each tool from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Materials Handling: Situational Awareness
With virtual reality goggles trainees learn and demonstrate situational awareness in a warehouse environment. After learning about the importance and safety aspect of situational awareness from the virtual coach, the trainee demonstrates their awareness in the warehouse by identifying workers, motorized vehicles, and loading/unloading trucks in a busy environment with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Materials Handling: Receiving and Storage Safety
With virtual reality goggles trainees learn and demonstrate safe receiving and storage techniques under guidance from the virtual coach. Trainees learn basic material inbound scanning, safe unpacking procedures including safe use of shears to cut steel straps and safe stacking techniques. After learning about receiving and storage safety under guidance from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Materials Handling: Manual Lifting
With virtual reality goggles trainees learn and demonstrate safe manual lifting techniques under guidance from the virtual coach. The trainee observes both safe and unsafe lifting techniques by a virtual co-worker before demonstrating safe lifting themselves in the virtual environment. After learning about safe manual lifting under guidance from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Materials Handling: Metal/Glass Sheets and Cylindrical Objects
With virtual reality goggles trainees learn and demonstrate safe lifting and handling of metal/glass sheets and cylindrical objects under the guidance of the virtual coach. Trainees learn to safely move glass sheets using suction cup lifters and how to safely move gas cylinders. After learning about the safe movement of metal/glass and gas cylinders under guidance from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Materials Handling: Hoists & Cranes
With virtual reality goggles trainees learn and demonstrate basic safety when working with and around hoists and cranes under guidance from the virtual coach. Trainees learn proper inspection and how to recognize defects on hoist and crane equipment and safe procedures in rigging to move a load from one location to another. After learning about the safe inspection and rigging procedures, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.
Energy Related Hazards (Electrical Safety, GFCI, and Electric Shock)
With virtual reality goggles trainees learn and demonstrate awareness of energy related hazards and techniques under guidance from the virtual coach. Trainees learn to recognize hazards and basic safety techniques when working around electricity to avoid electric shock. Trainees learn about the basic use of ground-fault circuit interrupters (GFCI’s). After learning about electrical hazards and GFCI, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Lockout & Tagout
With virtual reality goggles trainees learn and demonstrate a lockout tagout procedure under guidance from the virtual coach. Trainees learn about the importance of locking out equipment before maintenance or repair and the proper steps to lock and tag equipment and then unlocking equipment when maintenance or repair is complete. After learning about lockout tagout procedures, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Robotic Work Cell Safety
With virtual reality goggles trainees learn and demonstrate awareness of robotic work cell safety under guidance from the virtual coach. Trainees learn about personal protective equipment needed when working around robots, how to request entry to a common robot work cell, and general robot safety awareness. After learning about robotic work cell safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Ladder Safety: A-Frame Stepladders
With virtual reality goggles trainees learn and demonstrate how to inspect, safely set up, and properly use an a-frame stepladder under guidance from the virtual coach. Trainees learn what to look for when inspecting a ladder, safe set up and climbing ladders using the 3 points of contact rule. After learning about a-frame ladder safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Ladder Safety: Straight Ladders
With virtual reality goggles trainees learn and demonstrate how to inspect, safely set up, and properly use a straight ladder under guidance from the virtual coach. Trainees learn what to look for when inspecting a ladder, safe set up including the 4 to 1 rule and climbing ladders using the 3 points of contact rule. After learning about straight ladder safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Fire Extinguisher Safety
With virtual reality goggles trainees learn and demonstrate knowledge of fire extinguisher types and safe fire extinguisher operation under guidance from the virtual coach. Trainees learn about the classes of fires that extinguishers are rated for, how to verify an extinguisher is safe and ready for use, and the PASS technique for putting out a fire. After learning about fire extinguisher safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Bloodborne Pathogens
With virtual reality goggles trainees learn and demonstrate knowledge of bloodborne pathogens, the appropriate personal protective equipment and procedures necessary to protect themselves under guidance from the virtual coach. The trainee will learn to identify risks of bloodborne pathogens, how to wear the appropriate PPE, and how to safely clean up if bloodborne pathogens are a concern. After learning about bloodborne pathogens the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

OSHA Training
Coastal Bend College can offer any OSHA training with advanced notice.
Power Tools/Electrical Safety: Pneumatic Wrenches and Screwdrivers
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use pneumatic wrenches and screwdrivers under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with pneumatic wrenches and screwdrivers, how to safely inspect and connect pneumatic hoses, and how to safely use the tools. After learning about pneumatic screwdrivers and wrenches, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Power Tools/Electrical Safety: Electric Drill
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use an electric drill under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with electric drills, how to safely inspect and connect the cords, and how to safely install a drill bit and use the tool. After learning about electric drill safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Power Tools/Electrical Safety: Circular Saw
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use a circular saw under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with circular saws, how to safely inspect and connect the cords, how to safely inspect and replace a saw blade, and use the tool. After learning about circular saw safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Power Tools/Electrical Safety: Miter Saw
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use a miter saw under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with miter saws, the parts and adjustments on a miter saw, and how to safely use the tool. After learning about miter saw safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Power Tools/Electrical Safety: Bench and Pedestal Grinders
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use a pedestal grinder under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with pedestal grinders, how to inspect the grinding wheel and grinder stability, and how to safely use the tool to grind a piece of stock. After learning about bench and pedestal grinder safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Power Tools/Electrical Safety: Handheld Grinders
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use a handheld grinder under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with handheld grinders, how to inspect the grinding wheel, and how to safely use the tool to grind a piece of stock. After learning about handheld grinder safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Power Tools/Electrical Safety: Nibblers
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use a pneumatic nibbler under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with nippers and how to safely use the tool to cut a piece of sheet metal. After learning about nibbler safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Welding Safety: Burn Safety
With virtual reality goggles trainees learn the different types of burn risks when near a welding arc, and demonstrate knowledge of personal protective equipment and safety measures needed to protect them under guidance from the virtual coach. After learning about arc welding burn safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Welding Safety: Spot Welding Safety
With virtual reality goggles trainees learn and demonstrate safe usage of resistance welding equipment under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with spot welders and how to safely use the tool to weld a piece of stock. After learning about spot welding safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.
Welding Safety: MIG Welding Safety
With virtual reality goggles trainees learn and demonstrate safe usage of MIG Welding equipment under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with MIG welding equipment, how to inspect the welder before use, how to safely use the tool to weld two pieces of stock, and how to chip slag. After learning about MIG welding safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Welding Safety: Oxy-Acetylene Safety
With virtual reality goggles trainees learn and demonstrate safe usage of Oxy-Acetylene welding equipment under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with Oxy-Acetylene welding equipment, how to inspect the welder before use, how to safely set the flame, use the tool to weld a piece of stock. After learning about Oxy-Acetylene welding safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Precision Measurement

Introduction to Simon
With virtual reality goggles, trainees are introduced to the virtual coach who will guide them through the simulations in the Precision Measurement module. Trainees learn about the experience points and the sequence of correct actions required to master the skills in Precision Measurement.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Controls Tutorial
With virtual reality goggles, trainees learn and demonstrate how to use the VR controls under guidance from the virtual coach. Trainees learn how to use the VR controllers to pick up objects, select objects, and move objects around. After learning about the controls, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Fractional Inch Rule
With virtual reality goggles, trainees learn and demonstrate how to measure using the fractional inch rule under guidance from the virtual coach. Trainees learn how to read and record the proper measurement of sample pipes using the fractional inch rule. After learning about the fractional inch rule, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Decimal Rule
With virtual reality goggles, trainees learn and demonstrate how to measure using the decimal rule under guidance from the virtual coach. Trainees learn how to read and record the proper measurement of sample pipes using the decimal rule. After learning about the decimal rule, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Metric Rule
With virtual reality goggles, trainees learn and demonstrate how to measure using the metric rule under guidance from the virtual coach. Trainees learn how to read and record the proper measurement of sample pipes using the metric rule. After learning about the metric rule, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Calipers Controls Tutorial
With virtual reality goggles, trainees are introduced to an outside caliper under guidance from the virtual coach. Trainees will learn how to use the controls to manipulate these tools.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

To schedule a class for construction safety, please contact the Department of Continuing Education at bbecknell@coastalbend.edu

Interested in becoming a personal trainer?
Visit page 116 for more information.
Outside Caliper
With virtual reality goggles, trainees learn and demonstrate how to use an outside caliper under guidance from the virtual coach. Trainees learn how to take a transfer measurement using the outside caliper and a fractional inch rule to read and record the proper measurement of sample pipes. After learning about the outside caliper, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Inside Caliper
With virtual reality goggles, trainees learn and demonstrate how to use an inside caliper under guidance from the virtual coach. Trainees learn how to take a transfer measurement using the inside caliper and a fractional inch rule to read and record the proper measurement of sample pipes. After learning about the inside caliper, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Dial and Digital Calipers Controls Tutorial
With virtual reality goggles, trainees are introduced to dial and digital calipers under guidance from the virtual coach. Trainees will learn how to use the controls to manipulate these tools.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Dial Inch Caliper
With virtual reality goggles, trainees learn and demonstrate how to use a dial inch caliper under guidance from the virtual coach. Trainees learn how to use the dial inch caliper to measure the outside diameter, inside diameter, and the depth of a piece of pipe. Trainees learn to select the correct measurement of that pipe in their journal. After learning about the dial inch caliper, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Digital Caliper
With virtual reality goggles, trainees learn and demonstrate how to use a digital caliper under guidance from the virtual coach. Trainees learn how to use the digital inch caliper to measure the inside diameter, the outside diameter and the depth of a piece of pipe. Trainees learn how to select the correct measurement of that pipe in their journal. After learning about the digital caliper, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Micrometer Controls Tutorial
With virtual reality goggles, trainees are introduced to a micrometer under guidance from the virtual coach. Trainees will learn how to use the controls to manipulate these tools.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Micrometer
With virtual reality goggles, trainees learn and demonstrate how to use a micrometer under guidance from the virtual coach. Trainees learn how to read and record the proper measurement of sample pipes using the micrometer. After learning about the metric rule, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Digital Micrometer
With virtual reality goggles, trainees learn and demonstrate how to use a digital micrometer under guidance from the virtual coach. Trainees learn how to read and record the proper measurement of sample pipes using the digital micrometer. After learning about the digital micrometer, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Calibration and Zeroing Tools
With virtual reality goggles, trainees learn and demonstrate calibration and zeroing tools under guidance from the virtual coach. Trainees learn the importance of checking the calibration and zeroing their tools, along with how and when to do so. Trainees learn how to read a calibration label and what to do if a tool is out of calibration. Trainees learn the procedure to zero digital calipers and digital micrometers. After learning how to calibrate and zero tools, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.
Simplify Fractions - Halves
With virtual reality goggles, trainees learn and demonstrate an understanding of halves and how to simplify fractions with a denominator of 2. Trainees learn to represent halves on a virtual ruler. Trainees demonstrate their understanding of halves by manipulating blocks on the virtual ruler when presented with a fraction that may need to be simplified. After learning about simplifying fractions with a denominator of 2, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Simplify Fractions - Quarters
With virtual reality goggles, trainees learn and demonstrate an understanding of quarters and how to simplify fractions with a denominator of 4. Trainees learn to represent quarters on a virtual ruler. Trainees demonstrate their understanding of quarters by manipulating blocks on the virtual ruler when presented with a fraction that may need to be simplified. After learning about simplifying fractions with a denominator of 4, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Simplify Fractions - 8ths
With virtual reality goggles, trainees learn and demonstrate an understanding of 8ths and how to simplify fractions with a denominator of 8. Trainees learn to represent 8ths on a virtual ruler. Trainees demonstrate their understanding of 8ths by manipulating blocks on the virtual ruler when presented with a fraction that may need to be simplified. After learning about simplifying fractions with a denominator of 8, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Simplify Fractions - 16ths and Compound Fractions
With virtual reality goggles, trainees learn and demonstrate an understanding of 16ths and how to simplify fractions with a denominator of 16. Trainees learn compound fractions and how to simplify them. Trainees learn to represent 16ths on a virtual ruler. Trainees demonstrate their understanding of 16ths by manipulating blocks on the virtual ruler when presented with a fraction that may need to be simplified. After learning about simplifying fractions with a denominator of 16 and compound fractions, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Decimals and Rounding
With virtual reality goggles, trainees learn and demonstrate an understanding of decimals and rounding decimals. Trainees receive work orders and learn to accurately report decimals to the tenths, hundredths, and thousandths place. After learning about decimals and rounding decimals, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Simplifying Fractions: 32nds, 64ths, and the Scale Rule
With virtual reality goggles, trainees learn and demonstrate an understanding of 32nds, 64ths, and how to simplify fractions with a denominator of 32 and 64. Trainees learn how to read the scale rule using the 32nds and 64ths scales. Trainees learn to represent 32nds and 64ths on a virtual ruler. Trainees demonstrate their understanding of 32nds and 64ths by manipulating blocks on the virtual ruler when presented with a fraction that may need to be simplified. After learning about simplifying fractions with a denominator of 32 and 64 and the scale rule, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768 to schedule this class.

Need training for your company?

Give us a call at (361) 354-2306
e-mail us at bbecknell@coastalbend.edu.

Companies can receive a bulk discount depending on how many individuals need training.

Training can also be customized to better suit the need of a specific industry.
HVAC

HVAC/R Certified Technician
If you have more than a year of HVAC/R experience, this course will prepare you for the next step—certification. HVAC/R technicians are in demand, but certified technicians can earn more and have better career opportunities.

This course uses hands-on service call simulations to prepare for the HVAC Excellence or NATE certification exams. By course completion, you will be ready to pass the HVAC Excellence Core and Professional Technician exams, the NATE Core and Specialty Test exams, and the EPA 608 certification exam. You will also receive a voucher package to take the HVAC Excellence exams. However, please research your state’s requirements prior to enrollment to ensure this course is the right fit for you.

Certification Exams
By course completion, you will be fully prepared to sit for the HVAC Excellence Core and Professional Technician exams, the NATE Core and Specialty Test exams, and the EPA 608 certification exam.

Upon completion of this course, you will receive an HVAC Excellence ESCO Group Voucher Package that includes:
• 1 Principals of Electrical and Refrigeration (Core)* exam voucher
• 1 Professional Technician exam voucher (Residential Air Conditioning recommended)
• 1 EPA 608 exam voucher
*To sit for the HVAC Excellence Core exam, you must provide two years of documented work experience. Exam proctor fees may apply.

Additionally, this course aligns with the following Professional Technician specialty areas (vouchers are not included for the below exams):
• Principals of Electrical and Refrigeration Theory
• Residential Air Conditioning
• Gas Heat
• Electric Heat
• Heat Pump Installer
• Heat Pump Service
• Light commercial Air Conditioning
• Light commercial Refrigeration

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following material will be available online:
• EPA Section 608 Preparatory Manual

The following textbook will be shipped to you approximately 7-10 business days after enrollment:
• DEWALT HVAC Technician Certification Exam Guide

Hours: 162 Price: $2895
Course is online and open enrollment.

HVAC/R Simulations for Field Technicians
As HVAC/R systems become increasingly complex, learning and mastering the latest technology is critical. HVAC/R Simulations for Field Technicians offers a rich, hands-on learning experience that mimics field performance in a completely online environment. You will practice servicing, maintaining, and troubleshooting common HVAC/R scenarios in true-to-life service call simulations.

You will work through approximately 200 scenarios to master seven pieces of HVAC/R equipment—Gas Furnace, Oil Furnace, Gas Boiler, Split Residential A/C, Commercial A/C, Heat Pumps, and Commercial Walk-in Freezers. Your skills and knowledge are then put to the test in 12 ungraded assessment simulations. If you need to sharpen your diagnostic and troubleshooting skills, this online course is ideal.

Please note this course is not graded by an instructor and no grades will be awarded upon the completion. For the certificate of completion to be provided, you must verify that you have completed all simulations to the best of your ability.

Hours: 18 Price: $495
Course is online and open enrollment.

Have questions?
Give us a call at (361) 354-2768.

WWW.COASTALBEND.EDU/CE
HVAC/R Technician

This course will prepare you for an entry-level career in the HVAC/R industry by providing hands-on guidance for service, repair, and solutions.

You will learn from in-depth materials, including service call simulations that bring concepts to life. By course completion, you will be ready to pass all 17 HVAC Excellence Employment Ready Certificates, the EPA 608, and the NATE Ready to Work Certificate.

You will also receive a voucher package for the HVAC Excellence Employment Ready Certificate exam and EPA 608 Certification exam. However, please research your state’s requirements prior to enrollment to ensure this course is a right fit for you.

Certificate Exams

This course will provide the necessary information to pass the following entry-level certificate exams:
- HVAC Excellence ESCO Group: 17 Employment Ready Certificates
- NATE: Ready to Work Certificate
- EPA 608: Section 608 Universal Technician Certification

Upon course completion, you will also receive a voucher package for the HVAC Excellence Employment Ready Certificate exam* that includes:
- 1 Employment Ready Certificate for Electrical
- 1 Employment Ready Certificate for Air Conditioning
- 1 EPA 608 Voucher
*Proctor fees may apply

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment.

The following optional material will be available online:
- EPA Section 608 Preparatory Manual

The following optional textbook will be shipped to you approximately 7-10 business days after enrollment:
- DEWALT HVAC Technician Certification Exam Guide

Prerequisites:
There are no prerequisites to take this course. However, we recommend having a high school diploma or GED. If you have the required work experience to take the NATE or HVAC Excellence certification exams, or currently hold Ready to Work certificates and have 2 years of work experience, it is recommended that you take the HVAC/R Certified Technician course. Please research your state’s requirements prior to enrollment to ensure this course is a right fit for you.

Hours: 162 Price: $2895
Course is online and open enrollment.
HVACR Controls/Building Automation Systems
This course is designed for HVACR technicians, facility managers, and commercial maintenance technicians who have already completed an educational course for HVACR and/or have current industry work experience in the field. The course will build on your existing knowledge of HVACR fundamentals and equipment and help you learn HVACR Controls and Building Automation Systems.

The course modules were written by Ron Auvil who is the Author of HVAC Control Systems, American Technical Publishers. Ron also teaches these topics in a series of recorded video lecture presentations included with each learning module.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• HVAC Control Systems

Prerequisites:
To enroll in this course you must have completed an educational course for HVACR and/or have current industry work experience in the field.

Hours:90 Price: $3695
Course is online and open enrollment.

Certified Indoor Air Quality Manager
Are you a facility manager, building engineer, or health and safety officer who wants to improve the indoor air quality of your building? Are you properly prepared to handle air quality complaints? Common mistakes can turn a small grievance into a wildfire of speculation and accusation. In this Certified Indoor Air Quality Manager Online Training and Certification course, you’ll learn how to diagnose, resolve, and prevent indoor air quality (IAQ) complaints. You’ll also establish a comprehensive IAQ plan specific to your buildings.

Not only will this course teach you how to improve your building’s indoor air, it will also prepare you for third-party certification by the American Council for Accredited Certification (ACAC). You’ll learn about all the pertinent topics covered on the certification exam. You can even take a 100-question practice examination to prepare for certification.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment an available online. You’ll be able to save the entire text portion of the course as a PDF file so that you can reference the material even after you’ve completed the course.

Prerequisites:
There are no prerequisites to take this course. However, there are experience requirements if you plan to take the optional certification exam by the American Council for Accredited Certification (ACAC). ACAC requires a high school diploma or GED, along with two years of documented experience in property management, risk management, asset management, or corporate policy-making. Questions regarding certification should be directed to ACAC.

Hours:16 Price: $795
Course is online and open enrollment.
Certified Indoor Environmentalist Prep
Would you like to become a Certified Indoor Environmentalist (CIE)? This designation demonstrates that you understand how to create healthy homes and buildings by preventing, diagnosing, and resolving indoor environmental problems. This online course prepares you to pass the CIE examination through a series of video lectures on exam topics such as contaminants, health effects, building science, HVAC, equipment, assessments, mold remediation, and industry standards and guidelines. The course also covers practice questions in detail and provides a practice examination to ensure you succeed at becoming a Certified Indoor Environmentalist.

Your clients want to be confident that they are hiring a trustworthy and competent consultant. One of the best ways to demonstrate your competency is to obtain a third-party accredited certification, such as the Certified Indoor Environmentalist (CIE). The CIE certification is sponsored by the American Council for Accredited Certification (ACAC). The CIE Prep Course will prepare you to pass the CIE examination. The examination is offered at computerized testing centers throughout the US and beyond. Certain experience requirements and fees apply to students obtaining certification; however, no experience is required to participate in the CIE Prep course.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment and will be available online. You will receive a PDF workbook to help guide you through the videos.

Prerequisites:
There are no prerequisites to taking the CIE course. There are, however, experience requirements if you wish to take the optional certification exam by the American Council for Accredited Certification (ACAC). ACAC requires a high school diploma or GED, along with two years of documented field experience related to indoor air quality. Questions regarding certification should be directed to ACAC. Those with a background in HVAC, home inspection, construction, or healthcare may more easily comprehend certain sections of the course; however, the course material does not assume the learner has already received training and therefore topics are explained thoroughly.

Hours: 32 Price: $895
Course is online and open enrollment.

CNC Machinist
Computers control much of the world today. The manufacturing industry is no exception, and you can make yourself an indispensable part of the future of manufacturing by training to become a Computer Numerical Control (CNC) Machinist. This online CNC Machinist course will provide you with the knowledge and skills you need to prove competency and begin your career quickly.

The course provides an intensive overview of the skills necessary to perform CNC machining, including workholding, math, inspection, safety, metal cutting, materials, quality, and grinding.

Hours: 195 Price: $1995
Course is online and open enrollment.

Truck Driving
A partnership between Coastal Bend College and Del Mar College.

General Guidelines
Students must register in both CDL Written Skills and Professional Truck Driver Training. Qualified applicants must have a high school diploma or a GED certificate. In addition, students must be at least 21 years of age, have an acceptable driving record, complete and pass a Department of Transportation Physical Exam, have the ability to read, write and speak the English language, and meet the requirements of the Motor Carrier Federal Safety Regulations, Qualifications of Drivers.

CDL Written Skills
This course provides classroom instruction on the basic operation of a commercial truck; the principles of visual search, signaling, speed management, terrain management and maneuvering in traffic; ways of recognizing hazardous situations in advance, emergency braking techniques, evasive actions, causes of skidding and jackknifing, and techniques for recovering from such emergencies. The function and operation of all key vehicle systems; and how to complete a Driver’s Daily Log, hours of duty limits, required rest periods, the basic procedure for handling the scene of an accident, reporting accidents, basic first aid, and extinguishing fires. The course also helps students prepare for mastery of the Commercial Driver’s License written examination.

Professional Truck Driver Training
This course provides hands-on instruction on the basic operation of a commercial truck; the principles of visual search, signaling, speed management terrain management and maneuvering in traffic; ways of recognizing hazardous situations in advance, emergency braking techniques, evasive actions, causes of skidding and jackknifing, and techniques for recovering from such emergencies; and the function and operation of all key vehicle systems.

For information on class dates, please contact the Department of Continuing Education at (361) 354-2768 or ce@coastalbend.edu
Foundations of Plumbing
There is a shortage of skilled plumbers. With an aging infrastructure and dwindling trade workforce, the demand for plumbers has never been greater. In fact, the Bureau of Labor Statistics predicts that plumbing jobs will increase at a faster than normal rate over the next 10 years. With the right training, you could enter and build a scalable career in this high-demand field.

If you want to work as a plumber, the Foundations of Plumbing course will teach you the fundamental, job-ready skills relevant to the plumbing and piping industry. In this self-paced course, you’ll learn how to work on modern plumbing systems from in-depth course material developed by industry experts and employers. By course completion, you will possess the specialized skills and technical knowledge needed to start a career in plumbing.

Hours: 145 Price: $2195
Course is online and open enrollment.

Maintenance Technician
Do you have a knack for tinkering and fixing things with your hands? Are you looking for a career where you can do what you love every day? This online course includes an intensive overview of the skills required for manufacturing maintenance, including the principles of power transfer and rigging safety as well as PLCs and robotics, and will provide you with the knowledge and skills you need to begin a successful career.

A Maintenance Technician is required to have a thorough understanding of how machines and systems function to keep them running without breakdowns and maintain service for their expected lifespan and beyond. You will learn about workholding, math, inspection, safety, machining, quality, grinding, electrical systems, automation, mechanical systems, motor controls, rigging, and fluid systems as you prepare for your new career as a Maintenance Technician.

Hours: 250 Price: $1695
Course is online and open enrollment.

Manufacturing Applications
Learn to apply the principles and concepts of manufacturing. Discover the nature of strategy and learn how it leads to the development of manufacturing strategy. Understand the purpose of customer demand forecasting and find out what forecasting methods are suitable for which situations. Explore the nature of planning and learn how to effectively use Gantt charts and the precedence diagram method. Determine how purchasing, production and inventory control, and logistics support a manufacturing operation. Discover the basics of lean manufacturing and see how capacity management converts production plans into concrete products. Learn why manufacturing, industrial, and quality engineering are so essential to any firm. Understand the true meaning of productivity and how to improve it.

In this online course, you will learn how successful organizations effectively use master production scheduling (MPS), production activity control (PAC), material requirements planning (MRP), and inventory management. You’ll also discover how the application of Six Sigma, and statistical process control (SPC) increase customer satisfaction, and you’ll learn about the elements of a logistics system, including warehousing and receiving.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Follow us on Facebook for updates on upcoming classes, application deadlines, and other important information.

Coastal Bend College Department of Continuing Education

WWW.COASTALBEND.EDU/CE
Quality Inspector
Do you have a keen attention to detail? A career as a quality inspector could be a great fit. This online Quality Inspector course will provide you with the knowledge and skills you need to prove competency and begin your new career quickly.

This accelerated Quality Inspector course provides an intensive overview of the skills necessary for quality assurance and inspection, including math, inspection, safety, materials, quality, and management.

Hours: 100 Price: $1995
Course is online and open enrollment.

Residential Electrician
With booming infrastructure, new energy conservation projects, and an aging workforce, the demand for skilled electricians is on the rise. In fact, the Bureau of Labor Statistics projects that jobs for electrician will increase 14 percent through the year 2024.

The Electrician Training course is designed to teach you general and electrical safety procedures, use of common hardware and materials used in an electrical system, how to read and understand building plans, and more. In addition, you will be prepared for electrician licensing tests, generally required by most states and localities. While tests differ, you will need to understand electrical theory, the National Electrical Code®, local electrical codes, and the various types of wiring methods and materials.

By course completion, you should be able to pass a residential electrician licensing exam and start an entry level career as a residential electrician or electrician apprentice. Check with your state, county, or city for residential electrician licensing rules and whether this course’s hours will be accepted towards licensing.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- DEWALT Electrical Licensing Exam Guide
- Residential Construction Academy: House Wiring
- National Electrical Code 2017

Prerequisites:
While not required, it is recommended that a person taking this course have some basic knowledge of direct current and alternating current electrical theory.

Hours: 144 Price: $2495
Course is online and open enrollment.

Don't see a course you would like to take?
Give us a call at (361) 354-2768 or email us at ce@coastalbend.edu with details on the course.
Dental

Administrative Dental Assistant
As an Administrative Dental Assistant, you will perform as a professional dental staff member and work on behalf of the patient as well as the dentist. This exciting Administrative Dental Assistant Online course can help you gain entrance in the Dental Assistant career path. You will learn about patient care, as well as how to assist with administrative dental duties. Advance and discover career possibilities after acquiring the skills essential for an entry-level administrative dental assistant position.

A dental assistant’s duties typically involve managing medical records, accounts receivable, and reimbursement, as well as billing patients and insurance, scheduling patients, and performing procedural and diagnostic coding. You’ll also learn important foundational skills such as dental terminology and anatomy, as well as written and oral communication skills.

This course provides comprehensive instruction with DENTRIX G4 software, which includes sample practice opportunities. You can also use this software to engage in activities and tasks that you would perform in an actual dental practice and use it to demonstrate your skills. Textbooks are included in the cost of the course. Don’t wait—enroll today and get started on your path to a good salary in a rewarding career!

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• Administrative Dental Assistant
• Student Workbook to Accompany the Administrative Dental Assistant

Additionally, this course will provide you with DENTRIX® software that consists of sample practice opportunities. You can use this software to engage in activities and tasks that you would perform in an actual practice and use it to demonstrate your skills.

Hours: 150 Price: $1795
Course is online and open enrollment.

Clinical Dental Assistant
When you become a dental assistant, you’ll enjoy a career that is not only fulfilling, but also rewarding. Caring dental assistants truly make a difference with clients, providing comfort and education. Plus, this field offers flexible hours and is expected to grow exponentially in the future. Dental assistant school is the first step you need to take, and this online Clinical Dental Assistant course will prepare you to become a productive and successful member of a dental hygienist team.

This online dental assisting course is the most comprehensive you’ll find. You’ll learn about every aspect of professional dental assisting, including invaluable real-world perspectives from experienced dental assistants and essential information about anatomy and physiology, preventive dentistry, patient care and communication, radiology, pharmacology, anesthesia, assisting in specialty practices, employment strategies, and much more.

Toward the end of the course—or after completion—you will have the opportunity to apply for an externship, where you’ll get real-life clinical assistant experience. You’ll also be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination. The exam or one or more of its components is necessary in states where registration is required for dental assistants.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• Dental Assisting: A Comprehensive Approach
• Dental Terminology
• Dental Assisting Instrument Guide
• Certification Exam Review for Dental Assisting: Prepare, Practice and Pass!
• Flossing and Brushing Teaching Model
• Pediatric Hygiene Kits

Prerequisites:
There are no prerequisites prior to taking this course, however you must have a high school diploma or equivalent. Basic computer skills are required. No healthcare or medical office work experience is required. A current CPR certification is required for employment, but it’s not required for this course.

Hours: 240 Price: $1995
Course is online and open enrollment.

Options to Explore:
Automotive Manufacturing Public Safety Skilled Trades Warehousing & Storage

Career Exploration

WWW.COASTALBEND.EDU/CE
Dental Office Manager
In this comprehensive online course, you will gain the skills and knowledge to prepare yourself to work as a dental office manager. You will learn all aspects of managing the dental office, including dental terminology and anatomy, bookkeeping, maintaining medical records, accounts receivable and reimbursement, billing patients and insurance, scheduling patients, and performing procedural and diagnostic coding. After completing this course, you’ll be prepared to begin a rewarding career as a dental office manager in this popular and energizing medical field.

Upon completion, you will also be prepared for the Microsoft Office Specialist Certification exams for Excel (77-727, 77-728) and Word (77-725, 77-726). The fees for these exams are included in this course.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

• Administrative Dental Assistant
• Student Workbook to Accompany the Administrative Dental Assistant

Additionally, this course will provide you with DENTRIX® software that consists of sample practice opportunities. You can use this software to engage in activities and tasks that you would perform in an actual practice and use it to demonstrate your skills.

Manuals are included as downloadable PDFs throughout the course.

Prerequisites:
No dental office work experience is required. This course is designed to prepare you for an entry-level position as a full-charge bookkeeper. You do not need any prior experience or training in this field.

Hours: 410 Price: $3995
Course is online and open enrollment.

NASM

NASM Certified Nutrition Coach
Nutrition plays a key role in almost every aspect of the health and fitness industry. Beyond fitness instruction, many clients want to pick up healthy eating patterns and make long term behavior changes. Completing this nutrition course will make you a NASM Certified Nutrition Coach. This industry-recognized certification proves that you understand nutritional science and behavior change strategies and can effectively coach clients.

Hours: 80 Price: $1295
Course is online and open enrollment.

NASM Certified Personal Trainer + AFAA Group Fitness Instructor
Becoming a certified fitness professional proves that you have the knowledge and expertise to lead fitness instruction safely. This online course will prepare you for two of the most in-demand certifications in the fitness industry: NASM Certified Personal Trainer and AFAA Group Fitness Instructor. You will gain key skills from videos, presentations, and other hands-on learning activities to master health and fitness topics, including nutrition, human movement science, and fitness assessments.

This course includes exam preparation, as well as the certification exam fees. The NCCA accredited NASM CPT Personal Trainer Exam and AFAA Group Fitness Instructor Exam is taken at a local testing center (PSI), and you can schedule your exam date after completion of the course and eligibility requirements.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

• AFAA Principles of Group Fitness Instruction, Jones & Bartlett Learning

Prerequisites:
The course itself is available to all candidates interested in furthering their education in the field of personal training and group fitness. In order to take the NASM-CPT and AFAA-GFI credentialing exam, candidates must be 18 years or older and meet one of the following eligibility requirements:

• Must have a high school diploma or equivalent.
• Must have current Emergency Cardiac Care (CPR) and Automated External Defibrillator (AED) Certification before sitting for the exam. All CPR/AED courses must have a hands-on training component. AFAA will not accept a CPR/AED certification card from an online provider.

Hours: 140 Price: $1895
Course is online and open enrollment.

Language
Ready for a new challenge?
Try learning a new language!
Options include: French, Japanese, Spanish, and Sign Language.
Learn more on page 210.
NASM Certified Personal Trainer + Performance Enhancement

The NASM Certified Personal Trainer and Exam Preparation course is a unique online training that prepares for the NASM CPT exam, which is one of the most respected and in-demand certifications in the health and fitness industry. The NASM Performance Enhancement Specialization (PES) can give you the expertise to improve the flexibility, speed, agility and performance of both professional athletes and weekend warriors.

The NASM Certified Personal Trainer and Exam Preparation course brings you a robust online exam preparation solution that gives you the most extensive resources available to successfully pass the widely respected NASM CPT examination. Through the use of online videos, presentations, quizzes, readings, and interactive activities, you will get the most thorough guidance and understanding of the CPT content, as well as the knowledge needed to successfully challenge the NCCA accredited CPT exam.

As a student, you will learn the knowledge, skills, and abilities to become a successful NASM personal trainer. Based on scientific research and fitness expert experience, the course is directly aligned with critical occupational competencies - including those defined by the Bureau of Labor Statistics Occupational Outlook. Each module is broken down into separate topics such as: human movement science, nutrition, movement assessments, program design, and how to create an integrated training program using the unique NASM OPT model (Optimum Performance Training) - a safe and effective way to help a client reach any goal.

This course includes exam preparation, all study materials, as well as the certification exam fee. The NCCA accredited NASM CPT Personal Trainer Exam is taken at a local testing center (PSI), and you can schedule your exam date after completion of the course.

Certifications:
• NASM CPT Personal Trainer
• Performance Enhancement Specialist (PES)

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• NASM Essentials of Personal Fitness Training
• NASM Essentials of Sports Performance Training

You’ll also receive access to practice exams and study materials, to help you prepare for your certification exam.

There are no prerequisites to take the online NASM CPT Certified Personal Trainer Certification and Exam Preparation course, but there are prerequisites to complete the NCCA Accredited Certification Exam.

The NCCA Accredited Certification Exam Requirements:
1. Candidate must be at least 18 years old or have a high school diploma or GED
2. Candidate must hold current CPR/AED certification before attempting the exam (not included with program)

The NCCA accredited NASM CPT Personal Trainer Exam is taken at a local testing center (PSI), and you can schedule your exam date after completion of the program.

PES candidates must have:
• A current NASM-CPT certification, or
• A current health and fitness certification accredited by NCCA, NBFE or DETC, or
• REPs Level 3 or higher credential (candidates outside of the US only), or
• 4-year collegiate degree or
• Be a current Licensed or Certified Massage Therapist

Hours:140 Price: $1895
Course is online and open enrollment.

NASM Certified Personal Trainer and Exam Preparation

If you want an exciting career helping others achieve their fitness goals, start with this NASM Certified Personal Trainer and Exam Preparation course. It’s a unique online course that prepares you for the National Academy of Sports Medicine (NASM) exam. The NCCA-accredited NASM personal trainer certification is one of the most respected in the health and fitness industry. Start with this prep course to become a certified personal trainer (CPT) and reach your career goals.

This course gives you the most extensive resources available to successfully pass the widely respected NASM CPT exam. Through the use of online videos, presentations, quizzes, readings, and interactive activities, you will receive thorough guidance and gain understanding of CPT content, as well as the knowledge needed to successfully sit for the exam.

If you’re thinking about studying for your personal trainer certification online, this course is an excellent way to do so. It includes exam preparation and all study materials, as well as the certification exam fee, and you will gain the knowledge, skills, and abilities you need to become a successful NASM personal trainer.

The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• NASM Essentials of Personal Fitness Training
• You’ll also receive access to practice exams and study materials, to help you prepare for your certification exam. A robust set of resources will be also be available to you such as videos, presentations, readings, quizzes, and activities.

There are no prerequisites to take this course. However, there are prerequisites to complete the NCCA Accredited Certification Exam:
1. Candidate must have a high school diploma or GED
2. Candidate must hold current Emergency Cardiac Care (CPR) and Automated External Defibrillator (AED) certification before attempting the exam (not included with course)

Hours:80 Price: $1295
Course is online and open enrollment.
NASM Certified Personal Trainer + Corrective Exercise
The NASM Certified Personal Trainer and Exam Preparation is a unique online training course that prepares for the NASM CPT exam. The NASM CPT certification is one of the most respected and in-demand certifications in the health and fitness industry. The NASM Corrective Exercise Specialization (CES) provides you with cutting-edge, scientifically valid education, as well as the assessments, techniques and corrective exercise strategies to put it into practice.

The NASM Certified Personal Trainer and Exam Preparation Career course brings you a robust online exam preparation solution that gives you the most extensive resources available to successfully pass the widely respected NASM CPT examination. Through the use of online videos, presentations, quizzes, readings, and interactive activities, you will get the most thorough guidance and understanding of the CPT content, as well as the knowledge needed to successfully challenge the NCCA accredited CPT exam. As a student, you will learn the knowledge, skills, and abilities to become a successful NASM personal trainer. Based on scientific research and fitness expert experience, the course is directly aligned with critical occupational competencies - including those defined by the Bureau of Labor Statistics Occupational Outlook.

Each module is broken down into separate topics such as: human movement science, nutrition, movement assessments, program design, and how to create an integrated training program using the unique NASM OPT model (Optimum Performance Training) - a safe and effective way to help a client reach any goal. The NASM Corrective Exercise Specialization (CES) takes your personal training skills to the next level! You’ll learn the skills and knowledge to help clients at any fitness level address muscular imbalances and faulty movements.

This series includes exam preparation, all study materials, as well as the exam fees. The NCCA accredited NASM CPT Personal Trainer Exam is taken at a local testing center (PSI), and you can schedule your exam date after completion of the program.

Enrolling in a Career Series – What You Need to Know
Courses are taken sequentially. The order of courses in this series is:
1. NASM Certified Personal Trainer
2. Corrective Exercise Specialist

Certifications:
• NASM CPT Personal Trainer
• Corrective Exercise Specialist (CES)

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• NASM Essentials of Personal Fitness Training
• NASM Essentials of Sports Performance Training

You’ll also receive access to practice exams and study materials, to help you prepare for your certification exam.

Prerequisites:
There are no prerequisites to take the online NASM CPT Certified Personal Trainer Certification and Exam Preparation program, but there are prerequisites to complete the NCCA Accredited Certification Exam.

The NCCA Accredited Certification Exam Requirements:
1. Candidate must be at least 18 years old or have a high school diploma or GED
2. Candidate must hold current CPR/AED certification before attempting the exam(not included with program)

The NCCA accredited NASM CPT Personal Trainer Exam is taken at a local testing center (PSI), and you can schedule your exam date after completion of the program.

CES candidates must have:
• A current NASM-CPT certification, or
• A current health and fitness certification accredited by NCCA, NBFE or DETC, or
• REPs Level 3 or higher credential (candidates outside of the US only), or
• 4-year collegiate degree or
• Be a current Licensed or Certified Massage Therapist

Hours:140 Price: $1895
Course is online and open enrollment.
NASM Performance Enhancement Specialist (PES)
The needs of today’s modern athlete and weekend warrior are continually evolving and changing. NASM provides the most innovative evidence based science, systems, and solutions for professionals to help enhance their knowledge of delivering consistent results to their clients.

Through a research institute at UNC Chapel Hill, NASM is able to research the latest trends, techniques, and training styles and deliver it in a compelling fashion to provide the end practitioner practical and applicable tools for success in sports performance training.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- NASM Essentials of Sports Performance Training

You’ll also receive access to practice exams and study materials to help you prepare for your exam.

Prerequisites:
PES candidates must have one of the following:

- A current NASM-CPT certification or
- A current health and fitness certification accredited by NCCA, NBFE or DETC or
- REPs Level 3 or higher credential (candidates outside of the US only) or
- 4-year collegiate degree or
- Be a current Licensed or Certified Massage Therapist

Hours: 60 Price: $695
Course is online and open enrollment.

---

NCSF

NCSF Certified Strength Coach
The NCSF Certified Strength Coach (CSC) course will prepare you to sit for the NCSF-CSC exam and to become employed as a strength coach. This educational course will cover all relevant content areas including performance assessment and evaluation, biomechanics, sport metabolism, nutrition and ergogenic aids, training techniques for athletic performance, and injury prevention. You will be able to develop exercise programs for a variety of specific sports and will acquire a deeper understanding of the role that various training techniques and energy systems play in the proper training of an athlete.

In this course, you will learn how to safely and effectively screen and evaluate an individual and to develop a specific, individualized exercise prescription or program based upon their evaluation. You will learn how to properly program, instruct, and spot exercises geared toward athletic performance. This will include drills for speed, agility, quickness, and weightlifting techniques. You will understand the importance of periodization and conditioning for strength and endurance athletes.

Upon completion of this course, you will have learned all the necessary content to pass the NCSF-Certified Strength Coach (CSC) exam and to practice safely and effectively as a strength coach. This course includes a voucher that covers the fee of the exam.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment and will be available online. You will receive access to the digital edition of the following textbook:

- Advanced Concepts of Strength & Conditioning

Prerequisites:
The NCSF-CSC course itself is available to all candidates interested in furthering their education in the field of strength and conditioning. In order to take the NCSF-CSC credentialing exam, candidates must be 18 years or older and meet one of the following eligibility requirements:

- Hold a current NCSF-CPT certification, or
- A current NCCA-accredited fitness professional certification, or
- An associate’s degree or higher from an accredited college or university in an exercise profession or related field, or
- REPs Level 3 or higher credential (individuals outside the US and Canada)

Hours: 70 Price: $595
Course is online and open enrollment.
NCSF Sports Nutrition Specialist
In the Sport Nutrition Specialist course, you will be exposed to a variety of content related to nutrition and its relationship with human performance. The course will prepare you for successful completion of the NCSF-Sport Nutrition Specialist (SNS) Exam and will support an existing fitness related professional credential or allied health professional license.

You will learn about energy-yielding nutrients such as carbohydrates, fat, and protein, as well as the importance of vitamins and minerals and nutrient timing. The physiological adaptations to exercise and how that relates to nutrition will also be covered. You can expect to develop a deeper understanding of how to optimize performance in athletes and the athletic population through proper nutritional strategies.

This course includes a voucher that covers the fee of the exam.

Instructional Material Requirements: The instructional materials required for this course are included in enrollment. You will receive access to the digital edition of the following textbook:
- Sports Nutrition

Prerequisites:
You must be 18 years or older to take the Sport Nutrition Specialist Exam. You can register for the Sport Nutrition Specialist Exam at any time with the NCSF. Once registered for the exam, you will be provided a unique eligibility code, which allows you to schedule an exam for a date, time, and location of your choice. You must meet at least one of the following requirements to be eligible to take the exam:
- Hold a current NCSF certification, or
- A current NCCA-accredited fitness professional certification, or
- A college degree (Associate’s or higher), or
- REPs Level 3 or higher credential (individuals outside the US and Canada)

Hours: 70 Price: $595
Course is online and open enrollment.

AFAA Group Fitness Instructor
From gyms to fitness studios, more people are taking group fitness classes. There’s a good reason for that; group fitness offers expert instruction in a positive environment. This online course will prepare you to become a certified group fitness instructor. Earning this credential from the Athletics and Fitness Association of America (AFAA) verifies that you can safely and effectively teach group fitness classes.

This course includes a voucher with enrollment. The voucher is prepaid access to sit for the certifying AFAA GFI Exam upon completion of the course and eligibility.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- AFAA Principles of Group Fitness Instruction, Jones & Bartlett Learning

Prerequisites:
The AFAA-GFI course itself is available to all candidates interested in furthering their education in the field of group fitness. In order to take the AFAA-GFI credentialing exam, candidates must be 18 years or older and meet one of the following eligibility requirements:
- Must have a high school diploma or equivalent.
- Must have current Emergency Cardiac Care (CPR) and Automated External Defibrillator (AED) Certification prior to sitting for the exam. (All CPR/AED courses must have a hands-on training component. AFAA will not accept a CPR/AED certification card from an online provider.)

Hours: 24 Price: $90
Course is online and open enrollment.

Certificate of Coaching And Mentoring Skills Proficiency
We all know that one solid employee who has such great potential, but can’t ever seem to get it together. The coaching and mentoring course, teaches employers how to be the shining light for the underdog employees, ultimately helping him or her to become the best version of themselves.

Learning Objectives:
- How to better coach your employees for higher performance.
- How to build a better working relationship between the employer and employees.
- Enlightening employers on how coaching is directly related to strategic, and successful goal setting.

Price: $59
Course is online and open enrollment.

Lose Weight and Keep It Off
Do you want to lose weight and keep it off? Now you can! In this comprehensive course, you’ll discover how to establish a healthy approach to weight loss and weight maintenance. You’ll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you.

By the end of this course, you’ll know how to set appropriate and effective goals for eating, exercise, and many other elements that affect your weight. You’ll have the skills you need to lose weight and keep it off for a lifetime!

Hours: 60 Price: $695
Course is online and open enrollment.
Fitness Business Management
A successful fitness business is about more than burning calories and building muscles. To be competitive in the business world, you need to know about strategic planning, accounting, marketing, human resources, customer relations, and more. This course will prepare you to implement a successful business system in private or commercial health clubs, medically-based fitness facilities, community wellness centers, personal training studios, physical therapy clinics, YMCAs, JCCs, college centers, recreational settings, or corporate fitness centers. This course was developed to establish an industry standard in fitness management education.

This course is offered in partnership with the IDEA Health & Fitness Association, Health Club Managers, Inc., and Personal Fitness Professional (PFP). IDEA provided content and curriculum for the course, and, as a student, you'll receive a complimentary six-month subscription to the digital edition of IDEA Fitness Journal. Health Club Managers, Inc., a health club staff and management training company, provides graduating certificate students with a preferred discount on their services. PFP provides students with a free three-year subscription. The subscription includes eight print issues of their magazine per year, a bi-monthly e-newsletter, a digital magazine, and access to an interactive website with blogs, polls, articles, and much more.

The American College of Sports Medicine’s Professional Education Committee certifies that Educational Fitness Solutions meets the criteria for official ACSM Approved Provider status from 2019 – December 2022. Providership # 672784.

Continuing Education Credits/Units
This course may qualify for CECs/CEUs for the following organizations. Please contact the course provider to obtain the latest information.
- American College of Sports Medicine (ACSM)
- American Senior Fitness Association (SFA)
- International Sports Science Association (ISSA)
- Health and Fitness Professionals Association (HFPA)
- National Federation of Professional Trainers (NFPT)
- National Strength Professional Association (NSPA)
- National Posture Institute (NPI)

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- The 7 Habits of Highly Effective People
- First, Break All the Rules: What the World’s Greatest Managers Do Differently
- Performance Management That Drives Results
- Harvard Business Essentials: Finance for Managers
- How to Win Customers and Keep Them for Life

Prerequisites:
You are required to have CPR certification

Hours:200 Price: $1995
Course is online and open enrollment.
Nutrition for Optimal Health, Wellness, and Sports
Whether you are a health or medical professional, a registered dietitian, a fitness professional, or just someone who’s concerned about their own health, this online course will teach you about developing individualized nutritional programs. You’ll explore topics such as energy and nutrient needs for daily living, with emphasis on particular physical activities, common myths and fallacies concerning diet and athletic performance, and appropriate behavioral modifications and dietary approaches for different ages and populations.

The content in each module is designed to prepare allied health care professionals and registered dietitians to apply their client’s health history toward optimal nutritional health and wellbeing. Personal trainers and fitness professionals will learn fundamental nutrition education to use with clients in partnership with registered dietitians. Individuals interested in learning more about nutrition, daily meal planning, wellness strategies, and sport nutrition and performance will discover information to help them achieve their own goals or to support family members in reaching their goals.

The American College of Sports Medicine’s Professional Education Committee certifies that Educational Fitness Solutions meets the criteria for official ACSM Approved Provider status from 2019 – December 2022. Providership # 672784.

Continuing Education Credits/Units
This course may qualify for CECs/CEUs/CPEUs for the following organizations. Please contact the course provider to obtain the latest information.
- Commission on Dietetic Registration (CDR)
- American College of Sports Medicine (ACSM)
- National Strength and Conditioning Association (NSCA)
- International Sports Science Association (ISSA)
- American Senior Fitness Association (SFA)
- Health and Fitness Professionals Association (HFPA)
- National Federation of Professional Trainers (NFPT)
- National Strength Professional Association (NSPA)
- National Posture Institute (NPI)

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- Nutrition for Health, Fitness, & Sport

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Nutrition and Health Bundle
Students interested in advancing within their healthcare professional career or newly pursuing the field of nutrition and healthy lifestyle coaching

Courses included in this bundle are:
- Certificate in Food, Nutrition, and Health
- Certificate in Nutrition, Chronic Disease, and Health Promotion

Hours: 48 Price: $169

WWW.COASTALBEND.EDU/CE
**Personal Training and Group Exercise Training for Older Adults**

If you’re interested in developing safe and effective exercise programs for older adults, this Personal Training and Group Exercise Training for Older Adults Online course is for you! This course incorporates standards from the International Curriculum Guidelines for Preparing Physical Activity Instructors of Older Adults, in collaboration with and endorsed by the World Health Organization.

This course is suited for people who are interested in a career working with seniors and older adults in the health and fitness industry, for established fitness professionals who want advanced education in working with older adults, and for allied health and medical professionals from all fields who want to design specialized exercise and wellness programs for their older adult clients and patients. If you’re an exercise enthusiast over 50, this course will also help you develop a personalized program to meet your own goals.

The course is offered in partnership with the International Council on Active Aging (ICAA), the American Senior Fitness Association (SFA), the Aquatic Exercise Association (AEA), and Healthways SilverSneakers® Fitness Program. After course completion, you will receive a complimentary one-year membership to the ICAA, which includes registration discounts for the annual International Active Aging Conference. In addition, you will receive preferred discounts for the SFA’s certification exams (Senior Personal Trainer Certification or the Senior Fitness Instructor Certification), the AEA’s certification exam (Aquatic Exercise Association Fitness Professional Certification), and for Healthways Instructor Accreditation for Older Adult Exercise. You can also choose to participate in an Optional Field Internship Program to get practical experience in the profession. Internships are six weeks, 60 hours long. Graduating students will be prepared for a career working with older adults at senior centers, medically based fitness facilities, retirement communities, YMCAs, JCCs, hospitals, community wellness programs, personal training studios, physical therapy clinics, long-term care facilities, corporate fitness centers, collegiate settings, and private and commercial health clubs.

The American College of Sports Medicine’s Professional Education Committee certifies that Educational Fitness Solutions meets the criteria for official ACSM Approved Provider status from 2019 – December 2022. Providership # 672784.

Continuing Education Credits/Units

This course may qualify for CECs/CEUs for the following organizations. Please contact the course provider to obtain the latest information.

- American College of Sports Medicine (ACSM)
- National Strength and Conditioning Association (NSCA)
- International Sports Science Association (ISSA)
- American Senior Fitness Association (SFA)
- Health and Fitness Professionals Association (HFPA)
- The National Federation of Professional Trainers (NFPT)
- The National Strength Professional Association (NSPA)
- National Posture Institute (NPI)

Instructional Material Requirements:

The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- *Physical Activity Instruction of Older Adults*

Prerequisites:

You are required to have CPR certification

Hours: 200 Price: $1995

Course is online and open enrollment.

---

**Health**

**Certificate in Brain Health**

The brain is an amazing organ. It receives information through the five senses of sight, smell, touch, taste, and hearing. It’s affected by virtually every aspect of our lives, including our moods, our activities, how well we sleep, our stress levels, and the foods we eat. In this innovative certificate program, you’ll gain insights into the amazing brain and explore how to support health and happiness through lifestyle choices that impact this remarkable organ. You will learn about the components of the brain and examine the latest theories about neuroplasticity, neurogenesis, and epigenetics.

The outcome of this certificate is for the learner to describe the basic structures and functions of the brain and explain how happiness, music, meditation, sleep, play, and lifestyle factors (such as stress, nutrition, physical activity, substance abuse, and nature) affect brain health.

Hours: 10 Price: $66

- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

---

**Virtual Reality Goggles**

Want to take a training with the virtual reality goggles?

Please give us a call at (361) 354-2306.
Certificate in Complementary and Integrative Health

Today’s health care system is evolving in its approach to the health and care of a culturally and ethnically diverse client population. In the United States, the aging population, an increasing public awareness of major risk factors contributing to chronic illness, and the public’s growing desire for alternative health care options are just a few of the factors behind the expanding interest in complementary and integrative medicine. Rapidly gaining in popularity, complementary and integrative medicine is used by much of the United States population.

The outcome of this program is for the learner to explain complementary and integrative health therapies, including their uses and their role in health and healing; describe the role of cultural competence in health care; and examine the legal and ethical issues related to complementary and integrative health.

Hours: 24 Price: $199
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate in End of Life Care

End-of-life care presents health care professionals as well as patients and family members with many challenges and dilemmas. Education in the holistic and integrative care of individuals at the end of life builds on and expands professional competencies and brings healing and transformation. The Certificate in End-of-Life Issues represents a specialization in the field of caring for those who are experiencing a terminal illness. It is designed to enhance the knowledge and skills of individuals who work with dying patients by providing a multidisciplinary educational experience.

The outcome of this certificate is for the learner to explain key elements of end-of-life management for family members, caregivers, and those who are experiencing a terminal illness.

Hours: 19 Price: $189
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate in Energy Medicine

Increasingly, scientific evidence shows that human beings are comprised of an energetic system that is highly integrated with the physical body, emotions, and the spirit. When methods of therapeutic energy healing are incorporated with modern healthcare modalities, positive client outcomes result. Music, sound healing, meditation, therapeutic touch, healing touch, Reiki, reflexology, craniosacral therapy, qigong, and acupuncture are therapies that can result in enhanced health and healing for many individuals.

The outcome of this certificate is for the learner to describe the foundations of energy medicine, including the biofield (human energy field), the chakras, music and sound, meditation, qigong, and acupuncture.

Hours: 10 Price: $60
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate in Food, Nutrition, and Health

Food and nutrition have a profound impact on our health and well-being, yet many of us are not aware of what foods to eat, which diets are healthy, and where our food originates. We eat toxic, irradiated, or genetically altered foods and we eat more than we need. How can we change our eating habits and become more conscious of what we eat, why we eat it, how it is prepared, and what consequences our food choices have on our health as well as the health of our planet? This certificate provides an overview of the role of food and nutrition choices on our bodies, our immune systems, our overall well-being, and the health of all sentient beings on an increasingly populated planet.

The outcome of this certificate is for the learner to describe a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, spiritual, and planetary health.

Hours: 16 Price: $96
11/11-12/23 online
12/9-1/20 online
1/23-2/24 online
Go to www.ed2go.com/cbc

Certificate in Global Healing Systems

Global healing traditions reflect the specific and unique characteristics of the culture, history, philosophy, and availability of resources in different parts of the world. With foundations dating back thousands of years, these healing traditions have a long and rich history. Providing the primary form of health care for the majority of the world’s population, global healing traditions include health and wellness practices, approaches, knowledge, and beliefs using ceremonies, plants, animals, or mineral-based medicines, energetic therapies, and/or physical/hands-on techniques. Understanding the various global healing practices provides health care professionals with improved knowledge and skills to support their clients who use various traditional healing practices and techniques.

The outcome of this certificate is for the learner to describe the basic concepts of healing for Ayurvedic medicine, curanderismo, Central and South American healing traditions, Native North American healing traditions, traditional Chinese medicine, and the Unani medical system.

Hours:13 Price: $78
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

WWW.COASTALBEND.EDU/CE

Have questions?
Give us a call at (361) 354-2768.
Certificate in Healing Environments for Body, Mind, and Spirit

Optimal Healing Environments (OHEs) are those environments in which characteristics of the individuals and various elements of the organization are focused on social, psychological, physical, cultural, and spiritual components that support and enhance the inherent healing capacities of the individuals who live and work in the environment. Healing relationships, the powerful effect of evidence-based design and all its elements (color, sound, light, art), a focus on nature, the impact of technology on health, and the important environment aspects of health such as clean air and water are all explored in this innovative certificate program.

The outcome of this certificate is for the learner to describe the various elements of optimal healing environments and how they impact the health of individuals and communities on a physical, social, psychological, and spiritual level; and describe methods of enhancing personal and work environments so they support the health of individuals and surrounding communities in a sustainable, healing manner.

Hours: 16 Price: $96
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate in Healthy Aging

As the population in the United States ages, there are many opportunities to learn how to work with seniors in multiple settings in a way that supports quality care and quality of life. This certificate is designed for individuals who are working in the health care field, those who are interested in the topic, those who are working with the aging population, or anyone who wishes to prepare for careers in aging services or gerontology. Topics include nutrition and healthy aging, the healthy aging brain, physical activity and healthy aging, the role of intimacy and sexuality on healthy aging, keys to longevity in the centenarian population, and important behavioral and mental health issues in the aging adult.

The outcome of this certificate is for the learner to describe specific aspects of aging, including the impact of nutrition and physical activity on the aging process, physiologic changes in the healthy aging brain, the role of intimacy and sexuality on healthy aging, keys to longevity in the centenarian population, and important behavioral and mental health issues in the aging adult.

Hours: 10 Price: $65
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate in Holistic and Integrative Health

The concepts of alternative, holistic, and integrative medicine have their roots in various healing traditions that have been around for thousands of years. Yet, this philosophy is receiving much attention today due to the changing health care climate, a growing need for a different health care system, and a recognition of the benefits of combing the external, physical, and technologic successes of medicine with the internal, nonphysical exploration of healing. This Certificate Program has been endorsed by the American Holistic Nurses Association.

The outcome of this certificate program is for the learner to describe holistic and integrative therapeutic modalities and their role in health and healing.

Hours: 33 Price: $475
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate in Holistic and Integrative Health: Foundations 1

The concepts of alternative, holistic, and integrative medicine have their roots in various healing traditions that have been around for thousands of years. Yet, this philosophy is receiving much attention today due to the changing health care climate, a growing need for a different health care system, and a recognition of the benefits of combing the external, physical, and technologic successes of medicine with the internal, nonphysical exploration of healing. This Certificate Program has been endorsed by the American Holistic Nurses Association.

The outcome of this certificate program is for the learner to describe holistic and integrative therapeutic modalities and their role in health and healing.

Hours: 14 Price: $120
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Teacher Professional Development Training
Options listed on page 229.
**Certificate in Holistic and Integrative Health: Foundations 2**
The concepts of alternative, holistic, and integrative medicine have their roots in various healing traditions that have been around for thousands of years. Yet, this philosophy is receiving much attention today due to the changing health care climate, a growing need for a different health care system, and a recognition of the benefits of combing the external, physical, and technologic successes of medicine with the internal, nonphysical exploration of healing. This Certificate Program has been endorsed by the American Holistic Nurses Association.

The outcome of this certificate program is for the learner to describe holistic and integrative therapeutic modalities and their role in health and healing.

Hours: 10 Price: $115
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

---

**Certificate in Infectious Diseases and Infection Control**
Infectious diseases (IDs) kill more people worldwide than any other single cause. Globally, infectious diseases are responsible for more than 25% of all deaths, second only to cardiovascular disease. Millions more individuals are affected by the most common types of infectious diseases which can have both short- and long-term health consequences. Infectious diseases are caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi. The diseases can be spread, directly or indirectly, from one person to another. Zoonotic diseases are infectious diseases of animals that can cause disease when transmitted to humans.

The outcome of this certificate program is for the learner to describe basic infection control principles as well as describe how to recognize, treat, and prevent some of the most common (and often deadly) infectious diseases.

Hours: 13 Price: $78
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

---

**Certificate in Holistic and Integrative Health: Foundations 3**
The concepts of alternative, holistic, and integrative medicine have their roots in various healing traditions that have been around for thousands of years. Yet, this philosophy is receiving much attention today due to the changing health care climate, a growing need for a different health care system, and a recognition of the benefits of combing the external, physical, and technologic successes of medicine with the internal, nonphysical exploration of healing. This Certificate Program has been endorsed by the American Holistic Nurses Association.

The outcome of this certificate program is for the learner to describe holistic and integrative therapeutic modalities and their role in health and healing.

Hours: 9 Price: $66
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

---

**Certificate in Integrative Mental Health**
This groundbreaking online course addresses the dramatic shift taking place in the healthcare field as alternative, holistic, and integrative therapies are increasingly being used to treat mental health conditions. Integrative mental health emphasizes treating the mind, body, and spirit.

In this course, you’ll learn how this new model of medical care combines scientifically proven alternative and complementary methods with medications and psychotherapy to address the physical, psychological, and spiritual needs of individuals with anxiety disorders, sleep disorders, attention deficit hyperactivity disorder (ADHD), post-traumatic stress disorder (PTSD) and mental conditions associated with aging, depression, chronic pain, and Alzheimer’s disease. In addition, this course explores the treatment of bipolar disorders in children and adolescents. This course is ideal for professionals in nursing and other healthcare fields, as well as individuals interested in integrative mental health.

Hours: 24 Price: $135
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

---

**Construction Safety**
To schedule a class for construction safety, please contact the Department of Continuing Education at bbecknell@coastalbend.edu
Certificate in Legal and Ethical Issues in Healthcare
Health care professionals today are acutely aware of the need to understand the legal and ethical environment in which they practice. Ever-shrinking resources, shorter lengths of stay, high-acuity patients, availability of more complex information, diverse patient populations, and the use of technology mean that health care professions must understand the legal and ethical risks inherent in their practice. Based on recent scientific studies, this program offers techniques and insights about how these and other aspects of life can support the healthy brain. This program is perfect for healthcare professionals and nurses or anyone who wants to better understand how supporting brain health can foster health, happiness, and well-being.

The outcome of this certificate is for the learner to describe the legal and ethical risks, and the legal and ethical issues related to HIPAA rules, medication errors, social media and healthcare, organ donation, and workplace violence in their health care practice.

Hours: 12 Price: $72

Certificate in Meditation
Although there are many ways to meditate and many different forms of meditation, they all share the characteristic of intentionally training a person’s attention and concentration. Meditation practices are used by diverse cultures, are rooted in the traditions of the great religions, and have been practiced for thousands of years to promote healing. Evidence of meditation’s health effects has been well documented: the practice offers improvement in the symptoms of various disease conditions in addition to the experience of a deeper spiritual connection.

The outcome of this certificate is for the learner to describe the types and practices of meditation, specific health effects, and the practice of mindfulness meditation.

Hours: 8 Price: $68
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate in Mindful Relationships
This course will prepare you to earn a Certificate in Mindful Relationships. Mindfulness is an increasingly prominent tool used by individuals, professionals, corporations, and communities as a way to improve overall mental and physical health and cope with stressful situations. As a powerful stress management and health technique, it is used health/career coaches, corporate leaders, healthcare providers, and others in virtually every industry to support personal health and productivity as well as the focus, creativity, and productivity of employees. Across industries, business leaders, clinical therapists, psychologists, mental/behavioral health workers and social workers are all using these techniques as part of their practice.

Hours: 8 Price: $48
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate in Mindfulness
Mindfulness is a state of active, open attention on the present moment and is a key component in a wide variety of current, widely-recognized healing interventions. Neuroscientists are mapping how mindfulness training can change and improve brain health, and scholars are taking a fresh look at the nature of self, emotion regulation, compassion, wisdom, and the far reaches of human potential.

Mindfulness reduces stress and anxiety and improves health, improves personal and professional relationships, contributes to improved productivity in the workplace, leads to long-term health changes that result in fewer chronic illnesses, reduces demand on the health care system, and improves the quality of life. This certificate addresses how to support mindfulness in all areas of life. It provides a solid foundation of knowledge and information to support individuals who wish to enhance their own well-being as well as health care professionals who wish to evolve in their profession, create new job opportunities for themselves in the exploding field of mindfulness, health promotion, lifestyle coaching, etc.

Hours: 8 Price: $95
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

OSHA Training
Coastal Bend College can offer any OSHA training with advanced notice.
Certificate in Music Therapy and Sound Healing
At a time when people are increasingly turning to holistic methods of healing, music therapy has developed into a powerful and nonthreatening method that can be used successfully with individuals of all ages and disabilities. Sound healing uses vibrational and sound frequencies to promote healing and bring the individual into a state of harmony and health. Music therapy influences an individual’s physical, emotional, cognitive, and social well-being and is especially exciting as a modality that can improve the quality of life for individuals with Alzheimer’s disease. Music therapy for end-of-life care involves playing music on a variety of instruments, singing, listening to music, and performing music based on the patient’s preferences.

This certificate course provides you the knowledge to speak to music therapy and sound healing’s ability to help individuals of all ages and address their physical, emotional, cognitive, and social needs during healing.

Hours: 8 Price: $95
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate in Nutrition, Chronic Disease, and Health Promotion
Nutrition is a major determinant of health as well as a factor in many common chronic diseases. In this certificate program, you’ll gain an understanding of the role food and water play in health, and see how making appropriate changes in one’s diet can have powerful effects on health throughout life.

You’ll examine how the burden of chronic diseases is rapidly increasing worldwide as traditional, largely plant-based diets are being replaced by high-fat, energy-dense diets with a substantial content of animal-based foods. This certificate addresses these issues and more and provides a solid foundation of for both health care professionals and those wishing to enter the fields of nutrition, health promotion, and lifestyle and wellness coaching.

Hours: 12 Price: $95
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate in Pain Assessment and Management
Pain assessment and management is a crucial part of compassionate and effective patient care. Healthcare providers must be more accurate with their pain assessment skills and more effective in their pain management strategies. Scientific advancements in the understanding of the mechanisms of pain, multidisciplinary methods of assessment and management, the wide array of integrative treatment strategies, and the improvement of medications to treat pain have contributed to the wealth of knowledge in this area.

The outcome of this certificate program is for the learner to describe key elements related to pain assessment and management, especially in specific populations.

Hours: 12 Price: $149
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate in Perinatal Issues
Caring for mothers and infants requires a multidisciplinary, and culturally appropriate, approach to ensure they and their families are provided with effective, compassionate care and support. Understanding clinical issues, such as diabetes, hypertension disorders in pregnancy, ectopic pregnancy, postpartum depression, pediatric abusive head trauma, and others are essential to the safe, professional care of mothers and infants. In addition, understanding the global issues faced by childbearing women and their families is critical to ensuring the health and well-being of this population.

The outcome of this certificate is for the learner to describe important clinical, cultural, and global aspects of care of childbearing women, newborns, and families.

Hours: 20 Price: $99
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate in Spirituality, Religion, and Culture
Spirituality, religion, and culture play an important role in health and healing. Health care systems and health care professionals must recognize and understand a variety of spiritual and religious values, beliefs, and practices and their impact on health and healing. To meet the needs of a spiritually and culturally diverse client population, today’s health care system is evolving in its approach.

The outcome of this course is for the learner to describe the characteristics of spirituality, the connection between spirituality and healing, and the essential elements of spirituality.

Hours: 25 Price: $149
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate in Spirituality, Health, and Healing
Spirituality, religion, and culture play an important role in health and healing. Health care systems and health care professionals must recognize and understand a variety of spiritual and religious values, beliefs, and practices and their impact on health and healing. To meet the needs of a spiritually and culturally diverse client population, today’s health care system is evolving in its approach.

The outcome of this course is for the learner to describe the characteristics of spirituality, the connection between spirituality and healing, and the essential elements of spirituality.

Hours: 25 Price: $149
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate in Stress Management
Events, people, and circumstances fill our normal daily lives—along with a certain amount of stress. Stress is at epidemic levels in the world today. Currently, as many as 90 percent of all visits to healthcare providers in the United States are considered to be stress-related. Stress affects every aspect of the body, mind, and spirit, resulting in a wide range of symptoms from headaches or stomach ailments to heart disease or death.

The outcome of this certificate is to describe the physiological, social, and psychological aspects of stress; examine the relationship between stress and health, nutrition, and physical activity; identify causes and health effects of workplace stress; and explore modalities to reduce and manage stress.

Hours: 14 Price: $84
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

WWW.COASTALBEND.EDU/CE
## Certificate in Wellness and the Environment
Every day, in everything we do, we interact with our environment. Whether it is drinking water, breathing our air, eating food raised from the earth, or dealing with weather and seasons, our health is supported by the health of our planet. The connection between protecting the natural environment and safeguarding human health has been recognized for a long time. Exposure to harmful chemicals, air pollution, and biological agents on the human body can dramatically affect our health and the health of the entire planet. Increasingly, climate changes and the strains of a growing human population put all life on earth, including human life, in peril. Preserving the variety of life on earth is also essential to human health.

The outcome of this certificate is for the learner to describe the connection between wellness and the environment, with a specific focus on air and water safety; the global impacts of overpopulation; climate changes and human health; the common health hazards found in the home; and action steps to improve the environment and human health.

Hours: 9 Price: $54
- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

## Introduction to Natural Health and Healing
Would you like to learn more about natural health but don’t know where to start? In this course, you’ll learn about the various stages of health and illness and discover that true health means wholeness of the mind, body, and spirit.

Using a variety of methods like diet, hydrotherapy, positive attitude, relaxation, yoga, chiropractic, natural remedies and more, you’ll explore ways to achieve total health in mind, body, and spirit. By the end of this course, you’ll have begun taking charge of your own health and healing!

Hours: 24 Price: $90
- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

## Certificate in Women’s Health Issues
Women represent over half of the global population. While women have a longer life expectancy than men in most every country, they don’t necessarily get to enjoy healthier lives. Millions of women suffer from health issues each year throughout the world – health issues that would not affect them if they were men. Women and their health issues have traditionally been neglected both nationally and globally. Poverty, scarce education or economic opportunities, gender bias, gender discrimination, unjust laws, and human rights violations impede advancements in women’s health worldwide. The ability to effectively communicate their needs also impacts women’s health. When women’s health concerns, women’s rights, and empowerment are made a priority, the result is immense improvements in the health and well-being of women and their children on a global scale.

The outcome of this course is for the learner to describe key health issues facing women, both globally and nationally. This course addresses physical and mental health issues for women; lesbian, gay, bisexual, transgender, and questioning health issues; effective and empowering communication; and self-care for health and well-being.

Hours: 14 Price: $95
- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

## Happy and Healthy Pregnancy
Without a doubt, having a baby is a life-changing experience. And it can sometimes feel overwhelming as you prepare for the many changes you’ll face. By learning all about pregnancy, childbirth, and the basics of newborn care, you’ll feel better prepared and ready for the challenges ahead.

In this course, you’ll learn how the different stages of pregnancy will affect your body, your moods and emotions, and even your relationships. You’ll take a look at the latest nutrition, diet, and exercise information, how pregnancy can change your sex life, and how to financially prepare for your baby. You’ll even learn about ways you can cultivate a strong support network to help you through these transitions. You will review different types of childbirth preparation classes, how to choose your healthcare provider, and options for where you would like to give birth. The lesson also covers the basic physical aspects of childbirth and taking care of mom and baby after the birth.

The goal of this class is to help you feel more confident and calm in the many choices you have throughout your pregnancy and birthing time. The first step to a happy and healthy pregnancy is a happy and healthy you. This class is designed to inform, encourage, and support you during this amazing time of life.

Hours: 24 Price: $90
- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

---

Have a question? Email us: ce@coastalbend.edu
Mind-Body Therapies Bundle
There is increasing scientific evidence that human beings are comprised of a biofield, an energetic system that is highly integrated with the physical body, emotions, and the spiritual aspect of individuals. Because of this evidence, medical and health care professionals are increasingly incorporating methods of energy healing with modern health care methods. In this certificate, you’ll explore the fundamentals of energy medicine.

As a foundation for your understanding of energy medicine, you’ll examine the scientific evidence of the biofield and explore Indian healing traditions regarding the chakras (the energy centers in the body). With this foundation in place, you’ll go on to discover a variety of healing practices that focus on treating the biofield. You’ll see how music and sound can be used therapeutically, and explore the benefits of the mind-body practice of meditation for promoting present-moment awareness.

The certificate also examines various gentle hand techniques used to balance the biofield, including Therapeutic Touch®, Healing Touch, Reiki, reflexology, and craniosacral therapy. Finally, you’ll learn about traditional Chinese practices such as qigong, a holistic system of self-healing with a focus on posture and movement, breathing techniques, and meditation, and acupuncture.

Hours: 40 Price: $249
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Genealogy Basics
Tracing your family’s history is a fascinating journey. Genealogy Basics will help you understand the genealogy research process and how to interpret the information you find. This course guides you through the search process for family names using several subscription-based websites, which you can access while enrolled in this class.

You will learn through hands-on examples that help you dig deeper into your family’s past. You will develop a strategy to accomplish your objectives, evaluate the results, and share that information with others. You will discover where to look, who to contact, and how to make your family history come alive!

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Customized Training
Want a customized training?
Give us a call at (361) 354-2306.
**Health and Well-Being Bundle**
The course objective is to offer health professionals a broad understanding of the various therapies of Complementary, Holistic, and Integrative Health and stay current with emerging trends as they work with diverse, growing populations.

Courses included in this bundle are:
- Certificate in Complementary and Integrative Health
- Certificate in Holistic and Integrative Health
- Certificate in Integrative Mental Health

Hours: 77 Price: $399
- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

**Healthy Relationships Suite**
In this course, you will learn the Keys to Success in Marriage and Relationships, which targets how to build a solid foundation for your relationship that is lasting. Interpersonal Communication will show you how to manage the conscious and unconscious codes we send to each other, and how to respond. Lastly in this course bundle, you will learn Individual Excellence which develops career-enhancing skills, creative abilities, confidence and personal organization.

Courses included in this suite are:
- Individual Excellence
- Interpersonal Communication
- Marriage and Relationships: Keys to Success

Hours: 72 Price: $275
- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

**Helping Elderly Parents**
Are your parents in their golden years? Learning how to help parents or other loved ones through their transition can prepare you for your own. This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage.

Growing older is a part of life. Some aspects are joyful, some bittersweet, some frustrating, some frightening. You will learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help. You’ll understand the impact of retirement, learn how to choose a nursing home, and be prepared to deal with death. You’ll learn about financial and legal considerations, health issues, and family interpersonal relationships. You’ll be introduced to special communication skills, observation methods, and coping mechanisms to ease the burden for everyone involved. You’ll learn to handle most of the challenges you will face while coming to appreciate and cherish the privilege of the journey.

Hours: 24 Price: $90
- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

**Marriage and Relationships: Keys to Success**
Meeting the right person is important, but knowing how to stay in love matters even more. In this course, you’ll learn how to build a solid foundation for your relationship that will last far beyond I do.

You will start by reviewing the basic stages every relationship goes through, and you’ll learn the importance of balancing your needs as an individual with your needs as a couple. You will gain key strategies for maintaining your relationship and great tips for tune-ups that help keep love alive, including a frank discussion of the role of sex in marriage. You’ll also develop insights into the problems so many couples encounter in married life. Whether you face disagreements over money, the challenges of a relationship triangle, or even unfaithfulness, this course will give you the tools you need to identify these problems and work toward resolution. You will discover how to fight fair and arrive at a compromise, or maybe the possibility that it is time for a relationship to come to an end.

By the end of this course, you’ll understand how to nurture your relationship and build a partnership that lasts.

Hours: 24 Price: $105
- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

**Pain Management and End of Life Bundle**
This course bundle is designed for health care professionals to gain a multidisciplinary educational experience and learn the knowledge and skills in pain assessment and management and the holistic integrative end of life care.

Courses included in this bundle are:
- Certificate in Pain Assessment and Management
- Certificate in End of Life Care

Hours: 33 Price: $159
- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

---

Interested in a career with animals? Try out one of our veterinary courses on page 250.
Healthy Living Suite
In this program you’ll learn how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime. You’ll learn how to save money and prepare home-cooked meals that are fast, easy, and delicious, and how to grow nutritious fruit and vegetables that can be used in your meals.

Courses included in this suite are:
• Lose Weight and Keep It Off
• Luscious, Low-Fat, Lighting-Quick Meals
• Start Your Own Edible Garden

Hours: 72 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Healthcare

Administrative

Certified Medical Administrative Assistant
Administrative medical assistants are skilled multi-taskers who direct the flow of patients through an office. Effective patient flow allows the practice to operate efficiently, increase revenue, and provide a positive experience for the patient.

Their duties can include scheduling appointments, entering demographic and insurance information into practice software, managing patient check-in and check-out, answering phone calls, filing and retrieving paper records, maintaining electronic records, composing correspondence, performing daily financial practices, assigning medical codes and processing insurance claims.

Upon completion of this course you will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA). This course includes a voucher which covers the fee of the exam.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• Administrative Medical Assisting

Prerequisites:
There are no prerequisites to take this course. However, in order to sit for national certification exams, candidates must have a high school diploma or equivalent; therefore, it is recommended you have this before enrolling for this course.

Hours: 160 Price: $1495
Course is online and open enrollment.

Legal Studies
Interested in pursuing a career in the legal world?
Coastal Bend College has partnered with The Center for Legal Studies to provide programs to prepare you to enter the workforce.

Courses offered include:
• Alternative Dispute Resolution Certificate Course
• Employment Law Certificate Course
• Intellectual Property Law for Engineers
• Legal Nurse Consultant Training Course
• Legal Secretary Certificate Course
• Medical Professional Legal Consultant
• Paralegal Certificate Course
• Software Essentials for the Law Office
• Victim Advocacy Certificate Course

Please visit page 214 for more information.
Certified Medical Administrative Assistant with Certified Electronic Health Records Specialist + Medical Terminology

The Certified Medical Administrative Assistant with Certified Electronic Health Records Specialist plus Medical Terminology is an online program that will prepare you for a rewarding career in the healthcare industry. In this program, you will gain a wide range of medical office management skills that healthcare professionals need for a successful career in a medical setting.

This all-inclusive National Healthcareer Association (NHA) certified course can unlock the door to a burgeoning career. Certified Medical Administrative Assistants possess a broad scope of knowledge and skills that make them ideal professionals for any ambulatory care setting, including medical practices, urgent care centers, ambulatory surgery centers, hospital clinics, same-day surgery centers, and dialysis clinics. Employment is also available in medical laboratories, government agencies, and educational institutions.

This course offers valuable training in medical office management, legal, ethical, and regulatory concepts, information on what is stored in an electronic health record (EHR) system, the steps required to implement an electronic health record system in a medical practice, how staff members and patients interact with EHR systems, and what benefits these systems provide compared to traditional paper records.

Medical Terminology is the language of medicine. You will study word parts and the structures and functions of the human body. You will also study disorders and medical procedures common to each body system, including musculoskeletal, cardiovascular, respiratory, digestive, nervous, endocrine, integumentary, genitourinary, lymphatic, and immune.

Upon completion of this program, you will be ready to take the Certified Medical Administrative Assistant (CMAA) and the Certified Electronic Health Records Specialist (CEHRS) national certification exams offered by National Healthcareer Association (NHA) and will receive the study guide materials, access to practice exams, and registration fees for both. This course includes vouchers which cover the fees of the exams.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• Administrative Medical Assisting
• Medical Terminology for Health Professions
• You will receive an access code from your instructor to access MOSS 3.0. MOSS 3.0 is the simulated EHR you will be using during the course for your assignments.

Prerequisites:
There are no prerequisites to take this course. However, in order to sit for national certification exams, candidates must have a high school diploma or equivalent; therefore, it is recommended you have this before enrolling for this course.

Hours: 354 Price: $2495
Course is online and open enrollment.

Medical Office Basics Suite

In this program you’ll learn the knowledge and skills you need to jump start your career in a variety of medical offices. This multi-course program includes Medical Terminology, Medical Math skills, Compliance of Health Insurance Portability and Accountability Act (HIPAA), and Spanish for Medical Professionals.

Courses included in this suite are:
• Medical Terminology: A Word Association Approach
• Spanish for Medical Professionals
• HIPAA Compliance
• Medical Math

Hours: 96 Price: $395
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Department of Workforce Development and Continuing Education

Computer Programming

Coastal Bend College offers courses on different types of programming including:
• Java
• Oracle
• Python
• SQL
• and More!

For more information, please visit page 186.
Medical Office Manager
Medical Office Managers and Administrative Medical Assistants are versatile and valuable members of the healthcare team who can handle a broad range of duties, including patient registration, telephone, scheduling, medical records, accounts receivable, data entry, compliance regulations, human resources, and health information.

This in-depth program combines several programs, Medical Terminology, Microsoft Word 2016, Microsoft Excel 2016, Certified Medical Administrative Assistant (CMAA), Certified Electronic Health Records Specialist (CEHRS), and Certified Physician Practice Manager (CPPM), to give you the foundation and training needed to be a Medical Office Manager.

Managing a physician’s office requires a wide range of skills. This course covers the competencies required, including effective patient flow, revenue cycle management, compliance regulations, human resources, health information, and general business processes.

Medical Terminology will give you a full understanding of word origins to their application. You’ll learn the correct terms and spelling for all of the body systems, major pathological conditions, disorders, treatments, medications, and more.

Microsoft Office skills are important skills to have in any profession or workplace. Being able to work with Office programs is a must in today’s workplace, you will learn essential introductory and advanced Office skills in Microsoft Word and Excel 2016 programs. You will be prepared for the Microsoft Office Specialist Certification exams 77-727 and 77-728 (Excel) and 77-725 and 77-726 (Word), the fees for these exams are not included in this course.

In Certified Medical Administrative Assist (CMAA) you will learn how to handle the increasing complexities of healthcare management and patient care in offices of physicians, offices of other providers, clinics, urgent care centers, ambulatory surgery centers, hospital departments and emergency rooms, home health agencies, assisted living facilities, educational institutions and group homes.

You will get hands-on practice using real EHR software and learn the benefits these systems provide compared to traditional paper records and understand not only medical terms themselves, but also their application.

Certified Physicians Practice Manager (CPPM) will cover the requirements of managing the revenue cycle, compliance regulations, human resources, health information, and general business processes that make practice management a challenging yet rewarding profession.

Upon completion of this course, you will be ready to take the Certified Physician Practice Manager (CPPM) exam, offered by the American Academy of Professional Coders (AAPC), the Certified Medical Administrative Assistant (CMAA) and the Certified Electronic Health Records Specialist (CEHRS) national certification exams offered by the National Healthcareer Association (NHA). You will receive study guide materials, practice exams, AAPC membership, access to the Practicencode tool, and a voucher for each exam.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• Administrative Medical Assisting
• The Paperless Medical Office: Using Harris CareTracker
• Medical Terminology for Health Professions

Prerequisites:
There are no prerequisites to take this course. However, a minimum of two years’ health care experience is strongly recommended. Additionally, in order to sit for national certification exams, candidates must have a high school diploma or equivalent.

Hours:555 Price: $3995
Course is online and open enrollment.
Certified Professional Medical Auditor
This online training course covers medical record standards and documentation guidelines allowing them to confidently communicate with providers. Coding and documentation compliance are key to a successful practice. This course arms the certified medical auditor with information to assist with improvements in the practice’s documentation compliance. Coding and reimbursement concepts assist in a smooth work flow from scheduling the patient visit to the practice being paid for the visit. Understanding these concepts reduce overhead and reduce turnaround time for payment of services, thereby increasing the financial well-being of a practice. Medical record abstraction helps identify risk areas to a practice. Understanding what a provider documents and what will improve the provider’s documentation are key to compliance.

Learning how to communicate information back to a provider improves this process. Understanding audit scope and statistical sampling methods and category risk analysis help identify where a compliance office can focus and receive the most benefit from audits. This course prepares an experienced coder to improve the financial well-being as well as the compliance of provider practices. Upon completion of this course you will be prepared for the AAPC Certified Professional Medical Auditor (CPMA®) exam. The registration fee for the exam, AAPC membership, and CPMA practice exams are included with this course.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- Medical Auditing Training: CPMA® (PDF)
- CPT® Professional Edition
- ICD-10-CM Code Set
- HCPCS Level II

Prerequisites:
The Certified Professional Medical Auditor course is specifically designed to help individuals with prior coding/billing knowledge prepare for the CPMA exam.

Hours: 80 Price: $1695
Course is online and open enrollment.

Don't see a course you would like to take?
Give us a call at (361) 354-2768 or email us at ce@coastalbend.edu with details on the course.

Texas Real Estate License
Educational Requirements for Prospective Licensees

According to the Texas Real Estate Commission, students must earn a minimum of 180 classroom hours. These 180 classroom hours must include the required core courses of:
- Real Estate Principles (60 hours)
- Real Estate Law of Agency (30 hours)
- Real Estate Law of Contracts (30 hours)
- Promulgated Contracts (30 hours)
- Real Estate Finance (30 hours).

License will be for 2 years and for the first renewal student must complete 90 additional classroom hours of other core courses. After the first 2 years licensure will be for 2 year periods with the required MCE (Mandatory Continuing Education) courses to renew.

For more information, please visit page 226 or coastalbend.edu/realestate.
**Advanced Hospital Coding and CCS Prep**

Facility coding (hospital coding) is one of the best-paying sectors of the coding profession. If you’re already performing some aspect of facility coding, the Advanced Hospital Coding (AHC) course will fill in the gaps, making you a more marketable employee. If you’re currently working in a physician’s office or other ambulatory care setting, this course will give you the edge you need to advance in the workplace.

Hospital coding is rarely an entry-level position, and most hospital coders are required to be certified. AHC covers advanced, hospital-specific coding and billing procedures and is designed to help you meet the challenge of today’s changing standards. This course utilizes your existing knowledge of medical terminology and healthcare sciences. Upon completion, you will receive a voucher to take the Certified Coding Specialist (CCS) exam.

**Instructional Material Requirements:**
The following textbooks are included with the course and will be shipped to you approximately 7-10 business days after enrollment:
- *Coding and Reimbursement for Hospital Inpatient Services*
- *Professional Review Guide for the CCS/CCS-P Examination (1yr access to e-book)*

The following materials are required for the Advanced Hospital Coding & CCS Prep Course. Before purchasing, please check the AHIMA website for the Allowable Code Books List for the CCS certification examination. You will need the current year’s version of:
- *Healthcare Professional Coding System (HCPCS) Level II (not included)*
- *ICD-10-CM (not included)*
- *ICD-10-PCS (not included)*

**Prerequisites:**
This is not an entry-level course. Before taking this course, you should have previous coding experience or education and have completed either the Certified Medical Administrative Assistant with Medical Billing and Coding course or the Medical Billing and Coding course.

CCS candidates must meet one of the following eligibility requirements:
- By Credential: RHIA®, RHIT®, or CCS-P® OR
- By Education: The following courses MUST be completed; anatomy & physiology, pathophysiology, pharmacology, medical terminology, reimbursement methodology, intermediate/advanced ICD diagnostic/procedural and CPT coding; OR
- By Experience: Minimum of two (2) years of related coding experience directly applying codes; OR
- By Credential with Experience: CCA® plus one (1) year of coding experience directly applying codes; OR
- Other Coding credential from other certifying organization plus one (1) year coding experience directly applying codes.

If you do not qualify for the CCS exam, you may still be eligible for the Certified Coding Associate (CCA®) an entry-level certification exam offered by AHIMA or the American Association of Professional Coders Apprentice level certification, the Certified Professional Coder Apprentice (CPC-A) or Certified Inpatient Coder (CIC™). This course will prepare you for those certifications as well, and you’ll find more information about them in the Certification Prep lesson at the end of the course.

**Hours:** 100  
**Price:** $1895

Course is online and open enrollment.

---

**Certified Inpatient Coder**

Demand for medical coders will grow 13% by 2026, so there’s no better time to advance your career. This online medical coding course will train you to become a Certified Inpatient Coder.

The AAPC Certified Inpatient Coder (CIC™) credential proves that you are an expert in inpatient medical records review. Earning CIC™ certification requires previous work experience, so most professionals prepare for the exam while working full-time. With this course’s flexible online format, you can prepare for the CIC™ exam on your own schedule.

**Instructional Material Requirements:**
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- *ICD-10-CM Expert for Hospitals*
- *ICD-10-PCS Expert*

**Prerequisites:**
While there is no experience requirement, it is strongly recommended that you have at least two years of experience in inpatient coding or an inpatient coding course.

**Hours:** 170  
**Price without voucher:** $1995  
**Price with voucher:** $2495

Course is online and open enrollment.
Department of Workforce Development and Continuing Education

Certified Outpatient Coder
Medical coding for outpatient facilities is an important skill set to help outpatient hospitals/facilities receive appropriate reimbursement and maintain compliance with coding guidelines and government/payer regulations. The material is presented in a step-by-step manner, and you will learn by completing readings and completing interactive lectures. The course also includes quizzes and exams, so you can test your skills at regular intervals throughout the material. Through these methods, you will learn essential introductory and advanced medical coding skills for outpatient hospitals/facilities.

You will also receive access to the AAPC Advanced ICD-10-CM Online Code Set Training which will take your ICD-10-CM coding skills to a higher level. You will get hands-on training that includes coding for conditions such as, clinical concepts for comprehensive coding of conditions, insight on chronic and acute conditions, and practical coding exercises. Upon completion of this course you will be prepared for the AAPC Certified Outpatient Coder (COC) exam.

This course offers enrollment with or without a voucher. The voucher is prepaid access to AAPC membership, COC practice exams, access to the Practicode tool, and the AAPC Certified Outpatient Coder (COC™) exam.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- AMA's CPT® Professional
- HCPCS Level II Professional
- ICD-10-CM Expert for Hospitals

The recommended reference material is optional, but it is recommended that you purchase the latest version should you choose to pursue for additional certifications:
- Medical dictionary, any publisher

Prerequisites:
Strong knowledge of anatomy and medical terminology.

Hours:200
Price without voucher: $1995
Price with voucher: $2895
Course is online and open enrollment.

Certified Risk Adjustment Coder
Prepare yourself for the CRC Certification Exam and begin a new and rewarding career path. This course teaches fundamental medical coding skills for risk adjustment coding. The course covers ICD-10-CM coding for all risk adjustment models (HCC, HHS-ACA, CDPS) and assures a broad knowledge in reviewing and assigning the correct diagnosis codes for all risk adjustment models. The registration fee for this course includes AAPC membership, CRC practice exams, and the AAPC Certified Risk Adjustment Coder (CRC™) exam.

In this course you will learn the varying risk adjustment models and the effects of predictive modeling and quality of care. This information will help you understand the impact on risk adjustment models driven by quality of care and predictive modeling. You will be able to identify common errors in diagnosis coding and determine documentation barriers encountered when coding for risk adjustment. Finally, you will utilize practical diagnosis coding skills as they complete hands-on cases throughout the course.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- Medical Coding Training: CRC™ (PDF Format)
- ICD-10-CM

Prerequisites:
There are no prerequisites to take this course. However, knowledge of medical terminology and anatomy (or AAPC courses) is strongly recommended.

Hours:160 Price: $1495
Course is online and open enrollment.

ICD-10 Medical Coding
ICD-10 is an upgraded diagnostic and procedural medical coding system that, by law, must be implemented throughout the healthcare industry. This new coding system is radically different from the version currently in use, so it’s important to start preparing for and implementing the massive changes to the existing coding system. This online course offers you comprehensive, robust training in diagnostic and procedural coding, using the ICD-10-CM (diagnostic) and ICD-10-PCS (procedural) coding manuals.

This training includes detailed instructions for using the coding manuals, understanding the coding guidelines, and accurately applying the ICD-10 coding steps. There are more than 40 quizzes and exams for diagnoses and procedures by body system to test your knowledge and understanding. In addition, you will find information on the impact of the coding changes on medical coders, healthcare staff, physicians, software systems, documentation, and information technology.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- Understanding ICD-10-CM and ICD-10-PCS: A Worktext
- ICD-10-CM Expert for Physicians
- ICD-10-PCS Expert

Prerequisites:
In order to take this course, you should have some knowledge of medical terminology. Education in anatomy and physiology is strongly recommended, but not required.

This course is for anyone in the healthcare industry who wants to master medical coding in general, and/ or ICD-10 medical coding specific. Coding experience is not required.

Hours:200 Price: $1795
Course is online and open enrollment.
Medical Coding
This is your chance to find out what it’s really like to be a medical coder. In this course, you’ll learn exactly what medical coders do on a daily basis. You’ll learn to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure, which will give you a leg up on other people who are new to this career. The knowledge you gain here will help you work almost anywhere in the medical field—doctors’ offices, clinics, public health facilities, hospitals, labs, nursing homes, insurance agencies, or even the comfort of your own home.

As you explore a career in medical coding, you’ll also explore each of the main systems of the human body—integumentary (skin), musculoskeletal, respiratory, cardiovascular, gastrointestinal, endocrine, and male and female genitourinary—outlining the medical terminology, conditions, diseases, injuries, treatments, and procedures you will see most often in each of these systems.

Along the way, you will see numerous real-world examples and coding exercises to help you begin using your coding tools in conjunction with your analytical skills to come up with just the right choices to describe any medical situation. As you explore a career in medical coding, you’ll get all the hands-on experience and knowledge you need to begin your career with confidence. Check it out, because this might just be a great career choice for you!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Compliance

Certified Healthcare Compliance Specialist
These specialists develop, implement, and enforce policies and procedures that keep employer processes, and physical healthcare/medical sites operating in a legal and ethical manner.
Courses in this learning path include:
→ HIPAA Workforce Proficiency
→ Fraud, Waste, Abuse Prevention
→ Sexual Harassment/Bullying Prevention
→ OSHA Awareness for Healthcare Sites
→ Infection Prevention/Barrier Protection

Hours: Price: $199
Course is online and open enrollment.

Annual Requirements and On-Boarding Complete Bundle
This bundle is designed for onboarding new staff and addressing annual requirements for existing staff. This collection of accredited courses aligns with all state and licensing benchmarks and includes CE/CME credit for clinical providers from ANCC/ACCME.

Courses included in the bundle are:
1. Certificate of HIPAA Proficiency for all Healthcare Staff (CHWP)
   This course provides annual HIPAA training for all professionals in healthcare who come into contact with Protected Health Information (PHI). The focus is on pragmatic compliance with HIPAA and covers important breach avoidance strategies.

2. Certificate of Fraud, Waste and Abuse Prevention Proficiency (CFWAP)
   This course provides annual training for healthcare professionals regarding CMS guidelines and requirements relating to Medicare fraud, waste and abuse prevention.

3. Certificate of OSHA Awareness for Healthcare Professionals (COHP)
   This course provides healthcare specific OSHA training for safety and reporting awareness for all staff in healthcare environments.

4. Certified Infection Prevention and Barrier Protection Proficiency (CICBP)
   The course is accredited for Mandated Infection Control and Barrier Protection proficiency with detailed lessons covering:
   • Mandated Infection Control and Barrier Protection (CICBP)
   • Personal Protective Equipment (PPE , including special conditions for Covid-19)
   • Cleaning Disinfection and Sterilization (CDS)
   • Needle-Stick and Sharps Safety (NSS)
   • Bloodborne Pathogens Prevention (BBP)
   • Sepsis Awareness and Prevention Education

5. Certificate of HIV/AIDS Prevention Proficiency (CHAPP)
   This course covers detail regarding HIV/AIDS awareness and the wide variety of strategies and programs designed to address infection prevention requirements.

Hours: Price: $199
Course is online and open enrollment.

Follow us on Linkedin at CBC Department of Continuing Education to learn about upcoming trainings.
Home Healthcare Compliance Complete Bundle
This comprehensive training combines multiple awareness and proficiency level programs to support home health agencies to meet annual staff compliance training needs. All courses also include national CE/CME credit for clinical providers and this bundle has been approved by the HIMSS and CHIME organizations.

Courses included are:

1. Certificate of HIPAA Awareness Proficiency for all Healthcare Staff (CHWP)
The Certificate of HIPAA Workforce Proficiency (CHWP) course provides annual HIPAA training for all professionals in healthcare who come into contact with Protected Health Information (PHI). This short course focuses on pragmatic compliance with HIPAA and covers important breach avoidance strategies.

2. Certified Healthcare Infection Prevention Proficiency (CICBP)
This course includes detailed lessons covering:
- Mandated Infection Control and Barrier Protection (CICBP)
- Personal Protective Equipment (PPE)
- Cleaning Disinfection and Sterilization (CDS)
- Needle-Stick and Sharps Safety (NSS)
- Bloodborne Pathogens Prevention (BBP)
- OSHA for Healthcare Professionals (OSHA)
- Sepsis Prevention Education (SEPSIS)

3. Certificate of CMS Fraud, Waste and Abuse Awareness Proficiency (CFWAP)
The 4MedPlus Fraud Waste and Abuse Training (FWA) Program; satisfies the training requirement by CMS and delivers a verifiable certificate of awareness and proficiency to an employer/organization as proof of training for compliance purposes.

This course covers detail regarding HIV/AIDS awareness and the wide variety of strategies and programs designed to address infection prevention requirements.

5. Certificate of Opioid Addiction Prevention Proficiency (COAPP)
This course covers current detail regarding the opioid crisis and the strategies and programs designed to identify and address the myriad of complex patient issues.

6. Certificate of Patient Abuse and Neglect Prevention Proficiency (CPANAP)
All medical practitioners and caretakers should be trained to recognize the signs of abuse and should comply with regulations as outlined in this course.

This bundle is fully accredited for continuing education, CE/CME and credential renewal for Physicians/PAs, Nurses/RNs/LPNs, CHCIOs, CAHIMs and CPHIMs managers. Upon completion, Physician/PA (ACCME) and Nursing (ANCC) CE’s are available. Combined CE/CME 6.25 Credits.

Hours: Price: $199
Course is online and open enrollment.

---

**Explore**

Explore a Career as a Clinical Medical Assistant
Demand for medical assistants will grow 23 percent through 2024, so there’s never been a better time to explore a career in healthcare! This online course will give you an overview of the job duties and scope of practice of clinical medical assistants. You will learn about the different types of medical records and how to enhance the overall patient experience. You will also get an introduction to charting patient complaints, creating progress notes, and collecting medical history.

Hours: 24 Price: $115
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Explore a Career in Healthcare Suite
If you’re considering a career in healthcare, this group of online courses will introduce you to three different opportunities within the industry.

Courses included in this suite are:
- Explore a Career in Medical Coding
- Explore a Career as an Administrative Medical Assistant
- Explore a Career in Medical Transcription

Hours: 72 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

---

**Event Planning**

Visit page 163.
Explore a Career as an Administrative Medical Assistant

Learn what it takes to have a successful career as an administrative medical assistant in the exciting and high-demand world of healthcare.

In this course, you will master the basics of scheduling patients' appointments, surgeries, and hospital admissions. In addition, you will discover how to create, maintain, and file medical charts. You will also find out how to verify patients' insurance, create encounter forms (charge tickets), post charges, obtain pre-authorizations from insurers, and schedule return visits.

After that, go behind the scenes as you learn how to apply diagnostic and procedure codes to patients' accounts and bill their insurance companies. Next, explore additional accounts receivable tasks including posting payments and adjustments, billing secondary insurance, and following up on unpaid insurance claims. You will also learn what a day sheet is, why it's important, and how to keep track of all your patient accounts on a daily, monthly, and yearly basis.

Finally, delve into the basics of keeping a medical office running smoothly—from ordering supplies to scheduling staff meetings and making travel arrangements.

If you're organized, a people person, and interested in a secure job in the healthcare field, a career as an administrative medical assistant may be just what you're looking for. This course will set you on the path to that career and help you determine which aspect of medical information management, such as patient contact or billing and coding, suits you best.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Explore a Career as a Pharmacy Technician

Health care is a booming field these days, and pharmacy technicians are in high demand. In this course, you'll take a look at the many job settings and career paths open to you if you become a pharmacy technician. You'll master the skills you need to get an entry-level position as a pharmacy tech or clerk.

In addition, you'll learn about the important laws and regulations that govern pharmacies. You'll also hone your communication skills, learning how to handle customers courteously and efficiently. And finally, you'll explore the steps you can take to enhance your career prospects becoming a Certified Pharmacy Technician (CPhT). By the time you're done, you'll be prepared to start your career in this popular and rapidly-growing field.

Note: This course is designed to give you an introduction to the profession of pharmacy technician. It will not supply enough information to sit for the national exam. If your goal is to become a Certified Pharmacy Technician (CPhT), then upon completion of this introductory course, enrollment in the advanced course is recommended.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Explore a Career in Medical Coding

This is your chance to find out what it's really like to be a medical coder. In this course, you'll learn exactly what medical coders do on a daily basis. You'll learn to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure, which will give you a leg up on other people who are new to this career. The knowledge you gain here will help you work almost anywhere in the medical field—doctors' offices, clinics, public health facilities, hospitals, labs, nursing homes, insurance agencies, or even the comfort of your own home.

As you explore a career in medical coding, you'll also explore each of the main systems of the human body— integumentary (skin), musculoskeletal, respiratory, cardiovascular, gastrointestinal, endocrine, and male and female genitourinary—outlining the medical terminology, conditions, diseases, injuries, treatments, and procedures you will see most often in each of these systems.

Along the way, you will see numerous real-world examples and coding exercises to help you begin using your coding tools in conjunction with your analytical skills to come up with just the right choices to describe any medical situation. As you explore a career in medical coding, you'll get all the hands-on experience and knowledge you need to begin your career with confidence. Check it out, because this might just be a great career choice for you!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Virtual Reality Goggles

Want to take a training with the virtual reality goggles?

Please give us a call at (361) 354-2306.

WWW.COASTALBEND.EDU/CE
Explore a Career in Medical Transcription
In this course, you will learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. This knowledge will help prepare you to work almost anywhere in the medical field—doctors’ offices, clinics, public health facilities, and hospitals. With this foundation, you will be set to advance your education so you can work as a subcontractor for a company that outsources transcription, or you can eventually even take on your own clients—all from the comfort of your own home.

You will go through each of the nine main report types—their formatting requirements, the components of each one, and how they are used in the clinical setting. Every lesson will include a grammar review, pointing out important elements that will make your reports perfect. You will also gain important clinical knowledge of major disease processes that are essential to enhance your skill as a medical documentation specialist.

Along the way, you will download a free transcriber to listen to dictation and produce reports. These hands-on exercises will give you the practice you will need to determine if this field is for you. You will also go through your current options and in the future by developing the skills of a medical transcriptionist. By the end of this course, you will know the basic report types, have clinical knowledge of major diseases, be able to correct grammar from dictated reports on the fly, and know the next steps you will need to take!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Explore a Career in Medical Writing
Take your first step toward a lucrative and rewarding career as a medical writer; no specialized or advanced degrees required! In this course, you’ll learn about the different types of medical writing that you can do, how to break into and succeed in this industry, and how to write effectively on medical topics, whether you’re writing for healthcare providers, patients, or regulatory organizations like the U.S. Food and Drug Administration.

You will examine the various types of writing that you can do, from producing technical pieces like abstracts and regulatory documentation to writing breezier items like medical news stories and patient education materials. You will gain insights about what goes into putting together a solid and compelling article, regardless of what you’re writing about or who you’re writing for. You will review how to consider your audience and construct an outline that addresses your audience’s informational needs. You’ll also learn how to keep your writing free of medical jargon and common grammatical errors, while ensuring the scientific integrity of your work.

Throughout these lessons, you will discover invaluable tools and technologies that can make your life as a medical writer easier. You will examine informational resources, productivity tools, marketing resources, devices, and software, and review how to use them optimally to achieve your goals. You will also discover numerous tips and tricks that can help set you apart from others in the field and enable you to keep your career momentum going. And of course, you’ll master key medical and statistical terms that you’ll need to know. The knowledge you will gain in this course will give you the foundation and confidence you need to work for almost anyone as a medical writer, whether your goal is to find permanent employment with a company or to work as a freelancer from the comfort of your own home.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Explore a Career in Nursing
Are you interested in a career that’s meaningful and challenging with a great salary, benefits, and opportunities for advancement? You should think about becoming a nurse! No segment of the economy is growing faster than the healthcare industry, and nurses have more options than ever before.

As you progress through the course, you’ll learn about several different fields of nursing—from traditional bedside work to critical care areas, like the OR and ICU, to lesser known branches of the field, like nursing informatics. Basically, there’s a nursing specialty for everyone, whether your dream is an adrenaline-fueled job in a fast-paced emergency department or a desk job working for the government. You’ll also gain information about what you can do with a graduate degree in nursing, and take a quick peek at some of the other medical positions you might be interested in, like radiology technician or physical therapist. If you’ve ever thought about nursing, now is the time to find out more!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Construction Safety
To schedule a class for construction safety, please contact the Department of Continuing Education at bbecknell@coastalbend.edu
Health Records

Certified Electronic Health Records Specialist (CEHRS)

Electronic health record specialists are critical in today’s healthcare environment, where timely access to accurate patient records is vital to the safety and treatment of patients. This course teaches the skills required to become a certified electronic health record specialist (CEHRS) through the National HealthCareers Association (NHA), including charting, HIPAA compliance, electronic health record management, and insurance and billing. You will be prepared to work on a health information management team, auditing records, compiling reports for patient tracking, and coordinating the systems that keep our healthcare facilities operating.

Instructional Material Requirements:
The instructional materials required for this program are included in enrollment. You will receive an access code from your instructor to access your MOSS 3.0. MOSS 3.0 is the simulated EHR you will be using during the course for your assignments.

Prerequisites:
There are no prerequisites to take this course. However, you will need a high school diploma or equivalent to be eligible to sit for national certification exams.

Hours:134 Price: $1795
Course is online and open enrollment.

Certified Electronic Health Records Specialist + Medical Terminology

When you enroll in this all-inclusive National HealthCareers Association (NHA)-certified course, you’ll unlock the door to this burgeoning career. Through 14 comprehensive lessons, you’ll learn what kind of information is stored in an electronic health record (EHR) system, what steps are required to implement a system in a medical practice, how staff members and patients interact with EHR systems, and what benefits these systems provide compared to traditional paper records.

Throughout the course, you’ll get hands-on practice using real EHR software, and you’ll have direct access to expert facilitators who will give you firsthand knowledge of what it is like to work as a CEHRS. You will move through the course at your own pace, and your facilitators will be there with you every step of the way to provide clarification, support, and guidance.

Additionally, you will study medical terminology - word parts and the structures and functions of the human body. You will also study disorders and medical procedures common to each body system, including musculoskeletal, cardiovascular, respiratory, digestive, nervous, endocrine, integumentary, genitourinary, lymphatic, and immune.

Upon completion of this course, you will be prepared to take the Electronic Health Record Specialist Certification (CEHRS) exams offered by NHA, and the cost of the exam is included in your tuition.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• Medical Terminology for Health Professions
• You will receive an access code from your instructor to access your MOSS 3.0. MOSS 3.0 is the simulated EHR you will be using during the course for your assignments.

Prerequisites:
There are no prerequisites to take this course. However, in order to sit for national certification exams, candidates must have a high school diploma or equivalent; therefore, it is recommended you have this before enrolling for this course.

Hours:194 Price: $2295
Course is online and open enrollment.

Options to Explore:

Automotive
Manufacturing
Public Safety
Skilled Trades
Warehousing & Storage

Career Exploration

WWW.COASTALBEND.EDU/CE
Certificate of HIPAA Proficiency for all Healthcare Staff
The Certificate of HIPAA Workforce Proficiency (CHWP) course provides annual HIPAA training for all professionals in healthcare who come into contact with Protected Health Information (PHI). This short course focuses on pragmatic compliance with HIPAA and covers important breach avoidance strategies.

Learning Objectives:
- Describe HIPAA Basics
- Understand the HIPAA Privacy Rule
- Understand the HIPAA Security Rule
- Explain Regulations for Business Associates
- Summarize HIPAA Documentation and Training
- Review Applied HIPAA Security for Healthcare Professionals

It is not designed for managers, consultants, or security compliance officers, who require more comprehensive HIPAA education. Those individuals should take the Certified HIPAA Security Professional course.

Price: $59
Course is online and open enrollment.

Certificate of HIPAA Proficiency for Behavioral Health Staff
The CHWP Certificate provides annual HIPAA training for healthcare professionals who come into contact with Protected Health Information (PHI). This short course focuses on pragmatic compliance with HIPAA and covers important breach avoidance strategies.

Module titles within the course include:
- HIPAA Basics
- Understanding the HIPAA Privacy Rule
- Understanding the HIPAA Security Rule
- The HITECH Act
- Regulations for Business Associates
- HIPAA Documentation and Training
- Applied HIPAA Security for Healthcare Professional
- HIPAA Best Practices for Behavioral Health Supplement

Price: $59
Course is online and open enrollment.

Certificate of HIPAA Proficiency for Alternative Medicine/CAM
The CHWP Certificate provides annual HIPAA training for staff who come into contact with Protected Health Information (PHI). This version of the course is intended for massage therapists and other CAM professionals. The short course focuses on pragmatic compliance with HIPAA and covers important breach avoidance strategies.

It is not designed for managers, consultants, or security compliance officers, who require more comprehensive HIPAA education. Those individuals should take the Certified HIPAA Security Professional course.

Price: $59
Course is online and open enrollment.

Certificate of HIPAA Proficiency for Nursing Professionals
The HIPAA for Nursing Certificate (CHWP) program provides required annual HIPAA training for healthcare professionals who come into contact with Protected Health Information (PHI). This short course focuses on pragmatic compliance with HIPAA and covers important breach avoidance strategies.

Module titles within the course include:
- HIPAA Basics
- Understanding the HIPAA Privacy Rule and HIPAA Security Rule
- The HITECH Act
- Regulations for Business Associates
- HIPAA Documentation and Training
- Applied HIPAA Security for Healthcare Professional
- HIPAA Best Practices for Nursing Supplement

Price: $59
Course is online and open enrollment.

Certificate of HIPAA Workforce Proficiency for Dental
The Certificate of HIPAA Workforce Proficiency - Dental (CHWP-D) course provides annual HIPAA training for all professionals in healthcare who come into contact with Protected Health Information (PHI). This short course focuses on pragmatic compliance with HIPAA and covers important breach avoidance strategies.

Learning Objectives:
- Describe HIPAA Basics for Dental Providers
- Understand the HIPAA Privacy Rule
- Understand the HIPAA Security Rule
- Describe the HITECH Act
- Explain Regulations for Business Associates
- Summarize HIPAA Documentation and Training
- Review Applied HIPAA Security for Healthcare Professionals

Price: $59
Course is online and open enrollment.

HIPAA Disaster Recovery Specialist for Compliance Officers
A HIPAA disaster recovery plan is a document that specifies the resources, actions, personnel and data that are required to protect and reinstate healthcare information in the event of a fire, vandalism, natural disaster, breach, hack or system failure. The disaster recovery plan is a required implementation, defined within the HIPAA Contingency Plan standard in the Administrative Safeguards section of the HIPAA Security Rule. The Rule calls for HIPAA-compliant organizations to anticipate how natural and other disasters could damage systems that contain electronic health information and develop policies and procedures for responding to such situations. These organizations must also implement business continuity policies and identify critical applications for continued access during and following such an incident.

Price: $59
Course is online and open enrollment.
HIPAA Compliance

Are you a health care professional or considering a career in the health care industry, or do you provide services to a health care organization? If the answer to any of these questions is yes, then it is mandatory that you understand the compliance requirements of HIPAA, and subsequent rules and laws that affect HIPAA. These laws require all health care professionals to take careful steps to protect patient health information. In this course you will examine the compliance process. You will focus specifically on the Administrative Simplification portion of HIPAA. This course will give real world examples to explain the Privacy rule. You will examine what is meant by covered entities, business associates, and many other relationships within the health care industry impacted by HIPAA. You will understand how computers fit into the Security Rule and examine many types of safeguards, which are crucial components of the Security Rule. You will also learn about the Office for Civil Rights, HIPAA’s watchdog organization.

By the time you finish this course, you will be confident and capable of implementing HIPAA’s Administrative Simplification rules, and the laws impacting it, in your own organization. If you are just starting your career in the health care field, you will have a priceless addition to your resume.

Hours: 75 Price: $105
2/10-3/24 online
3/14-4/28 online
4/14-5/26 online
5/12-6/23 online

MACRA-MIPS

Certificate of MACRA-MIPS [Basic Skills] Proficiency Course

The Certificate of MACRA-MIPS [Basic Skills] Proficiency Course (CMMP) introduces learners to the basics of MACRA and the Merit-Based Incentive Payment System, called MIPS. It describes all MIPS program categories, as well as MACRA’s Advanced Payment Models (APMs). There is additional coverage of Promoting Interoperability (PI), which was formerly Meaningful Use, and Quality, which was formerly PQRS and VM.

Learning Objectives:
- Compare MACRA, MIPS, and APM
- Understand PI for MIPS ECs
- Understand Quality for MIPS ECs

Price: $59
Course is online and open enrollment.

Certificate of MACRA-MIPS [Technology] Proficiency

The Certificate of MACRA-MIPS [Technology] Proficiency (CMTP) course provides an overview of core technological requirements for MACRA-MIPS. It covers the rapidly changing area of Health Information Exchange (HIE) and interoperability, changes in patient engagement and electronic access technology, and government regulatory requirements to protect electronic patient health information.

Learning Objectives:
- Understand Protecting Patient Health Info
- Describe Patient Electronic Access and Patient Engagement
- Explain Health Information Exchange

Price: $59
Course is online and open enrollment.

Interpreter

Advanced Medical Interpreter
Spanish is the most spoken non-English language in the U.S., sparking the need for professional interpreters. If you’re bilingual in both English and Spanish, you can use your fluency to help others communicate. As a professional interpreter, you can assist those in vulnerable situations, such as refugees and immigrants, acting as their communication bridge. This online course will prepare you for a rewarding career as a professional English-Spanish interpreter. Not only will you master interpretation, you will also learn to interpret in a medical setting and be prepared to sit for your state’s medical interpreter certification exam.

Prerequisites:
You must be fluent in both English and Spanish prior to enrolling in this course.

Hours: 240 Price: $2995
Course is online and open enrollment.

Medical Interpreter (Spanish/English)
The Medical Interpreter training course prepares you to work in hospitals, medical offices and in any healthcare environment where a Spanish interpreter is needed. In addition, the Medical Interpreter training course prepares you to sit in any of the Medical Interpreting examinations available in the country. This course is language specific – Spanish/English.

You will acquire the three interpreting skills – simultaneous, consecutive and sight translation. You will learn the proper transfer of medical terminology into Spanish, divided into the different areas in a hospital and medical specialties. Intensive online interpreting laboratory practices are included in this training course.

Prerequisites:
You must speak English and Spanish fluently. There is no requirement regarding formal education in either Spanish or English. However, you must be able to speak English and Spanish without any hesitations.

Hours: 200 Price: $2395
Course is online and open enrollment.

Have a question?
Email us:
ce@coastalbend.edu
Certified MACRA-MIPS Professional
The 4MedPlus MACRA-MIPS HEALThCARE MANAGEMENT (CMHP) credential provides comprehensive training in the MOST CURRENT government incentives programs outlined in MACRA-MIPS through a Learning Path consisting of multiple certifications and certificates to achieve or upgrade necessary skills to execute this role in any healthcare environment.

Courses included are:
1. Certified MACRA-MIPS PI Professional (CMAP)
The Promoting Interoperability (PI) portion of MIPS makes up a major share of an eligible clinician’s MIPS score. This comprehensive course covers all up-to-date requirements for reporting and will assist professionals in providing guidance to EC’s in employed or affiliated practices.

2. Certified MACRA-MIPS Quality Professional (CMQP)
The Quality portion of MIPS makes up a large percentage of an eligible clinician’s MIPS score. If you need comprehensive training on all MIPS components, including PI, Quality, Cost, Improvement Activities and APM, register for the Certified MACRA-MIPS Healthcare Professional course.

Learning Objectives:
• Compare MACRA, MIPS, and APM
• Describe PI for MIPS ECs
• Understand PI Reporting Options
• Discuss the PI Scoring Category
• Explain ePrescribing Objective and Measures
• Understand Health Information Exchange
• Understand Provider to Patient Exchange
• Describe Protecting Patient Health Information
• Explain Submitting Data and Getting Feedback

Price: $399
Course is online and open enrollment.

3. Certificate of MACRA-MIPS Improvement Activities/Cost and APM Proficiency (CMICAP)
The Improvement Activities, Cost and new APM portion of MIPS is a reporting category that makes up significant percent of an eligible clinician’s MIPS score. Detailed understanding of these categories will help with guidance for EC’s and consultants to achieve and demonstrate better overall performance.

Price: $699
Course is online and open enrollment.

MACRA-MIPS [PI] Management Professional
The Certified MACRA-MIPS PI Professional (CMAP) Certification provides comprehensive guidance for eligible clinicians, consultants, advisers and other healthcare professionals on the PI performance category of MIPS. The Promoting Interoperability (PI) portion of MIPS replaces the Meaningful Use program, and it makes up a major share of an eligible clinician’s MIPS score. If you need comprehensive training on all MIPS components, including PI, Quality, Cost, Improvement Activities and APM, register for the Certified MACRA-MIPS Healthcare Professional course.

Learning Objectives:
• Compare MACRA, MIPS, and APM
• Describe PI for MIPS ECs
• Understand PI Reporting Options
• Discuss the PI Scoring Category
• Explain ePrescribing Objective and Measures
• Understand Health Information Exchange
• Understand Provider to Patient Exchange
• Describe Protecting Patient Health Information
• Explain Submitting Data and Getting Feedback

Price: $399
Course is online and open enrollment.

MACRA-MIPS [Quality] Professional
The Certified MACRA-MIPS Quality Professional (CMQP) Certification provides comprehensive guidance for eligible clinicians, consultants, advisers, and other healthcare professionals to understand and participate in the Quality performance category of MIPS. The Quality portion of MIPS makes up a majority of an eligible clinician’s MIPS score. If you need comprehensive training on all MIPS components, including PI, Quality, Cost, Improvement Activities and APM, register for the Certified MACRA-MIPS Reporting Professional course.

Learning Objectives:
• Compare MACRA, MIPS, and APM
• Describe Quality for MIPS ECs
• Discuss Where Quality Measures Come From
• Explain Quality Measures
• Explain Specialty Measure Sets
• Explain Outcome Measures
• Explain Reporting Methods
• Understand Scoring in the Quality Category

Price: $399
Course is online and open enrollment.

Have questions?
Give us a call at (361) 354-2768.
Medical Math
You will master medical calculations in and engaging environment in these fun and practical lessons. You will gain the medical math skills you need for anything from calculating dosages to using scientific formulas. Whatever medical field you are in, the hands-on activities in this course will help you perform day-to-day math tasks quickly and easily.

You will brush up your basic math skills by reviewing fractions, decimals, and percentages. Then you will dive into measurement systems and conversions used in the medical field. You will do dosage calculations for oral, parenteral, and intravenous medications. You will explore three different methods you can use for dosage calculations. You will also learn an easy formula that you can apply to many dosage calculations. Then you will get an introduction to basic statistics and probability. You will find out how to interpret the latest medical findings for your patients. Whether you are new to the field of medicine or want to enhance your skills, this is the course for you. By the time you finish these lessons, you will have a solid grounding in basic medical math.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Medical Assistant

Certified Clinical Medical Assistant
Clinical medical assistants are skilled multi-taskers who help to maximize the productivity of the healthcare team. Medical assistants enable a healthcare facility to operate more efficiently, which increases revenue and provides a positive experience for patients.

In this course, you will medical terminology, medical law and ethics, HIPAA rules, scheduling systems, patient check-in and check-out, contents of a medical record, anatomy, pathophysiology, pharmacology, nutrition, phlebotomy theory, injections, and routine treatment and laboratory duties.

You will also learn medical terms and their application. You’ll start by learning the origins of medical words and how to recognize prefixes and suffixes used in medical terminology. Then you’ll learn about the body as a whole and how to differentiate cells, tissues, organs, systems, and cavities. Next, you’ll learn to define and describe the function of each system of the human body. This knowledge will help you take the next step in your medical career or education.

You will be also able to take the Certified Clinical Medical Assistant (CCMA) national certification exam offered by National Healthcareer Association (NHA). This course includes a voucher which covers the fee of the exam.

In this course, you will learn how medical law, ethics, and HIPAA rules factor into a clinical medical assistant’s work. In addition, you will be trained to use scheduling systems, facilitate patient check-in and check-out, assess medical record, administer injections, and more. You will also study body systems and their main functions, so you can assist with patient exams.

The second part of the bundle will train you in electronic health record (EHR) systems. You will learn how staff members and patients interact with EHR systems, what benefits these systems provide, and the steps to implementing an electronic health record system. This course offers enrollment with vouchers. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Instructional Material Requirements: The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- Medical Terminology for Health Professions
- Administrative Medical Assisting, Lindh, Tamparo, Dahl, Morris, Correa
- Clinical Medical Assisting, Lindh, Tamparo, Dahl, Morris, Correa

Prerequisites:
You need a high school diploma or GED in order to take the CCMA exam.

Hours: 540 Price: $2495
Course is online and open enrollment.

Certified Clinical Medical Assistant + Certified Electronic Health Records Specialist
This comprehensive National Healthcareer Association (NHA)-certified course bundle will train you for one of today’s fastest growing careers. Upon completion, you will be eligible to sit for the NHA’s CEHRS and CCMA certification exams. This course includes a voucher which covers the fee of the exam. You will also have the opportunity to gain access to our Externship Starter Kit.

In the first course, you will learn how medical law, ethics, and HIPAA rules factor into a clinical medical assistant’s work. In addition, you will be trained to use scheduling systems, facilitate patient check-in and check-out, assess medical record, administer injections, and more. You will also study body systems and their main functions, so you can assist with patient exams.

The second part of the bundle will train you in electronic health record (EHR) systems. You will learn how staff members and patients interact with EHR systems, what benefits these systems provide, and the steps to implementing an electronic health record system. This course offers enrollment with vouchers. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Instructional Material Requirements: The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- Administrative Medical Assisting
- Clinical Medical Assisting
- Medical Terminology for Health Professions
- You will receive an access code from your instructor to access MOSS 3.0. MOSS 3.0 is the simulated EHR you will be using during the course for your assignments.

Prerequisites:
You need a high school diploma or GED in order to take the CCMA and CEHRS exams.

Hours: 674 Price: $3995
Course is online and open enrollment.

OSHA Training
Coastal Bend College can offer any OSHA training with advanced notice.

WWW.COASTALBEND.EDU/CE
Certified Clinical Medical Assistant for the Experienced CMAA
Clinical medical assistants are skilled multi-taskers who help to maximize the productivity of the healthcare team. To stand out in this high-demand field, you need a specialized skill set and certification. This National Healthcareer Association-certified course will train you for an entry-level position as clinical medical assistant and prepare you for the certification exam.

You will learn how medical law, ethics, and HIPAA rules factor into a clinical medical assistant’s work. In addition, you will be trained to use scheduling systems, facilitate patient check-in and check-out, assess medical record, administer injections, and more. You will also study body systems and their main functions, so you can assist with patient exams. After successfully completing this course, you will be able to take the Certified Clinical Medical Assistant (CCMA) certification exam offered by the National Healthcareer Association (NHA). This course includes a voucher which covers the fee of the exam.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• Clinical Medical Assisting
• Medical Terminology for Health Professions

Prerequisites:
• This course is intended for experienced clinical medical assistants. If you do not have previous experience in the profession, we recommend completing our Certified Medical Administrative Assistant course prior to enrolling.
• To be eligible to sit for the CCMA exam, you must hold a high school diploma or GED.

Hours: 380 Price: $1995
Course is online and open enrollment.

Nursing

Certified Nurse Aide
The Certified Nurse Aide Program will prepare you, as an entry-level nursing assistant, who will achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident’s rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis will be placed on effective interaction with members of the healthcare team. You will be eligible to sit for the Texas Registry examination.

Clinical experience:
Typically, staff will schedule your Certified Nurse Aide clinical experience during the regular class schedule. However, due to the clinical facility’s availability, certain changes may affect your clinical schedule. You must have flexibility in your schedule in order to fulfill clinical requirements.

State Exam
The student is responsible for state exam fees. It is the responsibility of you, as the candidate for testing, to pay the required fees and schedule the state exam.

To learn more about the CNA class including when the next class is, please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768.

Medication Administration for Nurse Aide
Instruction in preparation and administration of designated medications by non-licensed nursing personnel employed in licensed health care agencies including the responsibilities associated with such administration.

Prerequisites
You must submit an Experience Documentation Report form documenting current employment on the first official training day of the program in a facility licensed under Health and Safety Code Chapter 242 in the capacity of a Certified Nurse Aide or in a Personal Care Facility licensed under Health and Safety Code 247, State School, ICF-MR facility or in a correctional institution as a non-licensed direct care staff person. (Home health agencies and hospitals are not licensed facilities under the medication aide regulations). Or you can submit an Experience Documentation Form documenting 90 days of employment in a Personal care Facility licensed under Health and Safety Code Chapter 247, State School, ICF-MR facility or correctional institution as a non-licensed direct care staff. This employment must have been completed within the 12-month period preceding the first official day of class date. An applicant employed as a certified nurse aide is exempt from the 90 day requirement. You must pay an additional $25 for the state applI/TB skin test or negative chest X-ray. Questions regarding your eligibility for the Medication Administration program should be directed to the Medication Aide Program of the Texas Department of Aging and Disability Services, 512-438-2025.

Clinicals:
You are required to attend a specified number of hours for clinicals. These clinicals may be scheduled during the day or night, depending on the clinical facility availability. While the instructor will make every attempt to work around your other commitments, flexibility is required in every student’s schedule.

To learn more about the Medication Administration for Nurse Aide class including when the next class is, please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768.
**Medication Administration Update for Nurse Aide**

Your license must be renewed before your birthday. This course fulfills the annual education renewal requirements for the Certified Medication Aide. Topics include review and update of medication aide training rules, medication administration, and related responsibilities.

2/22/2021-3/1/2021  
3/29/2021-4/5/2021  
4/26/2021-5/3/2021  
5/24/2021-6/1/2021

To learn more about the Medication Administration Update for Nurse Aide class, please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768.

---

**Phlebotomy**

**Phlebotomy Technician Program**

This Phlebotomy Technician Program prepares you to be able to collect blood specimens from clients for the purpose of laboratory analysis. You will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and clinical training in skills and techniques to perform puncture methods. The program also includes lab exercises, live blood draws, work with a training arm and other exercises intended to prepare students to function as an entry level Phlebotomy Technician.

Upon successful completion of this course, students will be eligible to sit for the American Society for Clinical Pathology (ASCP) exam. Student is responsible for related exam fees.

Criminal Background Requirements:  
For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas.

To learn more about the Phlebotomy Program including when the next class is, please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768.

---

**Pharmacy**

**Pharmacy Technician**

Pharmacy technicians assist and support licensed pharmacists in providing healthcare to patients. The Pharmacy Technician Online Certification Training Program was developed in response to a rising need for trained technicians to work in hospital or retail pharmacies. The pharmacy technician profession has become indispensable to the health care field.

This program will prepare you for entry-level pharmacy technician positions by teaching you medical and pharmaceutical terminology, basic anatomy related to the pharmacology of medications, and pharmaceutical calculations. The Pharmacy Technician Program will give you hands-on practice in retail pharmacy procedures through an online lab module. You’ll learn what information is necessary to process prescriptions and physician orders and apply that knowledge to fill mock prescriptions. The curriculum also includes the ethics of pharmacy practice and education about prescription medications, patient care and interaction, and charges and reimbursement.

You’ll learn everything you need to know to pass the National Certification Exam offered by the Pharmacy Technician Certification Board (PTCB).

Instructional Material Requirements:  
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- The Pharmacy Technician: A Comprehensive Approach
- Pharmaceutical Calculations for Pharmacy Technicians
- Law and Ethics for Pharmacy Technicians
- Fundamental Pharmacology for Pharmacy Technicians Workbook
- Pharmacy Lab Kit and Manual (e-Science)
- Virtual Medication Safety for Technicians – Online
- Virtual Inventory Management for Technicians – Online
- Virtual Pharmacy Externship for Technicians – Online

400 hours  Cost: $2495  
Course duration access: 12 months  
Course is online and open enrollment.

WWW.COASTALBEND.EDU/CE
Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team while learning all about the human body, specific disorders, and the way physical therapists treat these disorders. You will explore the history of physical therapy and the relationships between physical therapists, physical therapist assistants, and physical therapy aides. You will learn how to communicate effectively with other health care professionals and patients. You’ll also come to understand the medical documentation that physical therapists use and principles of ethics and law that affect the PT aide.

Physical therapists often use words and terms that may be unfamiliar to you, so this course will devote some time to learning much of the language of PT. You’ll learn proper body mechanics and how to safely move patients. You will come to understand the normal gait cycle and how to help patients walk with assistive devices like walkers, crutches, and canes. You will also investigate various balance and coordination disorders. By the time you finish this course, you’ll have gained valuable knowledge and be well on your way to becoming an important member of the physical therapy team!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certified Physical Therapy Aide

There’s a growing need for physical therapy aides. In fact, PT aide jobs will grow over 29 percent through 2029. This online course will help you master the skills you need to work as a physical therapy aide.

Not only will you be prepared for the AMCA’s Physical Therapy Technician/Aide certification exam, but an externship starter kit will also walk you through everything you need to know to land a PT aide externship.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

• Principles and Techniques of Patient Care
• Medical Terminology for Health Professions

Prerequisites:
There are no prerequisites to take this course. You do not need any prior experience or training in this field. However, if you plan to sit for the AMCA Certification Exam, candidates must be 18 years old and have a high school diploma or equivalent.

Hours: 190 Price: $1995
Course is online and open enrollment.

Certified Pharmaceutical Sales Representative

Demonstrating your strong knowledge of core medical and scientific concepts will earn respect in the pharmaceutical industry. Your customers/physicians will see you as an added value and resource to their clinical practice. Upon successfully completing and passing all sections, you will receive a Pharmaceutical Representative Certification (PRC).

This course bundle provides a foundational training platform to help you build relationships more effectively by increasing your knowledge in technical, scientific, and medical domains of knowledge. Additionally, this course of study provides all of the cornerstone areas necessary for any pharmaceutical sales representative which includes training on compliance, ethics, and regulations influencing the pharmaceutical industry.

In addition, you will learn the origins of medical words and how to recognize prefixes and suffixes used in medical terminology. Then you will learn about the body as a whole and how to differentiate cells, tissues, organs, systems, and cavities. Next, you will learn to define and describe the function of each system of the human body.

With an industry-recognized PRC credential and specialized knowledge of medical concepts, you will be prepared to take the next step in your medical career or education.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

• Medical Terminology for Health Professions

Prerequisites:
Prior to enrolling in this course, a bachelor’s degree from an accredited institution or 2 years of professional sales experience is required such as medical device sales, life sales in life sciences, technical sales or other related areas.

Hours: 110 Price: $2195
Course is online and open enrollment.
Medical Spanish Series
Communicate more effectively with Spanish-speaking patients after taking this discounted series of courses that teach Spanish for medical professionals.

Courses included in this series are:
• Spanish for Medical Professionals I
• Spanish for Medical Professionals II

Hours: 48 Price: $180
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Spanish for Medical Professionals
Are you struggling to communicate with your Spanish-speaking patients? If so, here’s the perfect solution. Whether you’re new to the Spanish language or just want a refresher, this fun and simple course will give you the basic tools you need to bridge the communication gap. By the end of this course, you’ll have a strong foundation in basic medical Spanish that you can build on for years to come.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Spanish for Medical Professionals II
Do you feel like you have a pretty good sense of intro Spanish, but are ready to take it to the next level? This course picks up where Spanish for Medical Professionals left off. And, if you didn’t take the first course, no problem! This course is also for healthcare providers who already have a pretty good sense of Spanish, but just need more medical vocabulary to sharpen their skills.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Medical Terminology Series
Prepare for a career in the health services industry by learning medical terminology.

Courses included in this series are:
• Medical Terminology: A Word Association Approach
• Medical Terminology II: A Focus on Human Disease

Hours: 48 Price: $180
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Medical Terminology: A Word Association Approach
The Medical Terminology – A Word Association Approach course will teach you to understand medical terminology as it pertains to each body system. Using graphics and study tips you will not only learn definitions and root terms, but also their application in the medical world. Learning blocks are used to condense information and to help isolate what you need to know verses what is nice to know, and you will be provided with fun and unusual facts to help you remember the medical terminology in unique ways. You will have opportunities to see how medical terminology is used in the real world through case study assignments and will be provided with flashcards to help you study. The knowledge gained in this course will help you take the next step in your medical career or education.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Medical Terminology II: A Focus on Human Disease
Take a journey through the human body and learn medical terminology related to all 11 of its organ systems. In this course, you’ll learn about diseases of the cardiovascular, lymphatic, respiratory, nervous, skeletal, muscular, integumentary (skin), urinary, digestive, and male and female reproductive systems. You’ll also go over different diagnostic and treatment procedures for each system. As you progress through the course, you’ll learn the meaning of many prefixes, root words, and suffixes, and you’ll greatly increase your vocabulary!

To reinforce your learning, the lessons include activities and assignments designed to give you additional practice in understanding and remembering the medical terminology taught in this course. By the end of this course, you’ll find that you have greatly increased your knowledge of medical terminology as well as broadened your understanding of human disease!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• Medical Terminology for Health Professions

Course is online and open enrollment.

Medical Terminology Series
Prepare for a career in the health services industry by learning medical terminology.

Courses included in this series are:
• Medical Terminology: A Word Association Approach
• Medical Terminology II: A Focus on Human Disease

Hours: 48 Price: $180
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

www.coastalbend.edu/ce
Activity Director
The professional opportunities to care for the growing number of people who will use the supportive assistance offered in day treatment, assisted living, and long-term care settings are expanding faster than professionals can be trained. These positions can be rewarding, challenging, and fulfilling. Activity directors are responsible for directing, implementing and evaluating all resident activities as well as completing comprehensive assessments and care plan goals. Directing the activity course includes planning of activities for both individuals and groups, implementation of the programs, and monitoring the response to the programs in order to determine if the activities meet the care plan goals for residents.

This course will teach you about professionalism, documentation and ethics, working with residents with special needs, and adapting ideas to certain demographics within a facility. It enables activity directors to excel by emphasizing the diverse nature of long term care residents and by providing a variety of activity ideas: creative, spiritual, physical, social, educational and sensory. It also focuses on developing caring and passionate professionals that are able to create, implement and evaluate resident centered activities that are part of the individualized care plan.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• Long Term Care

Hours: 70 Price: $695
Course is online and open enrollment.

Certificate in Bloodborne Pathogens (BBP) Prevention in Healthcare
The Certificate of Bloodborne Pathogens Prevention for Healthcare Workers (CBBPP) course is designed to assure the safety and health of healthcare workers by providing information on Bloodborne Pathogens prevention standards and requirements for healthcare environments.

Employing approved health & safety lessons, workers gain the confidence they need to help prevent bloodborne pathogens for patient care and infection prevention.

Course Objectives:
• Discuss Best Practices to prevent Bloodborne Pathogens
• Describe effective patient care
• Explain infection prevention

Price: $59
Course is online and open enrollment.

Certificate in Violence Prevention and Awareness
Every year across the globe, millions of individuals are affected by violence. In addition to the tremendous physical and emotional toll, violence has substantial medical, lost productivity, societal, and environmental costs. Young people and women are disproportionately affected by violence. This certificate program examines workplace violence, domestic (intimate partner) violence, elder abuse, child abuse, pediatric abusive head trauma, and sexual assault, gender violence, and rape.

The outcome of this certificate program is for the learner to describe several key types of violence, risk factors specific to those types of violence, assessment and treatment options, and prevention measures to reduce the incidence of violence.

Hours: 13 Price: $78
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate of Basic EHR Proficiency
The Certificate of Basic EHR Proficiency (CEOP) provides an introduction to Electronic Health Records (EHRs), including access to a live certified EHR for hands-on workflow exercises. The program is designed for individual study, or for academic or clinical settings, giving students real-world experience with digital healthcare technology.

Lessons describe EHR functionality, integration with other applications and hardware, Meaningful Use and HIPAA compliance, and more. The lessons are presented through self-paced online lessons, multimedia review, and assessments, as well as a final exam.

Participants also engage in hands-on workflow exercises using a practice EHR tool application. The hands-on EHR exercises are designed to teach students the fundamentals of EHR workflow. The EHR tool creates a working environment similar in design to most of the major certified products on the market—allowing for a flexible learning experience uniquely applicable to multiple platforms and medical workplaces.

Course Objectives:
• Define the Functionality and Standard Workflow of an EHR System
• Understand the Requirements of EHR Systems and Common Features
• Demonstrate Academic EHR Workflow with a hands-on Documentation Exercise

Price: $59
Course is online and open enrollment.

Event Planning
Visit page 163.
Certificate of CMS Fraud, Waste and Abuse Prevention Proficiency
The U.S. Centers for Medicare and Medicaid Services (CMS) requires training and compliance programs for individuals and organizations who provide services to Medicare or Medicaid participants and who receive payments from the Medicare/Medicaid system. Training is intended to help learners understand expectations for compliance, disclosure, transparency, and quality of care.

The 4MedPlus Fraud Waste and Abuse Training (FWA) Program; satisfies the training requirement by CMS and delivers a verifiable certificate of awareness and proficiency to an employer/organization as proof of training for compliance purposes.

Learning Objectives:
• Define FWA as it relates to the Medicare/Medicaid Program
• Identify major laws and regulations pertaining to FWA
• Recognize potential consequences and penalties associated with violations
• Identify best practices for prevention of FWA
• Identify how to report FWA
• Recognize how to correct FWA

Price: $59
Course is online and open enrollment.

Certificate of Computerized Physician Order Entry [CPOE] Proficiency
The Certificate of Computerized Physician Order Entry (CPOE) Proficiency course provides comprehensive guidance for eligible clinicians, consultants, and practice managers on Computerized Provider Order Entry (CPOE). CPOE has become fundamental to Health IT and government incentive programs. In fact, CPOE has been incorporated into core ONC requirements for Certified EHR Technology (CEHRT). It is not possible to meet government reporting and quality improvement goals without proper use of CPOE. In fact, CMS has indicated that it will be mandatory for all clinicians who participate in MACRA-MIPS.

Course Objectives:
• Discuss an overview of CPOE
• Describe the elements of CPOE
• Understand the Evidence of Effectiveness
• Interpret Implementation Issues and Workflow Impact
• Discuss Benefits and Limitations of CPOE
• Interpret Moving Forward and New Initiatives

Price: $59
Course is online and open enrollment.

Certificate of Contact Tracing Skills Proficiency
This course is an online self-paced program which covers all CDC recommended training elements required to apply for a contact tracer role in any community. This course also provides in-depth training regarding tracer communication and includes a hands-on practice session with sample case interview audio and a digital tracing form.

Contact tracers are those who notify patients and close contacts of patients of their exposures based on national, regional, and organizational requirements then continues to follow the cases and contacts through their recommended protocols. Positions are opening up across the country for this important job-role.

Price: $59
Course is online and open enrollment.

Certificate of Healthcare Industry Sales Proficiency Basics
This course is designed for individuals moving from other verticals to sales channels in Healthcare, it is helpful to understand emerging trends and market strategies. Industry experts from healthcare product and service sales have assembled learning modules relevant to this lucrative vertical.

Course Objectives:
• Explain a Consultative Approach to Healthcare Sales
• Discuss Target Markets and Go-To-Market Strategies in Health IT
• Recognize Organizational Challenges in Healthcare Sales

Price: $59
Course is online and open enrollment.

Certificate of COVID-19 Skills Proficiency
The 4MedPlus Certificate of COVID-19 Skills Proficiency (CC19SP) course covers all recommended guidelines and special conditions circumstances for Personal Protective Equipment use with Infectious Diseases. In addition, it includes a special module focused specifically on strategies for reducing healthcare staff and frontline worker anxiety during pandemic conditions. After completing all training in this course, learners should be able to follow established protocols.

Course Objectives:
• Outline basic CDC Guidelines regarding Covid-19
• Discuss Employer guidelines regarding Covid-19 and employee best practices
• Explain all current Personal Protective (PPE) infectious disease contact guidelines
• Review FDA Conservation Strategies for PPE
• Detail special PPE guidelines for emergency responders
• Discuss decontamination and reuse of filtering respirators and detail standard respiratory protection guidelines
• Review healthcare staff anxiety management surrounding pandemic work conditions

Price: $59
Course is online and open enrollment.
Certificate of Healthcare Job-Site Proficiency Bundle
Medical practices and healthcare facilities require that all staff onsite are familiar with important aspects of Health & Safety, Infection Prevention, Patient Privacy and Health Record Operations. This Skills Bundle assembles 5 certificates of proficiency to meet standard job-site pre-requisites for healthcare environments.

Courses in this bundle include:

1. Certificate of Infection Prevention and Barrier Protection (CICBP): The accredited CICBP Certificate program includes all elements of annual infection prevention and safety requirements including BBP/PPE/TB/HANDWASHING and OSHA Healthcare Site Basics

2. Certificate of HIPAA Workforce Proficiency (CHWP): The accredited CHWP Certificate program provides annual HIPAA training for staff who come into contact with Protected Health Information (PHI). This short course focuses on pragmatic compliance with HIPAA and covers important breach avoidance strategies.

3. Certificate of EHR Office Basics Proficiency (CEOP): The accredited CEOP Certificate program provides an introduction to Electronic Health Records (EHRs), including access to a live EHR practice session to execute hands-on workflow exercises. The program is designed to give students real-world experience with digital healthcare technology.


5. Certificate of Cybersecurity Awareness Proficiency (CCSAP): The accredited CCSAP Certificate program delivers a comprehensive understanding of cybersecurity basics specific to healthcare environments.

Price: $199
Course is online and open enrollment.

Certificate of Opioid Addiction Prevention Proficiency
This course covers current detail regarding the opioid crisis and the wide variety of strategies and programs designed to address the myriad of issues. It is intended for clinicians and consultants at all levels to certify their awareness and knowledge of this important subject matter.

Devastating consequences of the opioid epidemic include increases in opioid misuse and related overdoses, as well as the rising incidence of newborns experiencing dangerous withdrawal syndrome due to opioid use during pregnancy.

Course Objectives:
• Understand Drug Addiction
• Describe Opioids and the Opioid Crisis
• Discuss Side Effects, Overdose Symptoms, Risks and Risk Factors
• Explain Opioid Addiction Prevention, Treatment, and Prescribing
• Understand the Present and Future – Positive Steps and Results

Price: $59
Course is online and open enrollment.

Certificate of OSHA Proficiency in Healthcare Environments
This course is designed to assure the safety and health of healthcare workers by providing information on current OSHA standards and requirements for healthcare environments. Employing interactive exercises, workers gain the confidence they need to identify, minimize and report safety and health violations.

Learning Objectives:
• Understand the importance of OSHA for Healthcare
• Recognize OSHA’s mission
• Describe worker’s rights

Price: $59
Course is online and open enrollment.

Certificate of Managing Healthcare Workplace Anxiety Proficiency
This course will provide participants with important skills and resources to recognize warning signs and manage workplace anxiety. By learning to identify and adapt to common symptoms, employees will be able to establish more effective coping mechanisms and managers will be better able to deal with anxiety related workplace issues.

Learning Objectives:
• Recognize common types of anxiety
• Identify symptoms of anxiety in others
• Describe coping strategies
• Discuss the negative results of avoidance
• Identify differences in anxiety and normal nervousness
• Explain physical symptoms
• Describe positive aspects of anxiety
• Recognize common triggers
• Identify signs that indicate when to seek extra help
• Manage healthcare worker stress in a crisis situation (special bonus module)

Price: $59
Course is online and open enrollment.
Certificate of Participative Leadership for Nurses Proficiency

This course covers the Participative Management Model for Leadership training. Participative Management is a model designed to include staff in critical decision processes. It works exceptionally well in medical environments because it is based on the proven benefit of employee time investment and accompanying reward within the hierarchical management constructs of healthcare.

Learning Objectives:
- Outline elements of proactive listening for managers
- Describe the goals of shared organizational design
- Discuss the ideas inherent in engaged employee productivity
- Interpret the components of communal optimism
- Execute a leadership action plan based on the participative model
- Discuss the importance of leadership in nursing
- Compare Leading vs managing in nursing
- Outline Nurse leadership strategies and meaningful change as a nurse leader
- Review future of leadership in nursing

Price: $59
Course is online and open enrollment.

Certificate of Patient Communication Proficiency

This course provides comprehensive guidance for eligible clinicians, consultants, and practice managers on facilitating effective communication between providers and patients. By better understanding how to communicate effectively, providers can improve patient satisfaction and outcomes.

Learning Objectives:
- Understand how communication is a Dynamic Process
- Describe how communication is Intercultural
- Analyze Medical Visit Communication

Price: $59
Course is online and open enrollment.

Certificate of Patient Abuse and Neglect Prevention in Healthcare Proficiency

This course addresses the fact that patient abuse and neglect is not only unlawful, it presents moral and ethical issues. The number one job of health care practitioners is to keep patient’s safe. Yet, often, practitioners find themselves in conundrums where patients are harmed by the people they trust to help them heal. There are detrimental ramifications for offenders of patient abuse, in addition, patients often report experiencing trauma and long-term suffering as a result. All medical practitioners and caretakers should be trained to recognize the signs of abuse and should comply with regulations as outlined in this course.

Course Objectives:
- Define abuse and neglect in a healthcare environment
- Outline laws, standards and conditions relative to patient abuse, neglect and exploitation
- Explain how to recognize signs of patient abuse
- Describe how to accurately report cases of abuse
- Detail how to maintain professional boundaries
- Discuss case studies and consider prevention techniques

Price: $59
Course is online and open enrollment.

Certificate of Payment Card Security (PCI-DSS) Proficiency

This course provides convenient payment card security training for members of the workforce who come into contact with protected credit card information.

Course Objectives:
- Understand an Overview of the Credit Card Security Course
- Provide An Introduction to Credit Card Security
- Explain Best Practices for Payment Card Security

Price: $59
Course is online and open enrollment.

Please scan for the Continuing Education registration form.
Certificate of Population Health Proficiency
This course provides an introduction to Population Health and POP Health Management as it is addressed in the current Health IT landscape. This course describes Population Health Management for success in current healthcare organizations. It describes the principals of PHM. Its potential to improve care while reducing cost, government and private incentives for adoption, risk stratification, data analytics and more.

Learning Objectives:
• Describe ‘What is Population Health?’
• Discuss the ‘Triple Aim’ Initiative and Population Health
• Understand the Population Health Management Model
• Compare Directions in the Population Health Evolution
• Discuss Population Health Programs
• Understand Stratification in Analysis
• Describe Population Health and Telehealth

Price: $59
Course is online and open enrollment.

Certificate of Remote Workforce Management Proficiency
This course delivers comprehensive instruction and guidance around the implementation and management of a hybrid-remote work model unique to healthcare organizations. The course includes an action plan with accompanying tracking sheet and implementation checklist.

Course Objectives:
• Understand remote work models
• Compare advantages and disadvantages of remote workforce models in healthcare
• Explain communication and management skills for a remote workforce
• List remote work tools and resources
• Execute a remote workforce action plan
• Discuss the future of remote work models

Price: $59
Course is online and open enrollment.

Certificate of Sexual Harassment and Bullying Prevention in Healthcare
This course provides annual training for healthcare professionals. Harassment, hostile work environments, bullying and other disruptive behaviors create tremendous risk to any organization but have been historically common in healthcare environments. Due to the unique hierarchy and imbalance of workplace power, it is critically important to ensure the safety of all staff as it relates to these levels of personal threat and its impact on safety. This course covers legal requirements and Joint Commission Standards on harassment, bullying, and other disruptive behaviors.

Course Objectives:
• Describe the circumstances and legalities surrounding workplace harassment and bullying and detail the elements of a ‘Hostile Work Environment’
• Breakout the elements of “Quid Pro Quo” harassment
• Describe the relationship between bullying and other forms of intimidation in relation to Joint Commission Standards on Disruptive Behavior
• Define the importance of third-party intervention and the necessity for reporting
• Discuss reporting and protections offered under the law

Price: $59
Course is online and open enrollment.

Certificate of Telehealth Skills Proficiency
This course provides a comprehensive understanding of the remote technology defined as telehealth and telemedicine. Telehealth is used around the world to deliver basic healthcare and to allow patients with mobility issues or other conflicts to seek medical care from the convenience of home. It has become a more common business model for many practices and providers during the pandemic.

Telemedicine has the power to not only break down typical geographical barriers to care access, but to make the entire healthcare delivery model more convenient for patients. This course includes a telehealth action plan, real world examples of telehealth sessions as well as a hands-on communication exercise designed to provide learners with a pragmatic telehealth experience.

Course Objectives:
• Discuss Current Methods and Models of Telehealth
• Understand Telehealth Requirements
• Discuss Protected Patient Health Information in the Telehealth Model
• Outline Specifics of Telehealth Reimbursement
• Define Remote Patient Monitoring
• Demonstrate a Telehealth Workflow (hands-on exercise)
• Build a Telehealth Action Plan

Price: $59
Course is online and open enrollment.

Construction Safety
To schedule a class for construction safety, please contact the Department of Continuing Education at bbecknell@coastalbend.edu

Price: $59
Course is online and open enrollment.
Certificate of Tuberculosis/TB Prevention Proficiency
2-part course provides learners with high-level information and current information about TB. These courses serve as an introduction only and do not replace the need to learn about specific exposures or hazards associated with working in a healthcare or clinical laboratory setting. This course is intended for all personnel who currently work or will begin working in a laboratory environment.

Course Objectives:
- Understand Community Control of TB
- Describe Transmission of TB
- Discuss Pathogenesis of TB
- Review TB in the United States
- Understand Testing for TB Disease and Infection
- Interpret Diagnosis of TB Disease
- Discuss Treatment of Latent TB Infection
- Explain Treatment of TB Disease

Price: $59
Course is online and open enrollment.

Certificate of Workplace Health & Safety/WHS Proficiency
course is designed to train all workers subject to workplace health & safety requirements. WHS Training is essential to ensure that each workplace is compliant with the Work Health Safety Act of 2011. This is a skills program aimed at developing the knowledge and skills of employees across the many Work Health Safety (WHS) functions.

Learning Objectives:
- Describe DUTY OF CARE and the Take5 Process
- Define SLAM and SWMS
- Outline RISK Assessment and Injury Reporting
- Explain Best Safety Practices
- List Environmental Best Practices and Procedures
- Explain Accident Prevention Procedures
- Describe Security Requirements

Price: $59
Course is online and open enrollment.

Certified Health Unit Coordinator
The Health Unit Coordinator is the central figure in a health unit. Learning management of information, communication, medical terminology, critical thinking, and cultural diversity will prepare you to work in a variety of health care settings.

In Medical Terminology you will learn not only medical terms themselves, but also their application. You’ll start by learning the origins of medical words and how to recognize prefixes and suffixes used in medical terminology. Then you’ll learn about the body as a whole and how to differentiate cells, tissues, organs, systems, and cavities. Next, you’ll learn to define and describe the function of each system of the human body. This knowledge will help you take the next step in your medical career or education.

Upon completion of this course you will be prepared to sit for the NAHUC Certification Exam. This course also includes a voucher which covers the fee of the exam.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- LaFleur Brooks’ Health Unit Coordinating
- Medical Terminology for Health Professions

Hours: 120 Price: $1495
Course is online and open enrollment.

Certified Healthcare Safety Compliance Manager Bundle
This course bundle is designed to train the Certified Health and Safety Officer, Nurse Manager, Practice Manager or Clinical Director in all critical areas of health & safety compliance focusing on the leadership role.

Courses in this bundle include:
- Certified Infection Prevention and Barrier Protection Proficiency
- OSHA for Healthcare Environments
- Certificate of Tuberculosis/TB Prevention Proficiency
- Certificate of HIV/AIDS Prevention Proficiency
- Certificate of Opioid Addiction Prevention Proficiency
- Certificate of Medical Marijuana Regulatory Proficiency
- Certificate of Sexual Harassment Prevention in the Healthcare Workplace
- Certificate of CMS Fraud Waste and Abuse Prevention Proficiency
- Certificate of Patient Abuse and Neglect Prevention Proficiency

Price: $399
Course is online and open enrollment.

Certified HIT/EHR Management Professional
The HIT-EHR management role encompasses a deep understanding of EHR project management, best practices for implementation, optimizing workflow, understanding payment structuring and incentives programs, HIE and more.

Courses in this learning path include:
- EHR Systems and Common Features
- Computerized Provider Order Entry
- EHR Patient Interaction
- EHR Engagement Tools
- Population Health Management
- Basic MACRA, MIPS, and APM
- Protecting Patient Health Information
- Health Information Exchange (HIE) and Interoperability
- The EHR Champion
- Workflow in EHR
- Leadership in Healthcare

Price: $399
Course is online and open enrollment.
Certified Medical Office Specialist
The medical office specialist is tasked with managing the basic front office operations of the medical/healthcare service site.

Courses in this learning path include:
• Certificate of EHR Office Proficiency
• Basic ICD-10 Documentation
• MACRA-MIPS Basics
• HIPAA Workforce Proficiency
• Payment Card Security Proficiency

Price: $199
Course is online and open enrollment.

Certified Medical Practice Security Proficiency
This unique 5-course success skills bundle provides overview training for medical site managers and technology specialists to understand security protection and prevention relating to data protection strategies and overall site security. This combines Ransomware Prevention and Encryption Protection techniques along with Data Protection Best Practices.

Courses included are:
• Certificate of HIPAA Awareness Proficiency Certificate of Encryption Awareness Proficiency
• Certificate of Ransomware Prevention Proficiency
• Certificate of Credit/Payment Card Data Protection Proficiency
• Certificate of Healthcare Site Cybersecurity Awareness Proficiency

Price: $199
Course is online and open enrollment.

Certified Medical Transcriptionist
Medical transcription is a vital part of the patient care process. Professionals in this role are making a difference to the patients who depend on accurate medical documentation of their diagnosis and care, and to employers who depend on highly qualified and reliable specialists to complete their work in a precise and timely manner. Medical transcriptionists, sometimes referred to as healthcare documentation specialists, create reports and other administrative documents using dictated audio recordings from physicians and other healthcare providers.

In the Certified Medical Transcriptionist course, you will develop skills using online simulations and learn about speech recognition software and its impact on the medical transcription industry. This course will also prepare you to take the Registered Healthcare Documentation Specialist (RHDS) exam. It also includes a voucher which covers the fee of the exam.

You will also learn how to edit information for grammatical errors and ensure the correct, proper usage of medical terms in a patient’s records. You learn the importance of maintaining confidentiality in accordance with HIPAA and reporting accuracy in accordance with the Association for Healthcare Documentation Integrity (AHDI). You will also receive in-depth training on medical terminology relating to anatomy, physiology, disease processes, pharmacology, laboratory medicine, and the internal organization of medical reports.

During this course, you will put into practice your knowledge of proper transcription formatting and medical terminology through case studies that cover a wide variety of medical situations. You will practice transcribing real medical reports that include medical procedures and treatments; consultations; operative, pharmacology, and radiology reports; and death and discharge summaries. This intensive hands-on training will help you develop your listening, attention to detail and time management skills, which are strong qualities that employers are looking for from candidates.

Instructional Material Requirements:
The instructional materials and supplies required for this course are included in enrollment. The following will be shipped to you approximately 7-10 business days after enrollment:
• Hillcrest Medical Center: Healthcare Documentation & Medical Transcription
• Medical Abbreviations
• Grammar and Punctuation Guide
• Stedman’s Medical Dictionary
• Medical Terminology for Health Professions
• AltoEdge USB foot pedal and Transcriber Headphones

Prerequisites:
When enrolling in this course, please take Medical Terminology as the first section, prior to taking Medical Transcription.

Hours:195 Price: $2695
Course is online and open enrollment.

Customized Training
Want a customized training?
Give us a call at (361) 354-2306.
Certified PCI-DSS Professional Compliance Officer

The Payment Card Industry Data Security Standard (PCI DSS) Officer monitors payment data and support documentation for healthcare organizations to avoid sanctions for failure to meet the standards. Skills required include oversight of group requirements, implementation, and best practices for users.

Courses in this learning path include:
- PCI DSS Compliance Levels
- The Structure of PCI DSS
- Building and Maintaining Secure Networks
- Protecting Cardholder Data
- The Vulnerability Management Program
- Strong Access Control Measures
- Monitoring and Testing Networks
- The Information Security Policy
- The Compliance Prioritized Approach

Price: $399
Course is online and open enrollment.

Certified Telehealth Coordinator Specialist

Telehealth is an expanding role in every healthcare environment. The Telehealth Specialist provides support to patients and providers to facilitate quality virtual care.

Courses included in this learning path are:
- Telehealth Skills Proficiency
- Cybersecurity Awareness
- HIPAA Workforce Proficiency
- Credit/Payment Card Security
- Online Customer Support Proficiency

Price: $199
Course is online and open enrollment.

Contact Tracing Healthcare Specialist

This course includes the online self-paced program which covers all CDC recommended training elements required to apply for a contact tracer role with in-depth training regarding tracer communication and includes a hands-on practice session with sample case interview audio and a digital tracing form. It also includes healthcare relevant courses to provide a deeper understanding of general infection prevention principles, data privacy, cyber-security and patient provider communication exchange. Contact tracers are those who notify patients and close contacts of patients' exposures based on national, regional, and organizational requirements then continues to follow the cases and contacts through their recommended protocols.

Courses in this learning path include:
- Contact Tracing Skills Proficiency
- Infection Prevention & Barrier Protection
- HIPAA Workforce Proficiency
- Healthcare Cybersecurity Awareness
- Patient Provider Communication Skills

Price: $199
Course is online and open enrollment.

Handling Medical Emergencies

If a member of your family suffered a medical emergency, you could certainly call for trained emergency medical responders, but what would you do while you’re waiting for them to arrive? Every second counts during a medical emergency.

Recognizing the early signs and symptoms of common medical conditions and providing appropriate treatment can mean a better outcome for the patient and can greatly reduce the seriousness of the illness, which means a shorter hospital stay and lower medical costs. It’s also very satisfying to know how to help someone in a time of need.

Hours: 75 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Health Care Entrepreneurship Bundle

The course objectives of the Health Care Entrepreneurship Bundle are to offer health care professionals an overview of how to start their own business and understand the legal and ethical risks that result from factors in the medical industry.

Courses included in this bundle are:
- Certificate in Starting Your Own Business in Health and Healing
- Certificate in Legal and Ethical Issues in Healthcare

Hours: 75 Price: $118

ICD-10 Documentation for Clinicians

This course provides education on ICD-10 that is tailored for physicians, other clinical providers, and consultants. The course does not require any previous experience with the International Classification of Diseases (ICD) system, though most providers will be somewhat familiar with ICD-9-CM. This course is not designed for professional coders, and it does not focus in-depth on the codes themselves. Instead, the course focuses on the information that providers need, especially the documentation required to support proper ICD-10 coding.

The course describes major changes in the transition between ICD-9 and ICD-10. It provides an overview of both ICD-10-CM and ICD-10-PCS. ICD-10-CM is the Clinical Modification version used in both ambulatory and acute-care settings. ICD-10-PCS is the Procedure Coding System used largely in hospitals. The course focuses on documentation requirements, and it includes quick reference guide.

Learning Objectives:
- Describe an Introduction to ICD-10 for Clinical Providers
- Understand ICD-10-CM
- Understand ICD-10-PCS
- Understand Root Operation Groups
- Quick Reference Guide for Mental Health/Substance Abuse

Price: $59
Course is online and open enrollment.
**Introduction to the Medical Laboratory**
This course will introduce you to working in a medical laboratory. You will learn how to perform common tests in each laboratory department, as well as specimen collection, handling, and processing. You will gain also key skills for working with laboratory instruments and computer systems and how they work with laboratory professionals to improve quality and efficiency.

Hours: 24 Price: $115
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
Go to www.ed2go.com/cbc

**Medical Transcription**
In this course, you will learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. This knowledge will help prepare you to work almost anywhere in the medical field—doctors’ offices, clinics, public health facilities, and hospitals. With this foundation, you will be set to advance your education so you can work as a subcontractor for a company that outsources transcription, or you can eventually even take on your own clients—all from the comfort of your own home.

You will go through each of the nine main report types—their formatting requirements, the components of each one, and how they are used in the clinical setting. Every lesson will include a grammar review, pointing out important elements that will make your reports perfect. You will also gain important clinical knowledge of major disease processes that are essential to enhance your skill as a medical documentation specialist.

Along the way, you will download a free transcriber to listen to dictation and produce reports. These hands-on exercises will give you the practice you will need to determine if this field is for you. You will also go through your current options and in the future by developing the skills of a medical transcriptionist. By the end of this course, you will know the basic report types, have clinical knowledge of major diseases, be able to correct grammar from dictated reports on the fly, and know the next steps you will need to take!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

**Patient Care Technician**
Patient care technicians play an important role in patients’ lives. With healthcare demand at an all-time high, you can be the professional providing this vital care. This online patient care course will help you gain the skills needed to work with patients in various healthcare facilities. You will also prepare to become a Certified Patient Care Technician Level I, a valuable professional credential that validates your specialized skill set.

You will also receive a prepaid voucher for the Certified Patient Care Technician Level I Exam. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Hours: 300 Price: $2495
Course is online and open enrollment.

**Peer Support Specialist**
Have you overcome addiction or a mental disorder personally or been very close to someone who has? When you understand first-hand how important it is to have a good support system, it’s natural to want to help others facing the same problems. The Peer Support Specialist course will provide you with the education and training you need to appropriately help others and use your experiences for positive outcomes.

Whether you’ve experienced recovery from addiction, mental illness, or co-occurring substance and mental disorders becoming a Peer Support Specialist may be a great option for you. You will gain an understanding of the roles of Peer Specialists and Peer Supporters relative to advocacy, addressing stigma and discrimination, interpersonal communication, an overview of mental health and substance use disorders, cultural competence, ethical responsibilities and legal issues, including HIPAA. You’ll learn to empower and help others through videos portraying stories of peers in recovery from mental illness and/or addiction throughout the coursework, and become a role model for others and show them that it is possible to achieve recovery.

Hours: 40 Price: $595
Course is online and open enrollment.
Professional Recovery Coach
Addiction is a pervasive problem in society and there are many approaches that have been developed to achieve sobriety and long-term recovery. One of the more successful approaches is the use of Professional Recovery Coaches. Learn the dynamics of a strengths-based system for changing addictive behavior through a process of reconnecting to one’s joyful identity and work toward helping others overcome and break the cycle of addiction.

In this course you will learn the effects of addiction on the brain and discover the foundational role that joy plays in recovery as you see how lasting, joyful connections are vital to the recovery process. You will also learn the role of the Professional Recovery Coach along with the desired skills, traits and competencies needed for success in the coaching relationship. This course will show you the tools to use to elicit client motivation and help clients to correct discrepancies in their thinking and beliefs. This course will also review special issues in working with families as well as ethical issues that are commonly addressed in Professional Recovery Coaching. This course is certified by the IAPRC (International Association of Professional Recovery Coaches) and provides CEUs through the NET Training Institute.

The Continuing Education Units are recognized by NAADAC (The Association for Addiction Professionals) and the IC&RC (International Certification & Reciprocity Consortium).

Certifications

This is a knowledge based course. Students receive a Certificate of Completion at the end of this 60-hour course. This course is offered through the IAPRC (International Association of Professional Recovery Coaches) and provides Continuing Education Units (CEUs) through the NET Training Institute. CEUs are recognized by NAADAC (The Association for Addiction Professionals) and the IC&RC (International Certification & Reciprocity Consortium). These courses may be applied toward Professional Certification through the IAPRC.

The Continuing Education Units are recognized by NAADAC (The Association for Addiction Professionals) and the IC&RC (International Certification & Reciprocity Consortium).

Hours:60 Price: $1695
Course is online and open enrollment.

Social Service Assistant
Social Service Assistants are members of interdisciplinary health care teams within the LTC facility. They work under the supervision of licensed social workers and other staff who have more education and experience, and assist these professionals with their daily tasks. They often conduct admission interviews, inform residents and their families of their rights, advocate for residents with social services organizations, help residents adjust to living in the facility, and coordinate care services. Coordinating care services may involve ensuring that Medicare and other billing issues are appropriately handled, informing mental health and medical staff if residents require services and scheduling medical and other appointments for residents.

This course will cover content that includes professionalism, documentation and ethics, social service related regulations, the admission process, assessment documentation, MDS/RAPS, care planning, resident rights, abuse prevention, survey and survey process, discharge planning, disease processes, the effects of aging, and the end of life pain process.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

• Long Term Care

Hours:70 Price: $695
Course is online and open enrollment.

Don't see a course you would like to take?

Give us a call at (361) 354-2768 or email us at ce@coastalbend.edu with details on the course.

Women’s Health Bundle
This course combines Perinatal Issues, Violence Prevention and Awareness, and Women’s Health Issues as you learn about the well-being of women, women’s rights, and empowerment.

Courses included in this bundle are:

• Certificate in Perinatal Issues
• Certificate in Violence Prevention and Awareness
• Certificate in Women’s Health Issues

Hours: 47 Price: $240
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

WWW.COASTALBEND.EDU/CE
Certificate of HIV/AIDS Prevention Proficiency
Course covers detail regarding HIV/AIDS awareness and the wide variety of strategies and programs designed to address infection prevention requirements.

In this era of increasingly effective treatments for HIV, people are living longer, healthier, and more productive lives. Deaths from HIV infection and AIDS have greatly declined since the 90s. As the number of people living with the condition grows, it is more important than ever to increase national awareness and prevention education as part of a comprehensive initiative.

Course Objectives:
• Define HIV/AIDS
• Understand the Importance of HIV/AIDS Awareness
• Understand the Etiology and Epidemiology of HIV
• Describe Transmission and Infection Prevention of HIV
• Discuss Testing and Counseling
• Explain Current AIDS/HIV Treatment and Prescribing Program
• Review Legal and Ethical Issues
• Understand the Present and Future – Positive Steps and Results

Price: $59
Course is online and open enrollment.

Certificate of Infection Control/Barrier Protection Proficiency
Course addresses all major elements of infection prevention. It focuses on pragmatic prevention processes in clinical healthcare environments and now includes a special module focused specifically on CMS guidelines for infection prevention as it relates to COVID19 and the Coronavirus.

Course Objectives:
• Describe Mandated Infection Control and Barrier Protection Standards
• Describe Cleaning Disinfection and Sterilization (CDS)
• Discuss Awareness, Prevention and Control of Infectious Disease
• Explain Needle-Stick and Sharps Safety (NSS)
• Understand Bloodborne Pathogens Prevention (BBP)
• Recognize Personal Protective Equipment in Healthcare (PPE)
• Understand Hand Washing and Glove Requirements for Health & Safety
• Discuss Sepsis Awareness and Education

Price: $59
Course is online and open enrollment.

Secrets of the Caterer
Catering is a business that has become very popular, especially for those who love to cook and plan parties. From weddings, to showers, to business parties, catering is a home-based business that gives the caterer an exciting and creative career.

In this introductory course, you will learn how to put your cooking and party planning skills to work. Learn the fundamentals of the catering business, how to cook for large crowds, organize your kitchen, manage your time, and work with clients. The course focuses on cooking skills every caterer needs, with an introduction to the business side of catering. You’ll also receive many unique and tested recipes that you can use to jump-start your business. Build your catering skills and begin a new and exciting career today.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Hospitality Catering

Catering Professional
The Catering Professional provides the foundational skills needed for a career in the catering and events industry by teaching the elements of catering services, including overseeing events and functions and collaborating with other catering services. You will gain the ability to plan for successful food preparation and apply beverage management requirements.

This course will also demonstrate best practices for marketing a catering business, considerations for preparing and executing contracts, effectively manage human resources, and applying basic accounting principles. It will also prepare you for the Certified Professional in Catering and Events (CPCE).

Hours:100 Price: $1295
Course is online and open enrollment.

Customer Service

Food and Customer Service Skills Training
This online Food and Customer Service Skills Training course will prepare you for a career in food services, restaurants, and the hospitality industry. The course emphasizes customer service skills that can be applied in a wide variety of settings. This is an excellent option for those already working in a food services environment and wanting to apply for management positions, or for those interested in starting new careers.

When you complete the course, you will be prepared to take the Prometric Certified Professional Food Manager (CPFM) exam. Get started today, and prepare yourself to enter this exciting career field.

Hours:120 Price: $850
Course is online and open enrollment.
Retail Customer Service Skills Training
Looking for a career where you are always in demand? This Retail Customer Service Skills Training course will prepare you with the skills and knowledge you need for a successful career in retail. In this course, offered by Smart Horizons Career Online Education, you will master the skills you need to obtain a career certificate in Retail Customer Service Skills Training.

As you prepare for your career in the retail industry, you will learn about providing excellent customer service, as well as personal management skills that will make you effective in the workplace. When you complete the course, you will earn a Retail Customer Skills Certificate.

Hours: 120 Price: $850
Course is online and open enrollment.

Certified Master Wedding and Event Planner
From weddings to conventions, events need a master planner to ensure all aspects run smoothly. If you're serious about an event planning career, this online certification course will set you up for success. You will be mentored by industry leaders and gain the skills needed to translate a client’s vision into a reality.

With successful course completion, you will qualify for an internship at a Kevin Lee Weddings event, mentored by celebrity wedding and event designer Kevin Lee. You will also have the option to attend two-day workshop and learn directly from Kevin Lee and his vendors.

Hours: 1000 Price: $5495
Course is online and open enrollment.

Event Planning

Certificate of Event Planning Proficiency
No matter how big or small an event is, an event planner who’s gunning for success needs to pay apt attention to the tiniest details to make a successful event. Thoroughly planning and executing these details is not the job of an average Joe. And that’s where our event planning workshop comes in.

Learning Objective:
• Establish rock-solid relationships with the best local vendors, security team and technicians.
• Select, train and groom your team of attendants
• Introduce creativity and make do with available resources
• Understand the unique requirements of each event, be it weddings, corporate conferences, award ceremonies, birthday parties, etc.

Hours: 65 Price: $90
Course is online and open enrollment.

Certified Wedding Planner
Wedding planners combine creativity and organization to help happy couples celebrate the most important day of their lives. Train for a career surrounded by celebratory events!

In this course, you will master the fundamentals of planning, orchestrating, and delivering stunning weddings and parties. This course allows you to earn your certification as a professional wedding planner and will give you an opportunity to put your new skills to work in an optional internship. Lastly, it includes the opportunity to receive notifications on internships in your area to get hands-on experience.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• Professional Wedding and Event Planning, How to Start a Wedding and Event Planning Business
• Dina Manzo’s It’s My Party and I’ll Plan If I Want To

Hours: 340 Price: $1595
Course is online and open enrollment.

Legal Studies
Interested in pursuing a career in the legal world?
Coastal Bend College has partnered with The Center for Legal Studies to provide programs to prepare you to enter the workforce.

Courses offered include:
• Alternative Dispute Resolution Certificate Course
• Employment Law Certificate Course
• Intellectual Property Law for Engineers
• Legal Nurse Consultant Training Course
• Legal Secretary Certificate Course
• Medical Professional Legal Consultant
• Paralegal Certificate Course
• Software Essentials for the Law Office
• Victim Advocacy Certificate Course

Please visit page 214 for more information.
Corporate Event Planner

Do you have a knack for putting together great parties and events? Are you someone with great attention to detail? If so, a career as a Corporate Event Planner could be perfect for you. Learn everything you need to know in this Corporate Event Planner course including how to plan, design, and execute a successful corporate event, and how to charge for corporate event planning services.

Corporate events span all industries and are planned for a variety of occasions and celebrations. Corporations and their employees celebrate many milestones and accomplishments within the lifespan of the growth and evolution of its people, products, and successes so there are unlimited opportunities in this field. From special events and meetings to assemblies, recognition events and corporate training—you’ll be prepared to handle them all! Upon successfully completing the course, you will be awarded a Certified Corporate Event Planner certification from the Wedding Planning Institute.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- S.M.A.R.T. Corporate Event Planning

Hours: 240 Price: $995
Course is online and open enrollment.

Event Management and Design

The Event Management and Design Online Training course will equip you with the knowledge to advance in the field if you’re already working in special events, or it will prepare you to enter the profession with an understanding of the industry. You’ll build a foundation that you can use to build a career in special events or start your own special event business.

This course is split up into two modules: Special Event Management and Special Event Design and Decoration. Each module includes multiple units complete with interactive presentations. Corporate events, weddings, parades, festivals, and more are covered. You’ll learn about the practicalities of planning events and the dazzle of designing them. From permits to pyrotechnics, this course will teach you how to design, plan, implement, and evaluate special events. Learn to create spectacular special events with the Event Management and Design Online Training course!

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following e-Books will be provided to you after registration:

- Art of the Event: Complete Guide to Designing and Decorating Special Events, by James C. Monroe, CMP, CSEP
- Special Events: Creating and Sustaining a New World for Celebration by Dr. Joe Goldblatt, CSEP

Hours: 300 Price: $1995
Course is online and open enrollment.

Preston Bailey’s Signature Wedding & Event Design

Distinguish yourself as a professional event designer by taking this course. You will learn to design event details from top to bottom including the design surrounding the activities that make an event come to life. In many cases it is the designer that extracts the emotional and personal elements of a client and weaves those personal expressions into the event design. A wedding planner taking this course will learn the art of design and how to apply design techniques to their existing knowledge and services to their clients. In this course, you will also learn how to identify, approach, and set up an internship in your local area. You will receive notices of internship opportunities and industry conferences and events.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- Preston Bailey’s Signature Wedding & Event Design

Hours: 240 Price: $1795
Course is online and open enrollment.

Wow, What a Great Event!

Are you planning a special event and could use some helpful advice? Considering event planning as a future career? Curious about what other event planners are doing? Need new ideas and resources? This event planning course has all that and more!

Discover how all the pieces in the event planning process fit together to make any size or type of event successful, whether it’s for your family or friends, your employer, or your favorite charity. You’ll learn about themes, venues, menus, entertainment, décor, and much, much more. You will develop skills, find resources, and gain confidence to plan any event. You’ll gain access to event industry information compiled by and for event industry professionals. You’ll be so excited with your newly gained confidence and expertise that you’ll want to start planning your next event even before this course is over!

Hours: 24 Price: $90
Preston Bailey’s Fundamentals of Floral Design

Floral design is an integral part of every Preston Bailey event. The Preston Bailey Fundamentals of Floral Design course, Part 1 in the Floral Design series, is an opportunity for you to learn the fundamentals of floral design from Preston Bailey, the industry’s most highly regarded floral design expert.

The course is designed for beginners who have no experience with flowers, flower arranging, or floral design. You will learn the tricks that every good professional floral designer depends on. The course will also help you gain a strong foundation in the basics, which prepares you for learning the more complex techniques of Preston’s unique floral designs. Upon completion of this course, you will also have the unique opportunity to apply for internships in your local area. You can also receive notices of internship opportunities and industry conferences and events.

Prerequisites:
It is recommended that you take Certified Wedding Planner and Preston Bailey’s Signature Wedding & Event Design prior to enrolling in this course.

Hours:240 Price: $1695
Course is online and open enrollment.

Preston Bailey’s Intermediate Floral Design

Preston Bailey’s Intermediate Floral Design, Part 2 of the Floral Design series, builds upon a florist’s knowledge of manipulation of flowers to create the breathtaking and detailed designs that Preston Bailey is most famous for when using a Table Top approach in designing an event. This course breaks down the many layers of design including table size, shape, materials, and flowers incorporated into table top designs.

You will learn the process for creating and building each design layer incorporated into a Preston Bailey Table and how each layer works together to create a cohesive design using a combination of color choices, flowers, materials, and table shapes. You will learn how to utilize a design formula to properly plan, design, price, and execute a floral design to make a profit. You will ultimately learn the financial side of floral design to confirm their formulas and pricing structures for floral designs for the table. Lastly, this course includes how to identify, approach, and set up an internship in your local area. Upon completion, you will have the opportunity to receive notices of internship opportunities and industry conferences and events.

Prerequisites:
You should have already completed Preston Bailey’s Fundamentals of Floral Design 1 before enrolling in this course.

Hours:240 Price: $1895
Course is online and open enrollment.

Basic Housekeeping

The Basic Housekeeping course will teach the necessary skills needed to start or advance a career in housekeeping. You will build a foundational skill set that can be used to work at private residences or hospitality groups like hotels and resorts. You will also learn the important elements of professional conduct, such as creating a resume, interviewing, accepting or rejecting job offers, and more.

This course covers household cleaning techniques, such as proper use of cleaning materials and tools. You will also gain an understanding of laundry, from separating and washing to drying and ironing. You will also learn about organization, time management, and other fundamental aspects of effective housekeeping including kitchen service and basic childcare. Upon completion of the course, you will have a well-rounded and diverse skill set that would make you a valuable addition to any employer.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment and will be available online:
• “The Professional Training Guide” by Marta Perrone

Hours:50 Price: $595
Course is online and open enrollment.

OSHA Training

Coastal Bend College can offer any OSHA training with advanced notice.

WWW.COASTALBEND.EDU/CE
Executive Housekeeper
This course will prepare you for a career as a head/executive housekeeper or provide household managers with a deeper understanding of the housekeeping department. You will be taught how to work at the highest level of housekeeping and challenged to refine your skills in housekeeping, product use, organization, laundry, entertaining and handling events at a home.

You will learn the management skills necessary to serve as a supervisor of other staff members and learn how to properly train and organize a team of housekeepers.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment and will be available online:
• “The Professional Housekeeper” by Marta Perrone

Hours: 60 Price: $895
Course is online and open enrollment.

Hotel Management
This course will introduce you to the range of hotels in operation and their management policies. The principles learned can be transferred to multiple accommodation types such as hotels, motels, resorts, bed and breakfasts, and any other business that provides accommodation or lodging. You will gain an understanding of the complexities of hotel management and will learn to consider the multiple interrelated aspects of successful hospitality service.

Successful hotel management requires maintaining internal organization, handling internal and guest issues, adapting to constantly evolving industry needs, and implementing regular changes to stay competitive in the current market. This course will prepare you to dive into an exciting and dynamic career in hotels and hospitality.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment and will be available online.

These recommended reference materials are optional, but it’s recommended that you purchase the latest version of them to ensure your skill set is up-to-date:
• David K. Hayes and Jack D. Ninemeier - Hotel Operations Management
• Leonardo Inghilleri & Micah Solomon - Exceptional Service, Exceptional Profit: The Secrets of Building a Five-Star Customer Service Organization
• Micah Solomon - The Heart of Hospitality: Great Hotel and Restaurant Leaders Share Their Secrets
• Jokima Hiller - 7 EASY Ways to Show Your Employees YOU Care! A Booklet for Hotel Managers and Others

Hours: 100 Price: $995
Course is online and open enrollment.

Hotel Management with Executive Housekeeper
The hospitality industry provides a variety of jobs and opportunities to advance worldwide. Learning the skills needed to manage any venue, hotel, motel, resort, or accommodation house and supervise housekeeping staff will position you for success within this growing field.

This course bundle will train you for managerial positions in the hospitality industry. The principles learned can be transferred to multiple accommodation types such as hotels, motels, resorts, bed and breakfasts, or any other business that provides accommodation or lodging. You will learn the different management structures of hospitality, from the front office to housekeeping, and how to organize and oversee staff.

Hotel managers and executive housekeepers must be adept at recognizing quality staff during recruitment and implement training procedures to develop their potential. You will learn the management skills necessary to serve as a supervisor to other staff members and learn how to properly train and organize a team of housekeepers.

Instructional material requirements:
The instructional materials required for this course are included in enrollment and will be available online.

Recommended Supplementary Materials:
• Micah Solomon (2016)- The Heart of Hospitality: Great Hotel and Restaurant Leaders Share Their Secrets
• Jokima Hiller (2015) - 7 EASY Ways to Show Your Employees YOU Care! A Booklet for Hotel Managers and Others
• Martha Stewart – Housekeeping

Hours: 160 Price: $1595
Course is online and open enrollment.
Household Manager
This course is designed to train for the role of household manager. You will learn the necessary administrative skills and HR procedures needed to manage an entire staff and run a home.

This course covers subjects from selecting property vendors, planning and managing events, interviewing staff to home systems and how to manage these operations. You will also learn about housekeeping, what is needed to ensure the home is perfectly maintained, and how to set up security and emergency procedures to protect the family and home.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment and will be available online:
• “The Professional Training Guide” by Marta Perrone

Hours:80 Price: $1595
Course is online and open enrollment.

Household Manager with Executive Housekeeper
Many busy families with large estates seek out highly-skilled employees to manage their household. These duties fall on the household manager, who oversees the home and household systems like budgeting, security, and staff supervision. Training as a specialized household manager is ideal for advancing your career in the private service industry.

This course bundle will train you to work as a household manager with a specialty in housekeeping. Upon completing these complimentary courses, you will be able to run a household, supervise other household staff, and properly train and organize a team of housekeepers.

Instructional material requirements:
• “The Professional Housekeeper” by Marta Perrone. All materials for this course are provided online.

Recommended Supplementary Materials:
• The Original Guide to Private Service Management – Mary Louise Starkey
• Martha Stewart – Housekeeping

Hours:140 Price: $2195
Course is online and open enrollment.

Restaurant Management
As one of today’s most in-demand jobs, the salary for a restaurant manager is over $50,000 on average. To become a successful restaurant manager, you must acquire the practical skills and theoretical knowledge necessary to execute all elements of a restaurant business. Restaurant Management provides this foundation by teaching each aspect of the process; from inception through creation to ultimately managing a successful restaurant.

This course will impart the theory behind food and beverage production and management, human resource management and basic accounting practices for the restaurant industry. You will also learn how to market a restaurant to key customer groups and how to sustain a profitable restaurant while adhering to all legal requirements.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment and will be available online:

Hours:100 Price: $995
Course is online and open enrollment.

Travel Agent Training
Together, travel and tourism make up one of the world’s largest industries. While some travelers manage to book their own trips, travel agents still play a major role in luxury, corporate, and group travel. With the industry positioned to grow, there’s never been a better time to train to become a travel agent. This online course will prepare you to work in the fast-paced travel industry. You will gain a deep understanding of both travel and tourism, so you can help clients research, plan, and book their trips.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• Travel Career Development and accompanying workbook
• Exploring the World, Geography for the Travel Professional and accompanying workbook

Hours:100 Price: $1995
Course is online and open enrollment.

WWW.COASTALBEND.EDU/CE
AutoCAD 2021 Certified User with AutoCAD 3D 2021
This 100% online AutoCAD 2021 training course will teach you how to create and edit a simple drawing, and then gradually introduces more advanced tools. Once you master the basic 2D skills, you will move on to explore more advanced efficiency tools, complex objects, using external reference and image files, collaboration tools, publishing, and enhancing productivity with simple customization. You will then learn the fundamentals of 3D and explores the main features of the advanced 3D modeling workspace. The course content is heavily focused on hands-on exercises which require that the software be installed. All examples and exercises are taken from a variety of fields where AutoCAD is used.

This course offers enrollment with a voucher. The voucher is pre-paid access to sit for the certifying exam upon eligibility.

Prerequisites:
A working knowledge of basic design/drafting procedures and terminology is recommended.

Hours:240 Price: $3295
Course is online and open enrollment.

AutoCAD 3D 2021
If you know how to use AutoCAD 2D commands, it’s time to master the concepts and methods of 3D modeling. This 100% online course will teach you the fundamentals of AutoCAD 3D and explores the main features of the advanced 3D modeling workspace. The course content is heavily focused on hands-on exercises, so you will need to have the software installed on your computer to practice your new skills. All examples and exercises are taken from a variety of fields where AutoCAD is used.

Prerequisites:
In order to take the AutoCAD 3D 2021 portion of the class, you must have taken AutoCAD 2021 or have equivalent experience with the 2D commands and software interface for AutoCAD 2021. A working knowledge of basic design/drafting procedures and terminology is recommended.

Hours:85 Price: $1695
Course is online and open enrollment.

Autodesk Fusion 360
This course will train you to use the latest version of Autodesk® Fusion 360® through a hands-on and practice-intensive curriculum. Autodesk® Fusion 360® has become one of the most commonly used 3D CAD product design programs in the manufacturing industry. To design products for today’s users, you need to master this cloud-based platform that integrates the design (CAD) and manufacturing (CAM) tools into one tool.

You will master the key skills required to design 3D part and assembly models and document these models in 2D drawing. Each lesson requires that you incorporate the skills you learned previously until you become fully competent in 3D creating models. By course completion, you will be ready to pass the Autodesk® Fusion 360® Certified User exam and validate your advanced skill set.

Prerequisites:
A working knowledge of basic design/drafting procedures and terminology is recommended.

Hours:120 Price: $2595
Course is online and open enrollment.

EXIN Cloud Computing
Cloud computing is a growing field with experts creating innovative ways to store, manage, access, and protect data. This 100% online course introduces cloud computing and prepares you for EXIN’s Cloud Computing Foundation, a vendor-neutral certification that demonstrates knowledge of cloud computing services. Key topics include architecture, design, and deployment models of cloud computing. In addition, you will also learn how cloud computing can be employed by different types of organizations.

Hours:50 Price: $695
Course is online and open enrollment.

Autodesk Revit Architecture 2021
Autodesk Revit for Architecture is one of the leading Building Information Modeling (BIM) software products for architectural firms. This 100% online course will teach you the fundamentals of Autodesk Revit Architecture software and fully prepare you to pass the Autodesk Revit Certified User for Architecture exam. You will learn how to navigate the interface and use the fundamental design functions available in Revit. The course content is heavily focused on hands-on exercises which require that the software be installed.

This course offers enrollment with a voucher. The voucher is pre-paid access to sit for the certifying exam upon eligibility.

Prerequisites:
A working knowledge of basic design/drafting procedures and terminology is recommended.

Hours:120 Price: $2595
Course is online and open enrollment.

Cloud Computing

EXIN Cloud Computing
Cloud computing is a growing field with experts creating innovative ways to store, manage, access, and protect data. This 100% online course introduces cloud computing and prepares you for EXIN’s Cloud Computing Foundation, a vendor-neutral certification that demonstrates knowledge of cloud computing services. Key topics include architecture, design, and deployment models of cloud computing. In addition, you will also learn how cloud computing can be employed by different types of organizations.

Hours:50 Price: $695
Course is online and open enrollment.
Understanding the Cloud
What is the cloud? If you have trouble answering this question, you are not alone. In this course, you will explore how the cloud works, what drives its incredible growth, and how you can use cloud services. You will start by looking at the building blocks of the cloud, where it started, and how it transitioned. You will gain a clear understanding of IaaS (infrastructure), SaaS (software), and PaaS (platforms), and examine why each may be attractive to some businesses, but not to others. You will learn about the different kinds of clouds (public, private, and hybrid).

You will also look inside the engine rooms of the cloud: data centers. You will examine the concept of big data and how the cloud infrastructure enables data to zip across the globe at lightning speed. You will look at how Facebook and Twitter contribute to the cloud, and how apps go from idea to app store. You will gain an understanding of how mobile devices and major mobile ecosystems continue to shape the cloud. Whatever your technical background, by the end of this course, you will be thoroughly cloud-savvy.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

CompTIA
Certificate of CompTIA Cloud+ Proficieny
This is an entry level course to introduce the basic knowledge and skills needed to analyze, select, monitor, and protect cloud resources. The concepts taught in this course include identifying vulnerabilities, investigating network issues, connecting and monitoring networks and cloud environment. This course helps the students to prepare for the CompTIA Cloud+ CV0-002 certification exam.

This CompTIA Cloud+ Basic training course addresses the essential knowledge for installation, deployment, management and maintenance of cloud infrastructure with an enhanced focus on its security. The course is based on the cloud concepts and models, virtualization, and infrastructure in the cloud.

Price: $59
Course is online and open enrollment.

Texas Real Estate License
Educational Requirements for Prospective Licensees Sales Associate
According to the Texas Real Estate Commission, students must earn a minimum of 180 classroom hours. These 180 classroom hours must include the required core courses of:

• Real Estate Principles (60 hours)
• Real Estate Law of Agency (30 hours)
• Real Estate Law of Contracts (30 hours)
• Promulgated Contracts (30 hours)
• Real Estate Finance (30 hours).

License will be for 2 years and for the first renewal student must complete 90 additional classroom hours of other core courses. After the first 2 years licensure will be for 2 year periods with the required MCE (Mandatory Continuing Education) courses to renew.

For more information, please visit page 226 or coastalbend.edu/realestate.
CompTIA Cloud+ Certification Training

The best time to pursue CompTIA Cloud+ training is right now. Cloud computing is a growing field as experts create innovative ways to store, manage, access, and protect some of the world’s most important data. The global cloud computing market is projected to reach $270 billion by 2020. This impressive industry growth is increasing the demand for professionals with cloud computing skills. This online course is designed for individuals who are just starting out in information technology.

Curious how difficult the course is? It’s actually ideal for those who have limited experience. You’ll learn everything you need to pass the certification exam and pursue a career in cloud computing, starting with the basics of cloud service environments. This course covers key concepts and skills, including virtualization, infrastructure, troubleshooting, resource management, security, systems management, and business continuity.

Incorporating visual, auditory, and hands-on learning, the course is aligned with the highly regarded CompTIA Cloud+ certification. It includes applied learning activities to ensure you gain a working knowledge of the concepts taught, as well as the ability to implement them in real-life situations. After completing the course, you will be prepared for the CompTIA™ Cloud+ CV0-002 Certification designation.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• CompTIA Cloud+ Study Guide

Prerequisites:
CompTIA™ A+ and CompTIA™ Network+ certifications, or comparable training, or equivalent industry experience is strongly recommended prior to taking this course.

Hours: 75 Price: $1495
Course is online and open enrollment.

CompTIA IT Fundamentals

Prove that you know today’s technologies with CompTIA IT Fundamentals. From networking and cybersecurity essentials to hardware and software basics, IT Fundamentals demonstrates your readiness for the digital workplace.

The CompTIA IT Fundamentals exam is designed to help you learn more about the world of information technology (IT). It’s ideal if you’re considering a career in IT or if you work in an allied field that requires a broad understanding of IT. CompTIA IT Fundamentals can also be a stepping stone to more advanced certifications such as CompTIA A+, and, with specialized experience, CompTIA Network+ and CompTIA Security+.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• CompTIA IT Fundamentals (ITF+ Study Guide: FC0-U61

Hours: 100 Price: $895
Course is online and open enrollment.
Certificate of Health IT Marketing/SEO Proficiency
This course offers training on Health IT Marketing and Search Engine Optimization. It covers different approaches for driving traffic to a healthcare website or blog, weighing pros and cons. The course describes how to achieve SEO through cultivating relationships with high-ranked sites, the need to balance reach with specificity in keywords, and the new opportunities for using social media to improve search rankings. It also warns against expensive SEO shortcuts that search engines increasingly detect and disregard.

Course Objectives:
• Explain SEO in a changing search environment
• Understand the importance of keyword specificity
• Demonstrate how search engines use links to measure quality
• Discuss Strategies for building links organically
• Describe how to build strong relationships with highly ranked sites
• Understand the downside of buying links and other SEO shortcuts
• Examine the growing importance of social media

Price: $59
Course is online and open enrollment.

Certificate of HealthIT Proficiency
This course provides overview training for technology specialists to understand Health IT. Students who complete the course will be able to identify efficient technology for medical sites; understand implementation methodology for healthcare environments; manage EHR rollout and digital technology projects; explain HIPAA, HITECH, and incentives compliance requirements; select proper encryption technology and employ encryption techniques in practice; and define the most frequently used health technology terminology.

Course Objectives:
• Understand Overview of Current Healthcare Technology
• Describe New Developments in Health IT
• Discuss Focus on Protecting Patient Data
• Identify Best IT Infrastructure
• Explain EHR Implementation Methodology
• Understand Encryption for Healthcare Environments
• Distinguish EHR, Incentives, and HIT Organizational Acronyms
• Propose Best Practices in Health IT

Price: $59
Course is online and open enrollment.

Certified HealthIT Cybersecurity Officer
The Healthcare Cybersecurity Officer oversees optimal security management and maintenance in a healthcare organization. Responsible for monitoring NIST and other governmental security regulations, providing oversight and a secure IT infrastructure to prevent overall data penetration risk.

Courses in this learning path include:
• Protecting information assets
• Security and Compliance initiatives
• Cybersecurity frameworks
• Cybersecurity, HIPAA and NIST CSF
• Risk-based management concepts
• Cybersecurity stakeholders
• Identified risk and risk oversight
• The cybersecurity framework
• Risk analysis and program assessments

Price: $399
Course is online and open enrollment.
Certified HealthIT Security Professional
This program provides comprehensive training in Healthcare IT (HIT) and Security management through multiple courses to help achieve or upgrade necessary skills to execute this role in a professional healthcare environment.

1. Certified HIPAA Compliance Officer Professional (CHSP)
All medical environments require a security compliance officer on site. This HIPAA focused certification allows the IT professional to assume the role, adding tremendous value to the organization. The compliance officer manages the prevention of breach and other network threats to protected health information. A critical component of any HIT professional profile.

2. Certified PCI-DSS Payment Card Security Professional (CPCIP)
This comprehensive course provides a working knowledge of PCI-DSS specific to the healthcare industry, the data security standards required by the payment card industry relevant to the protection of payment related data in all healthcare environments.

3. Certified Healthcare Cybersecurity Officer Professional (CHCSP)
Cybersecurity proficiency is a powerful industry skillset in healthcare IT (HIT). Hacking, ransomware attacks, cyber-breaches and network vulnerabilities are growing exponentially in healthcare, with strategies and best practices for security and protection changing rapidly.

4. Certified Healthcare Risk Assessment Specialist (CHRAS)
This recorded webinar workshop, teaches the learner all steps required to create and deliver a healthcare site HIPAA and security risk assessment (RA) utilizing the free ONC/HHS Security Risk Assessment Tool.

5. Certified HIPAA Disaster Recovery Specialist (CHDRS)
The disaster recovery plan is a required implementation, defined within the HIPAA Contingency Plan standard in the Administrative Safeguards section of the HIPAA Security Rule. The Rule calls for HIPAA-compliant organizations to anticipate how natural and other disasters could damage systems that contain electronic health information and develop policies and procedures for responding to such situations. These organizations must also implement business continuity policies and identify critical applications for continued access during and following such an incident.

Price: $699
Course is online and open enrollment.

Certified HealthIT Specialist
The Certified HealthIT Specialist focuses on the technology required to manage a medical site and on best practices to protect its data. This learning path is best assigned to someone who has IT experience or who has completed a technology specialist program.

Courses in this learning path include:
- HealthIT Proficiency
- Encryption Awareness Proficiency
- Ransomware Prevention Proficiency
- Payment Card Security Proficiency
- Workplace Cybersecurity Proficiency

Price: $199
Course is online and open enrollment.

ITIL

ITIL 4 Foundation
As the most widely accepted approach to IT service management, earning your ITIL 4 certification is a vital step in your career as an IT management professional. This course covers key concepts of IT service management to prepare you for the ITIL 4 certification exam. You’ll dive into service management, ITIL principles and the service value system (SVS). You will also gain an understanding of the ITIL 4 service management framework and how it adapts to modern technology.

The voucher is prepaid access to sit for the ITIL 4 Foundation exam upon eligibility.

Hours: 20  Price: $795
Course is online and open enrollment.

Don't see a course you would like to take?
Give us a call at (361) 354-2768 or email us at ce@coastalbend.edu with details on the course.
ITIL Capability Expert
The ITIL Expert level of qualification is aimed at those individuals who are interested in demonstrating a superior level of knowledge of the ITIL Scheme in its entirety. You will learn to use IT as a way to improve, transform and grow the business, as well as create a more efficient working environment with contingencies in place.

The online ITIL Expert course is the high quality path and rich experience to ITIL Expert. The fee for the ITIL Expert exams are included with this course.

Prerequisites:
Candidates need to have an ITIL Foundation certificate in order to enroll to the ITIL Expert training.

Hours: 150
Price without voucher: $1995
Price with voucher: $3295
Course is online and open enrollment.

ITIL Lifecycle Expert
The ITIL Expert level of qualification is aimed at those individuals who are interested in demonstrating a superior level of knowledge of the ITIL Scheme in its entirety.

You will learn to use IT as a way to improve, transform and grow the business, as well as create a more efficient working environment with contingencies in place. The online ITIL Expert course is the high quality path and rich experience to ITIL Expert. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the ITIL Expert exams which can be included with this course.

Prerequisites:
Candidates need to have an ITIL Foundation certificate in order to enroll to the ITIL Expert training.

Hours: 150
Price without voucher: $1995
Price with voucher: $3595
Course is online and open enrollment.

ITIL Foundation
ITIL was created as a set of best practices to ensure IT services are aligned to the needs of the business and support its core processes. It demonstrates how to use IT as a way to improve, transform, and grow the business, as well as create a more efficient working environment with contingencies in place.

The Foundation level will offer you a general understanding of the key elements, concepts and terminology of the ITIL life cycle, including how each stage links to one another and their wider contribution to service management.

The ITIL Foundation is a popular qualification sought by employers in IT Service Management, as ITIL is one of the most popular frameworks. This online course will provide you with all that you need to pass the ITIL Foundation certification, including videos, PDF study guides, quizzes, and a practice exam. Upon completion of the course, you will be given a voucher to take the ITIL Foundation Certification exam.

Hours: 20 Price: $795
Course is online and open enrollment.

Microsoft Access
Introduction to Microsoft Access 2019/Office 365
Virtually every industry can benefit from the use of Microsoft Access to organize, store, and document their essential information. Data ranging from inventory and customer information to orders details and vendors can be effectively organized with Microsoft’s longstanding software. If you work with databases of any kind, learning how to use Access 2019 will add a valuable skill set to your professional profile.

This course will teach you one of the most useful skills for both job seekers and those looking for promotion. If you know how to use Microsoft Excel, learning Access informs and enhances your current skill set, allowing you to take a stronger role in database management.

Hours: 24 Price: $110
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

WWW.COASTALBEND.EDU/CE
Microsoft Access 2019 Certification Training
Most employers seek candidates with a working knowledge of Microsoft Office. Being a certified Microsoft Office Specialist (MOS) gives your resume a boost and the potential to earn a higher salary than your non-certified peers. If you work with Access regularly, it’s time to bring your skills to the next level by earning your Microsoft Office Specialist Access 2019 certification.

This Microsoft Access 2019 Training course will prepare you for the Microsoft Office Specialist Access 2019 certification exam. You will first learn foundational database concepts. You will then learn to create databases and tables, query those tables, and create reports. By course completion, you will be able to design, customize, and fully optimize an Access database. These key skills are fundamental to passing the MOS MO-500 exam and earning your certification.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Hours: 90  
Price without voucher: $595  
Price with voucher: $695  
Course is online and open enrollment.

Microsoft Access 2019/Office 365 Series
The Microsoft Access 2019/Office 365 Series provides a comprehensive overview of Access 2019. You will first learn the basic functions of Access and then learn more advanced techniques that fully utilize this powerful software.

The Introductory course will teach you fundamental data management techniques, like creating forms and tables, efficient data entry, and editing. You will also learn how to use Access to develop queries that locate and isolate records and to design professional reports. By the time you have finished the course, you will know how to organize and assemble an effective database for any kind of information you need to store, document, and manage.

The Intermediate course builds on your previous Access skills. You will start by importing customer and order information from several Excel spreadsheets as tables in a new database. Once you have mastered proper table construction, you will learn how to create forms to manage table data. Then, you will discover how to construct crosstab and summary queries, and crunch numbers using query calculations. Finally, you will build a navigation form, so users can search your database.

Hours: 48 Price: $200  
2/10-3/24 online  
3/17-4/28 online  
4/14-5/26 online  
5/12-6/23 online

Excel
Advanced Microsoft Excel 2019/Office 365
Most organizations rely heavily on Microsoft Excel to consolidate, analyze, and report financial information and other important data. Your company is probably no exception. If you work with data of any kind, learning Excel’s advanced functions to taking on greater responsibilities in your organization.

This course will help you master many features in Microsoft Excel 2019/Office 365 that most users don’t know exist. You will learn the secret to using formula-based conditional formatting as a creative solution to common issues. You will also learn how to leverage Excel’s Power Query tool to import and transform data from about any data source. By the time you finish this course, you will have mastered Microsoft Excel 2019/Office 365 and will be able to better serve your company’s data management needs.

Hours: 24 Price: $110  
2/10-3/24 online  
3/17-4/28 online  
4/14-5/26 online  
5/12-6/23 online

Department of Workforce Development and Continuing Education
To schedule a class for construction safety, please contact the Department of Continuing Education at bbecknell@coastalbend.edu
Certificate of Microsoft Office Excel Proficiency - Level I
This course will introduce students to Microsoft Office Excel, and teach students about performing calculations, modifying a worksheet, formatting a worksheet, printing workbooks, managing workbooks, adding borders and colors to worksheets, and basic Excel customization.

This course will teach students about working with functions, working with lists, analyzing data, visualizing data with charts, using PivotTables and PivotCharts, working with graphical objects, and using array formulas. This course will teach students about working with multiple worksheets and workbooks, sharing and protecting workbooks, automating workbook functionality, using Lookup functions and formula auditing, forecasting data, creating sparklines and mapping data, importing and exporting data, internationalizing workbooks, working with Power Pivot, advanced customization options, and working with forms and controls.

Price: $59
Course is online and open enrollment.

Certificate of Microsoft Office Excel Proficiency - Level II
This course will introduce students to Microsoft Office Excel 2019/Office 365 Edition, and teach students about performing calculations, modifying a worksheet, formatting a worksheet, printing workbooks, managing workbooks, adding borders and colors to worksheets, and basic Excel customization.

This course will teach students about working with functions, working with lists, analyzing data, visualizing data with charts, using PivotTables and PivotCharts, working with graphical objects, and using array formulas. This course will teach students about working with multiple worksheets and workbooks, sharing and protecting workbooks, automating workbook functionality, using Lookup functions and formula auditing, forecasting data, creating sparklines and mapping data, importing and exporting data, internationalizing workbooks, working with Power Pivot, advanced customization options, and working with forms and controls.

Price: $59
Course is online and open enrollment.

Certificate of Microsoft Office Excel Proficiency - Level III
This course will introduce students to Microsoft Office Excel 2019/Office 365 Edition, and teach students about performing calculations, modifying a worksheet, formatting a worksheet, printing workbooks, managing workbooks, adding borders and colors to worksheets, and basic Excel customization. This course will teach students about working with functions, working with lists, analyzing data, visualizing data with charts, using PivotTables and PivotCharts, working with graphical objects, and using array formulas.

This course will teach students about working with multiple worksheets and workbooks, sharing and protecting workbooks, automating workbook functionality, using Lookup functions and formula auditing, forecasting data, creating sparklines and mapping data, importing and exporting data, internationalizing workbooks, working with Power Pivot, advanced customization options, and working with forms and controls.

Price: $59
Course is online and open enrollment.

Options to Explore:
Automotive
Manufacturing
Public Safety
Skilled Trades
Warehousing & Storage

Career Exploration

WWW.COASTALBEND.EDU/CE
Introduction to Microsoft Excel 2019/Office 365
Do you manage large sets of numbers, names, dates, or other pieces of information? If so, then you need to create worksheets to manage, store, organize, and even analyze this information. Excel, Microsoft’s powerful spreadsheet software, is the most widely-used program to handle this task. In fact, most workplaces require that new employees have a basic level of understanding of Microsoft Excel.

If you want to learn the 2019 version of Microsoft Excel, this course will introduce you to the program’s basic functions and uses. Through hands-on lessons, you will learn numerous shortcuts to quickly and efficiently set up worksheets. You will also learn how to use the function wizard to calculate statistics, future values, and more. In addition, you will get tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently-repeated tasks with macros and buttons. By the time you’re done, you will know how to use this vital Office 2019 tool.

Microsoft Excel - Pivot Tables
Wouldn’t it be great to learn how to effectively use all the advanced Excel pivot table features? In this practical and information-packed course, you will learn how to maximize this program’s functions and capabilities.

Most organizations rely heavily on Microsoft Excel pivot tables to analyze and report financial information. Your company is probably no exception. By learning these advanced techniques, you can become more valuable to your organization.

This course will teach you how to utilize the numerous pivot tables to develop useful analysis models and reports within your company. Impress your coworkers by learning how to create functional and eye-catching interactive dashboards using a combination of pivot tables, Pivot Charts, and Slicers. You will discover advanced techniques for pivot tables, like creating Timelines, calculated fields, and calculated items. You will learn how to use Excel’s Table function to efficiently manage changes to the pivot table’s source data in order to avoid making mistakes when data is added or deleted.

Microsoft Excel 2019 and Statistics Suite
Gain the skills and knowledge you need to start analyzing, tracking and managing data with Microsoft Excel 2019. You will learn how to use, collect, and apply data to real-life problems with charts, numbers and graphs.

Courses included in this suite are:
- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Advanced Microsoft Excel 2019/Office 365
- Introduction to Statistics

Microsoft Excel 2019 Certification Training
Most employers seek candidates with a working knowledge of Microsoft Office. Being a certified Microsoft Office Specialist (MOS) gives your resume a boost and the potential to earn a higher salary than your non-certified peers. If you work with Access regularly, it’s time to bring your skills to the next level by earning your Microsoft Office Specialist Access 2019 certification.

This Microsoft Access 2019 Training course will prepare you for the Microsoft Office Specialist Access 2019 certification exam. You will first learn foundational database concepts. You will then learn to create databases and tables, query those tables, and create reports. By course completion, you will be able to design, customize, and fully optimize an Access database. These key skills are fundamental to passing the MOS MO-500 exam and earning your certification.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Microsoft Excel 2019/Office 365 Series
This course bundle will introduce you to Microsoft Office Excel 2019 and teach you its intermediate and advanced features. Whether you’re new to Excel or need a refresher, the Microsoft Excel 2019 Series bundle will help you master this long standing spreadsheet software.

Courses included in this series are:
- Introduction to Microsoft Excel 2019/Office 365
- Intermediate Microsoft Excel 2019/Office 365
- Advanced Microsoft Excel 2019/Office 365

Courses included in this suite are:

Have questions? Give us a call at (361) 354-2768.
**Microsoft Excel and Access 2019 Suite**
Learn the basic and intermediate functions of Microsoft Excel 2019 and Microsoft Access 2019.

Courses included in this suite are:
- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Introduction to Microsoft Access 2019/Office 365
- Intermediate Microsoft Access 2019/Office 365

Hours: 96  Price: $495
- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

**Microsoft Excel and Project 2019 Suite**
Many businesses rely on spreadsheets to manage budgets, schedules, and tracking. This course will teach you how use Microsoft Excel 2019 and Microsoft Project 2019.

Courses included in this suite are:
- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Advanced Microsoft Excel 2019/Office 365
- Introduction to Microsoft Project 2019/Office 265

Hours: 96  Price: $495
- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

**Microsoft Office Master 2019 Certification Training**
While proficiency in Microsoft Office is essential in most professional settings, earning a Microsoft Office Master certification signifies that you have “the deepest level of skills” needed to use the Office suite.

The Microsoft Office Master 2019 Certification Training course will teach you how to use the Microsoft Office 2019 suite at an advanced level. You will build your expertise through hands-on exercises, in-depth course material, and supplemental video demonstrations. You will also prepare for the certification exams for Word, Excel, PowerPoint, and Outlook. As you prepare for each exam, you will test your skills at regular intervals with quizzes and exams.

By course completion, you will be fully prepared to take the Microsoft Office 2019 suite at an advanced level. You will also prepare for the certification exams for Word, Excel, PowerPoint, and Outlook. As you prepare for each exam, you will test your skills at regular intervals with quizzes and exams.

By course completion, you will be fully prepared to take the MO-201 (Excel), MO-101 (Word), MO-300 (PowerPoint), and MO-400 (Outlook) exams. This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying exams upon eligibility. Proctor fees may apply, which are not included.

Hours: 245
- Price without voucher: $1695
- Price with voucher: $2095

Course is online and open enrollment.

**Microsoft Outlook 2019 Certification Training**
Across industries, Microsoft Outlook is one of the most widely used desktop email clients. Businesses of all sizes rely on Outlook to communicate internally and externally, schedule meetings and manage contacts. If you use Outlook, becoming a Microsoft Office Specialist (MOS) in Outlook 2019 is an important step in your career.

Upon completion of this course, you will be fully prepared to sit for and pass the Microsoft Office Specialist Outlook 2019 Certification exam. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility. Proctor fees may apply, which are not included.

Hours: 45
- Price without voucher: $595
- Price with voucher: $650

Course is online and open enrollment.

**Virtual Reality Goggles**
Want to take a training with the virtual reality goggles? Please give us a call at (361) 354-2306.

**Computer Programming**
Coastal Bend College offers courses on different types of programming including:
- Java
- Oracle
- Python
- SQL
- and More!

For more information, please visit page 186.
Certificate of Microsoft Office Outlook Proficiency - Level I
The course provides the basic knowledge necessary for the end users to make full use of the functionalities and features of Microsoft Outlook 2019.

Take control of your inbox and use Microsoft Outlook to improve your everyday productivity. With Outlook preparation, you can learn how to build and edit professional-looking documents, manage schedules, and plan tasks. Create Planning expertise to organize personnel, schedule staff meetings, and deliver marketing campaign updates, delegate group action items, and more. Outlook enables you to manage calendars and appointments, create tasks, take notes, manage contacts, and browse the web from a single, user-friendly interface.

After successfully completing this course, the students shall be able to:
• Integrate email, calendar, and contacts: Schedule appointments, send emails, and create and delegate tasks all from one central location.
• Get offline email access: Access email anytime, anywhere with Outlook’s offline email access.
• Organize email: Sort messages into folders, forward or flag items to organize your inbox, and minimize clutter.
• Share and delegate calendars: Schedule meetings with coworkers quickly by sharing calendars to find available opportunities.
• Manage contacts: Outlook offers detailed contact information to easily manage and communicate with contacts.

Price: $59
Course is online and open enrollment.

Certificate of Microsoft Office Outlook Proficiency - Level II
The course provides the basic knowledge necessary for the end users to make full use of the functionalities and features of Microsoft Outlook 2019.

In this course, you will use Outlook’s advanced features to customize and manage your email communications, including using advanced features to organize emails; managing calendar settings and options; managing contact information; scheduling tasks; and managing Outlook backups and data file settings.

After successfully completing this course, the students shall be able to:
• Insert objects in messages, and modify properties and global options.
• Organize, search, and manage messages.
• Protect your mailbox and manage its size.
• Use rules and Quick Steps to automate message management.
• Work with advanced calendar settings.
• Import and forward contacts.
• Manage activities by assigning tasks to others.
• Delegate access to and share Outlook items with others.
• Archive and back up Outlook items using data files.

Price: $59
Course is online and open enrollment.

PowerPoint
Introduction to Microsoft PowerPoint 2019/Office 365
This in-depth course introduces PowerPoint’s functions and will teach you how to plan and create professional-quality presentations. You will learn how to catch your audience’s attention with PowerPoint’s visual features like photo album. As you become acquainted to Office 365, you will learn how to utilize OneDrive and PowerPoint Online’s cross-functionality—saving, editing, and sharing your presentations online.

This course is perfect for beginners looking to learn how to use the latest PowerPoint software. You will have the opportunity to create a custom presentation with content specific to your needs. By completion, you will be able to create captivating presentations and contribute to your company’s business processes.

Hours: 24 Price: $110
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online

Test Prep Guides
Guides include:
• ASE
• CompTIA
• GED
• LSAT
• TEAS
• and More!

Visit page 240 for more.
**Microsoft PowerPoint 2019 Certification Training**

Being a MOS Certified PowerPoint user proves to employers that you are ready to work with PowerPoint. According to Microsoft, individuals with a MOS certification can earn higher salaries than their non-certified peers. This course will teach you how to use Microsoft PowerPoint 2019 and prepare you for the Microsoft Office Specialist certification exam. Microsoft PowerPoint 2019 Certification Training.

You will learn to create and modify basic presentations using PowerPoint 2019. You will explore the PowerPoint environment, create a presentation, format text on slides to enhance clarity, and add graphical objects to a presentation and modify them. These skills are not only applicable to the Microsoft Office Specialist PowerPoint 2019, but strengthen your professional portfolio and workplace productivity.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Hours: 60  
Price without voucher: $595  
Price with voucher: $650  
Course is online and open enrollment.

---

**Project**

**Introduction to Microsoft Project 2019/Office 365**

Microsoft Project is a staple for project management and remains the most widely-used project management software across all industries. If you manage projects in your organization, learning how to use this longstanding resource is key to successfully and effectively seeing your projects through to completion.

In this course, you will discover how to effectively plan, implement, and control projects using Microsoft Project 2019. From sequencing tasks, producing a baseline, and assigning resources and costs, to tracking progress and revising your project plan, Microsoft Project can help you organize all your project’s details.

Armed with this information, you will avoid stalling or overloading your schedule. If you encounter trouble, you will know how to best utilize Project 2019 to get your project back on track.

Hours: 24  
Price: $129  
2/10-3/24 online  
3/17-4/28 online  
4/14-5/26 online  
5/12-6/23 online

---

**SharePoint**

**Introduction to SharePoint 2019**

Microsoft SharePoint is a collaborative tool that allows teams to work together to create web-based environments. This SharePoint course is for end-users and site owners/managers new to working in a SharePoint environment. The course teaches SharePoint basics such as working with lists and libraries, simple page customization, working with forms, and managing site permissions and users. By the end of this course, you will be able to confidently use Microsoft SharePoint and collaborate with others to manage and share documents and data effectively.

Hours: 14  
Price: $79

---

Follow us on Facebook for updates on upcoming classes, application deadlines, and other important information.

Coastal Bend College Department of Continuing Education

WWW.COASTALBEND.EDU/CE
Microsoft SharePoint 2019
This SharePoint 2019 training course will help you build the skills you need to work in a SharePoint environment. SharePoint is the most popular content management system, so understanding how to use its features is valuable at any organization.

You will be equipped with essential SharePoint skills, so you can navigate team sites; manage lists and libraries; and create columns, content types, and views. With these new skills, you will be the go-to user for SharePoint 2019 at your organization.

Hours:80 Price: $795
Course is online and open enrollment.

Microsoft Office Specialist 2019 (MOS)
Certification Training
Microsoft Office is the most widely used business productivity suite. Knowing how to use its products, including Word, Excel, and PowerPoint, is valuable in any professional setting. Earning your Microsoft Office Specialist (MOS) certification demonstrates your knowledge of the Office and proves that you’re ready to make an immediate impact at your organization.

This course prepares you for the Microsoft Office Specialist (MOS) 2019 certification exams for Word, Excel, PowerPoint, Access, and Outlook. You will build your expertise in these programs through hands-on exercises, in-depth course material, and supplemental video demonstrations. As you prepare for each exam, you will test your skills at regular intervals with quizzes and exams.

By course completion, you will be fully prepared to take the MOS Certification Exams MO-100 (Word), MO-200 (Excel), MO-300 (PowerPoint), MO-400 (Outlook), and MO-500 (Access) exams. This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying exams upon eligibility. Proctor fees may apply, which are not included.

Hours:335
Price without voucher: $1995
Price with voucher: $2495
Course is online and open enrollment.

Certified Microsoft Office Specialist
The Microsoft Office Specialist demonstrates knowledge of all popular Microsoft applications Learning Paths are available at introductory intermediate and advanced levels in preparation for academic or workforce opportunities.

Courses included in this bundle are:
• Certificate of Microsoft Word Proficiency
• Certificate of Microsoft Excel Proficiency
• Certificate of Microsoft Outlook Proficiency
• Certificate of Microsoft PowerPoint Proficiency
• Certificate of Office Professionalism Proficiency

Price: $199
Course is online and open enrollment.

Microsoft Office 2019/365 Value Suite
Some of the world’s most widely used software programs are part of the Microsoft Office suite. This course bundle will teach you how to use Word 2019, Excel 2019, and PowerPoint 2019, Office’s top business productivity programs. You will learn the basic features of each program and gain skills applicable to most professional settings.

Courses included in this suite are:
• Introduction to Microsoft Word 2019/Office 365
• Introduction to Microsoft Excel 2019/Office 365
• Introduction to Microsoft PowerPoint 2019/Office 365

Hours: 72 Price: $324
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Microsoft Office 2019/365 Value Suite
Some of the world’s most widely used software programs are part of the Microsoft Office suite. This course bundle will teach you how to use Word 2019, Excel 2019, and PowerPoint 2019, Office’s top business productivity programs. You will learn the basic features of each program and gain skills applicable to most professional settings.

Courses included in this suite are:
• Introduction to Microsoft Word 2019/Office 365
• Introduction to Microsoft Excel 2019/Office 365
• Introduction to Microsoft PowerPoint 2019/Office 365

Hours: 72 Price: $324
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Microsoft Office Word

Certificate of Microsoft Office Word Proficiency 2019 - Level I
Microsoft Office Word is an essential application for students, office workers, executives, writers and publishers.

This course helps the candidates to get started with the latest version of Microsoft Office Word. The course enables the candidates to acquire the necessary knowledge to efficiently use the features of Microsoft Office Word to achieve excellence in the daily routine tasks.

Price: $59
Course is online and open enrollment.

Want a customized training?
Give us a call at (361) 354-2306.
Certificate of Microsoft Office Word Proficiency 2019 - Level 2
Microsoft Office Word is an essential application for students, office workers, executives, writers and publishers.

You’ve learned the fundamental skills in Microsoft Word Basics (Part 1) you need to build a broad variety of streamlined business papers. However, if you consistently use Microsoft Word, the next move is to boost your effectiveness. You’ll be incorporating related programming skills in the Microsoft Word Intermediate class to hold your resume up to date. For this part, the way Microsoft Word functions with you will be tailored and streamlined. You will also increase the consistency of your work by incorporating intermediate and advanced Microsoft Word features to your documents.

Price: $59
Course is online and open enrollment.

Certificate of Microsoft Office Word Proficiency 2019 - Level III Advanced
Microsoft Office Word is an essential application for students, office workers, executives, writers and publishers.

With Microsoft Word, you can do more than just word processing. Word provides advanced technology for image editing, sharing software, resources for cross-referencing and connecting, entry and data processing methods, authentication software, and applications for automating document creation. Our Microsoft Office training equips candidates with Microsoft office skills and knowledge. MS Office is a string of applications that offer powerful and flexible ways to manage, present, and organize information.

Price: $59
Course is online and open enrollment.

Introduction to Microsoft Word 2019/Office 365
Across all industries, the ability to create documents in a word processor is essential in day-to-day functions. From writing reports to Knowing how to use Microsoft Word, the most widely-used word processing program, adds an important skill set to your professional profile.

This course will introduce you to the 2019 version of Microsoft Word, available through the Office 365 online platform. You will learn the basics of Word 2019 needed to write and edit text and to create, format, and organize documents. By the time you’re done with these hands-on activities, you will be able to use Word confidently at home or on the job.

Hours: 24 Price: $110
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Microsoft Word 2019 Certification Training
Proficiency in Microsoft Word is the one of the most requested workplace skills. Earning Microsoft Office Specialist and Expert certifications for Microsoft Word 2019 sets your professional profile apart from the casual Word user. To add this credential to your resume, you must pass the Microsoft Office Specialist (MOS) and Expert certification exams.

This course will prepare you for the MOS and Expert certification exams for Microsoft Word 2019. You will learn to create, edit, format, and print Microsoft Word documents. You will then move on to learn advanced formatting, use Word 2019 drawing tools, create and manage tables, and work with column layouts. You will also learn more advanced techniques, such as working with tables of contents, footnotes, and endnotes, adding comments, tracking changes, comparing and combining documents, creating envelopes and labels, using Mail Merge, and protecting documents.

Upon completion of this course, you will be prepared for the Microsoft Office Specialist Expert certification exam for Word 2019. Exam voucher included in course cost. Proctor fees may apply, which are not included.

Hours: 70
Price without voucher: $595
Price with voucher: $650
Course is online and open enrollment.

Microsoft Word 2019/Office 365 Series
With more than one billion people using the Microsoft Office suite worldwide, Microsoft Word is the most popular word processing software. This course bundle will introduce Microsoft Word 2019 and teach you how to use its advanced features.

Courses included in this suite are:
• Introduction to Microsoft Word 2019/Office 365
• Intermediate Microsoft Word 2019/Office 365

Hours: 48 Price: $200

Ready for a new challenge?
Try learning a new language!
Options include: French, Japanese, Spanish, and Sign Language.
Learn more on page 210.

Have a question?
Email us: ce@coastalbend.edu

WWW.COASTALBEND.EDU/CE
Crystal Reports
If you work with large amounts of data and need to create engaging reports with that data, then you need to learn Crystal Reports. As data analysis becomes increasingly important in business, knowing how to use Crystal Reports, SAP’s widely-used business intelligence application, is critical. This course will teach you to use Crystal Reports and create custom SQL statements to analyze data and create reports that convey clear messages.

You will learn to format reports, to filter and group data, to use formulas, to create summary reports and charts and to export reports. You will then learn how to use sections to improve formatting, how to create sub reports, how to work with custom groups, and how to create report alerts. Finally, you will learn more advanced features of Crystal Reports and will receive a thorough introduction to SQL, including how to work with databases, how to perform simple and advanced SELECTs, and more.

By the end of the course, you will know how to connect to a data source and how to select subsets of the data to import into Crystal Reports to analyze. You will be able to create useful reports, manipulate their look and feel, and export them in a variety of shareable formats.

Prerequisites:
This course is designed for anyone with an interest in database concepts. Prior to enrolling, you should have basic computer skills and a basic understanding of data management and analysis programs such as Introduction to Microsoft Access and Introduction to Microsoft Excel or equivalent experience.

Hours: 100 Price: $995
Course is online and open enrollment.

mLearning
Certificate of mLearning Essentials Proficiency
Gone are the days when everyone had to physically be available to get the job done, and the same goes for the training of your employees. The mLearning essentials workshop focuses on the quality delivery of employee learning/support via online devices like mobile phones, laptops, PDS etc.

Learning Objectives:
• Teaches the importance and usefulness of mLearning in any organization
• Teaches the ins and outs and of utilizing mLearning.
• Teaches how best to take full advantage of mLearning technology, to better educate your employees and offer support to clients.

The world is changing, and the success of your business lies in its ability to adjust to this change!

Price: $59
Course is online and open enrollment.

Networking
CISA
Certified Information Systems Auditor
With cyberattacks on the rise, more organizations are investing in data protection and building out their cybersecurity teams. As an IT professional, earning your CISA certification could be the first step to leading IT security at your organization. This online CISA training course will teach you how to identify and evaluate the five Certified Information Systems Auditor certification domains: auditing, governance, implementation, management, and protection.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the Certified Information Systems Auditor (CISA) exam and is included with this course upon eligibility.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• CISA Certified Information Systems Auditor All-in-one Exam Guide

Prerequisites:
While there are no prerequisites to take this course, ISACA does require five years of professional work experience in information systems auditing, control, or security for certification.

Hours: 75
Price without voucher: $795
Price with voucher: $1395
Course is online and open enrollment.

Please scan for the Continuing Education registration form.
Cisco CCNA Certification Training
This course will prepare you for the Cisco® CCNA 200-301 exam, the top associate-level certification for IT professionals. Most businesses today need daily operation on their systems, making networking a high demand skill set. Becoming a Cisco® Certified Networking Associate (CCNA) proves your knowledge of IT networking technology and boosts your career prospects.

Each section will help you master certification-based topics for Cisco networking. Not only will you be prepared for the CCNA 200-301 exam, you will be able to provide networking solutions to real-world applications. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the CCNA certifying exam upon eligibility.

Instructional Material Requirements: The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- Official Cert Guide CCNA 200-301 Volume 1 and Volume 2

Prerequisites: There are no prerequisites for this course, but we recommend that you have experience working in a network environment. Individuals without 1-3 years of networking experience are advised to consider first completing a course like CompTIA Network+ or CompTIA A+ before taking the CCNA Certification Training course.

Hours: 225
Price without voucher: $2395
Price with voucher: $2495
Course is online and open enrollment.

CompTIA

CompTIA A+ Certification Training
This course will prepare you for CompTIA A+ certification. You can earn this certification after you pass two exams. The CompTIA A+ Certification Exam 220-1001, covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. The CompTIA A+ Certification Exam 220-1002 covers installing and configuring operating systems, expanded security, software troubleshooting, and operational procedures.

CompTIA™ A+ Certification is vendor neutral and internationally recognized, giving you a competitive advantage no matter what country you’re working in and what hardware you’re working with.

This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying CompTIA™ certification exams (CompTIA 220-1001 and 220-1002) upon completion of the course and eligibility. This course offers enrollment with or without vouchers.

Prerequisites: This course is for you if you’re interested in pursuing a career in information technology, specifically related to PC technology. This course will prepare you obtain a CompTIA A+ Certification designation.

Hours: 290
Price without voucher: $1695
Price with voucher: $1995
Course is online and open enrollment.

ITIL Foundation: For Web Based Exams:
- Any web cam with a minimum of 640×480 video pixel resolution – including both external and built-in web cams
- A microphone connected to your computer
- Authority to install software on your computer
- A minimum internet connection speed of 0.350 Mbps

Hours: 310 Price: $2495
Course is online and open enrollment.
CompTIA Certification Training: A+, Network+, Security+
An important way you can demonstrate your knowledge and skillset to potential employers in information technology is through CompTIA certifications. The A+, Network+, and Security+ credentials are the best CompTIA certifications to have in order to jumpstart or advance your IT career. If you’re interested in the often flexible and well-paid opportunities of IT and cyber security jobs, get started today with CompTIA certification training.

This course will prepare you for three CompTIA IT certifications that are ideal for entry-level and mid-level professionals: A+, Network+ and Security+. The CompTIA certifications are the most-recognized, vendor-neutral credentials in the industry, and will assure employers that you have the skills they need.

Upon successful completion of this course, you will be prepared to sit for the following exams: CompTIA A+ Exams 220-1001 and 220-1002, CompTIA Network+ Exam N10-007, and CompTIA Security+ Exam SY0-501. This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying exams upon eligibility. Proctor fees may apply, which are not included.

Instructional Material Requirements: The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- A+ Guide to IT Technical Support
- CompTIA Security+ SY0-501
- Network+ Guide to Networks

Hours:480
Price without voucher: $3495
Price with voucher: $3995
Course is online and open enrollment.

CompTIA Certification Training: Network+, Security+
Earning certifications from the Computing Technology Industry Association (CompTIA), an internationally recognized vendor of IT-based certifications, can help your career as you can prove your knowledge and skillset to employers, potential employers, coworkers, and even yourself.

This course will help you become better prepared for two CompTIA certifications that are ideal for mid-level professionals. The CompTIA Network+ and Security+ certifications are the most highly recognized, vendor-neutral credentials in the industry. They will assure employers that you have the skills they seek in network and security professionals.

This course includes vouchers with enrollment. The voucher is pre-paid access to sit for the certifying exam upon eligibility. Proctor fees may apply, which are not included.

Instructional Material Requirements: The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- CompTIA Security+ Guide to Network Security Fundamentals
- Network+ Guide to Networks

Prerequisites:
While there are no official prerequisites to take this course, CompTIA recommends at least 9 to 12 months of networking experience and two years of IT administration experience with a security focus.

Hours:190
Price without voucher: $2695
Price with voucher: $3195
Course is online and open enrollment.

CompTIA Network+ Certification Training
Building and maintaining networks are among the most important skills to have as an IT professional. Whether you’re new to the field or ready to move forward in your career, a CompTIA Network+ certification course could be a great next step. This certification confirms that you have the knowledge you need to configure and troubleshoot both wireless and wired hardware. You’ll stand out among other job candidates when you gain the experience this online course provides and earn this valuable credential.

In the course, you’ll learn the fundamentals you need to prepare for the CompTIA Network+ certification exam (N10-007) and start a career as a network technician. With its comprehensive curriculum, you’ll master basic networking concepts and learn about network design, security, routing and switching, cloud computing, IPv6 and forensics, and common security practices.

To help you learn networking skills in an interactive setting, you can set up your own virtual lab environment using VirtualBox. With VirtualBox, you’ll have the opportunity to put your new knowledge into action with networking scenarios you’re likely to encounter during your IT career.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Instructional Material Requirements: The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- Network+ Guide to Networks

Hours:110
Price without voucher: $1495
Price with voucher: $1695
Course is online and open enrollment.
CompTIA Project+
Project management skills are needed in almost every field and can separate you from the rest of the workforce. Even the smallest projects can benefit from project management processes. Well-run projects save time and ensure continued focus on company goals. In this course, you will be taught project management techniques and prepare you to take the CompTIA Project+ certification exam. This certification validates project management skills to employers, both inside and outside the IT profession. The CompTIA Project+ certification also validates the communication and business skills you need to lead projects with confidence, complete projects on time and make sure you stay within budget. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Prerequisites:
There are no prerequisites to take this course. CompTIA recommends at least 12 months of cumulative project management experience or equivalent education for the vendor exam.

Hours: 100
Price without voucher: $1495
Price with voucher: $1695
Course is online and open enrollment.

Computer Networking Suite
Learn the fundamentals of networking and prepare for a career in an exciting and fast-growing field.

Courses included in this suite are:
• Introduction to Networking
• Intermediate Networking
• Wireless Networking

Hours: 72 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Introduction to Networking
A brief introduction to networking history provides context, explaining how networks became so important to businesses and individuals. The course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible. The course stresses understanding how and why networks work, rather than focusing on memorization of terms or numbers.

Upon completion of the course, you will be capable of performing basic computer networking tasks, such as Internet connectivity, configuring connections to an Internet Service Provider, and creating a private network. This course will give you the foundation you need to begin training for computer certification in a technical field, or employment in a computer networking career.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Intermediate Networking
Learn real-world applications for the concepts you learned in Introduction to Networking. Continue to build your knowledge of networks and networking, with detailed treatments of TCP/IP, how switches and routers operate, DNS, and more. You’ll gain a full understanding of almost every aspect of networking technology, including hot topics such as virtual private networks, security, Internet connectivity, and cloud computing.

Completion of this course and its prerequisite should serve as a springboard for a career in computer networking or training for CCNA Certification.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Wireless Networking
Wireless networking is one of the fastest growing segments of the computer industry. Every electronic device seems capable of wireless connections these days: computers, handhelds, cell phones, and even digital cameras are all capable of transmitting without a tether. To many people, those wireless connections are nothing short of technical wizardry. This course will remove the mystery and give you a thorough understanding of this fascinating and lucrative technology.

You’ll learn how wireless works, how wireless devices connect to networks, and how to build and connect to your own wireless network. We’ll also explore wireless standards, wireless security, satellite Internet and cellular phone technology, as well as the future of wireless.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

AWS System Operations Certification Bundle
You will be introduced to Amazon Web Services (AWS) products, services, and common solutions. You will be provided with fundamentals to become more proficient in identifying AWS services so that you can make well-informed decisions about IT solutions based on business requirements. Upon completion of this course you will be prepared to sit for the AWS Certified SysOps Administrator – Associate exam. You will then learn how to create automatable and repeatable deployments of networks and systems on the AWS platform. AWS System Operations is a course for System Administrators and Developer Operations personnel and will cover the specific AWS features and tools related to configuration and deployment, as well as common techniques used throughout the industry for configuring and deploying systems. This course includes a voucher which covers the fee of the exam.

Hours: 90 Price: $3995
Help Desk Analyst: Tier 1 Support Specialist
The computer support industry is one of the fastest-growing fields, and there is every indication that this growth will continue. This course uniquely prepares you to work as a support specialist by focusing on the business needs of the customer, establishing credibility and trust, and handling the most difficult customer scenarios.

You’ll learn about problem solving and troubleshooting, team dynamics, and interpersonal communication skills. You’ll also get a broad overview of the back-office operations of a support center, and the common industry tools and technologies used in providing exceptional customer support.

This course also prepares for the Support Performance Tier-1 Support Specialist (SPC-T1SS) Certification exam at no additional cost, which is an organizational certification through SCInc., not an industry certification.

Prerequisites:
There are no prerequisites to to take this course, although six months of support industry experience is recommended.

Hours: 120 Price: $1495
Course is online and open enrollment.

IT Foundations Bundle
This online course combines the best practices across ITSM, to help those new to IT learn about DevOps, ITIL and SIAM, with their benefits for organizations. With this IT Foundations bundle, you will learn the basics of IT service management and project management, as well as how approaches to IT are evolving. You will be prepared to pass the ITIL Foundation, SIAM Foundation, and DevOps Foundation certification exams, including videos, PDF study guides, quizzes, and a practice exam.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the ITIL, SIAM and DevOps Foundation exams upon eligibility.

Hours: 60
Price without voucher: $1195
Price with voucher: 1795
Course is online and open enrollment.

Management for IT Professionals
If you manage IT professionals, this course is for you! The leaders in an organization often set the tone and establish the benchmarks for success. In this course, you’ll explore different decision-making techniques in the context of successful leadership styles. The focus is on developing a successful leadership style that facilitates team building, collaboration, and a corporate culture that promotes success.

The Management for IT Professionals Online Training course is particularly well suited for anyone in IT who has recently assumed management responsibilities, anyone who is managing IT professionals, or anyone who wants an introductory perspective on some of the unique issues facing the management of IT professionals. This course explores the developmental process and how to be successful in creating change.

Since most business organizations are social systems, the Management for IT Professionals Online Training course will also focus on organizational culture and how it influences the way people work, so as to maximize the long-term health of the organization and its people. This course delivers essential leadership skills, business practices, budgeting strategies, communication skills, and more, all with the goal of helping you run your IT department better than ever before.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- Managing by the Numbers: A Commonsense Guide to Understanding and using your Company's Financials
- Strategic Planning - A Pragmatic Guide

Prerequisites:
This class is for you if you’re currently working in, or planning on working in, any area of information technology that requires managerial responsibilities.

Hours: 390 Price: $2295
Course is online and open enrollment.

C# Programming
C# Programming for the Absolute Beginner
This course starts with programming fundamentals: input/output operations, decision making, and looping. Then, you will explore the many benefits of object-oriented programming, with plenty of vivid, real-life examples.

Then, you will gain hands-on experience with sequential data files, and you will be able to build a professional-looking and intuitive Graphical User Interface (GUI) application on your very own computer.

Because there is no better way to learn programming than hands-on practice, almost every lesson includes practical examples and assignments you can use to develop your knowledge of programming.

Learn to program the right way: by using a state-of-the-art language to build impressive applications on your schedule and on your very own computer.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

C# Programming Series
Learn the fundamentals of computer programming with C#, the in-demand and incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java.

Courses in this series include:
- Introduction to C# Programming
- Intermediate C# Programming

Hours: 48 Price: $180
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
**Introduction to C# Programming**
You’ll first develop your understanding of programming fundamentals: input/output operations, decision making, and looping. Then, we’ll explore the many benefits of object-oriented programming, with plenty of vivid, real-life examples. Then, you’ll gain hands-on experience with sequential data files, and you’ll be able to build a professional-looking and intuitive Graphical User Interface (GUI) application on your very own computer.

Because there is no better way to learn programming than hands-on practice, almost every lesson includes practical examples and assignments you can use to develop your knowledge of programming.

Learn to program the right way: by using a state-of-the-art language to build impressive applications on your schedule and on your very own computer.

**Hours:** 24  **Price:** $105
- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

---

**Intermediate C# Programming**
Build upon your current knowledge of programming logic by writing Graphical User Interface (GUI) applications in the C# programming language. This course will show you how to write professional-looking applications with many of the common GUI controls, such as buttons, labels, text boxes, check boxes, and radio buttons. You’ll also learn how to put menus and toolbars into your program to make them easier to use. And later in the course, you’ll find out how to make your program interact with sequential files, random access files, and databases.

This six-week course will walk you through computer application design and implementation by giving you real examples that you can enter as you learn. Since practicing is the best way to learn programming, most lessons have more than one example, and each provides a programming problem you can solve to demonstrate your new knowledge.

**Hours:** 24  **Price:** $105
- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

---

**C++**

**C++ for the Absolute Beginner**
This course starts with programming fundamentals: input/output operations, decision making, and looping. Then, you will explore the many benefits of object-oriented programming, with plenty of vivid, real-life examples.

Then, you will gain hands-on experience with sequential data files, and you will be able to build a professional-looking and intuitive Graphical User Interface (GUI) application on your very own computer.

Because there is no better way to learn programming than hands-on practice, almost every lesson includes practical examples and assignments you can use to develop your knowledge of programming.

Learn to program the right way: by using a state-of-the-art language to build impressive applications on your schedule and on your very own computer.

**Hours:** 24  **Price:** $105
- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

---

**C++ Programmer**
Many of today’s popular desktop, web, and mobile apps were developed with the C++ programming language. With software development roles expected to grow at 22 percent from 2012-2022, learning C++ is an important first step to a career in computer science.

This course is designed to introduce you to the concepts, terminology, application, and coding of the C++ programming language. This course consists of 18 lessons that use text, full programming scenarios, instructional videos, and hundreds of live coding labs that give you real-time feedback on your work. You will learn fundamental programming concepts, including decision making and looping, with the support of practical, step-by-step examples.

After working through these lessons, you will understand the basics of structured and object-oriented programming techniques. Most importantly, you will be able to build C++ programs to strengthen your developer portfolio.

Instructional Material Requirements: The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

**C++ Programming: From Problem Analysis to Program Design**

**Hours:** 108  **Price:** $995
Course is online and open enrollment.

---

**Introduction to C++ Programming**
Here’s your chance to learn how to program the easy way in C++. Introduction to C++ Programming is a project-oriented course. You’ll get right to programming in this course—even if you have no prior programming experience! Before you know it, you’ll be putting together programs, and you’ll see how easy programming really is.

**Hours:** 24  **Price:** $105
- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

---

**Teacher Professional Development Training Options listed on page 229.**
CSS3

Introduction to CSS3 and HTML5
Learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques. Take your existing HTML skills to the next level and start building sites like the pros. If you want to survive and excel in the fast-paced world of Web publishing, you’re going to need to keep up with ever-evolving standards. The new standard for Web developers is to use CSS3 and HTML5.

CSS3 and HTML5 not only make it easier for you to build and manage large websites, these powerful languages can also give you more precise control over the appearance of every page you build. Almost every Web development tool—including Dreamweaver, Microsoft Expressions Web, and Visual Web Developer—offer support for CSS3 and HTML5.

This course will provide you with the foundation you need to master two critical and fast-growing new Web languages. If you’re a Web developer, why not begin your transition to CSS3 and HTML5 today?

Hours: 24 Price: $105
2/10-3/24  online
3/17-4/28  online
4/14-5/26  online
5/12-6/23  online

Intermediate CSS3 and HTML5
Today’s websites require streamlined code that adapts to a variety of devices, screen resolutions, web browsers, and user needs. CSS3 and HTML5 are the keys to creating that, and they’re the foundation upon which all modern websites built (not to mention many mobile apps, games, and even desktop apps). This means today’s software developers need a deep understanding of CSS3 and HTML5.

In this course, you’ll take your CSS and HTML skills to the next level and learn how to create professional-quality websites. You’ll find out the methods the pros use to quickly build effective sites that are easy to maintain and modify. You’ll discover the secrets to ensuring you keep total creative control over every aspect of a site. You’ll master specific techniques for using background images and controlling opacity, visibility, and scrollbars. You’ll create picture thumbnail galleries, cool hover (mouse over) effects, drop-down menus and fly out menus, and animation effects that work on hover as well as on mobile touchscreens. You’ll also explore some easy-to-code methods for creating responsive layouts that scale well to all screen sizes and devices.

Hours: 24 Price: $105
2/10-3/24  online
3/17-4/28  online
4/14-5/26  online
5/12-6/23  online

Advanced CSS3 and HTML5
You’ve heard the buzz about CSS3 and HTML5? These latest versions of HTML and CSS have redefined how web pages are created. So if you’re going to design web pages, you need to know how to work with CSS3 and HTML5.

This course will teach you how HTML5 makes page design far more intuitive, faster, and easier compared to older versions of HTML. And you’ll learn to wield new CSS3 features essential for fast-loading, exciting, interactive websites, especially mobile sites. In short, you’ll leave this course with valuable skills essential to creating modern websites.

Hours: 24 Price: $105
2/10-3/24  online
3/17-4/28  online
4/14-5/26  online
5/12-6/23  online

Java

Introduction to Java Programming
Learn Introduction to Java Programming Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. So, whether you just want to try it out to see if you like it or plan on doing more with Java, this is a great place to start!

This course uses the latest release of Java, from Oracle, the company that maintains and supports the language. You will also learn how to use BlueJ, a graphical development environment designed especially for students. Both are free and open-source products and you will receive instructions on how to download and install them. By the time you’re done, you will be comfortable with Java programming and ready for more!

Hours: 24 Price: $105
2/10-3/24  online
3/17-4/28  online
4/14-5/26  online
5/12-6/23  online
Intermediate Java Programming
Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional. Learn how to save data permanently on a disk by writing it to a sequential data file. See how to read the file to get the data back and process it. Organize information using multiple classes in Java’s class hierarchy and inheritance. Explore some of the hundreds of classes that are built into the Java language. Find out how to create GUI applications in Java using tools like windows, menus, buttons, text boxes, check boxes, scroll bars, and other GUI tools.

Over the duration of this course, you’ll build several complete applications that combine these concepts. You’ll also use the knowledge you gain to solve programming problems included with the lessons—problems designed to help you master all the principles you learn.

Hours: 24  Price: $105
2/10-3/24  online
3/17-4/28  online
4/14-5/26  online
5/12-6/23  online

Introduction to JavaScript
You may already know how to use HTML and CSS to create websites. If so, you’re ready to add more power to your programming with JavaScript. This programming language lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your web pages.

The course begins with the basics of JavaScript code and then moves on to more advanced topics. Throughout the course, you’ll get plenty of hands-on practice to give you the experience you need to really understand how JavaScript works. And since no JavaScript course would be complete without a discussion of jQuery, you’ll learn about it as well. By the end of the course, you’ll understand how to use jQuery to catapult your basic JavaScript knowledge to incredible new heights.

This course assumes you already know HTML and CSS. JavaScript is always used with these two programming languages, not as an alternative to them.

Hours: 24  Price: $105

Advanced JavaScript Concepts
This course will teach you the foundations of JavaScript framework like React, Vue.js, jQuery, or Angular, all of which use some advanced JavaScript techniques. Key topics include block-scoped variables, constants and arrow functions.

Hours: 24  Price: $79

Java Developer Suite
Even if you’ve never written a single line of programming code, the courses in this bundle will teach you to create many practical and sophisticated computer programs using both Java and XML.

In Introduction to Java Programming, you’ll start with the basics of program design and go on to write your own programs that perform input and output, calculations, decision making, and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. By the time we’re done, you’ll be comfortable with Java programming and ready for more!

Intermediate Java Programming will deepen your understanding of object-oriented programming in Java and help you build sophisticated GUI programs that read and write data files and present information to the user with windows, menus, buttons, text boxes, and more. Organize information using multiple classes in Java’s class hierarchy using inheritance. Explore some of the hundreds of classes that are built into the Java language. Over this course, you’ll build several complete applications that combine these concepts.

XML is today’s most popular way to store and send information. In Introduction to XML, you’ll master the essentials of XML through easy-to-follow, real-world examples. Even if you’ve never tried computer programming, you’ll discover how quickly you can learn to produce powerful “code”. And the biggest surprise is how much fun programming can be!

Hours: 72  Price: $275
2/10-3/24  online
3/17-4/28  online
4/14-5/26  online
5/12-6/23  online

OSHA Training
Coastal Bend College can offer any OSHA training with advanced notice.

WWW.COASTALBEND.EDU/CE
Java Programmer
If you’re ready to learn Java, this training course is the perfect place to start. Taking an introductory approach, this Java training course covers most Java syntax elements, concentrating on fundamental and universally useful elements, while providing an overview of many more advanced elements. You will learn to write useful Java classes, applying Object-Oriented concepts such as inheritance, and create Java programs that work with these classes. Early in the course, the concept of objects is introduced so that later concepts can be discussed from the perspective of object orientation.

This course prepares you for entry into the job market as an entry-level Java programmer or allows you to continue your education by learning other programming languages. This course is entirely online and is completed at your own pace.

Prerequisites:
There are no prerequisites for this course, however prior knowledge of any programming language is helpful.

Hours: 100 Price: $995
Course is online and open enrollment.

Java Programmer + Python Developer
Whether you’re new to programming or just want to learn new languages, this in-depth course will teach you the ins and outs of Python and Java programming. You will start coding quickly while learning from readings, presentations, exercises, and a final project. By course completion, you will have the skills you need to enter the job market as an entry-level Java or Python programmer.

Prerequisites:
There are no prerequisites to take this course, however, some prior programming language knowledge is helpful.

Hours: 255 Price: $1795
Course is online and open enrollment.

JavaScript Developer
Whether you’re new to JavaScript development or want to enhance your developer skill set, this course will train you to use JavaScript, jQuery, and Vue.js. You will start the course by mastering JavaScript. You will then be introduced to React and learn the latest React techniques to build an application. Next, you will learn Vue.js, beginning with a simple “Hello, Vue!” app that takes you through the process of creating a small, but featureful math app. Finally, you will learn jQuery to maintain and modernize existing websites that use jQuery. When your coursework is complete, you will put your skills to use to build your own dynamic web application.

Prerequisites:
Students should have experience with HTML and at least a basic understanding of CSS.

Hours: 180 Price: $1995
Course is online and open enrollment.

Oracle
Introduction to Oracle
Learn how to use the Oracle database management system to plan, organize, and manage your data. Introduction to Oracle will provide you with a practical hands-on approach to relational database concepts and Oracle’s database management system. This course will introduce you to the Structured Query Language (SQL), Oracle’s SQL*Plus, and other valuable tools used to develop, manage, and reference an Oracle database.

In this online course, you will learn how to create an Oracle database, build database objects, and write various SQL statements. This course will teach you how to write Data Definition Language statements to create, update, and delete database objects. You will learn how to execute Data Control Language statements to give or delete access rights to database objects. You will write Data Manipulation Language statements to insert, update, and delete records from a database. Finally, you will learn how to query the data and create finished reports.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Follow us on Linkedin at CBC Department of Continuing Education to learn about upcoming trainings.
Intermediate Oracle
Gain hands-on experience with Oracle’s PL/SQL programming language, with expert assistance from an IT veteran. PL/SQL is Oracle’s procedural language extension to Structured Query Language (SQL).

This course will give you the skills you need to write powerful and flexible programs using that language. You’ll learn the building blocks and core features of PL/SQL, including expressions, various iterations, and built-in functions. Then, you’ll begin building fully functional PL/SQL programs with procedures, packages, debugging routines, database structures, triggers, and cursor processing. By the time you finish this course, you will be able to store PL/SQL programs in a database and execute them.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Oracle PL/SQL Training
This self-paced SQL training course is perfect for advancing your current SQL skills. While Oracle uses a standard SQL like other major databases, PL/SQL is specific to Oracle. PL/SQL is a procedural language with variables, conditions, loops, subprograms, stored procedures, and functions. By course completion, you will understand and know how to use PL/SQL’s main features, including declaring, naming, and assigning variables.

Learning Objectives:
• How to write a simple block of PL/SQL code and about subprograms in PL/SQL.
• To create and call procedures and functions.
• To write IF conditions, to use the CASE statement and to handle exceptions in PL/SQL.
• To use implicit and explicit cursors.
• To use triggers for validating data and auditing changes to the database.

Hours:199 Price: $259

Oracle Series
Learn how to use the Oracle database management system to plan, organize, and manage your data. Introduction to Oracle will provide you with a practical hands-on approach to relational database concepts and Oracle’s database management system. This course will introduce you to the Structured Query Language (SQL), Oracle’s SQL*Plus, and other valuable tools used to develop, manage, and reference an Oracle database.

In this online course, you will learn how to create an Oracle database, build database objects, and write various SQL statements. This course will teach you how to write Data Definition Language statements to create, update, and delete database objects. You will learn how to execute Data Control Language statements to give or delete access rights to database objects. You will write Data Manipulation Language statements to insert, update, and delete records from a database. Finally, you will learn how to query the data and create finished reports.

Hours:129 Price: $180

Oracle SQL and PL/SQL + Python Developer
This course will teach you how to use SQL to build applications and generate business reports, master SQL using an Oracle database, and learn PL/SQL extension language to write sophisticated queries against an Oracle database. You will also learn to write useful Java classes, applying Object-Oriented concepts such as inheritance, and create Java programs that work with these classes. The introductory section will show you how Python works and what it’s good for. You will also gain an understanding of Python’s place in the wider programming world.

You will begin coding quickly after starting the course. Afterwards, you’ll move on to advanced methods in which you’ll learn how to work with iPhone Notebook, the Collections Module, regular expressions, databases, CSV files, JSON, and XML. You will also gain advanced sorting, how to write object-oriented code in Python, and how to test and debug their Python code. In the last section, you get a rapid introduction to NumPy, pandas, and matplotlib, which are Python libraries. This course will prepare you for entry into the job market as a Java or Python programmer or an entry-level Oracle SQL Developer or allow you to take on more responsibility using new skills gained in a current job.

Prerequisites:
There are no prerequisites for this course; however, some prior programming language knowledge is helpful.

Hours:375 Price: $2595
Course is online and open enrollment.

Oracle SQL and PL/SQL + Python Developer + Java Programmer
This course will give you the skills you need to write powerful and flexible programs using that language. You’ll learn the building blocks and core features of PL/SQL, including expressions, various iterations, and built-in functions. Then, you’ll begin building fully functional PL/SQL programs with procedures, packages, debugging routines, database structures, triggers, and cursor processing. By the time you finish this course, you will be able to store PL/SQL programs in a database and execute them.

Hours:275 Price: $1795

WWW.COASTALTEND.EDU/CE
Oracle SQL and PL/SQL Developer
This online course will teach you how to use SQL to build applications or generate business reports and will help you master SQL using an Oracle database. You will also learn how to use the PL/SQL extension language to write sophisticated queries against an Oracle database.

This course will prepare you to enter the job market as an entry-level Oracle SQL Developer or take on more responsibility within your current career. Designed for those new to writing SQL queries, this course is perfect for those who love to learn and like working with data.

Prerequisites:
There are no prerequisites for this course; however, some prior programming language knowledge is helpful.

Hours:120 Price: $995
Course is online and open enrollment.

Oracle SQL and PL/SQL Developer + Java Programmer
In today’s data-driven world, businesses of all sizes desire expert database use and management—and you can be one of the people to fulfill this growing need. As a database developer, software programmer, or data analyst, you’ll need a robust knowledge of Structured Query Language (SQL). In this course, you’ll learn both SQL and the Java programming language.

Oracle SQL is a powerful database programming language that is the standard in the industry. This SQL course provides even more value because it combines Oracle training with sections on PL/SQL Developer and Java Programming, so you learn multiple technologies in one. This course is the best way to learn SQL and is ideal for those looking to get started in each of these coding languages. By the end of the course, you’ll be prepared to join the job market as an entry-level Oracle SQL and/or Java Developer, or take on more responsibility within your current role.

Prerequisites:
There are no prerequisites to take this course, however some prior programming language knowledge is helpful.

Hours:220 Price: $1795
Course is online and open enrollment.

Oracle SQL and PL/SQL Developer with Crystal Reports
As the business world becomes more reliant on technology, so has the need for business intelligence (BI) developers. Today’s BI developer must know how to design and generate reports from large data sources. This online course will equip you with a complex skill set needed to work in business intelligence. You will learn how to create reports with Crystal Reports and how to use Oracle’s procedural programming language PL/SQL to write sophisticated queries against an Oracle database. By course completion, you will be able to enter the job market as an entry-level BI developer or analyst.

Prerequisites:
This course is designed for anyone with an interest in database concepts. Prior to enrolling, you should have basic computer skills, an understanding of data management, and a working knowledge of analysis programs such as Microsoft Access and Microsoft Excel.

Hours:220 Price: $1895
Course is online and open enrollment.

Oracle SQL Training
Mastering Oracle SQL is one today’s most marketable programming skills for end-to-end developers. This online, self-paced course covers the basics of Oracle SQL. You will learn the fundamentals, including queries, procedures, and functions through hands-on assignments. By course completion, your SQL skills will be on par with industry standards.

Hours:179 Price: $239
Certificate of Python Programming Basics Proficiency

Delving into the world of coding can be intimidating. With so many complex languages and implementation possibilities, it’s easy to become overwhelmed. By starting off with Python programming, you’ll learn a simple, versatile and highly readable code that you can execute on a wide variety of systems quickly and easily.

Learning Objectives:
• Understand and implement basic Python code
• Create and run a real-world Python program
• Gain a knowledge of basic programming concepts

Learn a simple, streamlined coding language quickly and easily

If you’ve never written a single line of code or if you’re well-versed in multiple program languages, Python Programming for Beginners will enable you to better understand programming concepts.

Widely regarded as one of the most simple and versatile programming languages out there, Python is used for web programming, video game building, microchip testing, desktop apps, and so much more. Used by programmers, developers, designers and everyone in between, it’s one of the easiest programming languages to learn, and definitely the best starting point for new coders. This course will not only give you an understanding of the code, but will enable you to create and run real world Python programs too.

This course includes over 26 lectures and 3.5 hours of content, designed specifically for Python programming beginners.

You will be guided through the installation process and the basic concepts of Python programming, understanding with the language as a whole. From there, you’ll dive straight into the specifics, learning the variables, loops and statements of the language and understanding the function parameters, variables and common errors.

During this course you’ll have the opportunity to put your knowledge to practical use by working with files and classes, importing syntax and making modules, and most importantly, by building your own Python program from scratch.

You’ll walk away with detailed knowledge of one of the most widely used programming languages in the world. You’ll have gained a foundation of skills that will enable you to progress to more complex coding languages, as well as understanding the underlying principles of all programming languages. In short, you’ll have everything you need to become a proficient programmer.

Price: $699
Course is online and open enrollment.

Introduction to Python 2.5 Programming

The Python programming language was developed to provide a way to develop code that’s easy to create and understand. While Python contains the same basic structures as other languages, it also offers unique functionality that makes your life as a programmer easier.

This course first covers basic programming structures and then moves on to more advanced topics. By the end of the course, you’ll have the foundational knowledge you need to create a variety of Python files, whether they be short scripts, full programs, or graphical user interfaces.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Introduction to Python 3 Programming

The Python programming language was developed to provide a way to develop code that’s easy to create and understand. While Python contains the same basic structures as other languages, it also offers unique functionality that makes your life as a programmer easier.

This course will show you how to create basic programming structures like decisions and loops. Then, you will move on to more advanced topics such as object-oriented programming with classes and exceptions. In addition, you will explore unique Python data structures such as tuples and dictionaries. You will even learn how to create Python programs with graphic elements that range from simple circles and squares to graphical user interface (GUI) objects like buttons and labels.

Whether you’re interested in writing simple scripts, full programs, or graphical user interfaces, this course will give you the tools you need to use Python with skill and confidence.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
Python Data Analysis with NumPy and Pandas
This advanced programming course will teach you how to analyze Python data with NumPy and pandas. As machine learning becomes more prevalent, Python has emerged as a scientific language. Within Python, NumPy and pandas are essential for any scientific computation. Understanding how these elements work together is critical for the aspiring data scientist.

Hours: 89  Price: $119

Python Developer
Whether you’re new to programming or just want to learn a new language, this in-depth course will teach you the ins and outs of Python programming. You will learn all about Python programming in this comprehensive course that covers introductory through advanced methods of Python and get coding quickly.

You’ll start by learning the basics of programming in Python, including how it works and what it’s good for. You will also gain an understanding of Python’s place in the wider programming world. Then, you’ll move on to more advanced methods where you’ll learn how to work with iPhone Notebook, the Collections Module, regular expressions, databases, CSV files, JSON, and XML. You will also learn advanced sorting, how to write object-oriented code in Python, and how to test and debug your Python code. Finally, you’ll get a rapid introduction to NumPy, pandas, and matplotlib, which are Python libraries.

Prerequisites:
There are no prerequisites for this course, however prior knowledge of any programming language is helpful.

Hours: 155  Price: $995

Course is online and open enrollment.

SQL

Introduction to PHP and MySQL
Learn how to create an interactive website, allowing visitors to post and retrieve information provided by you or your site’s visitors. In this online course, you’ll see how to create dynamic web pages using the PHP programming language and the MySQL database server.

During the course, you’ll walk through the development of a complete content management system web application. You’ll receive clear, step-by-step, instructions demonstrating how to create a complete website capable of dynamically displaying data from a MySQL database.

You’ll discover how you can allow your site’s visitors to add new information to an online database, search through posted data, and create meaningful printed reports. By the end of this course, you’ll have plenty of useful code templates that will help you create your very own dynamic, web-based, content management system.

Hours: 24  Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Intermediate PHP and MySQL
Learn how to create an interactive online store complete with an online catalog of products, allowing customers to browse the catalog to select items, place them in a shopping cart, and complete an order. In this online course, you’ll see how to create a commercial online store using the PHP programming language and the MySQL database server.

You’ll walk through the steps for developing a complete online store web application. During the course, you’ll see step-by-step how to create all of the software and database objects used in the application. The application consists of two parts, an administrative web application allowing a store manager to post new products, alter product information, and process customer orders, and a customer web application allowing customers to browse the catalog of products, select products for purchase, and check out using a shopping cart. At the end of the course, you’ll be able to use these code templates to create your own online store application.

Hours: 24  Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Introduction to SQL
Learn the key concepts of SQL (Structured Query Language) the powerful and standard database management query language for relational databases.

SQL (Structured Query Language) is one of the best programming languages for beginning web developers to learn. This course will teach you the basics of designing and writing SQL queries to execute on a practice database. Using a SQL Server Express, you’ll learn several real-world applications for SQL so you can put this valuable skill set on your resume.

Hours: 24  Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Construction Safety
To schedule a class for construction safety, please contact the Department of Continuing Education at bbecknell@coastalbend.edu
Intermediate SQL
When it comes to query language for relational database management systems, SQL is the industry benchmark. This hands-on course will help you advance your knowledge and keep pace with today’s SQL standards. You will practice designing, writing, and testing complex SQL queries to execute on a practice database using SQL Server Express.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

PHP and MySQL Series
Learn how to create interactive websites, including how to create an interactive online store complete with an online catalog of products.

Courses in this series include:
• Introduction to PHP and MySQL
• Intermediate PHP and MySQL

Hours: 48 Price: $180
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

SQL Series
The SQL Series will help you gain a full understanding of this universal programming language. You’ll start by learning key concepts and move on to more advanced topics as you progress through the lessons. By the end of the series, you’ll have a solid working knowledge of SQL.

Start with the key concepts of SQL as you learn about the basic structure of relational databases and how to write simple and complex SQL statements. You’ll learn to write queries to create tables; retrieve data from single or multiple tables; delete, insert, and update data in a database; gather significant statistics from data stored in a database; and more. Your new skills with databases will enhance your competitiveness in the technical fields of software development and database administration.

Hours: 48 Price: $180
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

UNIX Administration Basics
Today, UNIX is used on an assortment of machines found in the business world like servers, mainframes and even supercomputers. This 100% online course will train you in the fundamental theories and uses of Unix. In addition, you will be prepared to earn a UNIX-based certification after gaining work experience. By course completion, you will be ready to work an entry-level Unix positions such as system engineer, system analyst, IT specialist or programmer analyst.

Hours: 75 Price: $695
Course is online and open enrollment.

Introduction to XML
XML is today’s most popular way to store and send information. In this course, you’ll master the essentials of XML through easy-to-follow, real-world examples. Even if you’ve never tried computer programming, you’ll discover how quickly you can learn to produce powerful “code.” By the end of this course, you will be surprised at how fun programming can be!

You will learn all the essential elements of programming like variables, loops, and branching. Using a full-featured design editor, you’ll see how to build efficient, professional-looking user interfaces. You will explore all the main XML techniques - XPath, XSL, schemas, namespaces, DOM, and SAX. You’ll practice using XML to search, manipulate, validate, and merge XML files and use SVG for displaying graphics like charts, drawings, and diagrams. When you’ve finished this course, you will understand how XML simplifies computer programming, and you’ll have built a surprisingly sophisticated cookbook program that displays, modifies, searches, imports, and deletes recipes stored in XML format. This is your first step toward writing custom programs or furthering your career!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Have questions?
Give us a call at (361) 354-2768.

Interested in a career with animals?
Try out one of our veterinary courses on page 250.
Blogging and Podcasting for Beginners

Blogging and Podcasting for Beginners will teach you how to plan and create your very own blog and podcast. Through hands-on exercises, you will discover the benefits of using free web tools like Blogger, WordPress, Audacity, and YouTube. You will find that creating a blog and podcast is much easier than you ever imagined.

First, you will learn how to develop a plan for the content, setup, maintenance, and how to use free blogging software like Blogger and WordPress to put that plan into action. After that, learn how to record a professional-sounding audio podcast with a very simple recording tool you already have. You will edit the file with another free software program, add music to it, and then post it online for others to enjoy. Finally, you will find out how to record a video podcast. You will edit it, add special effects, drop in a podcasting-safe music file, and then publish it online.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate of Data Visualization with Python and MatPlotLib Proficiency

More and more people are realizing the benefits and uses of analyzing big data. However, the majority of people lack the skills and the time needed to understand this data in its original form. That's where data visualization comes in; creating easy to read, simple to understand graphs, charts and other visual representations of data. Python and Matplotlib are the most easily accessible and efficient programs to do just this. If you have a basic foundational understanding of Python, you will increase your skillset exponentially by adding a proficiency with Matplotlib.

Learning Objectives:
- Visualize multiple forms of 2D and 3D graphs; line graphs, scatter plots, bar charts, etc
- Load and organize data from various sources for visualization
- Create and customize live graphs
- Add finesse and style to make your graphs visually appealing
- View Python Data through Visualization

With over 58 lectures and 6 hours of content, this course covers almost every major chart that Matplotlib is capable of providing.

Intended for students who already have a basic understanding of Python, you'll take a step-by-step approach to create line graphs, scatter plots, stack plots, pie charts, bar charts, 3D lines, 3D wire frames, 3D bar charts, 3D scatter plots, geographic maps, live updating graphs, and virtually anything else you can think of!

Price: $59
Course is online and open enrollment.

Certificate of Introductory Python Game Development Proficiency

Python game programming is a set of Python modules designed specifically for writing games. It allows you to create fully featured games and multimedia programs using the Python programming language. Python is highly popular and versatile, running on almost every platform and operating system out there; so mastering it is of enormous benefit whether you want to create Python games or pretty much anything else. By completing this course, you can create open source, free, freeware, shareware and commercial games using Python game programming.

Price: $59
Course is online and open enrollment.

Certified Level I Basic Programming Specialist

An entry level programming specialist understand how to store, locate, and retrieve specific documents, data, and information; code into computer language; test, monitor, debug, document and maintain computer programs. A basic understanding of web development and data analytics is also a plus. This program includes the basics of popular languages such as C# and Python, while cementing skills using game design and web design modules.

Courses in this learning path include:
- C# Programming Fundamentals
- Python Programming Basics Proficiency
- CSS Website Design and Development
- Introductory Python Game Development
- Data Visualization w/ Python/ Matplotlib

Price: $199
Course is online and open enrollment.
Creating Mobile Apps with HTML5
Do you want to make mobile apps that run on iPhone and iPad, as well as on Android, and Windows Phone? Sure you do! Do you want to learn five different programming languages? Of course you don’t!

Fortunately, you’re about to discover a better way to build apps. In this course, you’ll learn how to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that’s fast and runs on just about any smartphone or tablet computer.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Front End Developer Suite
Learn how to create state-of-the-art responsive websites using modern CSS3, HTML, and JavaScript, the premiere front-end language of modern Web development. Take your existing HTML skills to the next level and start building professional-grade sites like the pros. If you want to survive and excel in the fast-paced world of Web publishing, you’re going to need to keep up with ever-evolving standards. That means CSS3, HTML5, JavaScript, and the ability to create modern websites that work perfectly on phones, tablets, laptops, and desktops.

CSS3, HTML5, and JavaScript are the main front-end languages that professional web developers use to create modern responsive websites. They are the same languages used by popular graphical tools and templates like WordPress, Dreamweaver, Wix, and Bootstrap. So everything you learn in these courses will apply to sites you create from scratch, as well as sites you create using any modern design frameworks. You will also learn to identify and address every aspect of responsive Web design: from scaling elements and adjusting page layout, to adapting color schemes and implementing accessible forms.

This course will provide you with the foundation you’ll need to master the three most important languages for modern web development, CSS3, HTML5, and JavaScript, and also teach you the specific tricks of the masters for making sites that are fully responsive to phones, tables, laptops, and desktop computers.

Hours: 72 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Full Stack Software Developer
Whether you’re new to web development or want to build on existing skills, this course will teach you how to create and maintain full-service websites. You will learn all the significant aspects of front-end, back-end, and full-stack development through several milestone exercises and a hands-on project. Throughout the course, you will build a website that hosts learning games. By course completion, your website will allow users to log in, play games, track their progress, see leaderboards, and manage their accounts.

Hours: 650 Price: $4995
Course is online and open enrollment.

Intermediate Visual Basic
If you’re a Visual Basic programmer who wants to go beyond the introductory level to create the sophisticated and powerful programs business users need, this course is for you. As you focus on database applications, you’ll learn the in-demand programming skills you need to get new work in the business world.

You’ll begin by learning how to enrich the graphical user interface with custom menus and toolbars. Next, you’ll explore multiple form applications, starting with built-in dialog controls, and then turning to helper forms and Multiple Document Interface applications. After that, you’ll deepen your understanding of databases. You’ll find out how to access and modify data with data-bound controls, ADO .NET, and Structured Query Language (SQL). And you’ll finish up with a survey of other areas you might be interested in studying, including information on additional SQL functionality, Web applications, and XML.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Have a question? Email us: ce@coastalbend.edu
Introduction to Bootstrap Training
If you’re looking to expand your web development skills, Bootstrap is an essential tool for today’s front-end developers. With today’s websites being mobile first, Bootstrap 4 has become one of today’s most widely used HTML, CSS, and JS front-end framework for developing mobile first sites. This self-paced online course will teach you how to use Bootstrap 4 like a professional web developer.

Hours: 89 Price: $119

Introduction to Creating, Styling, and Validating Forms
It’s no secret that web developers are in high demand. This self-paced course is all about creating and processing web forms, skills every developer needs. You will learn how to use the latest HTML standards to create and provide basic validation for an HTML form. By course completion, you will know how to write client-side form validation with JavaScript, and how to use Node.js, JSON, and Ajax.

Hours: 119 Price: $159

Introduction to Database Development
A number of powerful tools are available to help you build databases and database applications. However, if you do not apply a systematic, structured approach to the use of those tools, you will probably produce systems that fail to meet user needs. Many projects bog down or are never completed for lack of a disciplined approach to development.

This course will guide you step-by-step through all the phases of a system development project to guarantee that the resulting product will not only work as it was designed to work, but also that the design truly responds to user needs.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Introduction to jQuery
In today’s development environment, jQuery is used to maintain and modernize existing websites. This jQuery course will help you gain the skills you need to manage jQuery projects, which is a key skill for any web developer. You will master working with jQuery functions, effects and more through hands-on lessons that provide a realistic overview of a jQuery project.

Hours: 89 Price: $119

Introduction to Programming
Take your first steps toward a career as a computer programmer! In this course, you’ll learn to use Just BASIC, a free Windows programming language, to create stand-alone applications for professional or personal use.

Even if you’ve never programmed before, you’ll find it easy to follow the step-by-step instructions in each lesson. By the end of the course, you’ll have the skills and confidence you need to program in BASIC and design your own custom applications for home, school, or work.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Introduction to Visual Basic
Visual Basic is the most widely used programming language for creating Windows applications. It is easy to learn and does not require you to memorize difficult commands like other programming languages. In this course, you will learn how to write Windows applications and programs using the Visual Basic programming language and the Visual Basic development environment. You will see how Visual Basic development environment enables you to create the application program and its components literally with the click of a button or menu item. It even writes all the necessary code to get the application started for you.

In this course you will learn the building blocks of programming, including using variables to store data, control structures, and loops. You will discover how to use the large function library built into Visual Basic as well as how to write and use your own functions. You will also explore using Windows’s large and varied library of controls and how to access files and handle errors. You will learn about event-driven and object-oriented programming, which are important not just in Visual Basic, but in other programming languages as well.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Introduction to Vue.js Training
Vue is one of the most popular JavaScript framework for developers today. The Vue.js Training course will teach you to use Vue.js, so you can build out your developer tool kit and increase your employability. This practical, hands-on course begins with a simple “Hello, Vue!” app and then takes you through the process of creating a small, but featureful math app. By learning to build this application, you will gain the skills you need to build various Vue.js applications.

Hours: 89 Price: $119

Virtual Reality Goggles
Want to take a training with the virtual reality goggles?
Please give us a call at (361) 354-2306.
React Training
If you want to develop for mobile, you need to learn how to use React. This frontend JavaScript library provides an effective way for today's developers to build dynamic user interfaces. This online self-paced course will teach you how to create user interfaces with React through a hands-on app building project.

Hours: 119 Price: $159

Sass Training
This web design course will teach you how to use Sass (Syntactically Awesome Style Sheets), a CSS extension language compatible with all versions of CSS. You'll dive headfirst into using Sass and start writing your own functions. You'll also learn the Sass philosophy on code organization and how this can improve your workflow. If you're looking to enhance your web design skills, this course will teach you how to use Sass to tackle and streamline styling for any new web project.

Hours: 89 Price: $119

Things Every Developer Should Know
This course covers a variety of skills that every developer should know, like working with zipped folders and taking screenshots to working with Visual Studio Code and interacting with the developer community on Stack Overflow. These skills will help any developer be core prepared for additional learning and day-to-day work as a developer.

Hours: 59 Price: $79

Visual Basic Series
Learn how to write Windows applications and programs using the Visual Basic programming language.

Courses in this series include:
- Introduction to Visual Basic
- Intermediate Visual Basic

Hours: 48 Price: $180
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Web Applications Developer
Whether you're new to web app development or want to enhance your skills, this course will give you the knowledge you need to create dynamic database-driven websites using the latest technologies.

You will first master basic HTML, the core technology behind almost all websites. You will then learn CSS for styling pages and discover JavaScript makes your pages more dynamic. In addition, you will learn best practices and uses for PHP and jQuery. You will then dive into SQL and learn how to create intranets and e-commerce sites. Don't forget XML; this course will also teach you the basics of the fundamental markup language. Lastly, you will learn how to add a functional WordPress blog.

Your final project will put your skills to the test—you will build and develop a database-driven web application from the ground up. After completing the course, you will have the skills needed to start an entry-level career in web application development.

Hours: 404 Price: $2395
Course is online and open enrollment.

Web Applications Developer Plus
Master the fundamentals of web development and gain the skills you need to start an entry-level career as a web developer! Whether you're new to web development or want to enhance your skills, this course will teach you how to create dynamic, database-driven websites using the latest technologies. By course completion, you'll build and develop a web application from the ground up.

You will master basic HTML, the core technology behind almost all websites. From there, you will go on to learn CSS for styling pages and JavaScript for adding interactivity to your pages. You will then learn how to interact with a database, auto-generate emails, and create registration and login pages using HTML forms, PHP, and SQL. Let's not forget XML: this course will also teach you the basics of the fundamental markup language.

Hours: 480 Price: $2995
Course is online and open enrollment.

QuickBooks

QuickBooks Training
QuickBooks has many unique bookkeeping needs, so this course is designed specifically for the construction industry. In this course, you'll learn how to use the Premier Contractor Edition of QuickBooks 2015 to run your business more efficiently. Lessons are clearly illustrated and include easy-to-follow, step-by-step instructions to give you hands-on practice with the features that you're sure to use every day. You'll discover how to create custom, professional-looking contract estimates and track time and materials, and you'll learn the different methods you can use to bill your clients, including how to use the QuickBooks progress invoicing and job-costing features.

You'll find out how to deal with tricky situations, like change orders and retainage requirements, and you'll learn how to properly set up accounts, items, customers, and jobs. All along the way, you'll learn how to avoid many of the big and often costly mistakes contractors commonly make with QuickBooks. Finally, you'll learn how specific transactions impact all your accounts, and even some techniques to protect your business from fraud, prepare for tax time, and generate useful and dynamic reports.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
**Bookkeeping**

**Professional Bookkeeping with QuickBooks 2019**

QuickBooks is the most commonly used financial software tool for small business bookkeeping. If you’re a small business owner who wants to take control of your company’s finances, this course is for you.

Professional Bookkeeping with QuickBooks 2019 (Software Include) will teach you how to utilize QuickBooks for everything from handling accounts receivable and accounts payable to accounting for fixed assets. You will learn standard bookkeeping skills, including running general ledger reports, working with the chart of accounts, managing inventory accounts, and more. By course completion, you will have the knowledge and skill set needed to ensure that you are handling your business’s accounting needs within legal standards.

QuickBooks 2019 will be provided upon enrollment. Software cost is included in the course price.

**Instructional Material Requirements:**

The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- *Bookkeeping for Dummies*

**Hours:** 120

**Price without software:** $2095

**Price with software:** $2195

Course is online and open enrollment.

---

**Professional Bookkeeping with QuickBooks 2019 and Payroll Practice and Management**

If you’re pursuing a career in bookkeeping, this course will train you for a new position. You will master QuickBooks 2019, the top financial software tool for small businesses.

For many small businesses, the responsibilities of payroll management and bookkeeping falls to one professional well-versed in both disciplines. Knowing how to balance books, track finances, settle accounts, and administer pay is key to overseeing a company’s finances.

This online course bundle covers all critical areas of bookkeeping and payroll administration. You will first learn how to utilize QuickBooks for common bookkeeping situations, such as accounts receivable and accounts payable, accounting for fixed assets, running general ledger reports, working with the chart of accounts, managing inventory accounts, and more.

You will then learn the principles of payroll management, including aspects of the Fair Labor Standards Act of 1938 and the Internal Revenue Code. Payroll Practice and Management provides a foundation for classifying workers, calculating overtime pay, and overseeing payroll functions. But there is more to payroll than calculating gross wages — you will also learn to manage year-end forms, which relies on your bookkeeping skills.

**Instructional material requirements:**

The instructional materials required for this course are included in enrollment. The following textbooks and software will be shipped to you approximately 7-10 business days after enrollment:

- *Bookkeeping for Dummies*
- *QuickBooks Desktop Pro 2019*

**Hours:** 220

**Price without software:** $3495

**Price with software:** $3595

Course is online and open enrollment.

---

**Introduction to QuickBooks 2019**

From business owners to independent bookkeepers, millions use QuickBooks for payroll, inventory, reports, and other accounting needs. Now you can learn to manage your finances with QuickBooks in this introductory online course.

Introduction to QuickBooks 2019 is designed for those new to QuickBooks or those wanting a refresher with the latest version. You will learn how QuickBooks makes it easy to set up a chart of accounts; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; and generate reports.

**Hours:** 24

**Price:** $110

- **2/10-3/24** online
- **3/17-4/28** online
- **4/14-5/26** online
- **5/12-6/23** online

---

**Intermediate QuickBooks 2019**

Millions of small businesses use QuickBooks for their accounting needs, but only a fraction know how to use all its features. This online course will help you build on previous skills to gain an intermediate-level proficiency of the QuickBooks 2019 software.

The Intermediate QuickBooks 2019 course is ideal if you understand the basics of accounting software or previously completed an introductory-level QuickBooks training, and want to advance your QuickBooks skills. You will also learn how to use QuickBooks in many common scenarios that small business owners encounter, such as creating customer statements and assessing finance charges.

By the time you complete the course, you will know how to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.

**Hours:** 24

**Price:** $110

- **2/10-3/24** online
- **3/17-4/28** online
- **4/14-5/26** online
- **5/12-6/23** online

---

**OSHA Training**

Coastal Bend College can offer any OSHA training with advanced notice.
Introduction to QuickBooks Online
This QuickBooks course will teach you how to manage your business finances with QuickBooks Online. This powerful accounting software has helped millions of small business owners oversee their finances. And with the cloud-based program outpacing the desktop version, there’s no better time to refresh your QuickBooks knowledge.

You will learn to use key features of QuickBooks Online and gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. Whether you’re new to QuickBooks or need a quick refresher, this course will empower you to take control of your business’s financial accounting, all with the ease and convenience of an online platform.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Intermediate QuickBooks Online
Learn to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. With this online version, you get all the advantages of computing in the cloud, which means that your accounting files will be available to you virtually anytime, anywhere. This course dives deeper into the software’s intermediate features, such as tracking product and service items, managing inventory, and customizing sales forms.

Hours: 24 Price: $115
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Introduction to Crystal Reports
Want to “wow” people with your business reports? In this course, you’ll master the techniques the pros use to produce attractive, reader-friendly reports for any audience.

Designed for Crystal Reports XI through Crystal Reports 2016, this course will teach you how to transform the information that lies buried in your database or accounting program into clear, easy-to-understand documents. Whether you’re new to Crystal Reports or want to enhance your skills, this course is ideal for you. By the time you’re done, you’ll be able to produce anything from a quick meeting handout to an elaborate annual report—and you’ll never be intimidated by report-writing tasks again!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

QuickBooks 2019 Series
Understanding QuickBooks is one of the top skills a small business owner needs to successfully run their business. If you are a busy professional that wants to oversee your bookkeeping and accounting, the QuickBooks 2019 Series will teach you how to use this popular accounting software.

Courses included in this series are:
• Introduction to QuickBooks 2019
• Intermediate QuickBooks 2019

Hours: 48 Price: $180
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

QuickBooks Online Series
QuickBooks continues to be the dominant accounting software used by small and medium-sized businesses. Today more than ever, the cloud-based QuickBooks Online is quickly replacing desktop accounting software versions due to its accessibility and flexibility. This course series will teach you how to manage your business financials using QuickBooks Online.

The Introduction to QuickBooks Online course focuses on key features of QuickBooks Online, so you can gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. The Intermediate QuickBooks Online course builds upon the skills learned in the Introduction to QuickBooks Online course. You will how to set up your accounts for different types of businesses, enter budgets, and how to track situations in which the owner uses or invests company funds.

Hours: 24 Price: $199
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

WWW.COASTALBEND.EDU/CE
CompTIA Certification Training: ITF+ and A+
To keep up with technology, organizations need IT professionals to maintain their networking systems. As the demand for skilled IT workers continues to grow, earning CompTIA ITF+ and A+ certification is an important step in your information technology career.

This course will prepare you for the CompTIA ITF+ and CompTIA A+ certification exams in a flexible online format. You will gain a deeper understanding of software, hardware, and networking issues and how to troubleshoot them.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

• CompTIA IT Fundamentals (ITF+) Study Guide: FC0-U61

Prerequisites:
There are no prerequisites for the course. However, CompTIA recommends having up to 12 months of hands-on experience in the lab or field before taking the A+ certification exam.

Hours:390
Price without voucher: $2095
Price with voucher: $2395
Course is online and open enrollment.

CompTIA Certification Training: ITF+, A+, Network+, Security+
Nearly every industry needs skilled IT professionals to keep their data safe. As more companies invest in cybersecurity, earning your CompTIA ITF+, A+, Security+, and Network+ certifications is key to advancing your IT career.

This comprehensive course will prepare you for the CompTIA IT Fundamentals, A+, Security+, and Network+ certification exams in a unique online format. You will gain an understanding of software, hardware, and networking. More so, you will be able to secure and support networking systems.

This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the CompTIA IT Fundamentals, CompTIA A+, CompTIA Network+, and CompTIA Security+ Certification Exam and included with this course upon eligibility.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

• CompTIA IT Fundamentals (ITF+) Study Guide: FC0-U61
• CompTIA A+ Guide to IT Technical Support
• Network+ Guide to Networks
• CompTIA Security+ Guide to Network Security Fundamentals

Prerequisites:
There are no prerequisites for the course. However, CompTIA recommends having up to 12 months of hands-on experience in the lab or field before taking the A+ and Network+ certification exams. Two years of experience in IT administration with a security focus are recommended for the Security+ exam.

Hours:580
Price without voucher: $4295
Price with voucher: $4695
Course is online and open enrollment.
**CompTIA Linux+**

This Linux training course will prepare you for the CompTIA Linux+ (XK0-004) exam. You will be ready to work on installation processes, network configurations, security and troubleshooting, and automating processes with scripting. For system administrators, Linux+ certification is a benchmark for working in different IT functions, including cloud computing, server administration, Internet-of-things, mobile, and supercomputing.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- *Linux+ and LPIC-1 Guide to Linux Certification*

Prerequisites:
Skills, knowledge, experience, software, and computer orientation recommended prior to enrollment.

Recommended Experience to take the CompTIA Linux+ Certification exams: CompTIA A+, CompTIA Network+ and 12 months of Linux admin experience.

Upon completion of the course, you will be given a voucher to CompTIA™ Linux+ (XK0-004) certification exam.

Hours: 75 Price: $1295
Course is online and open enrollment.

---

**CompTIA Security+ Certification Training**

Gain the skills you need to be a security professional, and prepare to take the CompTIA™ Security+ certification SY0-501 exam, as you master the basics of system security, network infrastructure, access control, and organizational security. After you complete this course, you’ll be proficient in installing and configuring systems to secure applications, networks, and devices. You’ll also be comfortable performing threat analysis and responding with appropriate mitigation techniques, participating in risk mitigation activities, and operating with an awareness of applicable policies, laws, and regulations.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility. After completing the course, you can set up your own exam dates and times at a nearby testing center.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbook will be shipped to you approximately 7-10 business days after enrollment:

- *CompTIA Security+ Guide to Network Security Fundamentals*

Prerequisites:
It is recommended to have at least two years of technical networking experience with an emphasis on security.

Hours: 80
Price without voucher: $1495
Price with voucher: $1695
Course is online and open enrollment.

---

**Certificate of Cybersecurity Awareness for Healthcare**

This course provides annual Cyber Awareness training for healthcare professionals who work with data and protected health information (PHI). This short course focuses on pragmatic awareness issues and important breach avoidance strategies. Training may begin immediately following purchase. All modules are presented online and self-paced and are available for a full year.

Course Objectives:
- Identify security target issues
- Understand security level passwords
- Avoid AV/malware attacks
- Prevent phishing and spear phishing
- Extend security to external office activity
- Explain best practices for overall cybersecurity safety

Price: $59
Course is online and open enrollment.

---

**Certificate of Cybersecurity Awareness for Healthcare with PIPEDA**

This course provides annual Cyber-Awareness training for healthcare professionals who work with data and protected health information (PHI) in Canada. This short course focuses on pragmatic awareness issues and important breach avoidance strategies and includes information regarding Canadian PIPEDA regulations. Training may begin immediately following purchase. All modules are presented online and self-paced and are available for a full year.

Course Objectives:
- Identify security target issues
- Understand security level passwords
- Avoid AV/malware attacks
- Prevent phishing and spear phishing
- Extend security to external office activity
- Explain best practices for overall cybersecurity safety

Price: $59
Course is online and open enrollment.

---

**Don't see a course you would like to take?**

Give us a call at (361) 354-2768 or email us at ce@coastalbend.edu with details on the course.
**Certificate of Encryption Awareness Proficiency**

This course offers training on basic security and encryption strategies for all healthcare environments. Federal regulations specifically exempt encrypted Protected Health Information (PHI) from breach reporting requirements. A lost laptop containing unencrypted PHI is a major breach and a financial and reputational disaster. The same laptop with encrypted data is not a reportable breach. But HIPAA calls for encryption of all ePHI, whether it is stored or transmitted. This session will focus on pragmatic strategies for providers to encrypt PHI.

Course Objectives:
- Understand Federal healthcare regulations on encryption
- Compare encryption of data at rest and in transmission
- Describe strategies for full-disk encryption
- Discuss BYOD policies and options
- Identify the trouble with Business Associates
- Analyze the advantages of the cloud
- Describe how to implementing a patient portal
- Understand the use of EHR messaging
- Explain Email encryption
- Understand OpenPGP
- Compare solutions for chat and text

Price: $59
Course is online and open enrollment.

---

**Advanced PC Security**

When is hacking legal? When you use it to secure your own network. This course will teach you readily available hacking tools and techniques to audit your network so you can locate and close security holes. You will discover how to better protect your system against those who wish to gain unauthorized access.

In this course, you will discover the complex method of electronic breaking and entering. You’ll learn the terms and programming behind the interaction between hardware and software when communicating through a network. Following packets of data from one point to another through an entire network, you will discover where the flaws exist for data loss and security breaches. You’ll learn about the seven layers of the OSI model, and the dependencies of hardware and software interaction through packet transmission. Along the way, you will see how private data can quickly become public knowledge. Let this course establish the foundation of your network security. Learn how hackers think so you can harden your defenses against them!

Hours: 24 Price: $115
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

---

**Certificate of Digital Security for Personal and Business Data Proficiency**

This course is designed to give all home users and business professionals the knowledge and tools to protect themselves and their sensitive information from security attacks. It covers many simple ways to prevent security breaches and protect valuable data.

Course Objectives:
- Understand Ransomware
- Describe Types of Ransomware
- Discuss Potential Damages from Ransomware Attacks
- Demonstrate Strategies for Protection and Prevention
- Explain Action Planning for Ransomware Invasion
- Describe Ransomware Investigation Components
- Interpret Disaster Recovery and Action Plan Development

Price: $59
Course is online and open enrollment.

---

**Certificate of Ransomware Prevention Proficiency**

This course offers detailed training and best practices regarding security strategies to prevent against and address ransomware attacks in healthcare environments. Ransomware will lock a user out of a server system, computer or data files. The tools used for this purpose are constantly evolving because it has become extremely lucrative in recent years. Like other enterprises, ransomware is now also operated as a service, which is making it an even more common occurrence. In the service model, a ransomware “client” simply delivers a purchased email list of recipients they wish to attack, sign up for the service and agree to give the hacking enterprise a cut of whatever they acquire in ransom funds.

Course Objectives:
- Understand Ransomware
- Describe Types of Ransomware
- Discuss Potential Damages from Ransomware Attacks
- Demonstrate Strategies for Protection and Prevention
- Explain Action Planning for Ransomware Invasion
- Describe Ransomware Investigation Components
- Interpret Disaster Recovery and Action Plan Development

Price: $59
Course is online and open enrollment.
Certificate of Workplace Cybersecurity Proficiency
Certificate of Cyber Security Proficiency: Every forward-thinking company appreciates the value of Cyber Security. Billions of dollars are lost every year from the activities of hackers and other cybercriminals. The ability to secure information and network systems from theft is crucial for success.

Learning Objectives:
• Understand the rudiments of Cyber Security and measures companies need to take to bolster its security infrastructure
• Generate effective information protection methods to increase companywide security
• Understand malware, its types and case studies
• Master the skills to safeguard your network.
• Safeguard your company’s best-kept secrets and improve its overall efficiency.

Price: $59
Course is online and open enrollment.

Certified Cybersecurity Business Specialist
Security specialists take responsibility for their organizations’ computer-related security, ensuring company data remains secure and protecting against cyberattacks. Companies hire these professionals to prevent security breaches by analyzing current systems, researching ever evolving risks, suggesting improvements, and implementing changes.

Courses in this learning path include:
• Digital Security for Business Data
• Workplace Cybersecurity
• Digital Security for Business Data Safety
• CompTIA Security+ Proficiency SYO-401
• CompTIA Security+ Proficiency SYO-501

Price: $199
Course is online and open enrollment.

Certified Ethical Hacker
Are you interested in network security and information technology—but perhaps want more of a challenge than typical IT provides? If so, ethical hacking certification is a unique way to set yourself apart from other IT professionals and add even more value to your organization. As a certified ethical hacker, you’ll use the same techniques as the bad guys to assess security and identify weaknesses, except you’ll use these hacking powers for good.

To put it one way, “To beat a hacker, you need to think like a hacker.” This course will immerse you into the hacker mindset, putting you in the driver’s seat of hands-on activities. You will scan, test, hack, and secure your own systems. You will learn the five phases of ethical hacking (reconnaissance, gaining access, enumeration, maintaining access, and covering your tracks) and the ways to approach your target and succeed at breaking in every time.

This accredited course provides you with advanced hacking tools and techniques so that you can assess the security posture of an organization with the same approach these malicious hackers use. You’ll be able to identify weaknesses and fix the problems before they are identified by the enemy, preventing what could potentially be catastrophic damage to your organization. This is sure to help you get ahead in your current and future positions.

Upon completion of this course, you will gain exam eligibility and be prepared to sit for the Certified Ethical Hacker Exam 312-50, offered by EC-Council. This course also includes a voucher which covers the fee of the exam.

Prerequisites:
The Certified Ethical Hacker course is specifically designed to help individuals with a prior strong knowledge of network infrastructure, computer hardware, software, and security prepare for the (CEH) Exam # 312-50, offered by EC-Council.

Price: $2895
Course is online and open enrollment.

Certified Healthcare Cybersecurity Specialist
The cybersecurity specialist is responsible for secure technology and the protection of patient and payment data in healthcare site settings.

Courses in this learning path include:
• Workplace Cybersecurity Proficiency
• Ransomware Prevention Proficiency
• Payment Card Security (PCI-DSS)
• HIPAA Workforce Proficiency
• Encryption Awareness Proficiency

Price: $199
Course is online and open enrollment.

Certified Information Security Manager
In the InfoSec world, security managers are the driving force behind an organization’s cybersecurity policies. These key individuals typically started their IT careers in hands-on roles before earning their CISM certification and taking on managerial duties. If you’re ready to earn your next IT certification, this online training course will fully prepare you for the ISACA Certified Information Security Manager (CISM) certification exam.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility. Proctor fees may apply, which are not included.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• Management of Information Security

Prerequisites:
While there are no prerequisites to take this course, ISACA recommends at least five years of work experience in information security. The work experience must be gained within the 10-year period preceding the application date for certification.

Hours:75
Price without voucher: $795
Price with voucher: $1395
Course is online and open enrollment.
Certified Information Systems Security Professional
In today’s online world, information security has become a critical part of virtually every organization—no matter the industry. The demand for information security professionals is expected to surge, as the forces of “good” and “bad” continue to battle for control and use of online information. You can join the side for “good” when you earn your Certified Information Systems Security Professional (CISSP) certification. Earning your CISSP is a must for cyber security professionals who want to get ahead in this important field.

This Certified Information Systems Security Professional (CISSP) course is an engaging, fully online course that provides in-depth instruction in key areas related to information/cyber security.

Instructional Material Requirements: The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- CISSP Guide to Security Essentials

Prerequisites: This is an advanced level course. You should have a base knowledge or certification in SSCP. If you wish to take the course without the foundational topics of SSCP, then you’ll be expected to supplement the course materials with outside resources.

For certification through (ISC)2, an individual must have a minimum of five-years of paid, full-time work experience in two of the eight domains of CISSP. A one-year experience waiver can be used in place of a four-year college degree or equivalent through an (ISC)2 approved list.

Once a person passes the (ISC)2 vendor exam, an endorsement is also required. This endorsement form must be signed by two (ISC)2 professionals who are active members and can verify your professional experience.

Hours: 150 Price: $1995
Course is online and open enrollment.

Certified Network Defender (CND)
To mitigate cyber breaches, many organizations rely on network engineers who protect, detect and respond to the threats on their networks. This online course will prepare you for the Certified Network Defender (CND) exam, a credential that validates your ability to provide continuity of operations during attacks.

The course is ideal for network administrators looking to attain Defense-in-Depth network security preparedness. As a vendor-neutral certification training program, you will work through skills-based, lab-intensive modules based on a job-task analysis and cybersecurity education framework presented by the National Initiative of Cybersecurity Education (NICE). You will also gain skills mapped to global CND responsibilities as well as the Department of Defense (DoD) job roles for system/network administrators.

The course also includes a voucher with enrollment, which covers the fee of the certifying exam upon eligibility. Scheduling and testing will be available through a remote proctor function.

Prerequisites: There are no mandatory prerequisites prior to taking this Certified Network Defender (CND) training. However, students should have an understanding of basic networking fundamentals and terminology.

Hours: 100 Price: $2895
Course is online and open enrollment.

Computer Hacking Forensics Investigator
Digital forensics is vital to cybersecurity. This online course will prepare you for the EC-Council’s Computer Hacking Forensic Investigator (CHFI) Certification exam, a credential that validates your understanding of digital forensic tools and how they’re used in the cybersecurity industry.

Digital forensics has a key place on every cybersecurity team. Without it, most organization’s security posture and maturity will fail to see its full potential. This course takes a detailed methodological approach to computer forensic and evidence analysis. You will gain a critical skill set for the identification of an intruder’s footprints and gathering necessary evidence for prosecution.

The course also includes a voucher with enrollment, which covers the fee of the certifying exam upon eligibility. Scheduling and testing will be available through a remote proctor function.

Prerequisites: Prior to enrolling in this course, you should have a working knowledge of information technology, cybersecurity, computer forensics and incident response.

Hours: 100 Price: $2895
Course is online and open enrollment.
**Council Certified Security Analyst**

This online course will teach you advanced uses of the methodologies, tools, and techniques needed to perform information security tests. By course completion, you will be fully prepared for the EC Council Certified Security Analyst (ECSA) exam.

As a fully hands-on program with labs and exercises, you will bring your skills up to speed to uncover the security threats that organizations are vulnerable to. You will learn how to design, secure and test networks to protect their organizations from the threats that hackers and crackers pose. By learning the LPT methodology, you will be able to effectively identify and mitigate risks to the security of your infrastructure.

The course also includes a voucher with enrollment, which covers the fee of the certifying exam upon eligibility. Scheduling and testing will be available through a remote proctor function.

Hours: 100  
Price: $2895  
Course is online and open enrollment.

---

**Hack Your Way to Security**

When is hacking legal? When you use it to secure your own network. This course will teach you readily available hacking tools and techniques to audit your network so you can locate and close security holes. You will discover how to better protect your system against those who wish to gain unauthorized access.

In this course, you will discover the complex method of electronic breaking and entering. You’ll learn the terms and programming behind the interaction between hardware and software when communicating through a network. Following packets of data from one point to another through an entire network, you will discover where the flaws exist for data loss and security breaches. You’ll learn about the seven layers of the OSI model, and the dependencies of hardware and software interaction through packet transmission. Along the way, you will see how private data can quickly become public knowledge. Let this course establish the foundation of your network security. Learn how hackers think so you can harden your defenses against them!

Hours: 24  
Price: $105

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/10-3/24</td>
<td>online</td>
</tr>
<tr>
<td>3/17-4/28</td>
<td>online</td>
</tr>
<tr>
<td>4/14-5/26</td>
<td>online</td>
</tr>
<tr>
<td>5/12-6/23</td>
<td>online</td>
</tr>
</tbody>
</table>

---

**Information Security Training**

It’s no question that cybersecurity is necessary for any organization. But in this growing field, how do you show that you’re qualified to lead security efforts? Certification. Holding a certification from ISACA or (ISC)² demonstrates your ability to identify, assess, and mitigate evolving security threats.

This online cybersecurity training course will prepare you for three globally recognized certifications: ISACA’s Certified Information Systems Auditor (CISA) and Certified Information Security Manager (CISM), and (ISC)²’s Certified Information Security Professional (CISSP).

This course includes vouchers with enrollment. The vouchers are prepaid access to sit for the (CISA) and (CISM) certifying exams upon eligibility. Proctor fees may apply, which are not included.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- **CISA Certified Information Systems Auditor All-in-One Exam Guide**
- **CISM Certified Information Security Manager All-in-One Exam Guide**
- **CISSP Guide to Security Essentials**

Prerequisites:  
While there are no prerequisites to take this course bundle, ISACA and (ISC)² both require at least five years of information security work experience to be eligible for the certification exams.

Hours: 300  
Price without voucher: $1795  
Price with voucher: $4295  
Course is online and open enrollment.

---

**Construction Safety**

To schedule a class for construction safety, please contact the Department of Continuing Education at bbecknell@coastalbend.edu

---

WWW.COASTALBEND.EDU/CE

To schedule a class for construction safety, please contact the Department of Continuing Education at bbecknell@coastalbend.edu
Introduction to Cryptography

The importance of protecting information and data makes it into headlines every day. Cryptography is the practice of techniques used to protect the secure transmission of information. This course is an excellent starting point to understand what cryptography is, learn how cryptography used, and understand hash, symmetric, and asymmetric cryptographic algorithms.

This course not only covers the fundamentals of cryptography, but also provides a hands-on experience through the use of live virtual machine labs, lab simulations, and case projects. Hands-on projects will have you use stenography to send a hidden message, use a hash generator, and even have you use Microsoft’s Encrypting File System.

A basic knowledge of cryptography is needed for many careers such as cyber security, software development, computer networks, and database administration.

Don’t just learn about cryptography, roll your sleeves up, and get to actually so cryptography with the labs, simulations, and projects in this course.

Hours: 12 Price: $59

Introduction to Mobile Security

Mobile devices continue to grow in importance in managing our personal and business lives. As such, it makes them particularly vulnerable to attacks and how to defend against them. This course is an excellent starting point to understand the different types of mobile devices, understand the risks associated with mobile devices, develop a list of ways to secure mobile devices, learn how to apply mobile device app security, and learn how to implement BYOD security.

This course not only covers the fundamentals of mobile security, but also provides a hands-on experience through the use of live virtual machine labs, lab simulations, and case projects. Hands-on projects will have you create and use QR codes, use software to locate a missing laptop, and install an Android emulator to test different antimalware tools.

Hours: 7 Price: $59

Windows

Introduction to PC Security

Learn why you’re at risk and what you can do to protect your precious personal and business data from the outside world. This course will quickly bring you up to speed on the fundamentals of PC and network security.

You will understand and explore the vulnerability of operating systems, software, and networks. Then, you will get into the minds of hackers and crackers, developing an understanding of the exploits they use to access your computer without your knowledge. You will find out why, where and how viruses, worms, and blended threats are created. You will learn a safe way to handle files and data across the Internet through a virtual private network. By the end of this course you will be able to install and configure a firewall to build an impenetrable moat around your computer or network.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

SSCP Systems Security Certified Practitioner

The world of IT security is fast-paced and exciting, with the potential for high earnings—but it can also be competitive. To stay ahead, you’ll need a certification like the Systems Security Certified Practitioner (SSCP), a premier credential that is ideal for those wanting to begin or advance a career in computer networking or security. This online SSCP course will prepare you for this industry-recognized certification, as well as a career in the information technology sector.

The SSCP is one of the best cyber security certifications you can earn, especially as an entry-level professional. An SSCP exam prep course, is a great way to ensure you have the knowledge to succeed—and that you can prove it to your employer. This course will also prepare you for a career as a network administrator or security administrator, and help you stay up-to-date on your skills if you already work in the IT sector. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Prerequisites:
This is an advanced level course. You should have a base knowledge about computer hardware, networking, and security knowledge. It is recommended that you should either first take CompTIA A+ and Network+ or have the equivalent of two years of experience working with computers.

Hours:80 Price: $1595
Course is online and open enrollment.
Introduction to PC Troubleshooting
Don’t spend your hard-earned cash on expensive PC repairs! The vast majority of the problems people experience with their computers are completely avoidable, and most can be solved with nothing more than a few minutes of your time. Intro to PC Troubleshooting takes you step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them.

Once you’ve mastered the basics, the course launches into some of the more advanced and nasty problems that crop up in the PC, teaching you how to diagnose and fix those problems as well! Finally, Intro to PC Troubleshooting shows you how to maintain and optimize a Windows PC. So what are you waiting for? Get ready to troubleshoot - and fix - some PCs!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Introduction to Windows 10
Welcome to Windows 10, the completely new operating system from Microsoft, which offers a more robust, more powerful, and completely unique computing experience. In this course, you will gain the foundation you need to get started right away using Windows 10.

File Explorer can help you manage your files and create basic text documents using WordPad. From managing files and editing photos to working with external drives, you will learn everything you need to know about getting the most from this operating system. Additionally, since security is important, you will also learn how to protect your files and how to protect and update Windows 10.

By the time you finish this course, you will have mastered the basic skills you need to get the most from Windows 10 for both work and play.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online

Keyboarding
If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! In these lessons, you’ll use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type—that is, to type text you read from a printed page or a computer screen without looking at your keyboard.

With the skills you master here, you’ll become faster and more confident at the keyboard. By the end of the course, you’ll know how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate of Digital Citizenship Proficiency
Certificate of Digital Citizenship Proficiency: As the rate of technological incursion continues to hold sway, the world is becoming more reliant on the internet for daily living. Our Digital Citizenship course teaches you how to use technology to responsibly engage society at any level. It also teaches the downsides of the internet and how students can avoid these pitfalls.

Learning Objectives:
• How the internet works
• Connection, collaboration, sharing and the practice of good digital citizenship
• Digital literacy and how to validate and interpret online information
• Clickbaits, fake news, gossip websites and how to discern each one of them
• Refraining from the internet and taking a break from screens

Price: $399
Course is online and open enrollment.

Certified Technology Support Specialist
Technical support specialists work with end-users to provide technical support and assistance for technical, software and hardware problems. Some of the more common problems they troubleshoot include connection problems, slow performance, inabilities to access data and inefficient programs. Higher level support may involve security and networking issues.

Courses in this learning path include:
• CompTIA A+ Skills 220-901 (Level I)
• CompTIA A+ Skills 220-902 (Level II)
• CompTIA Cloud+ Proficiency
• CompTIA Security+ Proficiency SYO-401
• CompTIA Security+ Proficiency SYO-501

Price: $199
Course is online and open enrollment.

VMware Certified Associate
This course features intensive hands-on training that focuses on installing, configuring, and managing VMware vSphere® 6.5. This course will give you a solid understanding of how to administer a vSphere infrastructure for an organization of any size. Learn faster and retain more so you are fully prepared to install and support VMware and become prepared to take the VMware Certified Associate - Digital Business Transformation (VCA-DBT) - 1V0-701 exam for the VMware Certified Associate (VCA) credential.

Prerequisites:
There are no prerequisites to take this course. However, system administration experience on Microsoft Windows or Linux operating systems is highly recommended.

Hours:40 Price: $2195
Course is online and open enrollment.
Language

ESL

Grammar for ESL
This course is designed as an in-depth analysis of English grammar for intermediate to advanced English as Second Language college students. It is designed to prepare you for regular mainstream English classes.

Grammar for ESL is one of the required courses in most college ESL programs to transfer to mainstream English or to transfer to a university. It establishes a foundation for continuous learning and serves as a complement to other courses that you may be taking or will take.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Writing for ESL
Many ESL learners have excellent educations, training, and skills in their native countries. However, their dreams of success elude them in English-speaking countries because they cannot write effectively in their new language. This course will show you what English readers expect and how your writing can achieve your goals.

You will learn about the entire writing process and its five stages: prewriting, outlining, writing, revising, and editing. You will learn to generate and focus your ideas. You will discover how to write clearly focused topic sentences and thesis statements, which will guide you in writing logical, unified paragraphs and essays. You will also learn to refine and perfect your work, making it free of grammatical and punctuation errors.

You will gain important critical thinking skills and learn some techniques for writing concisely. When you finish this course, you will be able to write clearly, logically, and cohesively, and you will be able to apply what you have learned in any academic or work setting.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

French

Beginning Conversational French
Proper pronunciation is important to good communication. Beginning Conversational French will help you master the best pronunciations. Simply click on each word to hear it spoken. Every word and sentence is also written out phonetically.

This course has been carefully crafted to ensure you will have no trouble pronouncing French words correctly. The first three lessons introduce the basics needed for most conversations in French, such as “please” and “thank you.” You will also learn numbers, days of the week, months of the year, and telling time.

The entire course is structured in this logical, systematic method. After the introduction and basic conversation lessons, you will learn what to say at the airport. From the airport, you need to get to your hotel, so you will learn how to talk about transportation. The following lesson shows you how to talk to hotel employees. After you have settled into your hotel, you will probably be hungry, so the course also covers how to communicate in restaurants.

Each lesson also includes cultural tips. Hand and body gestures mean different things in different cultures. For example, do you know the proper way to point to avoid offending people in France? This course will tell you. You will be pleased with your quick progress, and you will be prepared for your next trip!

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Truck Driving

A partnership between Coastal Bend College and Del Mar College.

For more information, please call 361-698-2707.

Follow us on LinkedIn at CBC Department of Continuing Education to learn about upcoming trainings.
Italian

**Instant Italian**
This dynamic course will teach you how to express yourself comfortably in Italian. You’ll learn practical, everyday words. You’ll read, hear, and practice dialogues based on typical situations that you’re likely to encounter if you plan to vacation in Italy. The dialogues and follow-up exercises of each lesson will teach you to communicate in Italian in a wide variety of settings. You’ll be surprised by how quickly and easily you can learn many useful expressions in Italian! This course will make it simple to master your pronunciation of Italian. Essential words and phrases are written phonetically by using sounds that are familiar to you from English words. The audio feature lets you hear the words and phrases spoken aloud with just a click of your mouse. Short exercises are included with each lesson to help you reinforce what you’ve learned and gauge your progress, making it easy to pinpoint areas that you still need to review. The exercises also give you immediate feedback—you’ll know whether you answered correctly as soon as you finish.

By the end of the second lesson, you will have already learned about the Italian language’s impact on the world, the Italian alphabet, phonetics, and pronunciation, proper forms of address, expressions of courtesy, and how to make introductions. When you reach your final lesson, you will know how to ask for help, ask directions, navigate Italian shops, book a hotel room, order a meal, and much more! Cultural notes are included throughout the course to help you better understand Italians and their way of life. You’ll will learn what various gestures mean to Italians, which ones to use, and those you should avoid. This course will convince you that learning a language is both fun and rewarding.

**Hours:** 24  
**Price:** $90

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/10-3/24</td>
<td></td>
<td>online</td>
</tr>
<tr>
<td>3/17-4/28</td>
<td></td>
<td>online</td>
</tr>
<tr>
<td>4/14-5/26</td>
<td></td>
<td>online</td>
</tr>
<tr>
<td>5/12-6/23</td>
<td></td>
<td>online</td>
</tr>
</tbody>
</table>


Japanese

**Conversational Japanese**
Whether you want to learn conversational Japanese for travel or just for fun, you’ll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. Throughout this course, you’ll gain cultural knowledge and learn useful conversational phrases and vocabulary words particular to a specific area of travel. You’ll practice these in drills, interactive exercises, and dialogues. In each lesson, you’ll find helpful audio aids and Japanese words written in the English alphabet. This technique will allow you to bypass one of the biggest obstacles for most beginners of Japanese: the letter system. By the end of this course, you’ll have acquired basic conversational skills that enable you to travel around the country easily, and you’ll have discovered the heart of Japan!

**Hours:** 24  
**Price:** $90

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/10-3/24</td>
<td></td>
<td>online</td>
</tr>
<tr>
<td>3/17-4/28</td>
<td></td>
<td>online</td>
</tr>
<tr>
<td>4/14-5/26</td>
<td></td>
<td>online</td>
</tr>
<tr>
<td>5/12-6/23</td>
<td></td>
<td>online</td>
</tr>
</tbody>
</table>


Sign Language

**Discover Sign Language**
Discover Sign Language will teach you how to sign basic phrases and complete sentences and how to put it all together, allowing you to introduce yourself and start a conversation. Along the way, you will learn signs for colors, numbers, locations, family, and the activities you like to do.

Throughout the course, you will learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. Throughout it, you will be immersed in silence, which will help you gain an understanding of the perspective of Deaf people and sign language.

You will also gain an introduction to the world of the Deaf culture and explore topics such as lip reading, baby signs, and the career of interpreting. By the end of the course, when you meet a Deaf person, you will be ready to sign!

**Hours:** 24  
**Price:** $90

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/10-3/24</td>
<td></td>
<td>online</td>
</tr>
<tr>
<td>3/17-4/28</td>
<td></td>
<td>online</td>
</tr>
<tr>
<td>4/14-5/26</td>
<td></td>
<td>online</td>
</tr>
<tr>
<td>5/12-6/23</td>
<td></td>
<td>online</td>
</tr>
</tbody>
</table>

**Discover Sign Language II**
Learn to build phrases and sentences with the vocabulary you used in Discover Sign Language 1, as well as some new vocabulary. You will practice phrases and sentences by recording your own signing and uploading them for review. Not only that, but you will also continue to explore the world of Deaf culture by learning more about the history of Deaf culture in the United States, famous Deaf individuals, and the impact of recent laws and technology on the modern-day Deaf community.

**Hours:** 24  
**Price:** $115

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/10-3/24</td>
<td></td>
<td>online</td>
</tr>
<tr>
<td>3/17-4/28</td>
<td></td>
<td>online</td>
</tr>
<tr>
<td>4/14-5/26</td>
<td></td>
<td>online</td>
</tr>
<tr>
<td>5/12-6/23</td>
<td></td>
<td>online</td>
</tr>
</tbody>
</table>

Have questions?  
Give us a call at (361) 354-2768.

WWW.COASTALBEND.EDU/CE
Discover Sign Language Series
Discover Sign Language will teach you how to sign basic phrases and complete sentences and how to put it all together, allowing you to introduce yourself and start a conversation. Along the way, you will learn signs for colors, numbers, locations, family, and the activities you like to do.

Discover Sign Language II will teach you how build phrases and sentences with vocabulary learned in Discover Sign Language I, as well as learning new vocabulary. You will practice phrases and sentences by recording your own signing and uploading it for the instructor and classmates to review. You will also continue to explore Deaf culture by learning about the history of Deaf culture in the United States and technological implications on the modern-day Deaf community.

Spanish

Spanish for Law Enforcement
With more and more Spanish-speaking people living in the United States every year, learning the Spanish language is becoming ever more important. In the law enforcement field, mastering basic Spanish will give you more power to handle situations involving Spanish-speaking victims, witnesses, or criminals. It’s also a smart career move, because adding Spanish skills to your resume can open doors to new job opportunities.

Whether you’re new to the Spanish language or just want a refresher, this course will teach you the basic Spanish phrases you need for everything from making casual conversation to handling life-or-death situations. You’ll start with simple vocabulary for everyday topics including colors, numbers, conversational phrases, family names, and words for asking questions. You will learn Spanish terminology you can use during arrests, traffic stops, medical emergencies, and many other common law enforcement situations. By the end of this course, you will be well on your way to being a Spanish speaker and communicating more effectively with the Spanish speakers all around you.

Spanish in the Classroom
If you struggle to communicate with your Spanish-speaking students and their families, and you don’t know your cabeza from your codo (that’s your head from your elbow), don’t worry—help is here!

Whether you took a Spanish class 20 years ago and just want to brush up a bit, or you have never taken a Spanish class, you will learn the essential Spanish for teachers and bridge the communication gap with your Spanish-speaking students and parents. Rest assured that this won’t be anything like your typical high school Spanish course. You will learn new words in easy-to-digest bites, and each lesson will include Supplementary Material to help you keep expanding your vocabulary.

This course starts with the basics of Spanish pronunciation and then moves right into simple words for everyday things, such as colors, numbers, and question words. It then moves on to conversational phrases, family names, and directions. You will understand what it’s like on the first day of school and words relating to enrolling new students, conversing in the classroom, talking about rules and behavior, and basic vocabulary for various academic subjects.

Finally, you will discover some survival phrases for the parent-teacher conference as you learn to describe how a child is doing, talk about academic or behavior problems, and discuss grades and homework. By the end of this course, you will be well on the path to becoming a Spanish speaker and communicating more effectively with the Spanish speakers all around you.

Customized Training
Want a customized training?

Give us a call at (361) 354-2306.
Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish. This course is designed for anyone who wants to learn Spanish pronto. You will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno! Hours: 24 Price: $105

2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Have you ever seen a non-native speaking Spanish fluently? Were you impressed? Would you like to become more conversational and more comfortable in Spanish-speaking situations? Now you can. This Speed Spanish course is unlike any other Spanish class you’ve ever taken. You will see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation. Then, you will learn several clever recipes that you can use to glue the words together into sentences. Enroll in Speed Spanish II and you will see an immediate improvement in your Spanish fluency from the very first lesson. Hours: 24 Price: $105

2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Master your ability to speak, understand, and read Spanish by taking the final installment in the unique three-part Speed Spanish learning series. In this advanced-level course, you’ll learn the final six recipes that will serve as templates to help you create any Spanish sentence you want. Guided practice will include lots of new vocabulary, pronunciation, and speed drills, as well as in-depth study of Spanish parts of speech to help you speak and understand Spanish in a snap.

The goal of this course is not just to teach you the recipes, but also to help you use them spontaneously so that you’ll never be at a loss for words! Hours: 24 Price: $105

2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Learn shortcuts to help you engage in conversational Spanish, as you build your language skills and develop fluency.

Courses included in this series are:
• Speed Spanish
• Speed Spanish II
• Speed Spanish III

Hours: 72 Price: $275

The ability to create humor is a skill many people don’t have, yet wish they did. If you’re interested in learning how to come up with jokes or witticisms on the fly, punch up dull material for an audience, or make a living as a comedy writer, this course will get you going.

Once you’ve learned some of the methods of creating humor, you’ll be ready to apply it to all aspects of your life. Punch up speeches and presentations so that the audience is instantly on your side. Mix laughter with learning in the classroom, and watch your students’ attention spans grow. Add some humor to your web page and watch the hits explode as word gets out. Use your newfound sense of humor to entertain your friends, meet interesting people, and even make new friends!

Learning should be fun, and this course is no exception. Filled with opportunities to laugh as you learn, “Get Funny” promises to be an entertaining and informative experience.

Please scan for the Continuing Education registration form.

Have a question? Email us:

ce@coastalbend.edu
**Professional Interpreter**
This course will enable you to develop the skills necessary to use your knowledge of languages to help other people communicate. You’ll start by gaining a clear understanding of what interpreting is; the different interpreting techniques, settings, and delivery modes; and the differences between a career in public services interpreting and other language-related fields. You will also receive a thorough grounding in the principles of ethics and professional conduct as they apply to the interpreting field. In addition, you’ll learn how to control the communication flow of an interpreting encounter to ensure that all parties are recognized and heard during the meeting.

With this solid foundation, the course prepares you for the real world by providing you with practical information to help you gain employment confidently as a public services interpreter. You will also have the option to be listed for free in an employer-searchable directory to jump-start your new career. As a professional interpreter, you’ll often work with immigrants in vulnerable situations, becoming their only communication bridge. You can expect to assist families as they apply for food stamps and Medicaid, help residents set up utility services in a new home, and assist refugees as they complete their applications. Your assignments vary from day to day—sometimes even from hour to hour—and opportunities abound!

Prerequisites:
Must have a high school education (or equivalent) and be bilingual.

Hours: 40 Price: $995
Course is online and open enrollment.

**Professional Translator**
As the world becomes more interconnected, demand for professional translators is booming. This online training course will give you the skills you need to work as an English/Spanish translator. It will also prepare you for the American Translators Association (ATA) certification exam.

Professional Translator focuses on translating written messages from English into Spanish and from Spanish into English. You will gain key translation skills, such as eliminating linguistic interference, maintaining grammatical structure, and providing cross-cultural localization.

Prerequisites:
You should have a formal education of at least two years at the university level in both languages. You should also be familiar with using a personal computer in a Windows or Mac environment.

Hours: 100 Price: $2395
Course is online and open enrollment.

**Business Entity Formation**
This course will teach you how to form, maintain and dissolve various business entities. You will have the chance to prepare various documents related to entity formation and maintenance. You will also learn many of the subtle differences between the various types of entities, which is ideal for paralegals working in the corporate law field.

Hours: 24 Price: 115

**Certificate in Family Mediation**
This course will provide you with the skill set needed to become a Family Mediator. In this comprehensive course, you will receive training in the Mediators Without Borders INACCORD® conflict resolution model. You will learn special skills necessary for mediating familial disputes and parent-child issues, including niche topics such as disagreements with aging family members and probate and estate conflicts. Upon successful completion, Mediators Without Borders will award you four individual certificates in Mediation, Applied Mediation Practice, Family Mediation and Professional Family Mediator. A final exam is optional upon completion of the course.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• *In Justice, INACCORD*
• *Touchstone Skills*
• *Handbook of Family Mediation*

Hours: 240 Price: $3895
Course is online and open enrollment.

**Legal Overview**

**Administrative Law**
This course covers the legal principles governing the administration and regulation of government agencies. You will learn how agencies are governed, how rules are made and how key agencies administer and enact rules and relevant statutes. You will also learn how matters are adjudicated according to regulations enacted by Congress.

Hours: 24 Price: $115

**Bankruptcy Law**
This course will teach you all about General Court rules and document preparation for bankruptcy filing. You will learn the basics of bankruptcy situations and gain a foundation in substantive law for the various types of bankruptcy and filing requirements.

Hours: 24 Price: $115
Certificate in Mediation and Arbitration
This course will provide you with the comprehensive training needed to become a certified mediation or arbitration professional. It is structured around the Mediators Without Borders INACCORD® conflict resolution model, and offers you the chance to practice your skills through simulated roleplaying exercises. Skills covered include facilitating hearings, weighing evidence and testimony, and rendering awards, as well as fundamentals of conflict analysis and resolution. Upon successful completion, Mediators Without Borders will award you four individual certificates in Mediation, Applied Mediation Practice, Arbitration and Professional Mediator and Arbitrator. A final exam is optional upon completion of the course.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• In Justice, INACCORD®
• Touchstone Skills for Authentic Communication
• INACCORD Arbitration, Basic Skills for the New Arbitrator (PDF)

Hours:200 Price: $3695
Course is online and open enrollment.

Certificate in Mediation and Restorative Justice
This course provides you with the skills necessary to become a Mediation or Restorative Justice professional. This comprehensive course series provides training in the INACCORD® conflict resolution model and offers you the chance to practice your skills through simulated roleplaying exercises. Additionally, you will be trained in the INACCORD® model of Restorative Justice, which will prepare you for work bringing perpetrators and victims of crimes together in order to seek resolutions that restore all parties. Upon successful completion, Mediators Without Borders will award you individual certifications in Mediation, Applied Mediation Practice, Restorative Justice, and a professional certificate as a Mediator and Restorative Justice Practitioner. A final exam is optional upon completion of the course.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• In Justice, INACCORD
• Touchstone Skills
• Restoring Justice

Hours:240 Price: $3895
Course is online and open enrollment.

Civil Litigation
The course is designed to follow the procedures of a civil lawsuit from the first client contact through discovery, settlement negotiations or trial, and appeal. You will learn the roles and responsibilities of the paralegal in preparing court documents, investigation, client and witness contact, discovery and trial assistantship.

Hours: 24 Price: $115

Civil Procedure
This course introduces the Code of Civil Procedure (litigation at the Federal level) including jurisdiction, venue, parties and claims, joinder, motions, interpleader and intervention. You will also learn litigation aspects, including discovery, pre-trial and post-trial motions, pleadings, functions of the judge and jury, and appeal procedures.

Hours: 30 Price: $145

Constitutional Law
This course breaks down the Bill of Rights and the Amendments as incorporated into constitutional cases that impact major legislation. In addition, you will learn the concepts of due process, equal protection and the First and Fourteenth Amendments.

Hours:75 Price: $115

Contracts
This course examines the fundamental elements of a contract: offer, acceptance and consideration. You will also learn about contractual relationships, defenses to a contract and the standard legal rules of law cases.

Hours: 24 Price: $115

Contracts for Business Owners
The course will teach you how to work with contract law as a paralegal. Key topics include contract case law examples, uniform commercial code and more.

Hours: 20 Price: $95

Options to Explore:
Automotive Manufacturing Public Safety Skilled Trades Warehousing & Storage

Career Exploration

WWW.COASTALBEND.EDU/CE
Corporate Document Drafting
The course will teach you how to write clearly and concisely. You will gain foundational skills for drafting or reviewing legal documents or contracts, as well as grammatical and syntactical principles and draftsmanship.

Hours: 24 Price: $115

Court Interpreter (Spanish/English)
A State Spanish Court Interpreter certification examination is a rigorous exam that requires intensive training and access to practices. The Court Interpreter course includes the finest online interpreting laboratory in the market.

You will be able to practice numerous court cases as if they were in an actual court proceeding. The material presented in each lecture is immediately practiced in the online laboratory to make sure that you are able not only to memorize the transfer of a word or phrase, but also are able to interpret as it is required in a court of law. You will learn how to interpret in any civil deposition and any other legal proceeding in the criminal and in the civil jurisdictions.

Prerequisites:
You must speak English and Spanish fluently. There is no requirement regarding formal education in either Spanish or English. However, you must be able to speak English and Spanish without any hesitations.

Hours: 200 Price: $2395
Course is online and open enrollment.

Digital Court Reporter
This digital court reporting program prepares students to enter the high demand field of court reporting. Currently, the industry is experiencing a severe shortage of court reporters with a need for an additional 10,000 nationwide. The well-established shortage presents a substantial opportunity for those seeking a rewarding career with a secure future. Digital reporters can work in the freelance market for a court reporting agency or they can work as full-time government employee at a courthouse.

This course thoroughly prepares you for AAERT’s (American Association of Electronic Reporters and Transcribers) national certification, CER (Certified Electronic Reporter) exam. The AAERT certification is recognized as the leading certification for courts and businesses throughout the United States and is required my various court systems and agencies for employment.

Note: If taking the course to prepare for the exam, please research the locations you are interested in working in to find out whether they use digital reporting methods. Then ask if they recognize AAERT certification.

Instructional Materials Requirement:
The supplies required for this course are included in enrollment. The following will be shipped to you approximately 7-10 business days after enrollment:
• AltoEdge USB foot pedal
• Transcriber Headphones

Hours: 60 Price: $795
Course is online and open enrollment.

Virtual Reality Goggles
Want to take a training with the virtual reality goggles?

Please give us a call at (361) 354-2306.

Digital Court Reporting with Legal Transcription
Court reporting is one of the fastest growing career areas in the legal system. This 100% online course will prepare you to enter the court reporting field as both a digital court reporter and legal transcriber. You will be fully prepared to pass the Certified Electronic Reporter (CER) and Certified Electronic Transcriber (CET) exams, offered by the American Association of Electronic Reporters and Transcribers (AAERT). The AAERT’s nationally recognized certifications are leading credentials required by various court systems and agencies.

Note: If taking the course to prepare for the exam, please research the locations you are interested in working in to find out whether they use digital reporting methods. Then ask if they recognize AAERT certification.

Instructional Materials Requirement:
The supplies required for this course are included in enrollment. The following will be shipped to you approximately 7-10 business days after enrollment:
• AltoEdge USB foot pedal
• Transcriber Headphones

Hours: 120 Price: $1595
Course is online and open enrollment.

Teacher Professional Development Training
Options listed on page 229.
Employment Law Fundamentals
Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive. This course will explain the difference between an employee and independent contractor: the basic types of employee benefits; effective hiring; evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules.

You will gain an inside view of the law with court examples, real situations, and prevention strategies that prepare you to effectively resolve workplace issues. You will learn effective communication techniques, negotiation strategies, and what to expect if you do go to court. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.

Hours: 24  Price: $105
2/10-3/24  online
3/17-4/28  online
4/14-5/26  online
5/12-6/23  online

Explore a Career as a Paralegal
Careers in the legal field often require many years of training, but paralegals can enter the job market quickly. What’s more, paralegals earn good salaries and have many opportunities for advancement. In fact, a skilled paralegal can do almost all the jobs a lawyer does.

In this course, you will discover what paralegals do and find out what you will need to know in order to begin your own paralegal career. You will start by getting an excellent grounding in legal terminology, contract law, and the tort system. Next, you will learn how to perform legal analysis, conduct interviews and investigations, write legal briefs, and prepare for appeals. And finally, you will get tips on internships and job-hunting.

By the time you’re finished, you will know if becoming a paralegal is the right career choice for you.

Hours: 24  Price: $105
2/10-3/24  online
3/17-4/28  online
4/14-5/26  online
5/12-6/23  online

Federal Court Interpreter
State and Federal Spanish Court Interpreter certification examinations are rigorous exams that require intensive training and access to practice courses. The Federal Court Interpreter course includes the finest online interpreting laboratory in the market. You will be able to practice numerous court cases as if they were in an actual court proceeding, both at the state and the federal levels.

The material presented in each lecture is immediately practiced in the online laboratory to make sure that you are able not only to memorize the transfer of a word or phrase, but also are able to interpret as it is required in a court of law. This course also prepares you to interpret in any civil deposition and any other legal proceeding in the criminal and in the civil jurisdictions.

Prerequisites: You must speak English and Spanish fluently.

Hours: 200  Price: $2395
Course is online and open enrollment.

Introduction to Business Law (Transactions)
This course covers the different areas within the transactional field such as entity formation and maintenance, including securities and mergers and acquisitions principles and contracts.

Hours: 30  Price: $145

Introduction to Criminal Law
Criminal law is one of the most fascinating areas of legal practice. You’ll get a behind-the-scenes look at criminal law by examining the world of prosecutors, defense attorneys, and the paralegals who work closely with them.

You will examine all major areas of crime: from theft to murder, conspiracy to sexual assault. The trial of a criminal case will be dissected and explained for you. You’ll also explore the various types of criminal defenses, sentencing, and appeals procedures. A variety of exercises based on the lessons will give you a hands-on experience. Each lesson will also feature A View from the Inside -- compelling information about the criminal justice system, in the words of actual people who experience it every day.

Hours: 24  Price: $105
2/10-3/24  online
3/17-4/28  online
4/14-5/26  online
5/12-6/23  online

Introduction to Law Suite
Real Estate Law dives into the legal issues involved in real estate field, such as sales to title examinations. You will learn from real world examples to better understand how real estate law is used in day-to-day real estate practice and investing.

Employment Law Fundamentals explores the basics of employment law. You will gain an understanding of federal employment laws that dictate employee benefits, hiring practices, evaluation and termination procedures, conflict resolution, discrimination and union laws, and workplace safety rules.

Introduction to Criminal Law explores one of the most fascinating areas of legal practice. You will get a behind-the-scenes look at criminal law by examining the world of prosecutors, defense attorneys, and the paralegals who work closely with them.

Hours: 72  Price: $299
2/10-3/24  online
3/17-4/28  online
4/14-5/26  online
5/12-6/23  online

OSHA Training
Coastal Bend College can offer any OSHA training with advanced notice.
### Law Enforcement Suite
Understanding criminal law and how it impacts your career in law enforcement is key to breaking into the field. This course bundle will help you understand the all major areas of crime and how to use basic Spanish to navigate these situations. Each lesson in the Criminal Law section features A View from the Inside — compelling information about the criminal justice system, in the words of actual people who experience it every day. In the Spanish Fundamentals section, you will practice using basic Spanish phrases to communicate with Spanish-speaking victims, witnesses or criminals.

**Hours:** 48  **Price:** $199

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/10-3/24</td>
<td></td>
<td>online</td>
</tr>
<tr>
<td>3/17-4/28</td>
<td></td>
<td>online</td>
</tr>
<tr>
<td>4/14-5/26</td>
<td></td>
<td>online</td>
</tr>
<tr>
<td>5/12-6/23</td>
<td></td>
<td>online</td>
</tr>
</tbody>
</table>

### Law Office Management
This course covers the foundational skills needed to effectively manage a law office. You will learn how to track all the various duties, help with clients, and perform the functions needed within the legal workplace.

**Hours:** 24  **Price:** $115

### Legal Aspects of Contracts
This course will equip you with an understanding of some of the business points that drive the formation and creation of contracts. You will learn the elements and construction of a contract, the legal obligations of contract law, and legal representations found in contracts. If you are entering law school, own a business, or plan to start a business, you will benefit from the knowledge and principles provided in this course.

**Hours:** 24  **Price:** $145

### Legal Nurse Consultant
This online course will teach you everything you need to know to become a legal nurse consultant. Outside of nursing practice, legal nurse consulting is one of the most unique opportunities for nurses today. This role means you’re more than a nurse; you’re an expert witness that advises attorneys on the processes, procedures, and terminology of the medical field. Furthermore, this opportunity extends to other healthcare professionals as well. The legal field needs skilled healthcare professionals, so if you want to branch out, work remotely, or earn extra income, then you’ll need to learn how to make your medical knowledge work for you.

**Hours:** 24  **Price:** $105

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/10-3/24</td>
<td></td>
<td>online</td>
</tr>
<tr>
<td>3/17-4/28</td>
<td></td>
<td>online</td>
</tr>
<tr>
<td>4/14-5/26</td>
<td></td>
<td>online</td>
</tr>
<tr>
<td>5/12-6/23</td>
<td></td>
<td>online</td>
</tr>
</tbody>
</table>

### Legal Research
This course will teach you how to conduct research within the legal profession. Within law, legal professionals must be able to research and cite case law, and this course explains the authorities, the law library, and how to cite and Shepardize cases properly.

**Hours:** 24  **Price:** $115

### Legal Secretary
Lawyers rely on sharp, motivated legal secretaries to coordinate the daily functions of their practice. Similar to a specialized administrative assistant, legal secretaries help law offices running smoothly by maintaining schedules, managing clients, filing documents, drafting paperwork, and more.

In this course, you will learn the fundamental skills needed to start an entry-level position as a legal secretary. You will learn basic legal terminology, office procedure and management, basic accounting, and QuickBooks. Along the way, you will discover what it's like to work in this fascinating and fast-paced field.

**Instructional Material Requirements:**
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- Accounting for Managers
- Bookkeeping Made Simple
- Dictionary of Legal Terms, Barron's Educational Series

**Hours:** 350  **Price:** $2295

Course is online and open enrollment.

### Legal Terminology
This course will introduce you to basic legal terms and provide insight into court processes, comparative legal systems, legal traditions, root words, government structures and more. You will also learn legal terminology related to key legal proceedings such as contract law, property law, conveyancing, corporate, international law and more.

**Hours:** 100  **Price:** $995

Course is online and open enrollment.
Legal Terminology
This course takes a practical approach to legal terminology and is perfect for anyone considering law school. You will learn the use of legal terminology as it applies to the federal and state court systems, Civil Litigation, Criminal Law, Administrative Law, Commercial Law, Torts and Personal Injury, Insurance, Intellectual Property, Legal Ethics, Corporations, Contracts, Real Estate, Bankruptcy, Labor and Employment, Wills, Trusts, and Estates.

Hours: 30 Price: $145

Legal Transcriptionist
This course prepares students to enter the in-demand field of legal transcription. As litigation continues to rise nationwide, and the technology used to capture testimony evolves, there is a tremendous need for legal transcribers. The majority of legal transcriptionists work from their home, which presents a substantial opportunity for those looking to work remotely in a career with a secure future. Legal transcriptionists generally work remotely on contract or staff for court reporting agencies or court systems.

This course thoroughly prepares you for AAERT's (American Association of Electronic Reporters and Transcribers) national certification, CET (Certified Electronic Transcriber) exam. The AAERT certification is recognized as the leading certification for courts and businesses throughout the United States and is required by various court systems and agencies for employment.

Note: If taking the course to prepare for the exam, please research the locations you are interested in working to find out whether they use digital reporting methods. Then ask if they recognize AAERT certification.

Instructional Materials Requirements:
The supplies required for this course are included in enrollment. The following will be shipped to you approximately 7-10 business days after enrollment:
• AltoEdge USB foot pedal
• Transcriber Headphones

Hours: 80 Price: $995
Course is online and open enrollment.

Legal Writing
Learn to develop effective and accurate legal communications through the use of critical thinking and legal authorities to support conclusions.

Hours: 30 Price: $145

Paralegal Certificate Program 1
Careers in the legal field often require many years of training, but paralegals can enter the job market quickly. What's more, paralegals earn good salaries and have many opportunities for advancement. In fact, a skilled paralegal can do almost all the jobs a lawyer does.

In this course, you will discover what paralegals do and find out what you will need to know in order to begin your own paralegal career. You will start by getting an excellent grounding in legal terminology, contract law, and the tort system. Next, you will learn how to perform legal analysis, conduct interviews and investigations, write legal briefs, and prepare for appeals. And finally, you will get tips on internships and job-hunting.

By the time you're finished, you will know if becoming a paralegal is the right career choice for you.

Hours: 75 Price: $165
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Paralegal Suite
Careers in the legal field often require years of training, but paralegals can enter the job market quickly. This online course bundle will introduce you to the basics of the paralegal profession. You will understand what paralegals do and learn what skills are needed to work in the field, such as business writing and using Microsoft Office 2019.

Hours: 96 Price: $395

Probate Law and Estate Planning
This course will help you navigate the laws of probate processes and estate planning. You'll learn how various types of ownership affect the passage of property at owner death, with or without a will. You will also learn about the administration and taxation of estates as well as basic requirements for trusts, wills and guardianships.

Hours: 24 Price: $115

Real Estate Law
Explore the legal issues involved in real estate law, from investing to title examinations. You'll not only master the essentials, but you'll receive hands-on applications and examples that will show you how to use this knowledge in a day-to-day real estate practice or in personal real estate investing.

The course will present real estate law in down-to-earth terms. By mixing explanation of legal theory with specific and practical examples, it draws a balance between legal philosophy and legal practice. You'll soon see just how fascinating a topic real property law can be.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Torts
The law of torts pertains to injuries against one's person or property. This course provides an overview of torts such as trespass, false imprisonment, defamation, nuisance, assault, battery, negligence and misrepresentation. You will also learn the elements of individual torts, such as intentional torts and negligence, are examined from a black letter law perspective.

Hours: 24 Price: $115
### Transactional Drafting
Transactional legal professionals negotiate, draft and interpret contracts. This course will teach the provisions included in different types of general contracts, M&A documents and SEC documents. You will also learn drafting standards and work hands-on drafting, interpreting and negotiating various document provisions.

- **Hours:** 24
- **Price:** $115

### Workers’ Compensation
Anyone considering a career as a paralegal should have a firm understanding of workers’ compensation law. The reason is simple: You’re far more likely to be involved in workers’ compensation cases than criminal law cases, intellectual property cases, or even business disputes. The only types of cases that are more common are personal injury or medical malpractice, both of which have very strong ties to workers’ compensation law.

Knowing the ins and outs of workers' compensation is an absolutely essential skill for any paralegal. Having a solid foundation in this field of law is also a great way to land a job with a private law firm or local, state, or federal governments. This course presents workers' compensation in a straightforward and enjoyable manner. It follows up on other criminal law and legal nurse consulting courses that have earned strong praise.

- **Hours:** 24
- **Price:** $105

### Legal Secretary Certificate Course (online)
This intensive program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office. Students will study such topics as: legal terminology; legal process; jurisdiction and venue; ethics; written communications including letters, pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; overview of commonly used word and data processing programs; legal research; memoranda preparation, and citation format.

Topics include an introduction to the theory of law, the legal process, and the nature of the practice of law. Discussion will include the process of law as well as the specific legal terminology. Ethics are also covered. Other include the particulars of law office management, and technology in the law office. Students will be exposed to actual court documents and will prepare some of these documents as part of their homework.

Also included will be an examination of the intricacies of the law office, including office procedure manuals, billing techniques, and overall management techniques of the law office. Students will be introduced to the basics of legal research and proper citation format. Job search strategies and placement possibilities will also be discussed.

- **Requirements:**
  - High school diploma or GED and 18 years of age prior to enrollment.

- **7 Weeks**
  - **Cost:** $995
  - 3/8-4/23 online
  - 5/3-6/18 online
  - 6/28-8/13 online
  - 8/23-10/8 online

### Workplace Law Essentials Value Suite
Whether you’re an aspiring paralegal or human resources professional, these courses will teach you the fundamentals of workplace legalities.

Courses in this suite include:
- Employment Law
- Workers’ Compensation

- **Hours:** 48
- **Price:** $180

### Department of Workforce Development and Continuing Education

---

220
Paralegal Certificate Course (online)
This 14-week online course is designed for beginning as well as advanced legal workers. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of law in which paralegals are in most demand.

Legal Terminology, Documents, Ethics, and the Litigation Process:
This session focuses on the history of American jurisprudence, the theory of law, the legal process, and the nature of litigation. Discussion will cover pre-trial, trial and post-trial procedures as well as an in depth coverage of legal ethics. At the end of the first session of class, students will know how to prepare a Complaint/Petition, Answer, Third Party Complaint/Petition, and Motion for Summary Judgment.

Introduction to the Evidentiary Predicate:
This session covers the rules of evidence and civil procedure. Basic interviewing and investigation techniques and the development and use of demonstrative evidence will also be explained. At the end of the second session of class, students will prepare discovery matter such as Interrogatories, Request for Admissions and Request for Production of Documents.

Identifying Relevant Authority:
During this session, students will learn how to identify relevant law, determine the differences between primary and secondary authority, and between mandatory and persuasive authority, and learn how to find and apply authority to hypothetical factual situations.

Introduction to Legal Research:
Students will learn research techniques for use in legal memoranda, motions, and briefs. Primary and secondary source materials will be discussed, and a concise approach to legal research will be developed.

Legal Research Practice:
Legal research skills will be applied this session with emphasis on shepardizing statutes and case law and learning to use computerized legal research terminals. Numerous research assignments will be given, discussed, and critiqued. The West Key Number System® will be learned thoroughly.

Legal Writing and Appellate Procedure:
This will concentrate on the preparation and critique of legal memoranda, including an Interoffice Memorandum of Law and Appellate Brief. Principles of appellate procedure will also be reviewed. Proper citation format will be covered along with a discussion of job hunting techniques and job leads for those seeking their first employment as paralegals.

There are no prerequisites to take the course, but students will be expected to complete a significant amount of homework for each session. This program will help students increase their office’s efficiency, productivity, and billable hours as well as learn new marketable job skills.

Requirements:
High school diploma or GED and 18 years of age prior to enrollment.

14 Weeks Cost: $1595
3/8-4/23 online
5/3-6/18 online
6/28-8/13 online
8/23-10/8 online
www.coastalbend.edu/legalstudies

Advanced Legal Research & Writing Certificate Course (online)
This course is designed to teach advanced and specialized approaches to utilize the legal resources available in a law library, and elsewhere. The conceptual differences between computer-assisted legal research and hard copy research will be taught. You will also learn how to formulate WESTLAW search queries and effectively and efficiently use WESTLAW and other online legal research methods as timesaving devices in legal research and legal writing. This course is designed to examine more thoroughly advanced and specialized approaches to utilizing the legal sources available in the law library and online.

Lessons & Objectives will include: Legal Authorities and Citations, Legal Analysis, Westlaw® online legal research, The Legal Memorandum of Law, Manual Legal Research and Types of Legal Writing.

Requirements:
High school diploma or GED and 18 years of age prior to enrollment.

7 Weeks Cost: $995
3/8-4/23 online
5/3-6/18 online
6/28-8/13 online
8/23-10/8 online
www.coastalbend.edu/legalstudies

eDiscovery for Paralegals (online)
The eDiscovery for Paralegals course is an introductory course for persons entering the eDiscovery field, as well as professionals wanting to broaden their knowledge of the eDiscovery process. This 6 week course covers the entire eDiscovery process, from preparation, to collection, to review of Electronically Stored Information (ESI). Throughout the 17 online modules and tests, learners will progress through the basics of eDiscovery preparation, best practices for ESI collection, and finally, the review process. The course is supplemented with a comprehensive textbook that covers most relevant eDiscovery topics.

Requirements:
High school diploma or GED and 18 years of age prior to enrollment.

7 Weeks Cost: $995
3/8-4/23 online
5/3-6/18 online
6/28-8/13 online
8/23-10/8 online
www.coastalbend.edu/legalstudies
### Software Essentials for the Law Office (online)

This course is designed for legal professionals interested in improving their skills and knowledge of commonly used computer technology and programs within the law office. Course topics include: computer operating systems and peripheral devices; time tracking and billing software; database, case management and docket control software; litigation support software; electronic discovery, and trial presentation and graphics software.

Hands on exercises will prepare students to work with popular programs such as MS PowerPoint, Practice Master’s Tabs 3, Abacus Law, Discovery FY, Trial Director and LexisNexis CaseMap & TimeMap, as well as understand the common functions and purposes of similar programs. Common billing procedures and payment agreements, accurate time tracking, proper calendar and docketing procedures as well as the processes involved in electronic discovery will be addressed through a variety of exercises. In addition, students will be presented with real-life scenarios and asked to identify and examine ethical issues raised by the use of technology in a legal practice.

**Requirements:**
- High school diploma or GED and 18 years of age prior to enrollment.

**7 Weeks Cost: $995**
- 3/8-4/23 online
- 5/3-6/18 online
- 6/28-8/13 online
- 8/23-10/8 online

[www.coastalbend.edu/legalstudies](http://www.coastalbend.edu/legalstudies)

### Personal Injury for Paralegals (online)

With this fast-paced class you will learn many of the legal terms, causes of action, and remedies available to victims of personal injury accidents. We will review the negligence theory of torts upon which many personal injury claims are based. Students will discuss interviewing, investigating and other case building techniques vital to a personal injury paralegal’s success in the law office. Class discussions and lesson material will include the different kinds of personal injury claims including (but not limited to): car accidents, slip and falls, medical negligence/malpractice, manufacturer product defects, and class-action lawsuits. Discover the basic categories of damages recovery, statutes of limitations, and schemes for liability.

**Requirements:**
- High school diploma or GED and 18 years of age prior to enrollment.

**7 Weeks Cost: $995**
- 3/8-4/23 online
- 5/3-6/18 online
- 6/28-8/13 online
- 8/23-10/8 online

[www.coastalbend.edu/legalstudies](http://www.coastalbend.edu/legalstudies)

### Employment Law Certificate Course (online)

Employment law is a branch of contract law that deals with relationships between employers and employees. This course will cover statutes such as the National Labor Relations Act, the Railway Labor Act, and other various statutes dealing with public employees. Topics to be included are master and servant, wages and hours, anti-discrimination in employment and minimum wages and maximum hours, as well as regulation of working conditions. The Center for Legal Studies is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CPSM or SHRM-SCPSM.

**Requirements:**
- High school diploma or GED and 18 years of age prior to enrollment.

**7 Weeks Cost: $995**
- 3/8-4/23 online
- 5/3-6/18 online
- 6/28-8/13 online
- 8/23-10/8 online

[www.coastalbend.edu/legalstudies](http://www.coastalbend.edu/legalstudies)

### Legal Investigation Certificate Course (online)

This course is designed to teach legal investigation to those interested in pursuing a new career and those presently working in the legal field. At the end of the course, students will be qualified to assist attorneys, paralegals, insurance companies and private businesses, as well as state and federal government agencies, in the process of civil and criminal investigation. Students will also be taught how to create a freelance investigation business. Included subject areas are: arson investigation, products liability investigation, personal injury and traffic accident forensics, employment accidents, investigation of financial and equity matters, professional malpractice and negligence, skiptracing, and the role of a legal investigator in preparing for civil and criminal litigation.

- Introduction to our legal system, legal and ethical considerations for the investigator, law of agency and coverage of rules of court and evidence.
- General interviewing and investigation techniques, sources of leads and information, fact analysis, taking witness statements, forensic photography, proper service of legal process, and surveillance.
- Personal injury investigation techniques, traffic accident reconstruction, premises accidents, employment accidents, government investigation, document analysis and control, financial and equity analysis, testimony, and case studies. Job search strategies and placement possibilities will also be discussed.

**Requirements:**
- High school diploma or GED and 18 years of age prior to enrollment.

**7 Weeks Cost: $995**
- 3/8-4/23 online
- 5/3-6/18 online
- 6/28-8/13 online
- 8/23-10/8 online

[www.coastalbend.edu/legalstudies](http://www.coastalbend.edu/legalstudies)
**Alternative Dispute Resolution (Mediation) Certificate Course (online)**
ADR (Alternative Dispute Resolution) is geared to all professionals who are focused on interestbased bargaining. Participants will review the growth and application of settlement options in the United States. The course focuses on both traditional and non-traditional dispute resolution options. Participants will learn negotiation skills and how to select the most cost-effective and least intrusive ADR method to achieve the most positive result for both parties. Students will understand the processes and methods of ADR techniques; learn the proper application and limits of ADR techniques; appreciate the ethical considerations involved in ADR; and develop a basic ability to apply ADR methods. This course takes the mystery out of settlement processes and focuses on reaching reasonable solutions. Specific attention will be given to Mediation, Arbitration, Summary Jury Trials, Mini-Trials and Mediated Settlement Conferences. Successful graduates of this non-credit course will be awarded a Certificate of Completion.

**Topics of Study:**
- Introduction, History and Origin of ADR.
- Techniques for ADR including Arbitration, Negotiation, Mediation and the Role of the Mediator.

Participants will be expected to complete reading and homework assignments and will choose or be assigned project reports that deal with ADR topics. Independent project development is encouraged. Final projects will be presented for critique to The Center for Legal Studies as a prerequisite of course completion.

**Requirements:**
High school diploma or GED and 18 years of age prior to enrollment.

7 Weeks  Cost: $995  
3/8-4/23  online  
5/3-6/18  online  
6/28-8/13  online  
8/23-10/8  online  
www.coastalbend.edu/legalstudies

**Victim Advocacy Certificate Course (online)**
Participants will be prepared to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines, and with state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery. Course topics include legal terminology, legal process, legislation regarding victims’ rights, jurisdiction and venue, ethics, effects of victimization on the victim, victim advocate skills, guardianships and crisis intervention. It also covers counseling skills for victims of assault, battery, robbery, domestic violence, sexual assault, child abuse, murder and homicide. This session focuses on legal terminology and the legal process, theories of victimization, effects of crime on victims and guidelines for responding to victims of crime and trauma. Crime victim statutes will also be discussed. This session covers crisis theories and the role of the crisis interventionist. Students will learn how to respond to crisis situations, understand the actual nature of the crisis, assess the victim’s situation, and implement effective listening skills to determine the best support system for the victim. During this session students will learn the facts and myths regarding domestic violence, crimes against children, sexual assault, and related crimes.

Discussions will include restraining orders, basic police procedures, guidelines for assisting those dealing with the death of a loved one, and the role of the victim advocate. Job search strategies and placement possibilities will also be discussed. There are no prerequisites, but students will be expected to complete a significant amount of homework and pass two exams.

**Requirements:**
High school diploma or GED and 18 years of age prior to enrollment.

7 Weeks Cost: $995  
3/8-4/23  online  
5/3-6/18  online  
6/28-8/13  online  
8/23-10/8  online  
www.coastalbend.edu/legalstudies

**Intellectual Property Law for Engineers Certificate Course (online)**
All engineers should be particularly concerned with patent law. This constitutionally-based discipline has to do with the process by which an invention, and its creator, are protected by the law from infringement and unfair competition. The class will deal with patent applications, research and prosecution; the law of infringement, and computer applications of software (protected by copyright) and hardware (by patents). We will also state what other concepts are patented, as well as machines, processes, mixtures, manufacturing, compositions of materials and methods of doing business and research. Not only do we deal with utility patents, but with design and plant patents as well.

Although we are mostly concerned with patent law, we also deal with copyright, trademark, trade dress, trade secrets and business methods. The engineer must be at least conversant with the other forms of intellectual property. In a relatively short time, we will give you a survey of the rights of creative and ingenious people and provide you with the information to protect yourself and your ideas in Intellectual Property matters.

**Requirements:**
High school diploma or GED and 18 years of age prior to enrollment.

7 Weeks  Cost: $995  
3/8-4/23  online  
5/3-6/18  online  
6/28-8/13  online  
8/23-10/8  online  
www.coastalbend.edu/legalstudies
Legal Nurse Consultant Training Course (Online)

This program is designed to prepare Registered Nurses and Physician’s Assistants for a career in the legal field as legal nurse consultants. Building on the medical education and clinical experience of RNs and PAs, this course provides the RN and PA with fundamental skills necessary to advise law firms, health care providers, insurance companies, and governmental agencies regarding medically related issues and to appear in court as expert witnesses. The curriculum of this course is designed to comply with the educational guidelines specified by the American Association of Legal Nurse Consultants. This course will provide a comprehensive analysis of the principles and practices of legal nurse consulting (LNC), with an emphasis on law and expert witness testimony. The course content will also provide a systematic review for those preparing to take the Legal Nurse Consultant Certified (LNCC) examination.

While most of the main subject matter will pertain to legal nursing standards, professionals in other health care disciplines (pharmacy, physical therapy, physician assistants, etc.) may gain increased skills and knowledge of the medical legal system to enhance their roles as service providers and functions as expert witnesses, but participants without an RN background might not be able to take the LNCC exam after graduation.

Requirements:
High school diploma or GED and 18 years of age prior to enrollment.

7 Weeks Cost: $1995
3/8-4/23 online
5/3-6/18 online
6/28-8/13 online
8/23-10/8 online
www.coastalbend.edu/legalstudies

Math

Math isn't about plugging numbers into formulas. It's about knowing enough to make the numbers and formulas work for you. Math can be incredibly useful - but only if you understand how and when to apply it in your everyday life.

This course will show you how to use math to your advantage. You won't find any theory or memorization here. The lessons that make up this course are filled with practical exercises and information that you can put to immediate use. You will find out some very interesting things about how calculators work, and then you will discover how best to get a handle on your income and expenses. You will be able to check your paystub, invoices, and bank statements for errors and overcharges and become more skilled at handling money and comparing investment opportunities.

You will learn how to calculate percentages, including the proper amount to pay in tips, commissions, taxes, and discounts. You will find out how to calculate interest rates and you will develop a better understanding of mortgages, credit cards, and other types of loans. You will discover a handy method for converting one type of measurement to another, and you will be able to calculate areas correctly, so you don't overspend on your next home improvement project. You will become adept at interpreting graphs, calculating the probability that something will (or won't) happen, and understanding the statistics embedded in test results, polls, and even news stories.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Introduction to Algebra

This online math course integrates mathematics, specifically algebra with many other areas of study, including history, biology, and geography. You will develop a rich understanding of math while you study algebra right here in a relaxed and supportive learning environment. Its emphasis on practical math applications of your new-found algebraic skills will help you learn math reasoning in a real-world context. As a result, you will acquire a wide variety of basic math skills that will help you find solutions to almost any math problem.

This concise and straightforward course will help you understand some of the most important mathematical concepts of algebra: order of operations, units of measurement, scientific notation, algebraic equations, rational numbers, and fundamental concepts of accounting like calculating simple interest.

By the time you finish this online math course, you will understand how algebra is relevant to every aspect of your daily life!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Construction Safety

To schedule a class for construction safety, please contact the Department of Continuing Education at bbecknell@coastalbend.edu
Introduction to Statistics
Do you need an introduction to statistics or maybe just a refresher? Do you want to improve your understanding of data and use it to make decisions? If you're looking for help with statistics, this online statistics course is for you!

With easy-to-understand examples combined with real-world applications, this course provides you with the skills and knowledge you need to start analyzing data. You will learn how to use, collect, and apply data to real-life problems with charts, numbers, and graphs.

Beyond that, you will learn ways to visualize and measure relationships to make forecasts and predictions. Throughout the course, you will use real data and a variety of examples drawn from business and industry, health care, sports, education, politics, and the social sciences.

Hours: 24 Price: $105  
2/10-3/24 online  
3/17-4/28 online  
4/14-5/26 online  
5/12-6/23 online

Math Refresher
Math isn't about plugging numbers into formulas. It's about knowing enough to make the numbers and formulas work for you. Math can be incredibly useful - but only if you understand how and when to apply it in your everyday life.

This course will show you how to use math to your advantage. You won't find any theory or memorization here. The lessons that make up this course are filled with practical exercises and information that you can put to immediate use. You will find out some very interesting things about how calculators work, and then you will discover how best to get a handle on your income and expenses. You will be able to check your paystub, invoices, and bank statements for errors and overcharges and become more skilled at handling money and comparing investment opportunities.

You will learn how to calculate percentages, including the proper amount to pay in tips, commissions, taxes, and discounts. You will find out how to calculate interest rates and you will develop a better understanding of mortgages, credit cards, and other types of loans. You will discover a handy method for converting one type of measurement to another, and you will be able to calculate areas correctly, so you don't overspend on your next home improvement project. You will become adept at interpreting graphs, calculating the probability that something will (or won't) happen, and understanding the statistics embedded in test results, polls, and even news stories.

Hours: 24 Price: $105  
2/10-3/24 online  
3/17-4/28 online  
4/14-5/26 online  
5/12-6/23 online

Test Prep Guides
Guides include:
- ASE
- CompTIA
- GED
- LSAT
- TEAS
- and More!

Visit page 240 for more.

Science

Human Anatomy and Physiology
This course explains the nature of matter and the principles of chemistry that are important to human physiology. You will learn principles of genetics and gain an understanding of how traits are passed from one generation to the next.

This course goes in-depth on how the circulatory and respiratory systems work together to provide human bodies with the oxygen their tissues need, and how they work together with the skin and kidneys to rid the body of wastes. You will learn how human bodies fight off diseases, and how the digestive system converts food into energy and tissue. You will spend time on the endocrine system, which supplies the hormones needed for survival, and the reproductive system, the group of organs that allows life to be passed on to another generation.

In addition, each lesson includes information about specific disorders that sometimes happen to human bodies. By the end of this course, you will have a greater appreciation and understanding of the marvelous complexity of the human body.

Hours: 24 Price: $105  
2/10-3/24 online  
3/17-4/28 online  
4/14-5/26 online  
5/12-6/23 online

WWW.COASTALBEND.EDU/CE
Human Anatomy and Physiology II
In this course, you'll cover some more advanced topics that weren't covered in Human Anatomy and Physiology I. You'll start with basic histology—the study of the different tissues in the body. From there, you’ll move on to a discussion of the different senses. You'll also delve into the important topic of cellular metabolism—the chemical reactions that occur in cells.

Then you'll turn your focus to the human life span. You'll also discover ways to slow down the aging process. By the end of this course, you’ll have an even greater appreciation of the complexity and wonder of the human body!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Human Physiology Series
Understand the intricacies and inner workings of the human body in this two-part series.

Courses in this series include:
• Human Anatomy and Physiology I
• Human Anatomy and Physiology II

Hours: 48 Price: $180
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Introduction to Biology
Are you interested in learning more about living things, or perhaps beginning to train for a career in the healthcare or medical professions? This course will help you understand the structure and function of the human body at the level of your tiniest living components—your cells. You'll also learn about DNA—what it is, what it does, and even a little bit about how forensic scientists use it to solve crimes. The knowledge you'll gain from this course is essential to understanding the fundamental causes of human disease, and will prepare you for more advanced courses in human anatomy and physiology.

As you explore each topic, you'll have lots of opportunities to deepen your understanding and relate what you're learning to your own life. When things get complicated, you'll have the guidance you need, so you won't get overwhelmed by the details. By the end of the course, you'll have a better appreciation of the fundamental characteristics of living things as well as a solid foundation in the biology of human beings and the biological and medical sciences.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Introduction to Chemistry
Even if chemistry tormented you in high school or college, you can master its principles! In this course, you'll gain a solid foundation in the basics of chemistry. Along the way, you'll learn how everything that goes on in your body depends on a chemical reaction.

You'll gain interesting insights about your body's use of food, the role of isotopes in the diagnosis and treatment of disease, nutritional deficiencies, the importance of enzymes, and the function of many specific chemicals in your body. This course also prepares you for a health-related career or for success in a college chemistry course.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Follow us on Linkedin at CBC Department of Continuing Education to learn about upcoming trainings.

Real Estate

Educational Requirements for Prospective Licensees Sales Associate
According to the Texas Real Estate Commission, students must earn a minimum of 180 classroom hours. These 180 classroom hours must include the required core courses of:
• Real Estate Principles (60 hours)
• Real Estate Law of Agency (30 hours)
• Real Estate Law of Contracts (30 hours)
• Promulgated Contracts (30 hours)
• Real Estate Finance (30 hours).

License will be for 2 years and for the first renewal student must complete 90 additional classroom hours of other core courses. After the first 2 years licensure will be for 2 year periods with the required MCE (Mandatory Continuing Education) courses to renew.

Real Estate License Courses
The Real Estate program is offered year-round. Real estate courses required to be taken to qualify for the Texas Real Estate License is:
• Real Estate Finance
• Real Estate Principles I
• Real Estate Principles II
• Law of Agency
• Law of Contracts
• Promulgated Contracts

180 hours Cost: $549
Go to www.coastalbend.edu/realestate

ADA and Fair Housing
Fair Housing and the Americans with Disabilities Act legislation affects the business of every real estate professional. This real estate CE online course covers the law and how it pertains to real estate professionals, while refreshing their knowledge of the Federal Fair Housing Laws. This online course covers the prohibitions in the Fair Housing Act, how an individual can enforce the Fair Housing Act, the provisions of the Civil Rights Act of 1866 and the Fair Housing Act of 1968. It also covers the purpose and scope of the Americans with Disabilities Act (ADA) and its effects on licensees of the ADA.

4 hours Cost: $26
Go to www.coastalbend.edu/realestate
Basic Real Estate Finance
Understanding the money and financial transactions behind real estate is critical for your success. This real estate CE online course provides an excellent foundation on real estate finance and will offer you crucial insight into promissory notes, assumptions, mortgages, financing instruments, loan practices, trust deeds, foreclosures, various types of loans, loan practices, and sources of funds.

6 hours  Cost: $39
Go to www.coastalbend.edu/realestate

Check it Out: Home Inspection in Real Estate Practice
Just how important is a home inspection? How can you limit your liability during the home inspection process? What do your clients need to know about the home inspection process? This real estate continuing education online course answers all these questions and more, making sure your closings go smoothly.

4 hours  Cost: $26
Go to www.coastalbend.edu/realestate

Commercial Finance and Investment Analysis
An excellent overview of the financial side of commercial real estate, this online course begins with the history of the savings and loan business and walks you all the way up the commercial real estate industry’s financing practices today. Not only does this real estate continuing education course cover the various types of commercial property financing, it takes a deep dive into the characteristics of each. Additionally, it covers the different approaches for investment evaluation including appraisal, property comparison, capitalization rates, and the time value of money.

6 hours  Cost: $39
Go to www.coastalbend.edu/realestate

Commercial Leases
Leases can be a huge source of commission for agents looking to pursue commercial real estate. This online course offers the need-to-know information for the 3 major types of commercial leases: office, retail and industrial. Highlights include: major negotiation points, how to determine rent based on formulas, and technical concerns exclusive to industrial leases.

6 hours  Cost: $39
Go to www.coastalbend.edu/realestate

Commercial Sales and Exchanges
Fully understand all the facets of commercial sales and tax deferred exchanges in commercial real estate. This elective online course takes a deep dive into the particulars of the commercial contract, procedures for closing, and essential documentation for commercial sales. Additionally, this real estate CE course contains insight into the requisites for and advantages of tax deferred exchanges.

6 hours  Cost: $39
Go to www.coastalbend.edu/realestate

Concepts in Appraising Green Residential Buildings
Green construction continues to grow in popularity all over the world and can make an impact when appraising residential buildings. This 4-hour continuing education course will help real estate appraisers understand the definition of environment friendly residences, the organizations that certify environmentally-friendly buildings as well as what green building techniques, features and amenities are. From the valuable content in this course, appraisers will be able to make a clear a decision on how the green features change the values of the building and whether the adjustments are full value or only partial value.

4 hours  Cost: $26
Go to www.coastalbend.edu/realestate

Federal Law and Commercial Real Estate
Which laws affect commercial real estate? This online course answers that by covering commercial transactions, the ownership of commercial real estate and the federal laws that real estate agencies are required to abide by. Topics included are tenancy, foreclosures, contracts, easements, deeds, agency, zoning, estates, liens, restrictions, leases, court decisions and title transfers. This is a perfect elective for those looking to gain a better insight into the world of commercial real estate.

4 hours  Cost: $26
Go to www.coastalbend.edu/realestate

Green Home Construction
The prevalence of green home construction continues to expand in the U.S. Don’t you want to have a better understanding of this market? This online course covers various topics in both sustainable design and green home construction including waste management, lot shopping, special safety applications, site work, and building material choices.

6 hours  Cost: $39
Go to www.coastalbend.edu/realestate

Green Home Features
What makes a green home green? Students will gain insight into different features included in green design. This real estate continuing education online course highlights water and energy efficiency, appliances, methods of controlling heat loss, how to conserve energy in a home, lighting, and renewable energy.

3 hours  Cost: $19
Go to www.coastalbend.edu/realestate

Methods of Residential Finance
Want to understand the financial component of residential real estate better? A comprehensive overview of finance for residential real estate, this online course touches on a multitude of topics including FHA, VA loans, assumptions, alternative financing, conventional financing and purchase money mortgages. This online course also covers legislation in regard to financing.

6 hours  Cost: $39
Go to www.coastalbend.edu/realestate
Pricing Property to Sell
Selling and pricing your client’s property, so that they can get the most they can for their property is a critical. So how do you determine the right price? This real estate online course is designed to help you better understand the concepts of pricing property, approaches to pricing property, principles of value, replacement cost value and the application of market data.

6 hours  Cost: $39  
Go to www.coastalbend.edu/realestate

Principles of Commercial Real Estate
A high-level view of commercial real estate, this elective online course examines various types of commercial real estate including retail space, storage facilities, and office space. Additional highlights include land development, site selection, industrial real estate brokerage and how both local and regional labor markets can have an effect on commercial real estate.

4 hours  Cost: $26  
Go to www.coastalbend.edu/realestate

Property Valuation: Cost Approach Overview
Using a hands-on approach to understanding valuation of a property from a cost approach standpoint, this online course helps students learn by walking through various examples as the study material progresses. This real estate continuing education online course focuses on the various methods for estimating cost as well as calculating depreciation.

6 hours  Cost: $39  
Go to www.coastalbend.edu/realestate

Property Valuation: Income Capitalization Overview
Learn all the steps included in the income approach to home and property valuation. This online course dives into how to estimate rates of capitalization as well as income and expenses. Highlights include coverage of yield capitalization and direct capitalization as well as multiple examples designed specifically to help students better absorb and fully comprehend the material covered.

6 hours  Cost: $39  
Go to www.coastalbend.edu/realestate

Property Valuation: Sales Comparison Approach
Gain insight into how the sales comparison approach to valuation works. This online course takes a step-by-step look at the approach. Additionally, this continuing education real estate course covers the process for data collections as well as different ways that adjustments can be estimated. Example problems help students to better retain and apply the information.

6 hours  Cost: $39  
Go to www.coastalbend.edu/realestate

Structuring Ownership in Commercial Real Estate
Commercial real estate is very different from residential. This online course breaks down in detail the different types of property ownership that are mainly unique to commercial real estate. The topics of each included are taxes, set up, regulations, liability, management, benefits and drawbacks.

6 hours  Cost: $39  
Go to www.coastalbend.edu/realestate

Tax Advantages of Home Ownership
What types of tax benefits are unique to homeowners? This online course gives the student insight into different kinds of homeowner benefits and also teaches how to calculate taxes that can affect the purchase of a home. This is an elective real estate continuing education course.

6 hours  Cost: $39  
Go to www.coastalbend.edu/realestate

Tax Free Exchanges
Learn all about tax free exchanges. This online course is an excellent introduction to the implications of tax free exchanges for investment properties in residential real estate. Learn what is required to qualify for a tax free exchange, what different kinds of exchanges are available and also various ways that the title can be transferred for the purpose of an exchange.

4 hours  Cost: $26  
Go to www.coastalbend.edu/realestate

Technology Trends in Real Estate
The technology landscape changes quickly, and this rapid change can have significant consequences for the real estate professional. In order to perform at their best, real estate professionals need to stay ahead of these trends. This online course helps to bring focus to the technological innovations that are most relevant to real estate practice. This real estate CE online course will discuss trends in software, social media, and internet security. Videos are presented throughout the course to help explain and illustrate key topics.

4 hours  Cost: $26  
Go to www.coastalbend.edu/realestate
TREC 2019-2020 Broker Responsibility
The purpose of this course is to provide brokers with instructional materials on the rules, policies and regulations governing the real estate industry in the state of Texas. This course material provides individuals with the fundamental information needed to understand all broker-related real estate guidelines and procedures established by the Texas Real Estate Commission. This online course meets the requirement for 6 hours of mandatory continuing education in broker responsibility.

6 hours  Cost: $39
Go to www.coastalbend.edu/realestate

TREC 2020-2021 Legal Update I
The purpose of this course is to provide instructional materials on the rules, policies and regulations governing the real estate industry in the state of Texas. The course material provides individuals with the fundamental information needed to understand all real estate guidelines and procedures established by the Texas Real Estate Commission. This course meets the requirement for 4 hours of mandatory continuing education in legal updates.

Due to state mandated regulatory requirements, you must successfully complete the TREC 2020-2021 CE Legal Update Part I course(s) prior to the end of December 31, 2020 in order to receive credit towards your license renewal.

4 hours  Cost: $26
Go to www.coastalbend.edu/realestate

TREC 2020-2021 Legal Update II
The purpose of this course is to provide instructional materials on the rules, policies and regulations governing the real estate industry in the state of Texas. The course material provides individuals with the fundamental information needed to understand all real estate guidelines and procedures established by the Texas Real Estate Commission. This course meets the requirement for 4 hours of mandatory continuing education in legal updates.

Due to state mandated regulatory requirements, you must successfully complete the TREC 2020-2021 CE Legal Update Part II course(s) prior to the end of December 31, 2020 in order to receive credit towards your license renewal.

4 hours  Cost: $26
Go to www.coastalbend.edu/realestate

Teacher Professional Development

Child Development

Child Development Associate Training
Do you love working with kids? A career in child care could be perfect for you. This online course in childcare and education will allow you to earn your national Child Development Associate (CDA) certification and achieve your career goals as a teacher or child care professional. This convenient, affordable CDA class allows you to work at your own pace in a flexible, self-directed online learning environment—and go on to a fulfilling career shaping the minds of the future.

The Child Development Associate Training course was designed especially for working adults. Upon completion of the course, you will have earned the 120 hours of professional development required by the Council of Professional Recognition for CDA certification. The course is available 24 hours a day, seven days a week.

Don't let a busy schedule keep you from the career of your dreams. If you're looking for CDA classes near you, look no further than the comfort of your own home. You can enroll anytime and fit the lessons into your life—no need to adhere to a set class schedule. Start preparing for your future now!

Prerequisites:
Though there are no prerequisites for taking the Child Care & Education courses, however, employers in the Child Care field may require a high school diploma.

Hours:120 Price: $850
Course is online and open enrollment.

Customized Training
Want a customized training?
Give us a call at (361) 354-2306.
Child Development Associate Training Renewal
This course provides the 45 hours or 4.5 Continuing Education Units (CEUs) required by the CDA Council to fulfill and renew your Child Development Associate (CDA) credential. This course is selected from the eight CDA competency areas to provide a breadth of knowledge, and they support the requirements for renewing your certification for Associates original settings, age-level endorsement, and specialization.

Hours: 45  Price: $499
Course is online and open enrollment.

Creating the Inclusive Classroom: Strategies for Success
Get the training you need to reach the diverse mix of students you face every day. You will learn proven strategies for inclusion that turn diversity into opportunity. With a mix of students who have learning disabilities, neuro-biological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand.

In this course, you will discover how students with special needs can become a part of the mainstream. You will learn to see the inclusive classroom as a home for these students, exploring how all students can benefit from an adaptive learning environment. You will examine how each child learns and what you can do to help them develop new strengths. You'll gain a deeper understanding of the opportunities offered by inclusion and how to build collaborative partnerships with the special educator and classroom aides. Above all, you'll discover creative, low-budget strategies for turning your inclusive classroom into a nurturing, supportive learning environment that helps every student!

Hours: 24  Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Creating Classroom Centers
In this course, you will learn how to create and implement center activities that boost independent learning in the classroom. You will start out by learning what a center is, what benefits it offers, and how to make the most of it. Next, you will explore some very common mistakes teachers make with centers and gain tips for keeping your planning time to a minimum. You will receive step-by-step instructions for creating a center schedule that students at every reading level can use independently.

Short on classroom space? You will get great ideas for storing your center and explore some alternatives to having a permanent spot for every center. You will master an easy, effective process for introducing centers and their materials to your students and develop strategies for what to do when things don't go quite as planned. The insights you will gain will show you how to adjust your centers routine for both your fastest learners and those who need more time.

Think centers can only be used for reading and language arts? Think again. You will discover effective ways to use centers to support math, science, and social studies instruction. You will also see how you can use technology - such as virtual bulletin boards, apps, and interactive white boards - in your center activities to help keep your students engaged. By the time you finish, you will have a wealth of resources and center ideas you can try out in your classroom immediately.

Hours: 24  Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Differentiated Instruction in the Classroom
This course explores 10 practical Differentiated Instruction integration strategies. Each strategy is accompanied by at least three sample lessons, as well as tips for applying them to best improve learning outcomes for your students.

In this course, you will discover Differentiated Instruction strategies including interest centers, flexible grouping, cubing, and tiering. Every lesson is packed with real-world examples that will help you put these strategies to use in your own classroom. You will take a look at integration across different subjects, grade levels, and learning profiles as you gain helpful knowledge on bringing Differentiated Instruction to your classroom.

This course is a must for today's teachers who often have to differentiate quickly and with minimal resources. Differentiated Instruction is an excellent launch pad for ramping up your creative classroom, and with the tips in these lessons, you will be meeting the needs of your diverse learners in no time.

Hours: 24  Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
**Differentiating K-12 Assessments**

Differentiated assessment is the key to helping every student succeed. No matter what grade you're teaching, this course will give you the tools you need to gather your assessment data quickly and easily.

You will begin this course by exploring strategies for performing pre-assessments, formative assessments, and summative assessments. You'll discover how to identify and share learning goals, gather assessment information, adjust your instruction, and provide feedback to your students. Real-life examples will help you see how differentiated assessment provides direction for improvement, promotes confidence, and motivates your learners to do their best. Whether you're a new or experienced teacher, you'll gain skill and confidence as you get hands-on practice in using a wide range of assessment techniques. By the time you've completed these lessons, you'll have a clear road map for differentiating your assessments and a wealth of practical ideas you can start using in your classroom right away.

**Hours: 24 Price: $105**
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

**Educator’s Fundamentals Series**

Whether you're a new teacher or seasoned veteran, these fundamental courses will help you gain control of your classroom and more effectively teach all learner types.

Courses included in this series are:

- Solving Classroom Discipline Problems I
- Solving Classroom Discipline Problems II
- Teaching Students with ADHD

**Hours: 72 Price: $275**
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

**Empowering Students With Disabilities**

Teaching students with disabilities is a rewarding challenge, and this course gives you the tools you will need to succeed. No matter what grade you teach—from preschool through high school—you will learn powerful strategies you can put to work immediately in your classroom. In addition, you will gain the knowledge you need to understand and cope with the most common disabilities you will encounter.

You will start by putting yourself in the shoes of students with special needs as you explore a wide variety of disabilities ranging from autism spectrum disorder to cerebral palsy. Simulations and real-life stories will give you a firsthand look at what it's like to be a learner with special needs, and you will see how common disabilities affect classroom behavior and learning.

Then comes the best part: solutions! In each lesson, you will find dozens of tips for fostering the reading, writing, and math skills of students with special needs. In addition, you will master techniques for helping these learners behave appropriately and make friends in your classroom. You will also get the inside story on Individualized Education Programs (IEPs) and transition plans, and you will learn the most effective ways to collaborate with parents and professionals.

By the end of this course, you will feel confident in your ability to help any student who comes through your door. You will also discover that while the challenges can be big when you're teaching students with disabilities, the victories are big as well.

**Hours: 24 Price: $105**
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

**Enhancing Language Development in Childhood**

Follow your child's lead and have fun while enhancing language development. In this fun and user-friendly course for parents, teachers, and caregivers, you will discover how children learn to process language and how they become proficient speakers and thinkers. This course will help you enrich your child's life by stimulating their continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.

**Hours: 24 Price: $105**
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

**Homeschool With Success**

Homeschooling can be a bit of a mystery if you're new to the topic. In this course, you'll start at the beginning, delving into the history of homeschooling and examining its status today in all 50 states. You'll see how to find the laws and regulations that govern your community—and you might be surprised to learn that homeschooling is legal and growing all around you. As you discover what you need to know to home school your children, you'll also become familiar with the terminology the home school community uses.

You'll see how homeschooling gives you the opportunity to socialize your children as well as build long-lasting and productive relationships with peers and adults. You'll also find out how homeschooling gives you unique opportunities to teach valuable life skills. From manners to money management, you can be sure your children master subjects that don't make it into most textbooks. You'll also learn about full-time homeschooling for travelers and how it can fit into their adventurous lives. When you finish this course, you'll have lots of information and guidance to plot your homeschooling course for years to come!

**Hours: 24 Price: $90**
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
**Solving Classroom Discipline Problems**

Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken.

Hours: 24  Price: $105
2/10-3/24   online
3/17-4/28   online
4/14-5/26   online
5/12-6/23   online

**Solving Classroom Discipline Problems II**

In this professional development course, you'll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you're teaching make more responsible choices. You'll discover how to use a new research-based six-step approach to solve severe and chronic discipline problems, including bullying, fighting, using abusive language, stealing, and refusing to work.

You'll gain a new understanding of what motivates severe and chronic misbehavior and, more important, what actions will help you effectively find solutions. You'll look at numerous real-life examples set in elementary, middle, and high school classrooms so you can see how to put the ideas into action in your own teaching situation.

Hours: 24  Price: $105
2/10-3/24   online
3/17-4/28   online
4/14-5/26   online
5/12-6/23   online

**Survival Kit for New Teachers**

Feel a little trepidation before entering your classroom? You're not alone! Whether you're already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, this course will provide you with proven tools, tips, and tricks to make your early years in the classroom a breeze.

Teaching is a balancing act, and it requires a blend of subject expertise and classroom skills to reach all of your diverse learners. In this informational and interactive course, you'll learn how to run a motivational classroom that will feel like home to your students. You will discover how to write winning lesson plans, reach diverse learners through differentiated instruction, communicate clearly, plan memorable events, and keep stress at bay so you can feel good about going to work every morning. You will reap the benefits gained through many years of firsthand classroom experience!

Hours: 24  Price: $105
2/10-3/24   online
3/17-4/28   online
4/14-5/26   online
5/12-6/23   online

**Teacher’s Aide with ParaPro Prep**

Schools need paraprofessionals! This course will prepare you for the ETS ParaPro Assessment exam, so you can work as a teacher's aide. You'll learn how these paraprofessional educators assist with classroom instruction and build a foundation in educational principles like classroom management. Most importantly, you'll develop strategies to support students of different learning abilities in reading, writing, and math.

Instructional Material Requirements: The instructional materials required for this program are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- *Methods and Strategies for Teaching Students with High Incidence Disabilities: A Case-Based Approach, Second edition,* by Joseph Boyle and David Scanlon
- *Praxis ParaProfessional Study Guide*

Upon successful completion of the course, you will receive the ParaPro Interactive Practice Test to help prepare for the exam.

Hours: 130  Price: $1695
Course is online and open enrollment.

---

**Virtual Reality Goggles**

Want to take a training with the virtual reality goggles?

Please give us a call at (361) 354-2306.
Teaching Adult Learners
If you're excited about the challenge of reaching and teaching adult learners, then you're in the right place! In this course, you will discover how to use the newest educational methods to create a student-centered classroom that's perfectly suited for adult learners.

First, you will be introduced to the unique needs and motivations of adult students and find out just what they expect from your class. After that, you will examine your students' different learning styles and multiple intelligences and look at how you can teach to each learner's strengths.

Next, you will delve into a host of innovative teaching techniques that will turn your students into active learners and set them up for success. You will discover high-tech, low-tech, and no-tech educational tools you can use to capture and hold your students' attention.

Following that is a challenging topic: how to organize your material effectively and design strong lesson plans. In addition, you will learn how to create effective tests and how to teach your students good study skills. You will also explore a wide range of assessments and how to grade them. Finally, you will learn how to make your classroom accessible and enjoyable for students with disabilities.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Teaching High School Students
How can you reach students in the high school class? What can you do to motivate and teach so that your students are ready to succeed in life as well as school? In this course, you’ll learn about the latest teaching strategies and techniques that can help your secondary students achieve academically and behave responsibly.

You will cover a broad range of topics, including differentiated instruction, classroom management and discipline, assessment strategies, and gaining parental support. You will discover tips for creating need-fulfilling lessons that engage students, suggestions for using simulations and games that make learning enjoyable, and how to teach your students the social-emotional skills they need to succeed both in school and in life. You will learn how to motivate students with recognition, rewards, and reinforcement, how to deal with discipline problems, and the value of varying your assessment strategies.

Throughout the course, you will view videos that illustrate the concepts you’re learning. You will hear from education experts and see actual classroom teachers demonstrating the techniques taught in this course. Guest experts appearing in the videos include Dr. William Glasser (Choice Theory), Dr. Carol Tomlinson (The Differentiated Classroom), Dr. Jane Bluestein (The Win-Win Classroom), and Jon Erwin (Inspiring the Best in Students).

By the end of this course, you will have mastered proven ways to help your high school students succeed both in school and in life!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Teaching Preschool: A Year of Inspiring Lessons
If you teach preschoolers, crafting original and inspiring lesson plans may have been a daunting task, but not for much longer. In this course, you will get equipped with a solid lesson plan template and lots of interchangeable activities to choose from—plenty of inspiration to take you and your students from September to May.

You will learn over 100 circle-discussion, art, literacy, fine and large motor skill, science, and music activities that you can take into your classroom right away. Then you can adopt the ideas just as they are or tweak them slightly to fit a variety of themes. Either way, you will have ample material for crafting memorable, balanced, and engaging lesson plans.

Whether you're already teaching or you're just investigating a career as an early childhood educator, you're sure to find the right mix of inspiration, motivation, and practical tips in this short yet comprehensive course.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Please scan for the Continuing Education registration form.
Teaching Students With ADHD
In this course, you will discover practical ways to help children with ADHD control their behavior and succeed in school. And you will be learning from the real experts: the children themselves. You will find out how Kristi controls her behavior and how Wanda handles boredom. You will see how Adam jump-starts his thought processes, how Harry satisfies his need to move without bothering his teacher, and how Darren aces his homework.

In addition, you will hear from parents and teachers about the amazing benefits of simple adaptations in space, structure, rules, and expectations. You will also explore some myths and facts about ADHD and see how this condition affects motivation, activity level, attention, and memory. By the time you're done, you will have the skills and knowledge needed to help students with ADHD achieve their full potential.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Teaching Students With Autism: Strategies for Success
If you've ever had a student who blurted out in class, screamed when someone patted their shoulder, or rocked back and forth in the chair, you will appreciate the lessons ahead. In this course, you will discover the neurobiology behind these disorders and the way it affects students' behavior, learning, and thinking. Most important, you will learn creative, easy, low-budget strategies to help your students with Autism succeed in the classroom and beyond.

Develop the skills to counter these students' social discomfort, sensory sensitivities, meltdowns, problems with homework completion, language reciprocity issues, and violent fixations. Even if you don't have a student with high-functioning autism or Asperger's Syndrome in your class this year, these strategies will equip you to deal with any student who exhibits these characteristics on a regular basis.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Teaching Students With Learning Disabilities
This course will teach you how to meet the diverse needs of students with disabilities in your classroom. With lessons developed by an experienced special educator, you will explore the special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills, and writing. In this course, you will discover easy, practical, and creative strategies that will help your struggling students find their light bulb moments.

You will also discover fun games you can incorporate, tips for modifying your classroom, and many tested methods for bringing out the best behavior in your students. Whether you are in the classroom, studying for the Praxis Special Education exam, or preparing to work with students in a variety of settings, this course will help you to understand and empower your students with learning disabilities.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Options to Explore:
- Automotive Manufacturing
- Public Safety
- Skilled Trades
- Warehousing & Storage

Career Exploration
Teaching Writing: Grades K-3
From the time that a young child picks up a crayon and makes marks on a paper to when an older child puts the finishing sentence on an autobiography or a poem, a young author is developing the skills that will be used for a lifetime. In this course, you will examine the developmental stages of writing, from the "scribbling" stage to the "standard spelling" stage, so that you can foster your students' skills and gently nudge them to grow as authors. This course is full of practical ideas that you can use to motivate students in your classroom.

You will look at tools such as the writer's workshop, the six traits of writing, and genre studies for ways to teach students about writing. As your students become better writers, they will become better readers, and you will see how well reading and writing instruction work together to support each other.

The course also covers ways to support the writers who struggle, whether due to a lack of motivation, fine motor skills, or ideas. And of course, you will explore techniques for getting parents involved so they can help with writing at home. By the end of the course, you will have a new enthusiasm for teaching that will ignite your students' love of writing.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

The Differentiated Instruction and Response to Intervention Connection
Today's teachers are using two powerful approaches—Differentiated Instruction (DI) and Response to Intervention (RTI)—to help every child succeed academically. You will explore different learning styles and delve into a concept called multiple intelligences. You will examine the factors that motivate students to learn in a child-centered classroom. You will master the basics of both DI and RTI and learn how these two approaches work hand-in-hand to enhance children's learning. You will discover how to perform different types of assessments, monitor your students' progress, select research-based teaching materials, address learners' diverse needs, and move students up or down the RTI tiers so they're getting just the right help they need. Finally, you'll learn how to get parents involved as active partners in the education process. You'll come away armed with powerful and easy-to-implement strategies that will benefit every student you teach!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Understanding Adolescents
Parents, family members, teachers and related support staff, child and youth workers, counselors, nurses and the like will all benefit from the information shared in this course.

You will learn about the many physical, emotional, and cognitive changes that affect the teens in your life and understand the significance of these changes, both for you and the adolescent. You will look at relationships inside and outside the home and how they shape the development of a teen's identity. You will explore personality, moral development and the role of faith.

By the time you finish this course, you should be very well-prepared to understand, appreciate, and meet the needs of the teens in your life.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Have questions? Give us a call at (361) 354-2768.

WWW.COASTALBEND.EDU/CE
### Working Successfully With Learning Disabled Students
This course will teach you how to meet the diverse needs of students with disabilities in your classroom. With lessons developed by an experienced special educator, you will explore the special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills, and writing. In this course, you will discover easy, practical, and creative strategies that will help your struggling students find their light bulb moments.

You will also discover fun games you can incorporate, tips for modifying your classroom, and many tested methods for bringing out the best behavior in your students. Whether you are in the classroom, studying for the Praxis Special Education exam, or preparing to work with students in a variety of settings, this course will help you to understand and empower your students with learning disabilities.

**Hours:** 24  
**Price:** $105  
2/10-3/24 online  
3/17-4/28 online  
4/14-5/26 online  
5/12-6/23 online

### Integrating Technology in the Classroom
In this teacher professional development course, you will learn the secrets of technology integration in the classroom, gaining the skills educators need to use tools such as wikis, podcasts, and blogs effectively. You will discover simple ways to integrate technology to enhance your subject material and meet your Common Core standards and other course goals.

You will learn how to design presentations for auditory, visual, and kinesthetic learning styles, how to teach keyboarding and word processing, how to develop standards-based lesson plans, and more. Whether you're new to the integration process or already use technology in the classroom, learning about emerging educational technologies is vital to your students' success. By the time you finish this online teacher training course, you will know how to integrate technology across the curriculum.

**Hours:** 24  
**Price:** $105  
2/10-3/24 online  
3/17-4/28 online  
4/14-5/26 online  
5/12-6/23 online

### Teaching Smarter With SMART Boards
Having SMART Boards in the classroom and knowing how to use them to provide quality instruction are two different things! If you have a SMART Board in your classroom, but have little training in using it, you may be wondering, "what on earth do I do with it?"

In this course, you will discover how to create outstanding presentations with SMART Board and SMART Notebook technology. You will explore the basics of using these tools and discover how to create your own SMART board lessons blending text, videos, and graphics. You will also go beyond the bells and whistles and look at specific ways to use SMART technology to broaden your content and make your lessons accessible to all students. Finally, you will get some simple troubleshooting tips that will come in handy if your SMART board isn't acting as smart as it should.

By the time you're done with this course, you will be an expert at using your new high-tech tools to plan SMART board lessons that provide engaging, thought-provoking, and easy-to-update material for today's media-savvy learners.

**Hours:** 24  
**Price:** $105  
2/10-3/24 online  
3/17-4/28 online  
4/14-5/26 online  
5/12-6/23 online

### Creating a Classroom Website
In this fun, easy-to-understand course for teachers, you will learn how to build a site with text, images, animations, tables, links, and more. Then you will create a WebQuest and a blog to add to your site. You'll also discover how students can use site builders to create their own websites in minutes.

You will be amazed by how simple creating a classroom website can be and all the ways in which having one can make you a more effective and dynamic teacher. By the end of this course, you'll have your own published classroom website, and you'll feel energized by your great new teaching tool!

**Hours:** 24  
**Price:** $105  
2/10-3/24 online  
3/17-4/28 online  
4/14-5/26 online  
5/12-6/23 online

### Using the Internet in the Classroom
Harness the power of the Internet to make your textbooks and lessons come alive! Teach your students how to locate and evaluate Internet resources. Improve the caliber and amount of discussion through the use of email and discussion boards. Learn how to safeguard your students and their personal information while they are using the Internet. The Internet can make teaching easier--this course will show you how.

**Hours:** 24  
**Price:** $105  
2/10-3/24 online  
3/17-4/28 online  
4/14-5/26 online  
5/12-6/23 online

---

Interested in a career with animals?  
**Try out one of our veterinary courses on page 250.**
Math and Science

Teaching Math: Grades 4-6
Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom. Whether you're a new teacher or a seasoned pro, this course will help you get your students excited about math! You will turn your students into problem-solving detectives and discover lots of fun and practical ways to extend your students' learning into everyday life.

This course will show you the best ways to walk students through the complexities of elementary school math. This course will give you strategies for teaching complicated vocabulary and problem-solving. You will learn how to use clever geometry manipulatives, handmade fraction bars, math journals, and Family Math nights to excite your students at little or no cost to you. So if you have been looking for a way to jumpstart your math instruction without adding a lot of work, this is the course for you.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Reading and Writing

120-Hour TEFL Certification
With an estimated 1.5 billion English language learners around the world, the demand for TEFL certified teachers is sky high. Earn your internationally recognized TEFL certificate in this online course, so you can teach English online, abroad or wherever the need arises. Once qualified, you will be able to confidently walk into a classroom and deliver a lesson to English language learners.

Prerequisites:
Bachelor's degree or higher is recommended.

Online English teachers can work from anywhere with a reliable internet connection – whether that's from home or as they travel the world. You can absolutely teach English TEFL online without a degree! While a number of the major online teaching platforms do require a degree, there's still plenty of work teaching online without a degree.

Hours: 120 Price: $695
Course is online and open enrollment.

220-Hour Advanced TEFL Certification
Worldwide, millions of learners work with TEFL (Teaching English as a Foreign Language) instructors to learn and better understand the English language. Earn your internationally recognized TEFL certificate in this online course, so you can teach English online, abroad or wherever the need arises. You will also learn how to teach English to different audiences, including Business English Users and Young Learners. Once you have completed this course, you will be eligible to apply for TEFL teaching posts.

Prerequisites:
While there are no prerequisites to take this course, a bachelor's degree or higher is typically required for most TEFL positions. However, you can teach English TEFL with only the certification in some cases.

Hours: 220 Price: $1295
Course is online and open enrollment.

Construction Safety
To schedule a class for construction safety, please contact the Department of Continuing Education at bbecknell@coastalbend.edu

WWW.COASTALBEND.EDU/CE
Common Core Standards for English Language Arts K-5
Discover the Common Core State standards for English language arts, and gain confidence in applying them to the K-5 classroom. In this course you will explore the basic elements of the standards—strands, anchor standards, and grade articulations—and you will see how they relate to each other. You will be empowered to speak knowledgeably with parents, peers, and the community.

You will explore the four English language strands—reading, writing, speaking, and listening, and language. You will examine how teaching literature gives students the opportunity to explore language, and consider the impact of a school-wide literacy plan. You will look at the roles of technology, homework, curricula, and assessments in the classroom. You will be inspired by loads of easy-to-use, practical examples of Common Core State Standards-aligned lessons that you can use with your own students.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Content Literacy: Grades 6-12
In order to succeed, students must develop literacy skills in order to access, learn, and comprehend. With the adoption of the Common Core State Standards (CCSS), teachers in all subject areas are finding themselves actively involved in their students’ literacy development. In this course, you will discover literacy development strategies that make content come alive for each and every student!

You will see how new literacy standards relate to the content areas, and uncover the many ways adolescent development is connected to effective teaching. You’ll explore differentiated education and see how easy it can be to deliver content to students at varying levels of literacy development. In addition, you’ll analyze your current teaching practices to identify the effective literacy development that you’re already doing. You’ll adapt some of your favorite lessons to enhance reading, writing, speaking, listening, and language development. By the end of the course, you’ll be confident in your ability to utilize the best of what’s new, keep the best of what you’ve already got, and enjoy being a great 21st-century teacher!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Guided Reading and Writing: Strategies for Maximum Student Achievement
Around 30% of students in sixth grade already have trouble with basic reading and writing. These literacy problems affect performance across subject areas, and they often leave teachers wondering how to help. In this course, you will examine the reasons reading and writing are so difficult for students. Then you will encounter the total literacy framework and see what it does to mitigate literacy problems. Since this framework is based on guided reading lessons that flow naturally into writing challenges, you will learn to successfully transition from guided readings to writing lessons.

Once you have encountered the basic framework, you will investigate a number of ways to modify this basic recipe for a variety of K-12 circumstances, wrapping up with a look at good writing habits and the traits of a productive writing conference. If you’re looking for the right way to get students excited about the power of literacy, this is the course for you!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
Guided Reading: Strategies for the Differentiated Classroom

Mixed in the right proportion, differentiated instruction will help you build a balanced literary framework that gets results with even the most challenged learners.

In this course, you will learn differentiated instruction tactics that will help you understand how your students learn. When you apply those tactics within the guided reading framework, which helps you lead students through new ways of approaching text, great things start to happen. The result is a classroom full of students who can negotiate increasingly challenging texts with unprecedented fluency.

This course is critical for modern educators, who often must teach on the run with limited resources and unlimited demands on their time. Get ready to reach your readers with ease in no time flat!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Merrill Ream Speed Reading

Are you struggling to keep up with a flood of email, articles, reports, and books? Save yourself hours of time and increase your productivity by learning to read faster and with better comprehension. This course is a complete speed-reading experience. Topics are presented in a logical progression with plenty of time to help you master the skills and techniques you will need for lasting proficiency as a speed-reader.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Reading Strategies Suite

Learn creative ways to improve student literacy, turn guided reading strategies into opportunities, and bring differentiated instruction to life in your classroom.

Courses included in this suite are:
Ready, Set, Read!
Guided Reading and Writing: Strategies for Maximum Student Achievement
Guided Reading: Strategies for the Differentiated Classroom
Response to Intervention: Reading Strategies That Work

Hours: 96 Price: $395
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Ready, Set, Read!

Take this opportunity to find out how children really learn to read and write. Explore current research that cuts through the media messages about reading wars and the right way to teach children. Learn by reading stories about children, doing interactive assignments, and exploring the latest in parent and childcare information. You will see everyday children's play with a new eye as you understand how play can connect to literacy.

You'll learn how a child becomes literate from the moment of birth. First, you'll investigate the many things a child's growing mind must do to make sense of the written word and create writing. From there, you'll explore the development of reading and writing from infancy to the early school years. You'll know what problems to look for and how to assist a struggling reader. You will see how you can boost literacy growth during daily routines and child's play.

Gain confidence in your ability to guide a child's literacy development, and take pleasure in seeing how even the littlest events can lead to really big steps in reading and writing success.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Response to Intervention: Reading Strategies That Work

Whether you're working with struggling readers in kindergarten or 12th grade, you will find that these strategies work with a full 80% of students, without the need for special pull-outs or extra IEP intervention. Why? Because RTI gets to the root of the problem—quickly. If you're eager to learn the right ways to help your struggling readers make steady progress throughout the year, you will find that this course gives you the power to teach flexibly and creatively, without the need for extra training in literacy or fluency. As an added bonus, there's nothing quite like helping students discover the pleasures of reading.

You will discover tools like Elkonin Boxes, alphabetic arcs, Bloom's Taxonomy, and new and exciting graphic organizers. Whether you're working with struggling readers in kindergarten or 12th grade, you will find that these strategies work with a full 80% of students, without the need for special pull-outs or extra IEP intervention. Why? Because RTI gets to the root of the problem—quickly.

If you're eager to learn the right ways to help your struggling readers make steady progress throughout the year, you will find that this course gives you the power to teach flexibly and creatively, without the need for extra training in literacy or fluency. As an added bonus, there's nothing quite like helping students discover the pleasures of reading.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

WWW.COASTALBEND.EDU/CE
Teaching Writing: Grades 4-6
In this teacher-training course, you will learn from an experienced educator how to motivate and assist developing writers. You will get an overview of the writing basics, focusing on the importance of the task, audience, and purpose. You will also discover how to organize your materials to create an inviting writing environment.

This course will discuss each step of teaching writing and the strategies you can use with your students. You will learn how to strengthen your students’ writing using technology. Along the way, you’ll develop engaging lessons for literary response, narrative writing, expository writing, and persuasive writing. You will also discover the secrets of effective writing assessment as you learn about evaluation tools like portfolios and rubrics. The approaches you learn in this course will enable you to put everything you know about teaching writing into an applicable, workable format.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Test Prep
ASE

ASE Technician Test Preparation H1: Compressed Natural Gas Engines
Prepare for the ASE Transit Bus H1: Compressed Natural Gas Engines exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours Cost: $29.95

ASE Technician Test Preparation H2: Diesel Engines
Prepare for the ASE Technician Test Preparation H2: Diesel Engines exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours Cost: $29.95

ASE Technician Test Preparation H3: Drive Train
Prepare for the ASE Transit Bus H3: Drive Train exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours Cost: $29.95

ASE Technician Test Preparation H4: Brakes
Prepare for the ASE Transit Bus H4: Brakes exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours Cost: $29.95

ASE Technician Test Preparation H5: Suspension and Steering
Prepare for the ASE Transit Bus H5: Suspension and Steering exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours Cost: $29.95

ASE Technician Test Preparation H6: Electrical/Electronic Systems
Prepare for the ASE Transit Bus H6: Electrical/Electronic Systems exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours Cost: $29.95

ASE Technician Test Preparation H7: Heating, Ventilation, and Air Conditioning
Prepare for the ASE Transit Bus H7: Heating, Ventilation, and Air Conditioning exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours Cost: $29.95

ASE Technician Test Preparation H8: Preventive Maintenance
Prepare for the ASE Transit Bus H8: Preventive Maintenance exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours Cost: $29.95

ASE: Truck Series

ASE Technician Test Preparation (TTP) Truck Series: T1 Gasoline Engines
Prepare for the Automotive Service Excellence T1 Gasoline Engines exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours Cost: $29.95

ASE Technician Test Preparation (TTP) Truck Series: T2 Diesel Engines
Prepare for the Automotive Service Excellence T2 Diesel Engines exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours Cost: $29.95

ASE Technician Test Preparation (TTP) Truck Series: T3 Drive Train
Prepare for the Automotive Service Excellence T3 Drive Train exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours Cost: $29.95

ASE Technician Test Preparation (TTP) Truck Series: T4 Brakes
Prepare for the Automotive Service Excellence T4 Brakes exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours Cost: $29.95
## ASE Technician Test Preparation (TTP)

### Truck Series: T5 Suspension/Steering
Prepare for the Automotive Service Excellence T5 Suspension/Steering exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours  Cost: $29.95

### Truck Series: T6 Electrical and Electronic Systems
Prepare for the Automotive Service Excellence T6 Electrical and Electronic Systems exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours  Cost: $29.95

### Truck Series: T7 Heating, Ventilation, and Air Condition
Prepare for the Automotive Service Excellence T7 Heating, Ventilation, and Air Condition exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours  Cost: $29.95

### Truck Series: T8 Preventative Maintenance
Prepare for the Automotive Service Excellence T8 Preventative Maintenance exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours  Cost: $29.95

## ASE TTP2

### ASE Technician Test Preparation 2.0 (TTP2): Auto Maintenance and Light Repair (G1)
Prepare for the ASE Auto Maintenance and Light Repair (G1) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours  Cost: $29.95

### ASE Technician Test Preparation 2.0 (TTP2): Automotive Exhaust Systems (X1)
Prepare for the ASE Automotive Exhaust Systems (X1) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours  Cost: $29.95

### ASE Technician Test Preparation 2.0 (TTP2): Automotive Light Vehicle Diesel Engines (A9)
Prepare for the ASE Automotive Light Vehicle Diesel Engines (A9) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours  Cost: $29.95

### ASE Technician Test Preparation 2.0 (TTP2): Automotive Manual Drive Trains and Axles (A3)
Prepare for the ASE Automotive Manual Drive Trains and Axles (A3) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours  Cost: $29.95

### ASE Technician Test Preparation 2.0 (TTP2): Automotive Electrical Electronic Systems (A6)
Prepare for the ASE Automotive Electrical Electronic Systems (A6) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours  Cost: $29.95
ASE Technician Test Preparation 2.0 (TTP2): Automotive Engine Performance (A8)
Prepare for the ASE Automotive Engine Performance (A8) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours  Cost: $29.95

CompTIA

Advanced A+ Certification: Hardware/OS II
The Advanced CompTIA A+ Certification Prep course focuses on fun technology. You'll learn everything you need to know to select, install, and service video, sound, and portable computers. The course teaches networking, both wired and wireless, because every well-rounded tech needs to know it. You'll dive in to all things security. Plus you'll get excellent insight into adding mobile devices such as tablets and smartphones to your computing environment. The Advanced course completes the three-course CompTIA A+ Certification Exam Prep cycle and prepares you for both the 1001/1002 exams and for real life as a tech.

Hours: 24 Price: $110
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Basic A+ Certification: Hardware I
Time to roll up those sleeves and dive inside the personal computer. This online Basic CompTIA A+ Certification Prep course will teach you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, UEFI/BIOS, the system setup utility, the expansion bus, and input/output devices. You will learn how things work, how to configure everything, and how to troubleshoot in real-world environments. This course gives you the knowledge to base the rest of your CompTIA A+ certification studies for the 220-1001 and 220-1002 exams.

Hours: 24 Price: $110
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Virtual Reality Goggles
Want to take a training with the virtual reality goggles?
Please give us a call at (361) 354-2306.
Certificate of CompTIA A+ Skills 220-901 (Level I Exam Prep) Proficiency
This CompTIA A+ exam prep course training teaches students fundamental competence in areas such as installation, preventative maintenance, networking, security, troubleshooting, customer service and communication to work with clients.

In order to achieve your CompTIA A+ certification you will need to pass two exams - 220-901 & 220-902. After completing the CompTIA A+ 220-901 course, students will know hardware, laptops, motherboards, processors, memory, CPU, troubleshooting theory, preventative maintenance techniques, Windows, mobile operating systems Android and Apple iOS, cables, connectors, network types, security concepts, security technologies, viruses, malware, communication and professionalism.

CompTIA A+ 220-901 covers the fundamentals of computer technology, installation and configuration of PCs, laptops and related hardware, and basic networking.

CompTIA A+ 220-902 covers the skills required to install and configure PC operating systems, as well as configuring common features (e.g. network connectivity and email) for mobile operating systems Android and Apple iOS.

As a CompTIA Partner, our course curriculum is CAQC (CompTIA Authorized Quality Curriculum), ensuring you receive the training and knowledge needed to succeed. According to CompTIA.org, A+ certifications are held by 900,000 IT professionals. This certification is a proven starting point to your career in IT - with whatever path you may choose.

Price: $59
Course is online and open enrollment.

Certificate of CompTIA A+ Skills 220-902 (Level II Exam Prep) Proficiency
CompTIA A+ training teaches students fundamental competence in areas such as installation, preventative maintenance, networking, security, troubleshooting, customer service and communication to work with clients. In order to achieve your CompTIA A+ certification you will need to pass two exams - 220-901 & 220-902. After completing the CompTIA A+ 220-901 course, students will know hardware, laptops, motherboards, processors, memory, CPU, troubleshooting theory, preventative maintenance techniques, Windows, mobile operating systems Android and Apple iOS, cables, connectors, network types, security concepts, security technologies, viruses, malware, communication and professionalism.

CompTIA A+ 220-901 covers the fundamentals of computer technology, installation and configuration of PCs, laptops and related hardware, and basic networking.

CompTIA A+ 220-902 covers the skills required to install and configure PC operating systems, as well as configuring common features (e.g. network connectivity and email) for mobile operating systems Android and Apple iOS.

As a CompTIA Partner, our course curriculum is CAQC (CompTIA Authorized Quality Curriculum), ensuring you receive the training and knowledge needed to succeed. According to CompTIA.org, A+ certifications are held by 900,000 IT professionals. This certification is a proven starting point to your career in IT - with whatever path you may choose.

Price: $59
Course is online and open enrollment.

Certificate of CompTIA Security+ Proficiency SYO-401 (Level I Exam Prep)
The CompTIA Security+ exam preparation course enables the students to gain the basic knowledge needed to plan, implement, and maintain information security in a vendor-neutral format. The course includes topics such as risk management, host and network security, authentication and access control systems, cryptography, and organizational security. The course contents are based on the CompTIA Security+ (SY0-401) certification exam which completely covers all the exam topics through theoretical and scenario-based learning examples.

Price: $59
Course is online and open enrollment.

Certificate of CompTIA Security+ Proficiency SYO-501 (Level II Exam Prep)

Want a customized training?
Give us a call at (361) 354-2306.

WWW.COASTALBEND.EDU/CE
Certificate of CompTIA Cloud Plus Exam Bootcamp (CV0-002) Proficiency
This course is taught by a current CompTIA SME and CompTIA Cloud Plus Train the Trainer. This course is meant to get just you to pass the exam and is meant for professionals that have IT experience. Published LinkedIn author on Cloud Plus. Get Certified promptly and efficiently. The CompTIA Cloud+ certification is an internationally recognized validation of the knowledge required of IT practitioners working in cloud computing environments. The CompTIA Cloud+ exam will certify the successful candidate has the knowledge and skills required to understand standard cloud methodologies; to implement, maintain, and deliver cloud technologies (e.g., network, storage, and virtualization technologies); and to understand aspects of IT security and use industry best practices related to cloud implementations.

Price: $59
Course is online and open enrollment.

CompTIA Network+ Certification Prep
This course will teach you everything you need to take and pass the CompTIA Network+ certification exam (N10-007). You will learn about the OSI seven-layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, cloud computing, network security, network troubleshooting, and more.

Hours: 24 Price: $110
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Intermediate A+ Certification: Operating Systems
This online Intermediate CompTIA A+ Certification Prep course will teach you how to install, organize, maintain, and troubleshoot three different versions of Windows, plus explore similar features in macOS and Linux. You will examine and compare the features and structures of Windows 7, 8/8.1, and 10. Toward the end of the course, you will get a deeper understanding of virtualization and virtual machines in modern networks. Plus, you will learn about printers and multifunction devices, from the various technologies in use to installing and troubleshooting. This course takes you through the second of three steps you need to become both a highly-competent PC tech and a CompTIA A+ certified technician, using the 1001 and 1002 competencies.

Hours: 24 Price: $110
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

CompTIA Security+ Certification Prep
The U.S. Department of Labor forecasts that information security analysts will be among the fastest-growing occupations through 2022. CompTIA’s Security+ certificate is widely regarded as the entry-level certificate for this fast-growing field. Getting that certificate requires passing CompTIA’s challenging SY0-501 exam.

This course covers the key terminology and concepts you need to know to ace the exam, all in a condensed format for rapid reading. The course provides helpful study tools including games and practice questions to aid with learning. All of the content is geared toward helping you pass the SY0-501 exam, so you can leave the test center with your Security+ certificate in hand, whether you are taking the exam for the first time, or using it as a refresher to renew your certification.

Hours: 24 Price: $110
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

GED Preparation
This course will help you analyze your strengths and weaknesses, so you can focus your studying on the areas that you need most. You will get the basics of what you need to know to succeed on the four GED® test modules: Reasoning Through Language Arts, Social Studies, Science, and Mathematical Reasoning.

Some GED® Testing Centers require proof that you have passed a GED® test preparation course or the official practice tests before you can take the official GED® tests. Before enrolling in this course, please check with the official GED® Testing Center where you intend to take your tests to make sure that this course will meet their requirements. Not all states use the GED® test as their test for high school equivalency diploma.

Hours: 24 Price: $115
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Prepare for GED Test Series
Prepare for the GED® test and master the skills required to pass the Mathematical Reasoning module. You will start off with a reviewing the four modules and then dive into math basics to build the foundation you need to solve math problems. In the process, you will develop hands-on experience with percentages, proportions, statistics, algebra, geometry, and more.

In each lesson, you will apply your knowledge to practice questions similar to those used in the test series. You will know how, when, and why to use each math concept you learn. By the time you finish this course, you will be confident with your math skills and about taking the test.

Hours: 48 Price: $199
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
**Prepare for the GED Math Test**

Master the skills required to pass the Mathematical Reasoning module in the GED® test series. You will start off with a review of math basics and begin building the foundation you will need to solve the types of math problems commonly found on the test. In the process, you will develop hands-on experience with percentages, proportions, statistics, algebra, geometry, and more.

Each lesson will give you a chance to apply your knowledge by practicing with the same kind of questions you may find on the test. By the time you finish this course, you will be much more comfortable with your math skills, and you will know how, when, and why to use each math concept you learn.

**Hours:** 24  **Price:** $115

- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

**Prepare for the GED Test**

This course will help you analyze your strengths and weaknesses, so you can focus your studying on the areas that you need most. You will get the basics of what you need to know to succeed on the four GED® test modules: Reasoning Through Language Arts, Social Studies, Science, and Mathematical Reasoning.

Some GED® Testing Centers require proof that you have passed a GED® test preparation course or the official practice tests before you can take the official GED® tests. Before enrolling in this course, please check with the official GED® Testing Center where you intend to take your tests to make sure that this course will meet their requirements. Not all states use the GED® test as their test for high school equivalency diploma.

**Hours:** 24  **Price:** $115

- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

**GMAT**

**GMAT Preparation**

Applying to graduate business and management schools usually means taking the GMAT (Graduate Management Admission Test). GMAT Preparation Course is a must. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types. You'll review the more familiar questions and learn how to approach question types that may be new to you, like critical reasoning and data sufficiency. In the verbal lessons, you will discover how to do your best on reading comprehension questions, sentence correction questions, critical reasoning questions, and the analytical writing assessment. In the quantitative lessons, you will be provided with comprehensive math review and techniques for tackling both problem solving and data sufficiency questions. You will practice on actual GMAT tests from previous years, which is the best way to prepare for any standardized test.

**Hours:** 24  **Price:** $90

- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

**GRE**

**GRE Preparation - Part 1 (Verbal and Analytical)**

If you're planning to apply to graduate school, you'll likely have to take the GRE. This course is here to help! Part 1 features a math review and techniques for tackling the quantitative comparison, data interpretation, and standard math questions that make up the quantitative reasoning sections, as well as how to tackle the GRE’s unique new question formats. You will find pointers on time management, anxiety relief, scoring, and general standardized test-taking, too. Be prepared to excel on exam day and to achieve your best potential score!

With GRE Preparation – Part I (Verbal and Analytical), you will be prepared for all aspects of the computerized GRE® revised General Test.

**Hours:** 24  **Price:** $90

- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

**GRE Prep Series**

If you're planning to apply to graduate school, you’ll likely have to take the GRE. This series is here to help!

Courses included in this series are:

- GRE Preparation - Part 1 (Verbal)
- GRE Preparation - Part 2 (Quantitative)

**Hours:** 48  **Price:** $180

- 2/10-3/24 online
- 3/17-4/28 online
- 4/14-5/26 online
- 5/12-6/23 online

WWW.COASTALBEND.EDU/CE
LPI Linux Essentials Exam Prep
The Linux Professional Institute (LPI) Linux Essentials exam is an industry standard that demonstrates to employers that you know the basics of the Linux operating system. In this course, you will gain the support you need to study, prepare for, and pass the Linux Essentials exam. You will start with the history of Linux, how it was originally developed, and why there are so many different distributions available. You'll learn about the open source software movement, and how the various types of open source software licensing differ. The course walks you through the basics of all the Linux distributions but focuses on the Ubuntu Linux 14.04 LTS distribution.

In this course, you will discover how to use both the Linux graphical desktop and the text-based command line, and you'll master the basics so you can work comfortably in either environment. You will explore how Linux uses standard folders to organize system files, application files, and user files, and you will learn how to manipulate files within the different types of folders. The course also demonstrates the power of Linux in working with text files, so you can create, edit, and search for data in text files. As you work through the lessons, you'll gain practical, real-world Linux tips and techniques, as well as the skills required to pass the LPI Linux Essentials exam. From there, you'll be on your way to a career as a Linux system administrator!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

LSAT

LSAT Preparation - Part 1
Congratulations! If you're in search of LSAT prep courses, you must be considering law school, and a career in law is always rewarding. No matter what type of law you want to practice, you want to ensure you get a great education at the school of your dreams. LSAT Preparation - Part 1 will begin to teach you the tips and tricks to help you ace this important test—and will also provide some helpful hints for surviving the rest of law school.

The first step on the path to an excellent LSAT score is to sign up for a thorough and comprehensive LSAT exam prep. This course offers the best virtual LSAT training you can get and is taught entirely online. As a law student, you are very busy—and this course fits into your schedule, on your terms.

LSAT Preparation - Part 1 provides an overview of law school entrance procedures as well as what you can expect from a career in law. You'll also gain some useful law school survival techniques. In addition, the course provides an intensive review of analytical reasoning questions and the writing sample required in the admissions process.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

LSAT Preparation - Part 2
Taking both part 1 and part 2 of this course will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning.

You will also learn test-taking techniques developed by The Center for Legal Studies and taught to thousands of prelaw students around the world. LSAT Preparation - Part 2 provides an intensive review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers, explanations and interpretations of correct answers, and proven approaches for selecting the correct answers.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

OSHA Training
Coastal Bend College can offer any OSHA training with advanced notice.
LSAT Preparation Series
The legal field is growing as areas of law evolve. In fact, fields such as health care, environmental, and immigration law have seen the largest growth in the past decade. Regardless of which law field you plan to pursue, your legal career begins with the Law School Admission Test, better known as the LSAT. Your performance on this highly-technical exam determines the pedigree of law school you get into and sets the pace for your career as a lawyer, attorney, or legal counsel.

The LSAT Preparation Series will prepare you for the LSAT exam. These comprehensive courses offer a flexible, best-in-class virtual LSAT training that fits your schedule, on your terms. LSAT Preparation - Part 1 provides an overview of law school entrance procedures, as well as what you can expect from a career in law. You will then work through analytical reasoning questions and practice the writing sample required in the admissions process. LSAT Preparation - Part 2 reviews reading comprehension and logical reasoning. You will learn techniques for identifying incorrect answers, explanations and interpretations of correct answers, and proven approaches for selecting the correct answers.

By completion, you will be prepared to perform well on all three LSAT exam areas: reading comprehension, logical reasoning, and analytical reasoning.

Hours: 48 Price: $180
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

PMP

PMP Certification Prep I

Project Management Institute (PMI) recently updated the PMBOK Guide with changes to the Project Management Professional (PMP) exam which took effect March 26, 2018. This course has been recently updated to align with the PMBOK Guide – Sixth Edition and the current version of the PMP exam.

Hours: 24 Price: $110
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Construction Safety
To schedule a class for construction safety, please contact the Department of Continuing Education at bbecknell@coastalbend.edu

PMP Certification Prep 2
Raise your project management IQ by discovering tips and techniques related to the questions you will encounter on the PMP® exam. Use proven learning techniques to help you absorb key terminology, concepts, and formulas.

In this course, the second part of the two-part certification preparation series, you will learn more about the PMBOK® Guide, including relationships between inputs, tools and techniques, and outputs. This course will teach you all about the 10 Project Management Knowledge Areas, five Process Groups, and 47 project management processes.

You will also gain a strong understanding of such topics as earned value management, risk management, simulation, sensitivity analysis, and make-or-buy analysis. In addition to learning about the PMBOK®, Guide, you will gain insight into PMI®’s code of professional responsibility and discover powerful techniques you can use to continue preparing for the PMP® exam after this course is over.

Hours: 24 Price: $110
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
### Praxis

**Praxis Core Preparation**
Are you a prospective teacher who needs to pass the Praxis Core Exam? Have you already attempted the Praxis Core and not been successful? If you answered yes to either of these questions, then this course is for you.

You will get familiar with the different types of questions that appear on the reading and writing tests. You will master the many areas of math that you will be tested on: number operations, negative numbers, exponents, square roots, order of operations, decimals, fractions, percentages, algebra, geometry, systems of measurement, and probability and statistics. To prepare for the two essays, you will learn what constitutes high scoring essays and go through the process of writing each essay in the amount of time allotted.

You will also learn useful test-taking strategies and have the opportunity to take a full-length practice test in each subject area. Using clear explanations, numerous examples, graphics, animation, and videos, this course will not only prepare you for the Praxis Core, but do so in a fun and interesting way. After completing this course, you will be ready to pass the Praxis Core Exam.

**Hours:** 24  
**Price:** $105  
2/10-3/24 online  
3/17-4/28 online  
4/14-5/26 online  
5/12-6/23 online

### SAT/ACT

**SAT/ACT Prep Course - Part 1**
Making the decision to attend college is one of the most important decisions you will ever make, and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This course will prepare you for both tests.

Both the ACT and the SAT contain verbal and math question types. SAT/ACT Preparation Part I will give you all the information you need to do well on the verbal questions of the ACT and the new SAT. The ACT verbal sections are called the Reading Test, the English Test, and the Science Test. The Reading Test and the English Test assess your knowledge of English usage, grammar, and reading comprehension.

In 2005, the ACT began offering an optional essay test. If you choose to take the essay test, this course will show you how to do your best writing in a short period of time you will be given. Beginning in March 2016, the SAT verbal questions also changed. The lessons in this course will prepare you for those changes. The new verbal sections are called Writing and Language and Reading. The Reading section consists of Information & Ideas, Rhetoric, and Synthesis questions based on reading passages and quantitative information.

The SAT also contains a Writing and Language section, which includes multiple-choice questions about rhetoric, grammar, and English usage. The essay on the SAT is now optional and administered in its own section. This course will prepare you to write the type of essays that grading officials are looking for and will provide you with grammar and usage.

In addition to preparing you for specific question types on both exams, this course will give you pointers in time management, anxiety relief, scoring, and general standardized test-taking. This course, along with Part 1, will prepare you to excel in all sections of the undergraduate college entrance exams and provide you with the means to achieve your best potential score.

**Hours:** 24  
**Price:** $90  
2/10-3/24 online  
3/17-4/28 online  
4/14-5/26 online  
5/12-6/23 online

**SAT/ACT Prep Series**
This series will prepare you to excel in all sections of the undergraduate college entrance exams.

Courses in this series include:  
SAT/ACT Prep - Part 1  
SAT/ACT Prep - Part 2

**Hours:** 48  
**Price:** $180  
2/10-3/24 online  
3/17-4/28 online  
4/14-5/26 online  
5/12-6/23 online
Certificate of Study Skills For Students Proficiency

Certificate of Study Skills For Students: Many people go to university and college and do not know how to get the best out of their education. This is often because they have not been taught how to study in an effective and healthy way.

In this course, you will learn how to study whilst you enjoy your college and university experience. You will also learn to do this in a way that does not tire you out. Who Is This Course Designed For? This course is designed for absolute beginners, who are not sure how to get the best out of their studies, especially useful for college and university students who are entering the brave new world of advanced education.

Price: $59
Course is online and open enrollment.

Have questions?
Give us a call at (361) 354-2768.

TEAS

TEAS Prep 1
Nursing is a high-demand, but competitive field. Candidates for nursing school are evaluated on a number of factors, including their performance on the Test of Essential Academic Skills (TEAS). This standardized admission test assesses a candidate's skills in reading, math, science, and English and language usage.

The TEAS Prep 1 course will prepare you to sit for the Reading and English Language Usage portions of the TEAS exam. This hands-on course includes focused content, videos, discussion questions, flashcards, test prep tips, and practice test questions. You will learn to identify topic sentences, recognize the different forms of an argument, determine the author's purpose, evaluate the point of view of a text, and examine conventions of English spelling and vocabulary. You will also identify your learning style and learn useful test-taking strategies to fully prepare for the exam.

By course completion, you will be ready to conquer the TEAS Reading and English Language Usage section.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

TEAS Prep 2
Nursing school is the first step to becoming a nurse. Admission to nursing school depends on several factors, including your score on the Test of Essential Academic Skills (TEAS).

The TEAS Prep 2 course prepares you for the Mathematics and Science portion of the TEAS exam. You will learn to analyze and solve mathematical and scientific question types, similar to common TEAS questions. By course completion, you will be fully prepared for the TEAS Mathematics and Science section.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
Veterinary

Animal Lover Suite
Master the skills and develop the knowledge you need to translate your passion of animals into a profitable career by this 3 course bundle of Photographing Nature with Your Digital Camera, Start a Pet Sitting Business, and Become a Veterinary Assistant.

Courses in this suite include:
• Photographing Nature with Your Digital Camera
• Start a Pet Sitting Business
• Become a Veterinary Assistant

Hours: 72 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Become a Veterinary Assistant
If you have ever considered a career as a veterinary assistant, you might have quite a few questions about what it is they do: What vaccinations do cats and dogs? What is the best way to control fleas? What do you do if your dog has a cut? What is the best way to deal with an emergency situation involving a pet? This course answers these questions and more.

You will learn about pet nutrition and a variety of health and safety issues. You will understand how to treat and prevent parasites, including roundworms and heartworms. You will even learn the facts of life, as it pertains to dogs and cats. You will explore current thoughts on spaying and neutering, how to deal with the very emotional issues of euthanasia, pet loss, and how best to assist clients in a time of need.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Become a Veterinary Assistant II: Canine Reproduction
This course is the definitive guide to the principles of sound dog breeding. If you're a veterinary assistant or preparing to become one, this course will help you understand the essential facts so that you can knowledgeably converse with clients on the complexities of canine reproduction.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Become a Veterinary Assistant III: Practical Skills
Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner. This course is the third installment in the "Become a Veterinary Assistant" series.

Throughout the course, you'll benefit from videos that demonstrate many procedures and techniques, as well as state-of-the-art interactive graphics. It's as close as you can get to actually being right there in the veterinarian's office!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Certificate in Animal Care Foundational Learning Proficiency
This course covers the understanding of foundational aspects of animal care to work in the veterinary industry. This short course covers the basics of animal science and companion care as well as industry standards and structures. Anyone intending to move to a role in this veterinary field should first certify in these important industry topics.

Course Objectives:
• Understand Basic Animal Science - Part 1
• Understand Basic Animal Science - Part 2
• Understand Veterinary Companion Care
• Describe Standard Organizational Structures in Animal Care

Price: $59
Course is online and open enrollment.

Follow us on Facebook for updates on upcoming classes, application deadlines, and other important information.

Coastal Bend College Department of Continuing Education
Certificate of Electronic Vet Record Proficiency
This course provides comprehensive training on veterinary medical record protocols. Efficient workflow is critical to providing high-quality care. Accurate, clear, and complete veterinary medical records executed with efficiency should create a clear roadmap for the client lifecycle and relationship.

Standard records of medical care in many veterinary environments may include inaccuracies or incomplete information. This can happen when records are delayed and entered at the end of a day or dispatched to a non-provider on a non-linear schedule.

Even when handled promptly, poor record-keeping protocols can result in incomplete records which may be difficult to decipher and disseminate. Thus – the widespread implementation of electronic veterinary (EVMR) medical record keeping with prompt and efficient workflow, can help improve the overall quality of care.

Course Objectives:
• Describe why proper record keeping is important for veterinary practice
• Identify common medical record violations which may occur in veterinary practices
• Detail basic elements of the EVMR based medical record-keeping system
• Explain efficiencies of workflow decisions surrounding EVMR protocols
• Describe standard compliance issues, and the role of the electronic medical record in achieving compliance
• Demonstrate an effective and efficient medical record workflow while executing a set of correct EVMR medical record entries

Price: $59
Course is online and open enrollment.

Certificate of Health Infection Prevention for Vet Professionals
This course covers important infection prevention and disease prevention principals that should be reviewed by all staff working in animal care environments. This course addresses RACE approved principals of health & safety education and should be renewed by all veterinary professionals annually.

Course Objectives:
• Understand Infection Prevention Overview and Standard Guidelines in Animal Care Environments
• Describe Disease Prevention and Diagnosis in Veterinary Care
• Explain Infection Prevention and Zoonotic Disease
• Discuss Disease Prevention Guidelines

Price: $59
Course is online and open enrollment.

Certificate of Vet Payment Options and Payment Data Security Proficiency
This course provides convenient payment card security training for members of the veterinary workforce who come into contact with protected credit card and pet insurance information.

Course Objectives:
• Understand Payment Options in Veterinary Environments
• Describe an Overview of the Payment Security Principles
• Discuss an Introduction to Standard Payment Card Security
• Explain Best Practices for Payment Security

Price: $59
Course is online and open enrollment.

Certificate of Vet Practice Ethics and Client Communication
This course covers the importance of Veterinary practice ethics and good client communication as key components of successful animal care delivery. Many owners consider their pets family members. These highly bonded customers have significantly greater expectations when it comes to the care they receive. Learn the important aspects of ethical treatment and effective communication. Empathy, concern, and reassurance along with easy to understand instructions have shown to result in higher levels of client satisfaction and adherence. This course covers best practices in each area of these important skills. All professionals working in the veterinary care industry should include this certificate of proficiency as part of their employment profile.

Course Objectives:
• Understand Professional Veterinary Medical Ethics
• Describe Best Practices in Veterinary Client Communication

Price: $59
Course is online and open enrollment.

Please scan for the Continuing Education registration form.
Certificate of Vet Practice Hiring and Training Proficiency
Hiring and Training Best Practices for Veterinary Employers Creating a cohesive and successful staff of skilled professionals at all levels is uniquely challenging in veterinary environments. A wide variety of roles covering clinical, technical and clerical level employees must all converge and work seamlessly to provide best client care.

Learning Objectives:
• Describe common veterinary practice staff roles and requirements
• Identify unique staffing challenges in meeting role parameters
• Outline optimal staff framework for veterinary sites and settings
• Detail hiring best practices for each major role category
• Explain the importance of training and continuing education as it relates to employee status
• Create a hiring and training strategy for your current or planned environment

Price: $59
Course is online and open enrollment.

Certificate of Veterinary Compassionate Care Proficiency
End-of-life care for pets and compassionate work with pet owners is an important category of veterinary medicine that requires a comprehensive understanding of social and emotional communication. This course details recommendations for providers at all levels of veterinary service to employ when addressing this common and yet complicated area of care.

Learning Objectives:
• Understand the definitions and conditions of compassionate care
• Outline best practices of communication during end-of-life cycles
• Describe recommended structures and optional referrals for animal comfort
• Discuss provider and owner health and wellness as it relates to end-of-life emotions
• Outline optimal structure of a compassionate care program in a standard veterinary site

Price: $59
Course is online and open enrollment.

Veterinary Assistant
Do you love animals? Have you ever thought about a career as a veterinary assistant? This intensive course will provide the information you need to become a productive member of a veterinary team. The course is designed for people who want to work as veterinary assistants at veterinary hospitals and for those already employed in related positions. Upon completion of the course, you will also have the opportunity to gain access to an Externship Starter Kit.

Are you looking for veterinary assistant schools near you? The course covers all the requirements that hospitals and veterinarians' offices look for, and more! You'll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation, and taking radiographs.

You'll also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations, and administering medication. The course concludes with a lesson to prepare you for the job market, in which you'll see how to create an effective resume, advance your expertise, and develop strong interview skills. You will truly learn everything you need to know to be successful in your new career.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• Tasks for the Veterinary Assistant, by Paula Pattengale

Hours:225 Price: $1995
Course is online and open enrollment.

Horse Care Management
A fundamental key to success in the horse industry is having extensive knowledge of the horse. This Horse Care Management course will provide you with a comprehensive study of equine science and the practical application of these scientific concepts. The course consists of three basic horse care modules and an elective module in your choice of Equine Behavior or Horse Breeding. You will learn several facets of horse care and horse management, including daily care, handling techniques, and training principles. You will also be encouraged to complete activities on your own in the horse industry designed to enhance and reinforce the lesson's principles if they are undertaken. Completing this intensive course will prove your dedication to the well-being of horses and affirm that you have met an industry-standard level of proficiency.

Hours:400 Price: $2995
Course is online and open enrollment.
Veterinary Assistant Series
If you love animals and have you ever thought about a career as a veterinary assistant, the Veterinary Assistant Series may be perfect for you. Taught by a practicing veterinarian and college instructor, courses in the series will give you all the information you need to prepare for work as a veterinary assistant including the specific veterinary duties you are likely to face every day.

Learn the ins and outs of common procedures as you gain a better understanding of the reasoning behind decisions and recommendations made by veterinarians as well as the essentials facts of sound dog breeding so you can knowledgeablely converse with clients. You'll also learn the practical skills you need to be a valuable veterinary assistant or educated pet owner through videos that demonstrate many procedures and techniques, as well as state-of-the-art interactive graphics. Upon completion of the courses in this series, you'll be able to apply for a job as a veterinary assistant with complete confidence.

Hours: 24 Price: $395
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Veterinary Assistant with Horse Care Management
A fundamental key to success in the horse industry is having extensive knowledge of the horse. This Horse Care Management course will provide you with a comprehensive study of equine science and the practical application of these scientific concepts. The course consists of three basic horse care modules and an elective module in your choice of Equine Behavior or Horse Breeding. You will learn several facets of horse care and horse management, including daily care, handling techniques, and training principles. You will also be encouraged to complete activities on your own in the horse industry designed to enhance and reinforce the lesson's principles if they are undertaken. Completing this intensive course will prove your dedication to the well-being of horses and affirm that you have met an industry-standard level of proficiency.

Hours: 625 Price: $3995
Course is online and open enrollment.

Veterinary Medical Terminology
To work in the veterinary field, you need to understand the medical language unique to the anatomy, physiology, and pathology of animals. This online course will teach you the definition and uses of veterinary medical terminology.

You will master veterinary medical terminology through a simplified learning process that builds on commonly used word parts. Each course lesson is designed to build on this foundation, with the material and illustrations focusing on the new word parts and definitions needed for success in the veterinary field.

Hours: 24 Price: $115
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Legal Studies
Interested in pursuing a career in the legal world?
Coastal Bend College has partnered with The Center for Legal Studies to provide programs to prepare you to enter the workforce.

Courses offered include:
• Alternative Dispute Resolution Certificate Course
• Employment Law Certificate Course
• Intellectual Property Law for Engineers
• Legal Nurse Consultant Training Course
• Legal Secretary Certificate Course
• Medical Professional Legal Consultant
• Paralegal Certificate Course
• Software Essentials for the Law Office
• Victim Advocacy Certificate Course

Please visit page 214 for more information.
Veterinary Office Manager
This Veterinary Assistant Online Certificate course will teach you the essential skills for managing the business aspects of a veterinary practice and becoming a veterinary assistant working with the animals you love. You'll also receive certifications in Microsoft Word and Excel which provide foundational skills that jump off a resume in any office environment. In addition, you'll learn QuickBooks in order to understand accounts payable, accounts receivable, and payroll. This course will set you on the path to success as a Veterinary Office Manager and beyond.

You'll first study the major organ systems that you'll need to know about as a veterinary assistant. Next, you'll move to front office duties so you can see how to work with clients and handle medical records. You'll also delve into the communication skills that come in handy for the assistant. Then the course moves to the area you're probably most interested in—the back of the hospital. You'll see how to restrain animals for procedures, take their vital signs (temperature, pulse, and respiration rate), trim their nails, and properly bathe them. You'll also gain the expertise you need to educate clients about key topics in pet care, such as nutrition, vaccinations, and administering medication. The course also shows you how you can be an asset during surgery and dental procedures by monitoring heart rate and breathing, passing instruments to the surgeon, and charting teeth. You'll learn how to prepare prescriptions, take blood samples, perform laboratory tests, and take radiographs.

In addition, you'll learn to use QuickBooks 2018 and be prepared for the Microsoft Office Specialist Certification exams 77-727 and 77-728 (Excel) and 77-725 and 77-726 (Word).

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment in the correlating portion of the bundle:

- Bookkeeping for Dummies
- Tasks for the Veterinary Assistant, by Paula Pattengale
- Manuals are included as downloadable PDFs throughout the Excel and Word portions of the course.

Prerequisites:
A High School Diploma or equivalent is recommended but not essential. You do not need any prior experience or training in this field. This course is designed to prepare you to become a veterinary assistant and learn the entry-level position concepts and skills to manage a veterinary practice as a full-charge bookkeeper. You'll also need to have QuickBooks 2018 installed on your computer in order to complete the QuickBooks-related portion of the program.

Hours: 485 Price: $3995
Course is online and open enrollment.

Don't see a course you would like to take?
Give us a call at (361) 354-2768 or email us at ce@coastalbend.edu with details on the course.
**Editing**

**The Keys to Effective Editing**
Ask any published writer and you will hear that a good editor is not just helpful, but essential. If you aspire to be an editor, this copyediting course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. If you're already working as an editor, you will not only brush up on your skills, but will also learn about recent advances in your chosen profession. If you're a writer, you will learn essential self-editing tools to give your manuscripts the professional look that publishers like to see.

From the language of editing to grammar, punctuation, and syntax to the all-important relationships between editor, author, and publisher, every facet of editing will be explored in this copyeditor course. Online editing is gaining popularity; its complexities will be unraveled and its advantages and pitfalls explored. Can you make a living as an editor? Tips and resources for finding work will be addressed at length. When you finish with this course, you will feel confident enough to tackle even the most complex of manuscripts.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

**Writing and Editing Value Suite**
Brush up on your grammar, writing, and editing skills with this discounted bundle of online courses!

Courses included in this suite are:
- Grammar Refresher
- Writing Essentials
- Effective Business Writing

Hours: 72 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

**Fiction**

**Advanced Fiction Writing**
Do you have a story idea but aren't sure how to begin? Do your friends say you write well, but you're not sure how to get started on that first book? Do you have a manuscript, or parts of a manuscript, and need to know how to polish it for publication?

In this course, you'll explore all the topics a writer needs to create a successful manuscript, including story structure, plot, character, dialogue, setting, suspense, conflict, action, viewpoint, tense, and even how to get published. Each lesson includes an assignment that will help you develop or polish your manuscript. You will explore the essential techniques that are often overlooked in a clear, step-by-step fashion. After completing this course, you will never look at fiction writing the same way again!

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

**Explore Fiction Writing Genres Suite**
Fiction spans several genres and touches millions of readers. Some of the most enduring works of fiction have come from genres like fantasy, romance, and mystery. And today, many genre pieces have gone on to become multimedia franchises. If you want to become a writer, there's no better time to learn genre fiction and screenwriting.

Explore Fiction Writing will teach you how to write works of fantasy, romance, and mystery. You will also learn screenwriting, since film as a medium can further expand your story ideas. You will learn how characterization, plotting, narrative, and other techniques of fiction translate to genre writing. And through targeted writing assignments, you will put what you learn into practice. Whether you're a new or experienced writer, this course bundle will help you broaden your skills and understand what makes readers engage with your work.

Writing the first draft is only the first step though. You will also learn how to revise and proofread like an editor. As you craft your work from first to final draft, you will also learn what happens after "The End." Marketing your work and submitting for publication is an important part of a writer's work, and you will learn how to navigate this process. With the tools you will gain in this course, you will be ready to write, edit, and submit your story, novel, or screenplay.

Hours: 96 Price: $375
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
Write Fiction Like a Pro
Fiction spans several genres and touches millions of readers. Some of the most enduring works of fiction have come from genres like fantasy, romance, and mystery. And today, many genre pieces have gone on to become multimedia franchises. If you want to become a writer, there’s no better time to learn genre fiction and screenwriting.

Explore Fiction Writing will teach you how to write works of fantasy, romance, and mystery. You will also learn screenwriting, since film as a medium can further expand your story ideas. You will learn how characterization, plotting, narrative, and other techniques of fiction translate to genre writing. And through targeted writing assignments, you will put what you learn into practice. Whether you're a new or experienced writer, this course bundle will help you broaden your skills and understand what makes readers engage with your work.

Writing the first draft is only the first step though. You will also learn how to revise and proofread like an editor. As you craft your work from first to final draft, you will also learn what happens after "The End." Marketing your work and submitting for publication is an important part of a writer's work, and you will learn how to navigate this process. With the tools you will gain in this course, you will be ready to write, edit, and submit your story, novel, or screenplay.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Writing Young Adult Fiction
As Harry Potter and Twilight have proven, young adult fiction is one of the hottest genres for today's novels. Teens and adults alike have discovered the excitement and passion of these stories, and publishers are hungry for more. If you're eager to break into this market, this course provides you with the recipe for creating your own successful young adult story and shows you how to get it published.

You will decide what type of story you want to tell, plan your plot, and discover the secrets for bringing your characters to life. In addition, you'll find out how to introduce conflict, suspense, and mystery so you can grab and hold the attention of your audience. Along the way, you will master the art of creating dialogue that resonates with teenagers and young adults. You'll even analyze excerpts from bestselling young adult books to see what makes them so successful. Finally, you'll learn how to find an agent or publisher and how to write a synopsis that sells. If you've dreamed for years of becoming an author, this course can help you turn your dream into a reality. By the end of this course, you'll have all the tools you need to create a polished manuscript and get your story in print!

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Writing Fiction Series
How do you turn your idea for a novel into a novel? The answer may not be an exact science, but most published authors would point to the fundamentals of storytelling: character development and dramatic structure. As the basis of a good story, these two elements of fiction are further shaped by techniques like dialogue, pacing, and scene building to bring your idea to life on the page. But having all the moving pieces to a good story only equates to a first draft. To truly create publishable work, you must add complexity to your fiction and then learn the process of revision.

This course series will help you plan, write, and edit fiction. Write Fiction Like a Pro focuses on ideation and plotting. You will first learn how to plot the structure of your story and flesh out characters. As you progress to Advanced Fiction Writing, you will begin to look at dialogue, setting, action, viewpoint, and tense with a professional's eye. When your draft is close to being finished, you will then learn how to pare down and refine your manuscript.

These lessons will help you develop and sharpen your fiction writing skills. As you apply each technique, your story will take shape, with a clear path from beginning to end. By the time you finish this series, you will be ready to submit your work for publishing.

Hours: 48 Price: $180
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Virtual Reality Goggles
Want to take a training with the virtual reality goggles?

Please give us a call at (361) 354-2306.
Grammar Refresher

Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course. This course explores the eight parts of speech, punctuation and mechanics, and foundational sentence construction. You will learn about phrases, clauses, problem words, common grammar mistakes, and much more through practical, hands-on exercises. You will also learn through short videos, examples, and even fun games. Take your writing and speaking to the next level of excellence!

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Grammar Refresher II

This course reviews the foundational elements of grammar, including the parts of speech, and master the basics of punctuation and mechanics.

You will explore sentence structure, nouns and pronouns, and you will work with the different kinds of verb tenses. You will also explore adjectival and adverb use and be introduced to some best practices for using these parts of speech effectively in your writing.

Then, learn phrases and clauses, as well as parallelism, coordination, and subordination. You will see how different phrases and clauses fit together in sentences so that your writing is clear, concise, and meaningful.

Finally, put your skills to work as you explore some different kinds of business writing, paragraph writing, and even formal essay writing. By the time you're done with the course, you will not only have the advanced grammar skills you need, you will also understand how to use those skills in practical ways.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Mystery Writing

You may be surprised to discover that many, if not all, of the books you have read recently are mysteries. From Dan Brown to Dennis Lehane, mysteries are hot items on today's best-seller lists. This course is designed to teach you the techniques you need to know if you want to become a best-selling mystery author.

The course begins by introducing you to the four types of stories and explains how they relate to mysteries. You will discover the three-act story structure and show you how to propel the action forward to a climax, followed by a release of tension as your readers experience a great finish. You will discover the between story and plot and get a chance to experiment with viewpoints to see which one works best with your mystery. This course will allow you to write a complete scene and learn the internal structure that makes every scene feel right. You will discover special techniques that apply to mysteries, including crime scene description, MacGuffins, and the use of red herrings to misdirect your readers and create suspense. Following each lesson, you will get to practice on your own story.

This information-packed online course combines the best advice of many writing professionals. Follow the guidelines taught in this course, and you will be well on your way to writing a successful mystery of your very own.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online

Explore Non-Fiction Writing Suite

The phrase 'stranger-than-fiction' exists for a reason. Some of the most fascinating stories are completely true, and there's a huge audience ready to read them. In fact, non-fiction book sales grew by over $6 billion from 2013-2018 with no sign of slowing down.

The Explore Non-Fiction Writing Suite covers the best ways to tell a non-fiction story: as a book, a memoir, as a magazine article, or in a travel piece.

If you dream of becoming a full-time author or just have a story to tell, Write and Publish Your Nonfiction Book will teach you how to plan, research, write, edit, and publish your masterpiece. After learning what goes into the general non-fiction book, you will learn about the art of memoir. What you produce in Write Your Life Story may find a lucrative market, just like the bestselling Rocket Boys and Angela's Ashes.

While magazines have mostly gone digital, the non-fiction essay is still a page turner. The Craft of Magazine Writing focuses on time-tested techniques for researching, writing, and pitching your work to magazines. Another highly engaging way to tell a true story is the 'travel piece.' Travel Writing will teach you how to translate what you experience in your travels into publishable articles and books.

Hours: 96 Price: $375
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

WWW.COASTALBEND.EDU/CE
Write and Publish Your Nonfiction Book
Whether you dream of becoming a full-time author, writing books to advance your career, or penning your memoir or family history, this fun and information-packed course will teach you how to plan, research, write, edit, and publish your masterpiece.

You'll learn how to immerse yourself in your subject and get the information you need from research, interviews, and observation techniques. You'll see how to choose a writing style, structure, and slant that will appeal to your unique audience and keep readers hooked. You'll also discover exactly how today's traditional publishing industry works and what techniques you can use—such as crafting standout query letters and proposals—to get noticed by editors and agents. Above all, you'll get invaluable strategies for setting a writing schedule, banishing writer's block, and actually finishing your book! By the end of this course, you'll have all the tools at your fingertips to get your book completed and published!

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Publishing

Beginner's Guide to Getting Published
Do you know the five most common reasons why manuscripts are instantly rejected? If your goal is to become a published freelance writer of fiction or nonfiction for books or magazines, this comprehensive course will help you guide your work directly into the hands of an editor and onto the shelves of your favorite stores.

Your success in the writing game will be determined by the amount of credibility publishers attach to you and your work. This course will teach you how to give yourself the kind of credibility you need to succeed. This course will provide you with instant access to critical information most other writers don't discover for years and will walk you through every step of the publishing process. If you really want to be a writer, this course will give you all the tools you need to get published.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

How to Make Money From Your Writing
You really can make money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, you'll find the how-to's here. You'll learn secrets, methods, and tips to help you generate income with your writing. This class includes all the practical information that so rarely gets taught in writing classes.

In most courses and social groups it's taboo to discuss money, but not here. This course embraces it! Making money is the focus of the lessons. You'll explore a dozen genres that can help you establish a sometime, part-time, or full-time career as a writer. Along the way, you'll learn methods to work faster, suffer less rejection, and bring home more bacon. Fulfilling (and lucrative) writing work is waiting for you!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Please scan for the Continuing Education registration form.
Publish and Sell Your E-Books
If you can use a word processor, have a book written (or have an idea for one), and want to see your name in print, you just might have what it takes to succeed in self-publishing.

This course introduces you to everything you need to know to do a professional job of turning your manuscript into a book that will help you make money on the Internet, whether you want to self-publish a novel, a nonfiction book, or a picture book. You will learn how to format your e-book and get it ready to sell through bookstores like Amazon and Apple. By the end of the course, you could have your e-book published in over 100 countries worldwide and available to libraries and book clubs.

This course and its follow-up Introduction to Writing Markets, take you step-by-step through publishing your own e-books and building your writer's platform or brand, to be successful selling them. Take the first step to publishing success, and sign up today.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Technical

Certificate of Business Writing Proficiency
No matter your position on the corporate ladder, you must write. You write to explain things, consolidate relationships and assure people of the value of something or a course of action. Our Business Writing course helps you to develop persuasive writing techniques to deliver write-ups that clear, concise, complete, and accurate.

Learning Objectives:
• Gain mastery of basic writing concepts such as grammar, spelling, and punctuation
• Plan and write proposals, agendas, letters, memos, emails, and reports.
• Master the principles of producing supercharged, high-impact business writing and get results

Price: $59
Course is online and open enrollment.

Certificate of Collaborative Business Writing Proficiency
Writing and communication skills have degraded with more and more people communicating through email and instant messaging. Developing writing skills is still important in the business world as is creating proper documents (such as proposals, reports, and agendas) giving you that extra edge in the workplace. The Collaborative Business Writing workshop will give your participants the knowledge and skills to collaborate with others and create that important document. Your participants will touch on the types of collaboration, and ways to improve them through certain tools and processes. These basic skills will provide your participants with that extra benefit in the business world that a lot of people are losing.

Price: $59
Course is online and open enrollment.

Certificate of Proposal Writing Proficiency
There is a very huge difference between learning to write proposals and learning to write successful proposals. Completing this course will help cultural managers prepare successful project proposals, and so obtain the funds for implementing these projects. After completing the course, you will be able to determine the project’s goals, objectives and expected outcomes, find partners and develop proper applications.

Learning Objectives:
• Writing winning proposals effectively and efficiently.
• Develop proposals with a higher chance of winning.
• Learn how to differentiate your proposals from competition. Best practices, templates, guides, and tips and tricks.
• Proposal strategy, planning, authoring, and improving.
• Thinking like a proposal evaluator, funder, buyer or investor
• Learning to win business via grants and contracts.

Price: $59
Course is online and open enrollment.

Fundamentals of Technical Writing
Do you have a knack for explaining complex subjects in a way that makes them easy to understand? If so, you should consider entering the well-paying field of technical writing. This course will teach you the fundamental techniques that all successful technical writers use. You will learn how to translate complex information into easily understood language, and how to become a wizard at marrying the art of publishing with the science of technology.

You will also learn the secrets of successful technical writers, including technical writing conventions, interviewing skills, desktop publishing and formatting techniques, key tips for developing graphics and templates, documentation management, and how to publish documents both on paper and electronically.

Price: $59
Course is online and open enrollment.

Truck Driving
A partnership between Coastal Bend College and Del Mar College.

For more information, please call 361-698-2707.
Technical Writing Manager
Managing a technical communication team requires a broad skill set that includes technical writing, employee evaluation, and strategic planning. This online course will help you develop these critical skills, so your team can provide high value deliverables to stakeholders in your organization.

The technical writing section will improve your understanding of research methods, drafting and revision techniques, and more. The management training section will help you gain an understanding of the seven management disciplines that are essential to leading a team. You'll also learn key negotiation strategies, employment law, and compliance and regulatory requirements. With these two skill sets, you will be prepared to build and manage a team of technical writers.

Instructional Materials
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment into each course:

Technical Writing
- Technical Writing for Success
- Technical Communication

Management Training
- Managing by the Numbers: A Commonsense Guide to Understanding and using your Company's Financials

Hours: 440 Price: $3995
Course is online and open enrollment.

Technical Writing Suite
This suite of online courses will teach you the fundamentals of technical writing. You'll learn best practices for turning complex information into simple content that's easily accessible and sharable to the everyday reader.

Courses in this suite include:
- Introduction to Microsoft Word 2019/Office 365
- Intermediate Microsoft Word 2019/Office 365
- Fundamentals of Technical Writing

Hours: 72 Price: $395
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Write Effective Web Content
Is your web content as effective as it could be? In this course, you will gain tips for crafting content to make your website or blog into an exciting multimedia place for visitors. You will learn how to develop a website writing style that speaks to your readers' needs and ensures that your content is clear and easy-to-understand. You will explore ways your web copywriting can convey the right "feel" through your content, how to get conversations going with your visitors, and how to organize your content to produce better search engine rankings and happier readers. You will also explore all kind of multimedia: images, info-graphics, slideshows and screen casts. You will also discover ways to encourage interaction with your readers through polls, surveys, and quizzes.

Finally, you will examine ways to make your online copywriting appear as professional and authoritative as possible. By the end of this course, your content will be well on its way to rising to the top of the billions of pages on the web.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Beginning Writer’s Workshop
Some of the best works of fiction and nonfiction were crafted in a writer's workshop. This online course will help you write your own creative piece. Like a true writing workshop, you will learn literary techniques, peer review a classmate's work, and receive constructive criticism on your work.

In addition, you will learn how to move your work from the prewriting stage to editing and final revision. You will also learn how to use literary devices, meaningful dialogue, and imagery in your different drafts. By the end of this online workshop, you will have a thoroughly developed creative writing piece. You might even be ready for publication!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Introduction to Internet Writing Markets
Ever wondered if it would be better to start a WordPress blog or a Twitter microblog? Whether it's legal to publish fanfiction or not? How you can make some extra money if you also take photos or make videos? This course will answer all your questions about publishing on the Internet.

The Internet provides unlimited opportunities if you're a writer, whether you just have a few hours a week to blog or want a full-time publishing career or just plan to promote your books or business on the Web. There is no single way to become successful writing for the Web, so this course shows you the hundreds of different choices you have, and helps you set your own goals. In fact, by the end of the course, you'll have your very own publishing plan, from the steps to take in developing your writer's platform or brand, to the markets that will help you accomplish your goals.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

OSHA Training
Coastal Bend College can offer any OSHA training with advanced notice.
Introduction to Journaling
If you have ever wanted to try journaling, this course will provide answers to your every question. You will discover the different types of journaling and many journaling techniques, exercises, tools and resources. You will explore a seven-step process that will ease you into writing a journal. You will get detailed instructions on developing, decorating, and customizing your journal, and you will learn exciting new ways to express yourself and develop your creativity.

You will discover how you can use your journal to explore your thoughts, feelings, and values, and you will learn how to use your journal to support your emotional well-being. You will also understand how journaling can ease the stress of unwanted change throughout the course of your life. You'll even discover how journaling can help you choose the best career for you or advance in your current career.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

---

Introduction to Screenwriting
There's never been a better time to start a career as a screenwriter. With technological breakthroughs bringing the cost of making and distributing movies down to almost nothing, there is an ever-increasing demand for great scripts—and for people who can write them. Whether you want to write micro-budget indie films or Hollywood blockbusters, this course will teach you everything you need to know to write a script that sells.

You will learn the fundamentals of stories—why audiences need them, what they expect from them, and what kinds of stories work time after time. You'll discover how to create characters audiences connect with and how to write dialogue that will bring them to life. You will get hands-on experience through a series of short writing assignments that will have you working like a pro from the very beginning of the course. In addition, you'll get an inside look into the business of selling your script and building your career as a writer. When you finish the course, you'll be ready to start writing your own script!

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

---

Research Methods for Writers
Attention all writers! Learn how to efficiently and effectively conduct research for any writing project: fiction, nonfiction, business . . . even term papers and dissertations. 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.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

---

Romance Writing
Romance is the #1 selling genre in mass-market fiction with readers clamoring for more! To pen a novel romance readers' love, you'll need to understand how to meet and exceed their expectations. Whether you're a new or experienced writer, this course will help you broaden your skills and understand exactly what makes a romance reader finish a book with that "Ahh" of satisfaction. You will start by learning about the genre of romance and exploring why you fell in love with your favorite romance novels. You will explore how to craft three-dimensional characters your readers will love and how to weave a plot so your story grabs the reader's interest from page one. You will gain valuable techniques—your "romance writer's toolbox"—to apply to your own manuscript.

You will also spend a couple lessons looking at and practicing elements important for any writer to master: setting, pacing, point of view, dialogue, research, mood, and tone. You will take on fun assignments that will help you hone your craft. By the time you finish, you'll be able to pick up a book and figure out what makes it a best seller, or why it's been called a classic, or why it appealed to you as a reader. Even better, you'll have mastered tools and techniques so you can add those same elements to your own writing.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

---

Have questions?
Give us a call at (361) 354-2768.
The Craft of Magazine Writing
Have you ever thought about writing for magazines? Turn your dreams into bylines and help yourself to a bright future as a magazine writer. It is fun, easy, and a great source of extra income. If you are a determined new writer, or if you haven't written for magazines in years, this class will jump-start your career. You will learn plenty of powerful brainstorming techniques designed to get those creative juices flowing with articles that practically write themselves.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Write Like a Pro
What's the single biggest difference between professional authors and novices? Professionals know how to structure novels and stories for maximum dramatic effect. This course helps you develop the same story structuring skills the pros use. You will understand how your passion, theme, premise, and characters help you create the structure of your story, and discover how viewpoint, dialogue, pacing, and many other techniques are used to build scenes and move your story from beginning to end.

Each assignment in this course helps you develop your own original novel or story. As you apply each technique, your story will take shape, with a clear path from beginning to end. Before you know it, you will be prepared to write fiction like a pro.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Travel Writing
In this course you will learn how to develop the skills of a travel writer. You will learn how to translate what is seen, heard, tasted, touched, smelled and felt (intuitively and physically) into publishable articles and books. You will understand the writing styles and methods needed to sell material in today's competitive market. You will learn about popular styles and types of travel writing that are the friendliest to new writers. Other topics of the workshop include; how to write query letters, how to produce articles, essays and books, trends in types of articles and books, grammar and writing skills refreshers, and marketing information.

By the end of the course, you will have the ability to write for the travel market. So pack your sense of adventure, organize your determination and put your keyboard in a comfortable position. If you have a desire to write and yearn to travel, you are a perfect candidate to become a travel writer.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Write Your Life Story
Have you thought about writing your story, sharing life-altering events? Does your family really know about their heritage? If you've ever thought about writing your life story, now is the time!

In this course, you will have the satisfaction of telling history your way. You will learn how to bring characters to life, recall vivid memories, engage readers, and even manage your creative time. You may even find a lucrative market for your story, just like the authors of the bestselling Rocket Boys and Angela's Ashes. This course walks you step-by-step through the process of writing your life story. It's fun. It's exciting. It's a story only you can tell!

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Writing Essentials
Master the essentials of writing, and become the stellar wordsmith you always wanted to be! In this course, you'll develop the skills you need to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Whether you're hoping to get a better job, write for a blog, or publish your short story, this course will give you the writing tools you need for success. It's also a perfect choice if you speak English as a second language. With the knowledge and hands-on practice you gain from this course, you'll be able to express yourself clearly and persuasively in writing—both in your personal life and in the business world.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Writing for Children
Discover what you need to know to write for children. If you are a beginning writer, this course will help you transform your book idea into a finished product. If you are an already successful writer, this course will help you explore new opportunities and markets for your work.

You will explore the changing world of children's literature and understand the various formats, including picture books, chapter books, middle grade or young adult novels. You will get insights from publishing professionals to gain a better understanding of the needs of today's market. You will receive valuable tips about creating your manuscript, and even practice writing a query letter to submit to a publisher. By the time you finish this course, you will have all the tools and resources you will need to begin navigation the world of children's publishing and to continue growing as a writer for children.

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
Writing the Fantasy Novel

Fantasy is an increasingly popular genre of fiction, and now is a great time to become a fantasy fiction writer! This course is perfect whether you have an idea for a book or even if you don't know where to start. With the tools you'll gain in this course, you'll be ready to tackle your first fantasy novel.

In this course, you will learn what separates fantasy fiction from other types of fiction. You will also discover how to create characters and populate your world with unique, compelling, and interesting creatures. You'll learn how to outline your book, come up with a theme, and commit to actually writing. You will learn how to revise and edit so that when you complete it, your book will essentially be a finished product. You will even learn a bit about publishing your book, including the differences between self-publishing and traditional publishing. Finally, you'll get a number of tips about how to stay motivated and complete your novel - because, after all, writing is hard work!

Hours: 24 Price: $90
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online

Texas Real Estate License

Educational Requirements for Prospective Licensees Sales Associate

According to the Texas Real Estate Commission, students must earn a minimum of 180 classroom hours.

These 180 classroom hours must include the required core courses of:
• Real Estate Principles (60 hours)
• Real Estate Law of Agency (30 hours)
• Real Estate Law of Contracts (30 hours)
• Promulgated Contracts (30 hours)
• Real Estate Finance (30 hours).

License will be for 2 years and for the first renewal student must complete 90 additional classroom hours of other core courses. After the first 2 years licensure will be for 2 year periods with the required MCE (Mandatory Continuing Education) courses to renew.

For more information, please visit page 226 or coastalbend.edu/realestate.
Coastal Bend College
Virtual Reality Training Catalog

The future of training is here.
Automotive

**Engine Oil Change**
With virtual reality goggles trainees learn and demonstrate proper procedures for an oil and filter change. After learning how to change oil and filter, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

**Battery Safety and Service**
With virtual reality goggles trainees learn and demonstrate proper safe procedures to remove, replace, clean, test, and charge batteries. After learning about battery safety and service, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

**Starting and Charging Fundamentals**
With virtual reality goggles trainees learn and demonstrate how to identify basic starting and charging system components, as well as basic testing and replacement for starting and charging systems (DTAC). After learning how to identify and test starting and charging systems, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

**Jacks, Jack Stands, and Lift Safety**
With virtual reality goggles trainees learn and demonstrate proper jack and jack stand placement, along with proper lift placement locations. After learning proper jack, jack stand, and lift placement locations, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

**Automotive Safety Awareness: Airbag, ABS, ADAS and HV Batteries**
With virtual reality goggles trainees learn and demonstrate proper procedures for handling air bags and awareness of common safety systems. After learning how to safely handle air bags, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

**Disc Brake Pad Replacement**
With virtual reality goggles trainees learn and demonstrate how to identify and inspect disc brake components. Trainees will also learn and demonstrate how to remove and replace brake pads. After learning how to identify, inspect, remove, and replace disc brake components, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

**Drum Brake Shoe Replacement**
With virtual reality goggles trainees learn and demonstrate how to identify and inspect drum brake components. Trainees will also learn and demonstrate how to remove and replace brake shoes. After learning how to identify, inspect, remove, and replace drum brake components, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

**Fuel System Fundamentals**
With virtual reality goggles trainees learn and demonstrate how to locate and identify air induction and fuel system components. After learning how to locate and identify air induction and fuel system components, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

**Fuel System Safety**
With virtual reality goggles trainees learn and demonstrate proper fuel system bleeding procedures. After learning proper fuel system bleeding procedures, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

**Engine Cylinder Compression Test**
With virtual reality goggles trainees learn and demonstrate proper procedures for an engine cylinder compression test. After learning the proper procedures for an engine cylinder compression test, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

**Steering System Types**
With virtual reality goggles trainees learn and demonstrate how to identify various types of steering system designs. After learning how to identify steering system designs, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

**Blueprint Reading**

**Intro to Construction and Technical Drawings**
With virtual reality goggles trainees learn and demonstrate how to interpret the “Language of Lines” and how they are used in architectural and technical drawings. After learning about construction and technical drawings from the coach, the trainee demonstrates the skills on their own with corrective feedback from the virtual coach to guide the trainee toward mastery.

**Interpreting Technical Drawings**
With virtual reality goggles trainees learn and demonstrate the use of the “Language of Lines” to interpret Technical Drawings. After learning how to interpret Technical Drawings from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

**Technical Drawings - Dimensioning**
With virtual reality goggles trainees learn and demonstrate accepted dimensioning techniques used in Technical Drafting. After learning these dimensioning techniques from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.
Technical Drawings - Standard Symbols, Screw Callouts, and Thread Symbols
With virtual reality goggles trainees learn and demonstrate how to identify and interpret common dimensioning symbols, interpret screw callouts and examine thread symbols within a technical drawing. After learning about common symbols from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Technical Drawings - Finishing Surfaces and Symbols
With virtual reality goggles trainees learn and demonstrate how to identify types of finishing surfaces and the corresponding surface symbols. In addition, trainees will distinguish lay symbols while identifying the relationship between lay symbols and surfaces. After learning about common symbols and finishing from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Technical Drawings - Terminology & Machined Slots
With virtual reality goggles trainees are introduced to terminology used to describe common configurations and features of the following machined parts and slots: chamfer, mortise and tenon, dovetails, T-grooves, slotted holes, keys and keyways.. After learning about common machined slots from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Technical Drawings - Intro to Title Blocks & Assembly Drawings
With virtual reality goggles trainees are introduced to the practice of using information from title blocks and assembly drawings to correctly identify machined parts. After learning about title blocks and assembly drawings from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Technical Drawings - Using Title Blocks & Assembly Drawings
With virtual reality goggles trainees learn and demonstrate how to use information from title blocks and assembly drawings to correctly identify machined parts. After learning how to use title blocks and assembly drawings to identify parts, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Technical Drawings - Intro to Visualization and Views
With virtual reality goggles trainees are introduced to Orthographic Projections, View Arrangements, Detail Drawings, Sectional and Auxiliary Views. After learning about projections and views from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Technical Drawings - Working with Projections and Views
With virtual reality goggles trainees learn and demonstrate how to use Orthographic Projections, View Arrangements, Detail Drawings, Sectional and Auxiliary Views to select and verify machined parts. After learning about working with projections and views from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Technical Drawings - Assembly and Tolerance
With virtual reality goggles trainees will identify the features of an assembly drawing and matching drawing and demonstrate reading tolerances by defining the range of variation of a part. After learning about assembly drawings and tolerances from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Technical Drawings - Assembly and Tolerance
With virtual reality goggles trainees are introduced to the practice of using information from title blocks and assembly drawings to correctly identify machined parts. After learning about title blocks and assembly drawings from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Technical Drawings - Assembly and Tolerance
With virtual reality goggles trainees learn and demonstrate how to use information from title blocks and assembly drawings to correctly identify machined parts. After learning how to use title blocks and assembly drawings to identify parts, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Technical Drawings - Assembly and Tolerance
With virtual reality goggles trainees learn and demonstrate knowledge of respiratory hazards and the basic use of respirators under the guidance of the virtual coach. After learning about respiratory use and respiratory hazards, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Construction Safety

Intro to Simon, and Accidents and Injury Prevention
With virtual reality goggles trainees learn accident and injury prevention awareness including identification of fire hazards, safe lifting, basic lockout tagout, and workplace hazards under the guidance of the virtual coach. After learning the skills from the coach, the trainee demonstrates the skills on their own with corrective feedback from the virtual coach to guide the trainee toward mastery.

Job Site Safety - Situational Awareness
With virtual reality goggles trainees learn and demonstrate job site situational awareness under the guidance of the virtual coach. Trainees perform a job site safety analysis and identify/locate special existing and potential hazards and changing conditions that must be addressed when performing assigned tasks in that area. After learning about special job site safety hazards and required situational awareness, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Protective Equipment: Eye, Hearing, Hand, and Foot Protection and Hearing Conservation
With virtual reality goggles trainees learn and demonstrate general knowledge of personal protective equipment (PPE) including eye protection, hearing protection, hand protection and conductive foot protection under the guidance of the virtual coach. After learning about each piece of PPE from the coach, the trainee demonstrates their PPE knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Personal Protective Equipment - Respirators
With virtual reality goggles trainees learn and demonstrate knowledge of respiratory hazards and the basic use of respirators under the guidance of the virtual coach. After learning about respirator use and respiratory hazards, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.
Ladder Safety: Extension Ladders
With virtual reality goggles trainees learn and demonstrate how to inspect, safely set up, and properly use an extension ladder under guidance from the virtual coach. Trainees learn what to look for when inspecting a ladder, safe set up including the 4 to 1 rule, and climbing ladders using the 3 points of contact rule. After learning about extension ladder safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Scaffolds
With virtual reality goggles trainees learn and demonstrate safe use of scaffolds under guidance from the virtual coach. Trainees learn about proper personal protective equipment required for fall prevention and safe tie off procedures when navigating scaffolds. After learning about scaffold safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Intro to Rigging Equipment
With virtual reality goggles trainees learn and demonstrate knowledge of different types of slings and shackles commonly used in rigging. Trainees learn proper hardware inspection, how to recognize defects under the guidance of the virtual coach. After learning about the safe inspection and rigging procedures, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Intro to Rigging Hitches
With virtual reality goggles trainees learn and demonstrate basic concepts and safety practices for a bridle hitch and a double choker hitch under the guidance of the virtual coach. After learning about hitches, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Energy Related Hazards
With virtual reality goggles trainees learn and demonstrate awareness of energy related hazards and techniques under guidance from the virtual coach. Trainees learn to recognize hazards and basic safety techniques when working around electricity to avoid electric shock. Trainees learn about the basic use of ground-fault circuit interrupters (GFCI’s). After learning about electrical hazards and GFCI, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Logical & Tagout
With virtual reality goggles trainees learn and demonstrate a lockout tagout procedure under guidance from the virtual coach. Trainees learn about the importance of locking out equipment before maintenance or repair and the proper steps to lock and tag equipment and then unlocking equipment when maintenance or repair is complete. After learning about lockout tagout procedures, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Safety Data Sheets
With virtual reality goggles trainees learn and demonstrate knowledge of Safety Data Sheets (SDS) to identify hazards involved with using a chemical, related first aid measures and personal protective equipment when working with chemicals under guidance from the virtual coach. Trainees learn about the common sections of an SDS and how to find and use them in the workplace. After learning about safety data sheets, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Fractional Inch Rule
With virtual reality goggles trainees learn and demonstrate how to measure using the fractional inch rule under guidance from the virtual coach. Trainees learn how to read and record the proper measurement of sample pipes using the fractional inch rule. After learning about the fractional inch rule, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Decimal Rule
With virtual reality goggles trainees learn and demonstrate how to measure using the decimal rule under guidance from the virtual coach. Trainees learn how to read and record the proper measurement of sample pipes using the decimal rule. After learning about the decimal rule, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Metric Rule
With virtual reality goggles trainees learn and demonstrate how to measure using the metric rule under guidance from the virtual coach. Trainees learn how to read and record the proper measurement of sample pipes using the metric rule. After learning about the metric rule, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Hand Tools: Inspecting and Identifying Correctly
With virtual reality goggles trainees learn and demonstrate how to identify and inspect the following common construction hand tools. After learning about identifying and inspecting each tool from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Hand Tools: Using Hand Tools Correctly
With virtual reality goggles trainees learn and demonstrate how to properly and safely use the following common construction hand tools. After learning about safe use of each tool from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Layout Tools: Squares, Plumb Bobs, and Levels
With virtual reality goggles trainees learn and demonstrate how to use squares, plumb bobs, and levels under the guidance of the virtual coach. Trainees will learn to identify a square, a plumb bob, and a level and how to use them in a layout process. After learning about the square, the plumb bob, and the level, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.
Hand Tools: Hand Saws
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use a hand saw under the guidance from the virtual coach. Trainee uses the hand saw to make accurate cuts to specification. After learning about hand saw use, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Hand Tools: Hack Saws
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use a hacksaw under the guidance from the virtual coach. Trainee uses the hack saw to make accurate cuts to specification. After learning about safe hack saw use, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Power Tools: Impact Wrenches
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use an impact wrench under the guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with impact wrenches and how to safely use the tool. After learning about impact wrenches, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Power Tools: Hammer Drill
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use a hammer drill under the guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with hammer drills, how to safely inspect and connect the cords, and how to safely install a drill bit and use the tool. After learning about hammer drill safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Power Tools: Electrical Safety: Pneumatic Wrenches and Screwdrivers
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use pneumatic wrenches and screwdrivers under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with pneumatic wrenches and screwdrivers, how to safely inspect and connect pneumatic hoses, and how to safely use the tools. After learning about pneumatic screwdrivers and wrenches, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Power Tools: Reciprocating Saw
With virtual reality goggles trainees learn and demonstrate to inspect and safely use a reciprocating saw under the guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with reciprocating saws, how to safely inspect and connect the cords, how to safely inspect and replace a saw blade, and use the tool. After learning about reciprocating saw safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Power Tools: Stationary Grinder
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use a stationary grinder under the guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with stationary grinders, how to inspect the grinding wheel, and how to safely use the tool to grind a piece of stock. After learning about stationary grinder safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Power Tools: Handheld Grinder
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use a handheld grinder under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with handheld grinders, how to inspect the grinding wheel, and how to safely use the tool to grind a piece of stock. After learning about handheld grinder safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Power Tools: Cut-Off Saw
With virtual reality goggles trainees learn and demonstrate to inspect and safely use a cut-off saw under the guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with cut-off saws, how to safely inspect and connect the cords, how to safely inspect and replace a saw blade, what hard materials the saw is used for, and how to safely use the tool. After learning about cut-off saw safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Construction Drawings 1
With virtual reality goggles trainees learn and demonstrate how to identify and interpret various types of construction drawings, their purpose, and fundamental components, under guidance of the virtual coach. After learning about general construction drawings, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.
### Materials Handling: Situational Awareness
With virtual reality goggles trainees learn and demonstrate situational awareness in a warehouse environment. After learning about the importance and safety aspect of situational awareness from the virtual coach, the trainee demonstrates their awareness in the warehouse by identifying workers, motorized vehicles, and loading/unloading trucks in a busy environment with corrective feedback from the virtual coach to guide the trainee toward mastery.

### Materials Handling: Manual Lifting
With virtual reality goggles trainees learn and demonstrate safe manual lifting techniques under guidance from the virtual coach. The trainee observes both safe and unsafe lifting techniques by a virtual coworker before demonstrating safe lifting themselves in the virtual environment. After learning about safe manual lifting under guidance from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

### Materials Handling: Non-Motorized Equipment
With virtual reality goggles trainees learn and demonstrate safe route planning using a pallet jack under the guidance from the virtual coach. After learning about non-motorized materials handling under guidance from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

### Materials Handling: Storage Safety
With virtual reality goggles trainees learn and demonstrate safe receiving and storage techniques under guidance from the virtual coach. Trainees learn basic material inbound scanning, safe unpacking procedures including safe use of shears to cut steel straps and safe stacking techniques. After learning about receiving and storage safety under guidance from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

### Materials Handling: Motorized Equipment
With virtual reality goggles trainees learn and demonstrate how to identify motorized material-handling equipment and how they are used under the guidance from the virtual coach. Trainees learn to identify motorized material handling equipment including forklifts and understand safe forklift practices. After learning about motorized materials handling under guidance from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

### Materials Handling: Placards
With virtual reality goggles trainees learn and demonstrate how to identify and understand common hazardous materials placards under the guidance from the virtual coach. Trainees learn about the components of hazmat placards, how placards are used and are introduced to common placards. After learning about hazardous materials placards under guidance from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

### Hospitality
Coastal Bend College offers a virtual reality training for hospitality. Trainees may interact with a remote trainer to refine and evaluate their skills in the virtual hotel lobby in this multiplayer environment. The Virtual Training Environment may be used in lieu of a face to face evaluation by a trainer.

### First Impressions
**Receiving a 5 Star Experience**
With virtual reality goggles trainees experience a 5-star experience as a guest checking in to a hotel. Trainees will understand how to use soft skills for guest interactions and the hallmarks of professionalism including hygiene, dress, and coming to work prepared.

### First Impressions
**Providing a 5 Star Experience**
With virtual reality goggles trainees learn and demonstrate how to welcome a guest, make a connection with a guest, and ensure guest needs are met as a hotel front desk agent with guidance from their virtual coach. Trainees must speak aloud to the virtual guests and will hear their voice playback to build confidence in their abilities. After a walkthrough with the virtual coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to welcome a guest on their own.

### First Impressions
**Final Performance Submission**
With virtual reality goggles trainees will check in a virtual guest in a recorded interaction with no help from the virtual coach. Trainees will review a playback of their complete interaction with the virtual guest, reflect, and perfect their performance before submitting a final recording to their instructor for review.

---

**WWW.COASTALBEND.EDU/CE**

269
Introduction to Simon
With virtual reality goggles, trainees are introduced to the virtual coach who will guide them through the simulations in the Precision Measurement module. Trainees learn about the experience points and the sequence of correct actions required to master the skills in Precision Measurement.

Controls Tutorial
With virtual reality goggles, trainees learn and demonstrate how to use the VR controls under guidance from the virtual coach. Trainees learn how to use the VR controllers to pick up objects, select objects, and move objects around. After learning about the controls, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Fractional Inch Rule
With virtual reality goggles, trainees learn and demonstrate how to use the fractional inch rule under guidance from the virtual coach. Trainees learn how to read and record the proper measurement of sample pipes using the fractional inch rule. After learning about the fractional inch rule, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Decimal Rule
With virtual reality goggles, trainees learn and demonstrate how to use the decimal rule under guidance from the virtual coach. Trainees learn how to read and record the proper measurement of sample pipes using the decimal rule. After learning about the decimal rule, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Metric Rule
With virtual reality goggles, trainees learn and demonstrate how to measure using the metric rule under guidance from the virtual coach. Trainees learn how to read and record the proper measurement of sample pipes using the metric rule. After learning about the metric rule, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Calipers Controls Tutorial
With virtual reality goggles, trainees are introduced to an outside caliper under guidance from the virtual coach. Trainees will learn how to use the controls to manipulate these tools.

Outside Caliper
With virtual reality goggles, trainees learn and demonstrate how to use an outside caliper under guidance from the virtual coach. Trainees learn how to take a transfer measurement using the outside caliper and a fractional inch rule to read and record the proper measurement of sample pipes. After learning about the outside caliper, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Inside Caliper
With virtual reality goggles, trainees learn and demonstrate how to use an inside caliper under guidance from the virtual coach. Trainees learn how to take a transfer measurement using the inside caliper and a fractional inch rule to read and record the proper measurement of sample pipes. After learning about the inside caliper, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Dial Inch Caliper
With virtual reality goggles, trainees learn and demonstrate how to use a dial inch caliper under guidance from the virtual coach. Trainees learn how to use the dial inch caliper to measure the outside diameter, inside diameter, and the depth of a piece of pipe. Trainees learn to select the correct measurement of that pipe in their journal. After learning about the dial inch caliper, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Digital Caliper
With virtual reality goggles, trainees learn and demonstrate how to use a digital caliper under guidance from the virtual coach. Trainees learn how to use the digital inch caliper to measure the inside diameter, the outside diameter and the depth of a piece of pipe. Trainees learn how to select the correct measurement of that pipe in their journal. After learning about the digital caliper, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Micrometer Controls Tutorial
With virtual reality goggles, trainees are introduced to a micrometer under guidance from the virtual coach. Trainees will learn how to use the controls to manipulate these tools.

Micrometer
With virtual reality goggles, trainees learn and demonstrate how to use a micrometer under guidance from the virtual coach. Trainees learn how to read and record the proper measurement of sample pipes using the micrometer. After learning about the metric rule, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.
Digital Micrometer
With virtual reality goggles, trainees learn and demonstrate how to use a digital micrometer under guidance from the virtual coach. Trainees learn how to read and record the proper measurement of sample pipes using the digital micrometer. After learning about the digital micrometer, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Calibration and Zeroing Tools
With virtual reality goggles, trainees learn and demonstrate calibration and zeroing tools under guidance from the virtual coach. Trainees learn the importance of checking the calibration and zeroing their tools, along with how and when to do so. Trainees learn how to read a calibration label and what to do if a tool is out of calibration. Trainees learn the procedure to zero digital calipers and digital micrometers. After learning how to calibrate and zero tools, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Simplify Fractions - Halves
With virtual reality goggles, trainees learn and demonstrate an understanding of halves and how to simplify fractions with a denominator of 2. Trainees learn to represent halves on a virtual ruler. Trainees demonstrate their understanding of halves by manipulating blocks on the virtual ruler when presented with a fraction that may need to be simplified. After learning about simplifying fractions with a denominator of 2, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Simplify Fractions - Quarters
With virtual reality goggles, trainees learn and demonstrate an understanding of quarters and how to simplify fractions with a denominator of 4. Trainees learn to represent quarters on a virtual ruler. Trainees demonstrate their understanding of quarters by manipulating blocks on the virtual ruler when presented with a fraction that may need to be simplified. After learning about simplifying fractions with a denominator of 4, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Simplify Fractions - 8ths
With virtual reality goggles, trainees learn and demonstrate an understanding of 8ths and how to simplify fractions with a denominator of 8. Trainees learn to represent 8ths on a virtual ruler. Trainees demonstrate their understanding of 8ths by manipulating blocks on the virtual ruler when presented with a fraction that may need to be simplified. After learning about simplifying fractions with a denominator of 8, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Simplify Fractions - 16ths and Compound Fractions
With virtual reality goggles, trainees learn and demonstrate an understanding of 16ths and how to simplify fractions with a denominator of 16. Trainees learn compound fractions and how to simplify them. Trainees learn to represent 16ths on a virtual ruler. Trainees demonstrate their understanding of 16ths by manipulating blocks on the virtual ruler when presented with a fraction that may need to be simplified. After learning about simplifying fractions with a denominator of 16 and compound fractions, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Simplify Fractions - 32nds, 64ths, and the Scale Rule
With virtual reality goggles, trainees learn and demonstrate an understanding of 32nds, 64ths, and how to simplify fractions with a denominator of 32 and 64. Trainees learn how to read the scale rule using the 32nds and 64ths scales. Trainees learn to represent 32nds and 64ths on a virtual ruler. Trainees demonstrate their understanding of 32nds and 64ths by manipulating blocks on the virtual ruler when presented with a fraction that may need to be simplified. After learning about simplifying fractions with a denominator of 32 and 64 and the scale rule, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Decimals and Rounding
With virtual reality goggles, trainees learn and demonstrate an understanding of decimals and rounding decimals. Trainees receive work orders and learn to accurately report decimals to the tenths, hundredths, and thousandths place. After learning about decimals and rounding decimals, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Plant Safety

Intro to Simon, and Accidents and Injury Prevention
With virtual reality goggles trainees learn accident and injury prevention awareness including identification of fire hazards, safe lifting, basic lockout tagout, and workplace hazards under the guidance of the virtual coach. After learning the skills from the coach, the trainee demonstrates the skills on their own with corrective feedback from the virtual coach to guide the trainee toward mastery.

Protective Equipment: Eye, Hearing, Hand, and Foot Protection and Hearing Conversation
With virtual reality goggles trainees learn and demonstrate general knowledge of personal protective equipment (PPE) including eye protection, hearing protection, hand protection and conductive foot protection under the guidance of the virtual coach. After learning about each piece of PPE from the coach, the trainee demonstrates their PPE knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Hand Tools: Inspecting and Identifying Correctly
With virtual reality goggles trainees learn and demonstrate how to identify and inspect the following common hand tools: crescent wrench, sheet metal shears, torque wrench, Phillips screwdriver, channel locks, and a utility knife. After learning about identifying and inspecting each tool from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.
### Hand Tools: Using Hand Tools Correctly
With virtual reality goggles, trainees learn and demonstrate how to properly and safely use the following common hand tools: crescent wrench, sheet metal shears, torque wrench, phillips screwdriver, channel locks, and a utility knife. After learning about safe use of each tool from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

### Materials Handling: Metal/Glass Sheets and Cylindrical Objects
With virtual reality goggles, trainees learn and demonstrate safe lifting and handling of metal/glass sheets and cylindrical objects under the guidance of the virtual coach. Trainees learn to safely move glass sheets using suction cup lifters and how to safely move gas cylinders. After learning about the safe movement of metal/glass and gas cylinders under guidance from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

### Lockout & Tagout
With virtual reality goggles, trainees learn and demonstrate a lockout tagout procedure under guidance from the virtual coach. Trainees learn about the importance of locking out equipment before maintenance or repair and the proper steps to lock and tag equipment and then unlocking equipment when maintenance or repair is complete. After learning about lockout tagout procedures, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

### Materials Handling: Situational Awareness
With virtual reality goggles, trainees learn and demonstrate situational awareness in a warehouse environment. After learning about the importance and safety aspect of situational awareness from the virtual coach, the trainee demonstrates their awareness in the warehouse by identifying workers, motorized vehicles, and loading/unloading trucks in a busy environment with corrective feedback from the virtual coach to guide the trainee toward mastery.

### Materials Handling: Receiving and Storage Safety
With virtual reality goggles, trainees learn and demonstrate safe receiving and storage techniques under guidance from the virtual coach. Trainees learn basic material inbound scanning, safe unpacking procedures including safe use of shears to cut steel straps and safe stacking techniques. After learning about receiving and storage safety under guidance from the coach, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

### Materials Handling: Hoists & Cranes
With virtual reality goggles, trainees learn and demonstrate basic safety when working with and around hoists and cranes under guidance from the virtual coach. Trainees learn proper inspection and how to recognize defects on hoist and crane equipment and safe procedures in rigging to move a load from one location to another. After learning about the safe inspection and rigging procedures, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

### Robotic Work Cell Safety
With virtual reality goggles, trainees learn and demonstrate awareness of robotic work cell safety under guidance from the virtual coach. Trainees learn about personal protective equipment needed when working around robots, how to request entry to a common robot work cell, and general robot safety awareness. After learning about robotic work cell safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

### Energy Related Hazards (Electrical Safety, GFCI, and Electric Shock)
With virtual reality goggles, trainees learn and demonstrate awareness of energy related hazards and techniques under guidance from the virtual coach. Trainees learn to recognize hazards and basic safety techniques when working around electricity to avoid electric shock. Trainees learn about the basic use of ground-fault circuit interrupters (GFCI’s). After learning about electrical hazards and GFCI, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

### Ladder Safety: A-Frame Stepladders
With virtual reality goggles, trainees learn and demonstrate how to inspect, safely set up, and properly use an a-frame stepladder under guidance from the virtual coach. Trainees learn what to look for when inspecting a ladder, safe set up and climbing ladders using the 3 points of contact rule. After learning about a-frame ladder safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

### Ladder Safety: Straight Ladders
With virtual reality goggles, trainees learn and demonstrate how to inspect, safely set up, and properly use a straight ladder under guidance from the virtual coach. Trainees learn what to look for when inspecting a ladder, safe set up including the 4 to 1 rule and climbing ladders using the 3 points of contact rule. After learning about straight ladder safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.
Fire Extinguisher Safety
With virtual reality goggles trainees learn and demonstrate knowledge of fire extinguisher types and safe fire extinguisher operation under guidance from the virtual coach. Trainees learn about the classes of fires that extinguishers are rated for, how to verify an extinguisher is safe and ready for use, and the PASS technique for putting out a fire. After learning about fire extinguisher safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide them toward mastery.

Safety Data Sheets
With virtual reality goggles trainees learn and demonstrate knowledge of Safety Data Sheets (SDS) to identify hazards involved with using a chemical, related first aid measures and personal protective equipment when working with chemicals under guidance from the virtual coach. Trainees learn about the common sections of an SDS and how to find and use them in the workplace. After learning about safety data sheets, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide them toward mastery.

Bloodborne Pathogens
With virtual reality goggles trainees learn and demonstrate knowledge of bloodborne pathogens, the appropriate personal protective equipment and procedures necessary to protect themselves under guidance from the virtual coach. The trainee will learn to identify risks of bloodborne pathogens, how to wear the appropriate PPE, and how to safely clean up if bloodborne pathogens are a concern. After learning about bloodborne pathogens the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide them toward mastery.

Power Tools/Electrical Safety: Pneumatic Wrenches and Screwdrivers
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use pneumatic wrenches and screwdrivers under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with pneumatic wrenches and screwdrivers, how to safely inspect and connect pneumatic hoses, and how to safely use the tools. After learning about pneumatic screwdrivers and wrenches, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide them toward mastery.

Power Tools/Electrical Safety: Electric Drill
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use an electric drill under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with electric drills, how to safely inspect and connect the cords, and how to safely install a drill bit and use the tool. After learning about electric drill safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide them toward mastery.

Power Tools/Electrical Safety: Circular Saw
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use a circular saw under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with circular saws, how to safely inspect and connect the cords, how to safely install and replace the saw blade, and use the tool. After learning about circular saw safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide them toward mastery.

Power Tools/Electrical Safety: Miter Saw
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use a miter saw under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with miter saws, the parts and adjustments on a miter saw, and how to safely use the tool. After learning about miter saw safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide them toward mastery.

Power Tools/Electrical Safety: Handheld Grinders
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use a handheld grinder under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with handheld grinders, how to inspect the grinding wheel, and how to safely use the tool to grind a piece of stock. After learning about handheld grinder safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide them toward mastery.

Power Tools/Electrical Safety: Bench and Pedestal Grinders
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use a pedestal grinder under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with pedestal grinders, how to inspect the grinding wheel and grinder stability, and how to safely use the tool to grind a piece of stock. After learning about bench and pedestal grinder safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide them toward mastery.

Power Tools/Electrical Safety: Nibblers
With virtual reality goggles trainees learn and demonstrate how to inspect and safely use a pneumatic nibbler under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with nibblers and how to safely use the tool to cut a piece of sheet metal. After learning about nibbler safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide them toward mastery.

Welding Safety: Burn Safety
With virtual reality goggles trainees learn the different types of burn risks when near a welding arc, and demonstrate knowledge of personal protective equipment and safety measures needed to protect them under guidance from the virtual coach. After learning about arc welding burn safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide them toward mastery.

Have a question? Email us: ce@coastalbend.edu

WWW.COASTALBEND.EDU/CE
Welding Safety: Spot Welding Safety
With virtual reality goggles trainees learn and demonstrate safe usage of resistance welding equipment under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with spot welders and how to safely use the tool to weld a piece of stock. After learning about spot welding safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Welding Safety: MIG Welding Safety
With virtual reality goggles trainees learn and demonstrate safe usage of MIG Welding equipment under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with MIG welding equipment, how to inspect the welder before use, how to safely use the tool to weld two pieces of stock, and how to chip slag. After learning about MIG welding safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Welding Safety: Oxy-Acetylene Safety
With virtual reality goggles trainees learn and demonstrate safe usage of Oxy-Acetylene welding equipment under guidance from the virtual coach. Trainees learn what personal protective equipment is required when working with Oxy-Acetylene welding equipment, how to inspect the welder before use, how to safely set the flame, use the tool to weld a piece of stock. After learning about Oxy-Acetylene welding safety, the trainee demonstrates their knowledge with corrective feedback from the virtual coach to guide the trainee toward mastery.

Follow us on Facebook for updates on upcoming classes, application deadlines, and other important information.

Coastal Bend College Department of Continuing Education
CCMR: Career and Technical Education

Career and technical education programs offer a sequence of courses that provides students with coherent and rigorous content. CTE content is aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions.

The industry-based certifications are listed by the career cluster with which they most closely align, according to the Texas Education Agency (TEA).
- Architecture and Construction
- Arts, Audio Visual Technology, and Communications
- Business, Marketing, and Finance
- Education and Training
- Health Science
- Information Technology
- Manufacturing
- Transportation, Distribution, and Logistics

Coastal Bend College has worked on adding additional courses to the catalog for Continuing Education. In the next section, courses that align with the TEA’S CCMR Career requirement are listed with the corresponding industry-based certification.
Architecture and Construction

Autodesk Certified Professional or User in AutoCAD
Industry-Based Certification Description: An Autodesk AutoCAD Certified User will demonstrate competency in computer-aided design (CAD). The exam covers the basic use of the AutoCAD software as well as basic drafting and design techniques.

Individuals who would like to earn an Autodesk AutoCAD certification will show demonstrated mastery in drawing objects with accuracy, modifying objects, using additional drawing techniques, and organizing objects. In addition, students should know how to reuse existing content, annotate drawings, complete layouts and printing and apply basic drawing skills.

AutoCAD 2021 Certified User
This 100% online AutoCAD 2021 training course will teach you how to create and edit a simple drawing, with a focus on the 2D tools within AutoCAD. Once you master the basic 2D skills, you will move on to explore more advanced efficiency tools, complex objects, using external reference and image files, collaboration tools, publishing, and enhancing productivity with simple customization. The course content is heavily focused on hands-on exercises which require that the software be installed. On course completion, you will meet the requirements needed to take the Autodesk AutoCAD Certified User exam.

This course offers enrollment with a voucher. The voucher is pre-paid access to sit for the certifying exam upon eligibility.

Prerequisites:
A working knowledge of basic design/drafting procedures and terminology is recommended.

Hours:155 Price: $2595
Course is online and open enrollment.

Autodesk Certified Professional or User in Revit Architecture
Industry-Based Certification Description: The Autodesk Certified User Revit® certifications demonstrate entry-level knowledge using building information software for careers in architecture, interior design, and construction management.

An Autodesk Certified Professional in Revit Architecture® can accelerate career development, improved productivity, and enhance credibility in the architectural and construction management industries.

Individuals who would like to earn the certification will have demonstrated mastery of the following skills of collaboration, documentation, modeling and views.

Autodesk Revit Architecture 2021
Autodesk Revit for Architecture is one of the leading Building Information Modeling (BIM) software products for architectural firms. This 100% online course will teach you the fundamentals of Autodesk Revit Architecture software and fully prepare you to pass the Autodesk Revit Certified User for Architecture exam. You will learn how to navigate the interface and use the fundamental design functions available in Revit. The course content is heavily focused on hands-on exercises which require that the software be installed.

This course offers enrollment with a voucher. The voucher is pre-paid access to sit for the certifying exam upon eligibility.

Prerequisites:
A working knowledge of basic design/drafting procedures and terminology is recommended.

Hours:120 Price: $2595
Course is online and open enrollment.

NCCER Carpentry, Level 1
Industry-Based Certification Description: Carpenters are involved in many different kinds of construction activities, from building highways and bridges to installing kitchen cabinets. Carpenters construct, erect, install, and repair structures and fixtures made from wood and other materials.

In addition, they are responsible for measuring materials or objects for installation or assembly and then assembling products or production equipment.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Carpentry, Level 2
Industry-Based Certification Description: Carpenters are involved in many different kinds of construction activities, from building highways and bridges to installing kitchen cabinets. Carpenters construct, erect, install, and repair structures and fixtures made from wood and other materials.

In addition, they are responsible for measuring materials or objects for installation or assembly and then assembling products or production equipment.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.
NCCER Commercial Carpenter
Industry-Based Certification Description: Carpenters are involved in many different kinds of construction activities, from building highways and bridges to installing kitchen cabinets. Carpenters construct, erect, install, and repair structures and fixtures made from wood and other materials.

In addition, they are responsible for measuring materials or objects for installation or assembly and then assembling products or production equipment.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Commercial Electrician
Industry-Based Certification Description: Electricians install electrical systems in structures; they install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures, and they follow blueprints, the National Electrical Code® and state and local codes.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

Electrical Technician
Electricity is quite possibly the most important source of power. Electricity powers your computer, drives the machines tools in a manufacturing shop, and lights the facilities in which people work. To maintain all this electrical equipment, electrical professionals must understand the fundamentals of electricity and the components used to generate, control, and store it. If you’re looking for a stable career that is important in the everyday lives of people around you, this course could be just right for you.

The course provides an intensive overview of the skills necessary for electrical maintenance, including math, inspection, safety, quality, electrical systems, automation, motor controls, and assembly. Get started in this accelerated online course today and begin your career as an electrical technician!

Hours: 120  Price: $1995
Course is online and open enrollment.

NCCER Construction Site Safety Technician (CSST)
Industry-Based Certification Description: The Construction Site Safety Training Program is a widely used safety system employed by contractors and owners who demand more from their on-site supervisors and safety technicians. The program was designed to prepare trainees for the widely recognized safety certifications offered by the Board of Certified Safety Professionals, including the Construction Health and Safety Technician (CHST).

This certification provides the foundation for change in safety culture, promoting a safety-first philosophy throughout every level of an organization – from the new employee to every level of management.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Construction Technology
Industry-Based Certification Description: This certification will ground the trainee in the basic knowledge and principles of carpentry, masonry, concrete finishing, electrical work, HVAC, and plumbing. Students will be skilled in different phases of a project from start to finish.

The student will be able to interpret construction drawings; perform quality concrete and brickwork; frame walls, ceilings, and floors of a structure; and install the proper wiring and piping for electrical, and plumbing systems.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Core Curriculum
Industry-Based Certification Description: The NCCER Core is a prerequisite to all other Level 1 craft curriculum. The learning objectives and performance tasks cover topics such as Basic Safety, Communication Skills and Introduction to Construction Drawings.

Completing these modules gives the trainee the basic skills needed to continue education in any craft area he or she chooses.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.
NCCER Electrical, Level 1
Industry-Based Certification Description:
Electricians install electrical systems in structures; they install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures, and they follow blueprints, the National Electrical Code® and state and local codes.

The NCCER Level 1 Electrical exam covers the topics such as an orientation to the electrical trade, electrical safety, introduction to electrical circuits, electrical theory, introduction to the National Electrical Code®, device boxes, and basic electrical construction drawings. Additional topics can be found at the link below.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

Residential Electrician
With booming infrastructure, new energy conservation projects, and an aging workforce, the demand for skilled electricians is on the rise. In fact, the Bureau of Labor Statistics projects that jobs for electrician will increase 14 percent through the year 2024.

The Electrician Training course is designed to teach you general and electrical safety procedures, use of common hardware and materials used in an electrical system, how to read and understand building plans, and more. In addition, you will be prepared for electrician licensing tests, generally required by most states and localities. While tests differ, you will need to understand electrical theory, the National Electrical Code®, local electrical codes, and the various types of wiring methods and materials.

By course completion, you should be able to pass a residential electrician licensing exam and start an entry level career as a residential electrician or electrician apprentice. Check with your state, county, or city for residential electrician licensing rules and whether this course’s hours will be accepted towards licensing.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• DEWALT Electrical Licensing Exam Guide
• Residential Construction Academy: House Wiring
• National Electrical Code 2017

Prerequisites:
While not required, it is recommended that a person taking this course have some basic knowledge of direct current and alternating current electrical theory.

Hours: 144 Price: $2495
Course is online and open enrollment.
NCCER Electrical, Level 2
Industry-Based Certification Description:
Electricians install electrical systems in structures; they install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures, and they follow blueprints, the National Electrical Code® and state and local codes.

The NCCER Level 2 Electrical exam covers the topics such as an alternating current, motor theory and application, electric lighting, conduit bending, pull and junction boxes, and conductor installations. Additional topics can be found at the link below.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

Residential Electrician
With booming infrastructure, new energy conservation projects, and an aging workforce, the demand for skilled electricians is on the rise. In fact, the Bureau of Labor Statistics projects that jobs for electrician will increase 14 percent through the year 2024.

The Electrician Training course is designed to teach you general and electrical safety procedures, use of common hardware and materials used in an electrical system, how to read and understand building plans, and more. In addition, you will be prepared for electrician licensing tests, generally required by most states and localities. While tests differ, you will need to understand electrical theory, the National Electrical Code®, local electrical codes, and the various types of wiring methods and materials.

By course completion, you should be able to pass a residential electrician licensing exam and start an entry level career as a residential electrician or electrician apprentice. Check with your state, county, or city for residential electrician licensing rules and whether this course’s hours will be accepted towards licensing.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• DEWALT Electrical Licensing Exam Guide
• Residential Construction Academy: House Wiring
• National Electrical Code 2017

Prerequisites:
While not required, it is recommended that a person taking this course have some basic knowledge of direct current and alternating current electrical theory.

Hours:144 Price: $2495
Course is online and open enrollment.

NCCER Electronic Systems Technician, Level 1
Industry-Based Certification Description:
Electronic Systems Technicians (EST) are skilled in a variety of areas, and they work in both residential and commercial settings. They are tasked with installing lighting, telecommunications equipment, and security systems.

Electronic Systems Technicians also install remote monitoring systems in commercial applications and can retrofit current systems with modernized remote monitoring technology. The skills and duties of ESTs are broad, varied, and in high demand.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Electronic Systems Technician, Certification: Level 2
Industry-Based Certification Description:
Electronic Systems Technicians (EST) are skilled in a variety of areas, and they work in both residential and commercial settings. They are tasked with installing lighting, telecommunications equipment, and security systems.

Electronic Systems Technicians also install remote monitoring systems in commercial applications and can retrofit current systems with modernized remote monitoring technology. The skills and duties of ESTs are broad, varied, and in high demand.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

Have questions?
Give us a call at (361) 354-2768.
**NCCER HVAC, Level 1**

Industry-Based Certification Description:
The certification in HVAC (heating and air-conditioning systems) technology encompasses skills including interpreting blueprints, specifications, or diagrams to inform installation, development or operation activities, servicing heating, ventilation or air-conditioning (HVAC) systems or components, and inspecting systems to determine if they are operating properly.

The NCCER exams ask students to explain the basic principles of heating, ventilation, air conditioning, and refrigeration, basic electrical theory and to describe the principles that guide HVAC installation and service techniques. Additional exam objectives can be found at the NCCER website.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

**HVAC/R Technician**

This course will prepare you for an entry-level career in the HVAC/R industry by providing hands-on guidance for service, repair, and solutions.

You will learn from in-depth materials, including service call simulations that bring concepts to life. By course completion, you will be ready to pass all 17 HVAC Excellence Employment Ready Certificates, the EPA 608, and the NATE Ready to Work Certificate.

You will also receive a voucher package for the HVAC Excellence Employment Ready Certificate exam and EPA 608 Certification exam. However, please research your state’s requirements prior to enrollment to ensure this course is a right fit for you.

Certificate Exams
This course will provide the necessary information to pass the following entry-level certificate exams:
- HVAC Excellence ESCO Group: 17 Employment Ready Certificates
- NATE: Ready to Work Certificate
- EPA 608: Section 608 Universal Technician Certification

Upon course completion, you will also receive a voucher package for the HVAC Excellence Employment Ready Certificate exam* that includes:
- 1 Employment Ready Certificate for Electrical
- 1 Employment Ready Certificate for Air Conditioning
- 1 EPA 608 Voucher
*Proctor fees may apply

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment.

The following optional material will be available online:
- EPA Section 608 Preparatory Manual

The following optional textbook will be shipped to you approximately 7-10 business days after enrollment:
- DEWALT HVAC Technician Certification Exam Guide

Prerequisites:
There are no prerequisites to take this course. However, we recommend having a high school diploma or GED. If you have the required work experience to take the NATE or HVAC Excellence certification exams, or currently hold Ready to Work certificates and have 2 years of work experience, it is recommended that you take the HVAC/R Certified Technician course. Please research your state’s requirements prior to enrollment to ensure this course is a right fit for you.

Hours: 162 Price: $2895
Course is online and open enrollment.

---

**NCCER Masonry, Level 1**

Industry-Based Certification Description:
The masonry certification includes student knowledge and skill in planning layout of construction, installation, or repairs, and reviewing blueprints or specifications to determine work requirements. Requirements of the student include cutting tile, stone, or other masonry materials, installing masonry materials, and applying mortar.

The Masonry exam content includes describing the characteristics of block and brick; how to set up, lay out, and bond block and brick; how to cut block and brick; how to lay and tool block and brick; and how to clean block and brick once they have been laid.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

**NCCER Masonry, Level 2**

Industry-Based Certification Description:
The masonry certification includes student knowledge and skill in planning layout of construction, installation, or repairs, and reviewing blueprints or specifications to determine work requirements. Requirements of the student include cutting tile, stone, or other masonry materials, installing masonry materials, and applying mortar.

The Masonry two exam ask the student to describe the construction techniques for residential and small structure foundations, steps, patios, decks, chimneys, and fireplaces and work activities that the mason must perform, as well as those tasks that tie into the masonry work.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.
Construction Education and Research.

Training Sponsor for National Center for the process of becoming an Accredited Coastal Bend College is currently in the NCCER webpage. Additional exam content can be found on straight line, piercing, bevels, and washing. to light, adjust, and shut down oxyfuel setup requirements and explain how identify oxyfuel cutting equipment and safety requirements for oxyfuel cutting handling, students are asked to explain the in the painting trade, explain the purpose and objectives of an apprentice training program and describe the desired characteristics of professionals in the painting trade.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

Certification: NCCER Pipefitting, Level 1

Industry-Based Certification Description: Pipefitters install and repair both high- and low-pressure pipe systems used in manufacturing, in the generation of electricity, and in the heating and cooling of buildings.

In addition to safety and proper tool handling, students are asked to explain the safety requirements for oxyfuel cutting identify oxyfuel cutting equipment and setup requirements and explain how to light, adjust, and shut down oxyfuel equipment. Exam candidates will perform cutting techniques that include straight line, piercing, bevels, and washing. Additional exam content can be found on the NCCER webpage.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Plumbing, Level 1

Industry-Based Certification Description: A student obtaining this certification will describe the history of the painting trade, including how the Clean Air and Lead Abatement laws and regulations have changed the paint industry, identify career opportunities available for people in the painting trade, explain the purpose and objectives of an apprentice training program and describe the desired characteristics of professionals in the painting trade.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

Certification: NCCER Pipefitting, Level 1

Industry-Based Certification Description: Pipefitters install and repair both high- and low-pressure pipe systems used in manufacturing, in the generation of electricity, and in the heating and cooling of buildings.

In addition to safety and proper tool handling, students are asked to explain the safety requirements for oxyfuel cutting identify oxyfuel cutting equipment and setup requirements and explain how to light, adjust, and shut down oxyfuel equipment. Exam candidates will perform cutting techniques that include straight line, piercing, bevels, and washing. Additional exam content can be found on the NCCER webpage.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Plumbing, Level 1

Industry-Based Certification Description: A student obtaining this certification will describe the history of the painting trade, including how the Clean Air and Lead Abatement laws and regulations have changed the paint industry, identify career opportunities available for people in the painting trade, explain the purpose and objectives of an apprentice training program and describe the desired characteristics of professionals in the painting trade.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Plumbing, Level 2

Industry-Based Certification Description: Students will safely use, properly care for, and maintain plumbing tools use basic math to calculate pipe length and read, interpret, and sketch construction drawings, as well as how to draw lines to scale.

The Plumbing Level two exam ask students to explain the Pythagorean theorem, reviews methods for laying out square corners, and discuss the techniques used to calculate simple and rolling offsets, as well as offsets on parallel runs of pipe. In addition, students should be prepared to locate, install, connect, and test a complete drain, waste, and vent (DWV) system including how to develop material takeoffs, set up and use levels, locate building sewers and building drains, locate fixtures, and test a DWV system.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Plumbing, Level 2

Industry-Based Certification Description: Students will safely use, properly care for, and maintain plumbing tools use basic math to calculate pipe length and read, interpret, and sketch construction drawings, as well as how to draw lines to scale.

The Plumbing Level two exam ask students to explain the Pythagorean theorem, reviews methods for laying out square corners, and discuss the techniques used to calculate simple and rolling offsets, as well as offsets on parallel runs of pipe. In addition, students should be prepared to locate, install, connect, and test a complete drain, waste, and vent (DWV) system including how to develop material takeoffs, set up and use levels, locate building sewers and building drains, locate fixtures, and test a DWV system.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Plumbing, Level 2

Industry-Based Certification Description: Students will safely use, properly care for, and maintain plumbing tools use basic math to calculate pipe length and read, interpret, and sketch construction drawings, as well as how to draw lines to scale.

The Plumbing Level two exam ask students to explain the Pythagorean theorem, reviews methods for laying out square corners, and discuss the techniques used to calculate simple and rolling offsets, as well as offsets on parallel runs of pipe. In addition, students should be prepared to locate, install, connect, and test a complete drain, waste, and vent (DWV) system including how to develop material takeoffs, set up and use levels, locate building sewers and building drains, locate fixtures, and test a DWV system.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Plumbing, Level 2

Industry-Based Certification Description: Students will safely use, properly care for, and maintain plumbing tools use basic math to calculate pipe length and read, interpret, and sketch construction drawings, as well as how to draw lines to scale.

The Plumbing Level two exam ask students to explain the Pythagorean theorem, reviews methods for laying out square corners, and discuss the techniques used to calculate simple and rolling offsets, as well as offsets on parallel runs of pipe. In addition, students should be prepared to locate, install, connect, and test a complete drain, waste, and vent (DWV) system including how to develop material takeoffs, set up and use levels, locate building sewers and building drains, locate fixtures, and test a DWV system.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Plumbing, Level 2

Industry-Based Certification Description: Students will safely use, properly care for, and maintain plumbing tools use basic math to calculate pipe length and read, interpret, and sketch construction drawings, as well as how to draw lines to scale.

The Plumbing Level two exam ask students to explain the Pythagorean theorem, reviews methods for laying out square corners, and discuss the techniques used to calculate simple and rolling offsets, as well as offsets on parallel runs of pipe. In addition, students should be prepared to locate, install, connect, and test a complete drain, waste, and vent (DWV) system including how to develop material takeoffs, set up and use levels, locate building sewers and building drains, locate fixtures, and test a DWV system.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Plumbing, Level 2

Industry-Based Certification Description: Students will safely use, properly care for, and maintain plumbing tools use basic math to calculate pipe length and read, interpret, and sketch construction drawings, as well as how to draw lines to scale.

The Plumbing Level two exam ask students to explain the Pythagorean theorem, reviews methods for laying out square corners, and discuss the techniques used to calculate simple and rolling offsets, as well as offsets on parallel runs of pipe. In addition, students should be prepared to locate, install, connect, and test a complete drain, waste, and vent (DWV) system including how to develop material takeoffs, set up and use levels, locate building sewers and building drains, locate fixtures, and test a DWV system.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Plumbing, Level 2

Industry-Based Certification Description: Students will safely use, properly care for, and maintain plumbing tools use basic math to calculate pipe length and read, interpret, and sketch construction drawings, as well as how to draw lines to scale.

The Plumbing Level two exam ask students to explain the Pythagorean theorem, reviews methods for laying out square corners, and discuss the techniques used to calculate simple and rolling offsets, as well as offsets on parallel runs of pipe. In addition, students should be prepared to locate, install, connect, and test a complete drain, waste, and vent (DWV) system including how to develop material takeoffs, set up and use levels, locate building sewers and building drains, locate fixtures, and test a DWV system.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Plumbing, Level 2

Industry-Based Certification Description: Students will safely use, properly care for, and maintain plumbing tools use basic math to calculate pipe length and read, interpret, and sketch construction drawings, as well as how to draw lines to scale.

The Plumbing Level two exam ask students to explain the Pythagorean theorem, reviews methods for laying out square corners, and discuss the techniques used to calculate simple and rolling offsets, as well as offsets on parallel runs of pipe. In addition, students should be prepared to locate, install, connect, and test a complete drain, waste, and vent (DWV) system including how to develop material takeoffs, set up and use levels, locate building sewers and building drains, locate fixtures, and test a DWV system.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Plumbing, Level 2

Industry-Based Certification Description: Students will safely use, properly care for, and maintain plumbing tools use basic math to calculate pipe length and read, interpret, and sketch construction drawings, as well as how to draw lines to scale.

The Plumbing Level two exam ask students to explain the Pythagorean theorem, reviews methods for laying out square corners, and discuss the techniques used to calculate simple and rolling offsets, as well as offsets on parallel runs of pipe. In addition, students should be prepared to locate, install, connect, and test a complete drain, waste, and vent (DWV) system including how to develop material takeoffs, set up and use levels, locate building sewers and building drains, locate fixtures, and test a DWV system.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Plumbing, Level 2

Industry-Based Certification Description: Students will safely use, properly care for, and maintain plumbing tools use basic math to calculate pipe length and read, interpret, and sketch construction drawings, as well as how to draw lines to scale.

The Plumbing Level two exam ask students to explain the Pythagorean theorem, reviews methods for laying out square corners, and discuss the techniques used to calculate simple and rolling offsets, as well as offsets on parallel runs of pipe. In addition, students should be prepared to locate, install, connect, and test a complete drain, waste, and vent (DWV) system including how to develop material takeoffs, set up and use levels, locate building sewers and building drains, locate fixtures, and test a DWV system.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Plumbing, Level 2

Industry-Based Certification Description: Students will safely use, properly care for, and maintain plumbing tools use basic math to calculate pipe length and read, interpret, and sketch construction drawings, as well as how to draw lines to scale.

The Plumbing Level two exam ask students to explain the Pythagorean theorem, reviews methods for laying out square corners, and discuss the techniques used to calculate simple and rolling offsets, as well as offsets on parallel runs of pipe. In addition, students should be prepared to locate, install, connect, and test a complete drain, waste, and vent (DWV) system including how to develop material takeoffs, set up and use levels, locate building sewers and building drains, locate fixtures, and test a DWV system.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.
NCCER Weatherization, Level 1
Industry-Based Certification Description:
The Weatherization exam competencies include how homes gain and lose heat energy and how those losses can be reduced by sealing the building shell and by adding insulation, mathematical operations commonly used in construction, and explains how the metric system and geometry are used in the trade, and interpreting construction drawings, recognize classifications of drawings, and use drawing dimensions.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

Certification: OSHA 30 Hour Construction
Industry-Based Certification Description:
The OSHA Outreach Training Program provides workers with basic and more advanced training about common safety and health hazards on the job. Students receive an OSHA 30-hour course completion card at the end of the training.

OSHA 30-Hour for General Industry

Refrigerant Handling (EPA 608)
Industry-Based Certification Description:
EPA regulations (40 CFR Part 82, Subpart F) under Section 608 of the Clean Air Act require that technicians who maintain, service, repair, or dispose of equipment that could release ozone depleting refrigerants into the atmosphere must be certified. This requirement will also apply to appliances containing most substitute refrigerants, including HFCs.

Technicians are required to pass an EPA-approved test to earn Section 608 Technician Certification. Tests must be administered by an EPA-approved certifying organization. Section 608 Technician Certification credentials do not expire.

EPA has developed four types of certification:
- For servicing small appliances (Type I).
- For servicing or disposing of high- or very high-pressure appliances, except small appliances and HVACs (Type II).
- For servicing or disposing of low-pressure appliances (Type III).
- For servicing all types of equipment (Universal).

HVAC/R Technician
This course will prepare you for an entry-level career in the HVAC/R industry by providing hands-on guidance for service, repair, and solutions. You will learn from in-depth materials, including service call simulations that bring concepts to life. By course completion, you will be ready to pass all 17 HVAC Excellence Employment Ready Certificates, the EPA 608, and the NATE Ready to Work Certificate.

You will also receive a voucher package for the HVAC Excellence Employment Ready Certificate exam and EPA 608 Certification exam. However, please research your state’s requirements prior to enrollment to ensure this course is a right fit for you.

Certificate Exams
This course will provide the necessary information to pass the following entry-level certificate exams:
- HVAC Excellence ESCO Group: 17 Employment Ready Certificates
- NATE: Ready to Work Certificate
- EPA 608: Section 608 Universal Technician Certification

Upon course completion, you will also receive a voucher package for the HVAC Excellence Employment Ready Certificate exam* that includes:
- 1 Employment Ready Certificate for Electrical
- 1 Employment Ready Certificate for Air Conditioning
- 1 EPA 608 Voucher
*Proctor fees may apply

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following optional material will be available online:
- EPA Section 608 Preparatory Manual
The following optional textbook will be shipped to you approximately 7-10 business days after enrollment:
- DEWALT HVAC Technician Certification Exam Guide

Prerequisites:
There are no prerequisites to take this course. However, we recommend having a high school diploma or GED. If you have the required work experience to take the NATE or HVAC Excellence certification exams, or currently hold Ready to Work certificates and have 2 years of work experience, it is recommended that you take the HVAC/R Certified Technician course. Please research your state’s requirements prior to enrollment to ensure this course is a right fit for you.

Hours:162 Price: $2895
Course is online and open enrollment.
Adobe Certified Associate (ACA) - Visual Design Specialist - 3 Exams (Illustrator + InDesign + Photoshop)
Industry-Based Certification Description:
The following ACA certification exams must be passed in order to attaining the Visual Design Specialist certificate: Graphic and Design and Illustration using Adobe Illustrator, Print and Digital Media Publication using Adobe InDesign, and Visual Communication using Adobe Photoshop.

An ACA Specialist certificate is ideal for validating your Adobe cross-platform expertise, and it speaks volumes to prospective employers, academic institutions and the world. It is a valuable addition to your design portfolio.

Adobe Certified Associate
There is a strong demand for Adobe Creative Suite skills. In the Adobe Certified Associate course, you will learn five of the most often-used Adobe programs: Dreamweaver, Illustrator, Photoshop, InDesign, and Animate (formerly Flash). You will read short readings, complete exercises and watch video demos and reviews of exercises, take quizzes and exams, and complete a project.

By focusing on these five programs, you will learn how to put all the parts and pieces together to develop the Adobe Creative Suite skills needed to be professionals in the design field.

220 hours
Course with 3 exam vouchers: $2880
Course with 5 exam vouchers: $3015
Course is online and open enrollment.

Adobe Certified Associate (ACA) - Web Design Specialist - 3 Exams (Flash Professional CS6 or Animate CC + Dreamweaver + Photoshop)
Industry-Based Certification Description:
The following ACA certification exams must be passed in order to attain the Web Design specialist certification: Interactive Media using Adobe Animate, Web Authoring using Adobe Dreamweaver and Visual Communication using Adobe Photoshop.

An ACA Specialist certification is ideal for validating your Adobe cross-platform expertise, and it speaks volumes to prospective employers, academic institutions and the world. It is a valuable addition to your design portfolio.

Adobe Certified Associate
There is a strong demand for Adobe Creative Suite skills. In the Adobe Certified Associate course, you will learn five of the most often-used Adobe programs: Dreamweaver, Illustrator, Photoshop, InDesign, and Animate (formerly Flash). You will read short readings, complete exercises and watch video demos and reviews of exercises, take quizzes and exams, and complete a project.

By focusing on these five programs, you will learn how to put all the parts and pieces together to develop the Adobe Creative Suite skills needed to be professionals in the design field.

220 hours
Course with 3 exam vouchers: $2880
Course with 5 exam vouchers: $3015
Course is online and open enrollment.

Adobe Certified Associate (ACA) - Animate (Multiplatform Animations using Adobe Animate CC)
Industry-Based Certification Description:
The Adobe Animate CC exam incorporates the updates and enhancements found in the new software. The Animate CC exam validates an individual’s skills using the premier animation tool. The ACA Animate CC exam proves a student has the skills necessary to create dynamic and engaging content required for a career in animation and design.

The Adobe Certified Associate Animate exam measures the following domains: setting project requirements, understanding rich animated media, understanding adobe animate CC, creating rich animated media content using animate CC, testing, publishing, and evaluating rich animated media elements using animate CC.

Adobe Certified Associate
There is a strong demand for Adobe Creative Suite skills. In the Adobe Certified Associate course, you will learn five of the most often-used Adobe programs: Dreamweaver, Illustrator, Photoshop, InDesign, and Animate (formerly Flash). You will read short readings, complete exercises and watch video demos and reviews of exercises, take quizzes and exams, and complete a project.

By focusing on these five programs, you will learn how to put all the parts and pieces together to develop the Adobe Creative Suite skills needed to be professionals in the design field.

220 hours
Course with 3 exam vouchers: $2880
Course with 5 exam vouchers: $3015
Course is online and open enrollment.

OSHA Training
Coastal Bend College can offer any OSHA training with advanced notice.
Adobe Certified Associate (ACA) - Creative Cloud (Photoshop, Illustrator, InDesign, Premiere Pro, Animate, and Dreamweaver)

Industry-Based Certification Description:

An Adobe certification is an industry-recognized credential that effectively validates one’s skills in Adobe digital-media software.

The Adobe Certified Associate Creative Cloud certification is the completion of the following exams: Adobe Certified Associate Creative Cloud certification, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Premiere Pro, Adobe Animate, and Adobe Dreamweaver.

Adobe Certified Associate

There is a strong demand for Adobe Creative Suite skills. In the Adobe Certified Associate course, you will learn five of the most often-used Adobe programs: Dreamweaver, Illustrator, Photoshop, InDesign, and Animate (formerly Flash). You will read short readings, complete exercises and watch video demos and reviews of exercises, take quizzes and exams, and complete a project.

By focusing on these five programs, you will learn how to put all the parts and pieces together to develop the Adobe Creative Suite skills needed to be professionals in the design field.

220 hours
Course with 3 exam vouchers: $2880
Course with 5 exam vouchers: $3015
Course is online and open enrollment.

Adobe Certified Associate (ACA) - Illustrator (Graphic Design & Illustration using Adobe Illustrator)

Industry-Based Certification Description:

The Adobe Certified Associate Illustrator exam measures the following domains: working in the design industry, project setup and interface, organizing documents, creating and modifying visual elements, and publishing digital media.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, and is familiar with core features and capabilities, as well as relevant career concepts.

Adobe Certified Associate

There is a strong demand for Adobe Creative Suite skills. In the Adobe Certified Associate course, you will learn five of the most often-used Adobe programs: Dreamweaver, Illustrator, Photoshop, InDesign, and Animate (formerly Flash). You will read short readings, complete exercises and watch video demos and reviews of exercises, take quizzes and exams, and complete a project.

By focusing on these five programs, you will learn how to put all the parts and pieces together to develop the Adobe Creative Suite skills needed to be professionals in the design field.

220 hours
Course with 3 exam vouchers: $2880
Course with 5 exam vouchers: $3015
Course is online and open enrollment.

Adobe Certified Associate (ACA) - InDesign (Print & Digital Media Publication using Adobe InDesign)

Industry-Based Certification Description:

The Adobe Certified Associate InDesign exam measures the following domains: Working in the Design Industry, Project Setup and Interface, Organizing Documents, Creating and Modifying Visual Elements, and Publishing Digital Media

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, and is familiar with core features and capabilities, as well as relevant career concepts.

Adobe Certified Associate

There is a strong demand for Adobe Creative Suite skills. In the Adobe Certified Associate course, you will learn five of the most often-used Adobe programs: Dreamweaver, Illustrator, Photoshop, InDesign, and Animate (formerly Flash). You will read short readings, complete exercises and watch video demos and reviews of exercises, take quizzes and exams, and complete a project.

By focusing on these five programs, you will learn how to put all the parts and pieces together to develop the Adobe Creative Suite skills needed to be professionals in the design field.

220 hours
Course with 3 exam vouchers: $2880
Course with 5 exam vouchers: $3015
Course is online and open enrollment.

Have questions?
Give us a call at (361) 354-2768.
Adobe Certified Associate (ACA) - Photoshop (Visual Design using Adobe Photoshop)

Industry-Based Certification Description:
The Adobe Certified Associate Photoshop exam measures the following domains: working in the video industry, project setup and interface, organizing video projects, creating and modifying visual elements and publishing digital media.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, and is familiar with core features and capabilities, as well as relevant career concepts.

Adobe Certified Associate
There is a strong demand for Adobe Creative Suite skills. In the Adobe Certified Associate course, you will learn five of the most often-used Adobe programs: Dreamweaver, Illustrator, Photoshop, InDesign, and Animate (formerly Flash). You will read short readings, complete exercises and watch video demos and reviews of exercises, take quizzes and exams, and complete a project.

By focusing on these five programs, you will learn how to put all the parts and pieces together to develop the Adobe Creative Suite skills needed to be professionals in the design field.

220 hours
Course with 3 exam vouchers: $2880
Course with 5 exam vouchers: $3015
Course is online and open enrollment.

Adobe Certified Associate (ACA) - Premiere Pro (Digital Video using Adobe Premiere Pro)

Industry-Based Certification Description:
The Adobe Certified Associate Premiere Pro exam measures the following domains: working in the video industry, project setup and interface, organizing video projects, creating and modifying visual elements and publishing digital media.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, and is familiar with core features and capabilities, as well as relevant career concepts.

Multimedia Arts Certificate
Looking to launch your career in multimedia art and design? The Multimedia Design Online Training course equips you with the fundamental technical and conceptual skills for this challenging interdisciplinary environment. You'll gain proficiency in the core tools for interactive development: Adobe Photoshop, Premiere Pro, and After Effects, and you'll learn to shoot and edit digital video. You'll also discover how to create images, pages, and motion graphics for web-based multimedia.

Hands-on projects focus on essential skills and provide you with experience in working in a broad range of media. Class assignments include digital image retouching and compositing, web pages and interfaces, scripted and documentary video-making, color and typography studies, video and audio editing, and motion graphics.

Hours: 360 Price: $3295
Course is online and open enrollment.

Texas Real Estate License

Educational Requirements for Prospective Licensees Sales Associate

According to the Texas Real Estate Commission, students must earn a minimum of 180 classroom hours.

These 180 classroom hours must include the required core courses of:
• Real Estate Principles (60 hours)
• Real Estate Law of Agency (30 hours)
• Real Estate Law of Contracts (30 hours)
• Promulgated Contracts (30 hours)
• Real Estate Finance (30 hours).

License will be for 2 years and for the first renewal student must complete 90 additional classroom hours of other core courses. After the first 2 years licensure will be for 2 year periods with the required MCE (Mandatory Continuing Education) courses to renew.

For more information, please visit page 226 or coastalbend.edu/realestate.
Entrepreneurship and Small Business (ESB)

Industry-Based Certification Description:
Candidates for ESB certification will be expected to have key conceptual knowledge of entrepreneurial and small business principles, although it is not required for students to have had real-world experience as a small business manager in order to take and pass the exam. Successful completion of this certification will validate skills and knowledge for those students interested in working in a middle-skill trade profession as their own boss and those with entrepreneurship and small business career aspirations.

The ESB certification is built to test and validate foundation-level concepts and knowledge in entrepreneurship and small business management. These core concepts include entrepreneurship; recognizing and evaluating opportunities; planning for, starting, and operating a business; marketing and sales; and financial management. For each core concept, the ESB exam will certify knowledge and skills on several specific objectives.

It is recommended that students have at least 150 hours of instruction to prepare yourself to pass the ESB exam. The ESB certification is endorsed by the Network for Teaching Entrepreneurship and the American Council on Education.

Entrepreneurship: Start-Up and Business Owner Management

Delve into the world of entrepreneurship, from generating an idea to writing a business plan. In this course, you will refine your startup idea as you prepare for the Entrepreneurship and Small Business Certification. You will learn all business areas of an entrepreneurship venture, such as legal structure and requirements, funding sources, intellectual property law, operations, marketing, advertising, and finances. By course completion, you will create a comprehensive business plan to get your startup idea off the ground and into the market.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• Entrepreneurship: Theory, Process, Practice, by Donald F. Kuratko

Google Analytics Individual Qualification (GAIQ)

Industry-Based Certification Description:
The Google Analytics Individual Qualification assessment is designed to test knowledge of digital analytics best practices and the Google Analytics platform. Passing the assessment is required to earn a Google Analytics IQ certification.

The Google Analytics IQ exam measures the following domains or competencies: creating an account; implementing a tracking code; setting up data filters; navigating the Google Analytics interface and reports; setting up dashboards and shortcuts; analyzing basic audience, acquisition, and behavior reports; and setting up goals and campaign tracking.

Introduction to Google Analytics

No matter what brings you to the Web, your hope is that a lot of people see your website, your wall, your tweets, and your videos. In this course, you will learn to use Google Analytics to make the most of your online traffic. You will see how you can track not just the to all of your online content, but also determine which content is the most appealing, where your visitors came from, what devices they used, how long they stayed, which links they clicked, and where they went when they left.

This course guides you step-by-step, report-by-report, through the major parts of the Google Analytics interface. From setting up your Google Analytics account and getting the all-important code you will need to add to your web pages to begin tracking your visitors, you will learn everything you need to know to get everything you can from the data that Google Analytics provides. You will even find out about Google AdWords and other tools to enhance your traffic as well as your Google Analytics reporting.

Hours: 24 Price: $105

Hours: 200 Price: $2495
Course is online and open enrollment.
Microsoft Office Specialist Excel
Industry-Based Certification Description:
Successful candidates for the Microsoft Office Specialist Excel 2016 certification exam have a fundamental understanding of the Excel environment and the ability to complete tasks independently.

Candidates taking this exam will create and edit a workbook with multiple sheets, and they will use a graphic element to represent data visually. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs.

The information provided here describes the 2016 version of the exam. Depending upon the software version available in your district, an earlier or updated version (Office 365 or 2019) of this exam may also be completed and reported.

Microsoft Excel 2019 Certification Training
Most employers seek candidates with a working knowledge of Microsoft Office. Being a certified Microsoft Office Specialist (MOS) gives your resume a boost and the potential to earn a higher salary than your non-certified peers. If you work with Access regularly, it’s time to bring your skills to the next level by earning your Microsoft Office Specialist Access 2019 certification.

This Microsoft Access 2019 Training course will prepare you for the Microsoft Office Specialist Access 2019 certification exam. You will first learn foundational database concepts. You will then learn to create databases and tables, query those tables, and create reports. By course completion, you will be able to design, customize, and fully optimize an Access database. These key skills are fundamental to passing the MOS MO-500 exam and earning your certification.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Hours: 70
Price without voucher: $595
Price with voucher: $695
Course is online and open enrollment.

Microsoft Office Master - 2013 Track 1 (Word Expert + Excel Core + Elective)
Industry-Based Certification Description:
To become a Microsoft Office Master 2013 through track 1, a candidate must pass the 2013 Word Expert two-part exam, the 2013 Excel Core exam, and an Elective exam.

Expert-level candidates for the Microsoft Word 2013 exam should have an advanced understanding of the Word environment and the ability to guide others in the proper use of features in Word 2013. They should know and demonstrate the use of advanced and specialized features within the application. Candidates should be able to create, manage, and distribute professional documents for a variety of specialized purposes and situations. They also should be able to customize the Word environment to meet needs and to enhance productivity. Document examples include business plans, legal documents, advertising brochures, and mass mailings.

Candidates should also know and demonstrate the correct application of the principal features of Excel Core 2013. Candidates should be able to create and edit a workbook with multiple sheets for a variety of purposes and situations. Examples include professional-looking budgets, team performance charts, sales invoices, and exercise logs.

Microsoft Office Master 2019 Certification Training
While proficiency in Microsoft Office is essential in most professional settings, earning a Microsoft Office Master certification signifies that you have “the deepest level of skills” needed to use the Office suite.

The Microsoft Office Master 2019 Certification Training course will teach you how to use the Microsoft Office 2019 suite at an advanced level. You will build your expertise through hands-on exercises, in-depth course material, and supplemental video demonstrations. You will also prepare for the certification exams for Word, Excel, PowerPoint, and Outlook. As you prepare for each exam, you will test your skills at regular intervals with quizzes and exams.

By course completion, you will be fully prepared to take the MO-201 (Excel), MO-101 (Word), MO-300 (PowerPoint), and MO-400 (Outlook) exams. This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying exams upon eligibility. Proctor fees may apply, which are not included.

Hours: 245
Price without voucher: $1695
Price with voucher: $2095
Course is online and open enrollment.
Microsoft Office Master - 2013 Track 2 (Excel Expert + Word Core + Elective)

Industry-Based Certification Description:
To become a Microsoft Office Master 2013 through track 2, a candidate must pass the 2013 Excel Expert two-part exam, 2013 Word Core exam, and an Elective exam.

Expert-level candidates for the Microsoft Excel 2013 exam should have an advanced understanding of the Excel environment and the ability to guide others in the proper use of features in Excel 2013 of Office Professional Plus. Candidates should be able to create, manage, and distribute professional spreadsheets for a variety of specialized purposes and situations, and they should know how to customize the Excel environment to meet needs and enhance productivity. Workbook examples include custom business templates, multiple axis financial charts, amortization tables, and inventory schedules.

A candidate for the Microsoft Word 2013 core exam should have a fundamental understanding of the Word environment and the ability to complete tasks independently. These candidates should be able to create and edit 2-3 page documents for a variety of purposes and situations. Examples include professional-looking reports, multi-column newsletters, résumés, and business correspondence. Candidate roles might include students, clerical workers, instructors, and others.

Microsoft Office Master 2019 Certification Training
While proficiency in Microsoft Office is essential in most professional settings, earning a Microsoft Office Master certification signifies that you have “the deepest level of skills” needed to use the Office suite.

The Microsoft Office Master 2019 Certification Training course will teach you how to use the Microsoft Office 2019 suite at an advanced level. You will build your expertise through hands-on exercises, in-depth course material, and supplemental video demonstrations. You will also prepare for the certification exams for Word, Excel, PowerPoint, and Outlook. As you prepare for each exam, you will test your skills at regular intervals with quizzes and exams.

By course completion, you will be fully prepared to take the MO-201 (Excel), MO-101 (Word), MO-300 (PowerPoint), and MO-400 (Outlook) exams. This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying exams upon eligibility. Proctor fees may apply, which are not included.

Hours: 245
Price without voucher: $1695
Price with voucher: $2095
Course is online and open enrollment.

Follow us on Facebook for updates on upcoming classes, application deadlines, and other important information.

Coastal Bend College Department of Continuing Education

Legal Studies

Interested in pursuing a career in the legal world?

Coastal Bend College has partnered with The Center for Legal Studies to provide programs to prepare you to enter the workforce.

Courses offered include:
- Alternative Dispute Resolution Certificate Course
- Employment Law Certificate Course
- Intellectual Property Law for Engineers
- Legal Nurse Consultant Training Course
- Legal Secretary Certificate Course
- Medical Professional Legal Consultant
- Paralegal Certificate Course
- Software Essentials for the Law Office
- Victim Advocacy Certificate Course

Please visit page 214 for more information.
Microsoft Office Master - 2013 Track 3 (Word Expert + Excel Expert)
Industry-Based Certification Description:
To become a Microsoft Office Master 2013 through track 3, a candidate must pass the two part Microsoft Office Word Expert exam and a two part Microsoft Office Excel Expert exam. This track does not require an additional elective exam.

A candidate for the Microsoft Office Word Expert exams should be able to create, manage, and distribute professional documents for a variety of specialized purposes and situations. They should also be able to customize the Word environment to meet needs and to enhance productivity. Document examples include business plans, legal documents, advertising brochures, and mass mailings.

A candidate for the Microsoft Office Excel Expert exams should be able to create, manage, and distribute professional spreadsheets for a variety of specialized purposes and situations, and they should know how to customize their Excel environment to meet needs and enhance productivity. Workbook examples include custom business templates, multiple axis financial charts, amortization tables, and inventory schedules.

Microsoft Office Master 2019 Certification Training
While proficiency in Microsoft Office is essential in most professional settings, earning a Microsoft Office Master certification signifies that you have “the deepest level of skills” needed to use the Office suite.

The Microsoft Office Master 2019 Certification Training course will teach you how to use the Microsoft Office 2019 suite at an advanced level. You will build your expertise through hands-on exercises, in-depth course material, and supplemental video demonstrations. You will also prepare for the certification exams for Word, Excel, PowerPoint, and Outlook. As you prepare for each exam, you will test your skills at regular intervals with quizzes and exams.

By course completion, you will be fully prepared to take the MO-201 (Excel), MO-101 (Word), MO-300 (PowerPoint), and MO-400 (Outlook) exams. This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying exams upon eligibility. Proctor fees may apply, which are not included.

Hours: 245
Price without voucher: $1695
Price with voucher: $2095
Course is online and open enrollment.

Microsoft Office Master - 2016 Track 1
(MOS 2016 Word Expert + MOS 2016 Excel Expert)
Industry-Based Certification Description:
Earning this certification demonstrates that a student has the highest level of skills needed to proficiently use Office programs.

To earn the Microsoft Office 2016 Master Level-2016 certification, a student must pass all three of these exams: Word Expert, Excel Expert, and PowerPoint. In addition, the student must then pass one of the elective exams available, MOS 2016 Access or MOS 2016 Outlook.

Microsoft Office Master 2019 Certification Training
While proficiency in Microsoft Office is essential in most professional settings, earning a Microsoft Office Master certification signifies that you have “the deepest level of skills” needed to use the Office suite.

The Microsoft Office Master 2019 Certification Training course will teach you how to use the Microsoft Office 2019 suite at an advanced level. You will build your expertise through hands-on exercises, in-depth course material, and supplemental video demonstrations. You will also prepare for the certification exams for Word, Excel, PowerPoint, and Outlook. As you prepare for each exam, you will test your skills at regular intervals with quizzes and exams.

By course completion, you will be fully prepared to take the MO-201 (Excel), MO-101 (Word), MO-300 (PowerPoint), and MO-400 (Outlook) exams. This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying exams upon eligibility. Proctor fees may apply, which are not included.

Hours: 245
Price without voucher: $1695
Price with voucher: $2095
Course is online and open enrollment.
Department of Workforce Development and Continuing Education

Excel Expert + MOS 2016 PowerPoint + Elective (MOS 2016 Access or MOS 2016 Outlook)

Industry-Based Certification Description: Earning this certification demonstrates that a student has the highest level of skills needed to proficiently use Office programs.

To earn the Microsoft Office 2016 Master Level-2016 certification, a student must pass all three of these exams: Word Expert, Excel Expert, and PowerPoint. In addition, the student must then pass one of the elective exams available, MOS 2016 Access or MOS 2016 Outlook.

Microsoft Office Master 2019 Certification Training

While proficiency in Microsoft Office is essential in most professional settings, earning a Microsoft Office Master certification signifies that you have “the deepest level of skills” needed to use the Office suite.

The Microsoft Office Master 2019 Certification Training course will teach you how to use the Microsoft Office 2019 suite at an advanced level. You will build your expertise through hands-on exercises, in-depth course material, and supplemental video demonstrations. You will also prepare for the certification exams for Word, Excel, PowerPoint, and Outlook. As you prepare for each exam, you will test your skills at regular intervals with quizzes and exams.

By course completion, you will be fully prepared to take the MO-201 (Excel), MO-101 (Word), MO-300 (PowerPoint), and MO-400 (Outlook) exams. This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying exams upon eligibility. Proctor fees may apply, which are not included.

Hours: 245
Price without voucher: $1695
Price with voucher: $2095
Course is online and open enrollment.

Microsoft Office Specialist Word

Industry-Based Certification Description: Successful candidates for the Word 2016 exam have a fundamental understanding of the Word environment and the ability to complete tasks independently.

Candidate taking this exam will demonstrate the correct application of the principle features of Word 2016 by creating and editing 2-3 page documents for a variety of purposes and situations, documenting examples include professional-looking reports, multi-column newsletters, résumés, and business correspondence.

The information provided here describes the 2016 version of the exam. Depending upon the software version available in your district, an earlier versions or updated version (Office 365 or 2019) of this exam may also be completed and reported.

Microsoft Excel 2019 Certification Training

Most employers seek candidates with a working knowledge of Microsoft Office. Being a certified Microsoft Office Specialist (MOS) gives your resume a boost and the potential to earn a higher salary than your non-certified peers. If you work with Access regularly, it’s time to bring your skills to the next level by earning your Microsoft Office Specialist Access 2019 certification.

This Microsoft Access 2019 Training course will prepare you for the Microsoft Office Specialist Access 2019 certification exam. You will first learn foundational database concepts. You will then learn to create databases and tables, query those tables, and create reports. By course completion, you will be able to design, customize, and fully optimize an Access database. These key skills are fundamental to passing the MOS MO-500 exam and earning your certification.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Hours: 70
Price without voucher: $595
Price with voucher: $695
Course is online and open enrollment.

Texas Real Estate License

Educational Requirements for Prospective Licensees Sales Associate

According to the Texas Real Estate Commission, students must earn a minimum of 180 classroom hours.

These 180 classroom hours must include the required core courses of:
- Real Estate Principles (60 hours)
- Real Estate Law of Agency (30 hours)
- Real Estate Law of Contracts (30 hours)
- Promulgated Contracts (30 hours)
- Real Estate Finance (30 hours).

License will be for 2 years and for the first renewal student must complete 90 additional classroom hours of other core courses. After the first 2 years licensure will be for 2 year periods with the required MCE (Mandatory Continuing Education) courses to renew.

For more information, please visit page 226 or coastalbend.edu/realestate.
Certified Associate in Project Management (CAPM)
Industry-Based Certification Description:
The Project Management Institute (PMI) offers a professional certification known as the Certified Associate in Project Management (CAPM) for individuals seeking to gain more responsibility or add project management skills into their current role. The CAPM certification offers recognition to practitioners who are interested in or are just starting a career in project management, as well as project team members who wish to demonstrate their project management knowledge.

The Certified Associate in Project Management exam measures the understanding of learning objectives such as introduction to project management, the project environment, the role of a project manager, project integration management, project scope management, and various other types of project management.

For each certification, it is important to look at the candidate requirements before purchasing any certification materials or resources.

Project Management Essentials with CAPM Prep
Project Management career opportunities are increasing even when the job market is challenging. Developing the project management skills employers demand can improve your marketability and may be transferable from one industry to another, giving you a lot of flexibility.

In this course, you’ll learn the knowledge and skills essential to project managers and those who work on projects in other support roles. The materials in this course are aligned with the international recognized standards of project management. This course is oriented to concepts and knowledge areas such as time, cost, risk, and communications. Each lesson focuses exclusively on a single topic so that you can more easily grasp that topic before moving onto the next.

Once complete, you will meet or exceed the educational prerequisites for the Certified Associate in Project Management (CAPM®) certification offered through the Project Management Institute (PMI)®.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
- A Guide to the Project Management Body of Knowledge (PMBOK)
- CAPM Exam Prep

Prerequisites:
There are no prerequisites to take this course. However, you will need to meet the following CAPM Certification requirements to take the exam:

- Secondary degree (high school diploma, associate degree or the global equivalent)
- 23 hours of project management education completed by the time you sit for the exam. (This course meets the education requirement.)

Hours:100 Price: $1195
Course is online and open enrollment.

Real Estate License
Industry-Based Certification Description:
A sales agent is a person who is licensed by the Texas Real Estate Commission (TREC) to act as an agent on behalf of real estate brokers and their clients. A sales agent must be sponsored by a licensed broker in order to perform any act of real estate services.

To become a Real Estate Sales Agent in the State of Texas, there are several requirements that need to be met. These requirements include meeting the TREC’s qualifications; filing the proper applications; submitting fingerprints and passing a background check completing qualifying education hours; and passing the national and state sales agent exams. Candidates have one year from the date the application is filed to meet all license requirements.

Educational Requirements for Prospective Licensees Sales Associate
According to the Texas Real Estate Commission, students must earn a minimum of 180 classroom hours. These 180 classroom hours must include the required core courses of:
- Real Estate Principles (60 hours)
- Real Estate Law of Agency (30 hours)
- Real Estate Law of Contracts (30 hours)
- Promulgated Contracts (30 hours)
- Real Estate Finance (30 hours).

License will be for 2 years and for the first renewal student must complete 90 additional classroom hours of other core courses. After the first 2 years licensure will be for 2 year periods with the required MCE (Mandatory Continuing Education) courses to renew.

Real Estate License Courses
The Real Estate program is offered year-round. Real estate courses required to be taken to qualify for the Texas Real Estate License:
- Real Estate Finance
- Real Estate Principles I
- Real Estate Principles II
- Law of Agency
- Law of Contracts
- Promulgated Contracts

180 hours Cost: $549
Go to www.coastalbend.edu/realestate
**Education Training**

**Child Development Associate (CDA)**

Industry-Based Certification Description:
The Child Development Associate (CDA) Credential is the most widely recognized credential in Early Childhood Education (ECE) and is a key stepping stone on the path of career advancement in ECE.

The Child Development Associate (CDA) Credential is based on a core set of six competency standards, which guide early care professionals as they work toward becoming qualified teachers of young children. The six competency standards include 1. To establish and maintain a safe, healthy learning environment; 2. To advance physical and intellectual competence; 3. To support social and emotional development and to provide positive guidance; 4. To establish positive and productive relationships with families; 5. To ensure a well-run, purposeful program responsive to participant needs and 6. To maintain a commitment to professionalism.

CDA’s have knowledge of how to put the CDA Competency Standards into practice and understanding of why those standards help children move with success from one developmental stage to another. Put simply, CDA’s know how to nurture the emotional, physical, intellectual, and social development of children.

**Child Development Associate Training**

Do you love working with kids? A career in child care could be perfect for you. This online course in childcare and education will allow you to earn your national Child Development Associate (CDA) certification and achieve your career goals as a teacher or child care professional. This convenient, affordable CDA class allows you to work at your own pace in a flexible, self-directed online learning environment—and go on to a fulfilling career shaping the minds of the future.

The Child Development Associate Training course was designed especially for working adults. Upon completion of the course, you will have earned the 120 hours of professional development required by the Council of Professional Recognition for CDA certification. The course is available 24 hours a day, seven days a week.

Don’t let a busy schedule keep you from the career of your dreams. If you’re looking for CDA classes near you, look no further than the comfort of your own home. You can enroll anytime and fit the lessons into your life—no need to adhere to a set class schedule. Start preparing for your future now!

Prerequisites:
Though there are no prerequisites for taking the Child Care & Education courses, however, employers in the Child Care field may require a high school diploma.

Hours:120 Price: $850
Course is online and open enrollment.

**Health Science**

**Certified Nurse Aide/Assistant (CNA)**

Industry-Based Certification Description:
The National Nurse Aide Assessment Program examination is an evaluation of nurse aide-related knowledge, skills, and abilities.

The purpose of the NNAAP examination is to test that a candidate understands and can safely perform the job of an entry-level nurse aide. The exam is comprised of the following competencies: physical care skills to include nutrition, hydration, elimination, infection control, and data collection, psychological care skills, and the role of a nurse aide which entails client rights, legal and ethical behavior, and communications.

**Certified Nurse Aide**
The Certified Nurse Aide Program will prepare you, as an entry-level nursing assistant, who will achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident’s rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis will be placed on effective interaction with members of the healthcare team. You will be eligible to sit for the Texas Registry examination.

Clinical experience:
Typically, staff will schedule your Certified Nurse Aide clinical experience during the regular class schedule. However, due to the clinical facility’s availability, certain changes may affect your clinical schedule. You must have flexibility in your schedule in order to fulfill clinical requirements.

**State Exam**
The student is responsible for state exam fees. It is the responsibility of you, as the candidate for testing, to pay the required fees and schedule the state exam.

To learn more about the CNA class including when the next class is, please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768.
**Phlebotomy Technician**

Industry-Based Certification Description: Phlebotomy Technician certification content domains can include quality and professional issues, infection control and safety, patient id and site preparation, orders and equipment selection, blood collections and processing.

Exam candidates should be familiar with using aseptic and infection control techniques throughout the phlebotomy process, following hand hygiene guidelines to prevent the spread of infections, and verifying patient compliance with testing requirements and proceed accordingly.

In addition, candidates should know how to interview patients to identify special considerations that may impact collections, follow standard tourniquet application and removal procedures, selecting final site through observation and palpation, for specimen collection and applying antiseptic agent to blood collection site.

**Phlebotomy Technician Program**

This Phlebotomy Technician Program prepares you to be able to collect blood specimens from clients for the purpose of laboratory analysis. You will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and clinical training in skills and techniques to perform puncture methods. The program also includes lab exercises, live blood draws, work with a training arm and other exercises intended to prepare students to function as an entry level Phlebotomy Technician.

Upon successful completion of this course, students will be eligible to sit for the American Society for Clinical Pathology (ASCP) exam. Student is responsible for related exam fees.

Criminal Background Requirements:
For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas.

**Certified Medical Assistant**

Industry-Based Certification Description:
A medical assisting exam assesses a student's knowledge of therapeutic modalities, insurance filing procedures, medical terminology, clinical pharmacology, body systems, vital signs and measurements, human relations, lab procedures, performing and assessing an ECG, conducting patient education, financial book keeping, administrative duties, and medical law and ethics.

Exam competencies may include clinical patient care, general patient care, administrative assisting, patient care and education, and infection control.

**Certified Clinical Medical Assistant**

Clinical medical assistants are skilled multi-taskers who help to maximize the productivity of the healthcare team. Medical assistants enable a healthcare facility to operate more efficiently, which increases revenue and provides a positive experience for patients.

In this course, you will medical terminology, medical law and ethics, HIPAA rules, scheduling systems, patient check-in and check-out, contents of a medical record, anatomy, pathophysiology, pharmacology, nutrition, phlebotomy theory, injections, and routine treatment and laboratory duties.

You will also learn medical terms an their application. You'll start by learning the origins of medical words and how to recognize prefixes and suffixes used in medical terminology. Then you'll learn about the body as a whole and how to differentiate cells, tissues, organs, systems, and cavities. Next, you’ll learn to define and describe the function of each system of the human body. This knowledge will help you take the next step in your medical career or education.

You will be also able to take the Certified Clinical Medical Assistant (CCMA) national certification exam offered by National Healthcareer Association (NHA). This course includes a voucher which covers the fee of the exam.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- **Medical Terminology for Health Professions**
- **Administrative Medical Assisting, Lindh, Tamparo, Dahl, Morris, Correa**
- **Clinical Medical Assisting, Lindh, Tamparo, Dahl, Morris, Correa**

Prerequisites:
You need a high school diploma or GED in order to take the CCMA exam.

Hours: 540 Price: $2495
Course is online and open enrollment.

To learn more about the Phlebotomy Program including when the next class is, please contact the Department of Continuing Education at ce@coastalbend.edu or (361) 354-2768.
Certified Coding Associate

Industry-Based Certification Description:
The Certified Coding Associate certification from the American Health Information Management Association measures domains such as confidentiality, privacy, information technology, health records and data content, clinical classification system, and compliance and reimbursement methodologies.

Specific competencies include interpreting healthcare data for code assignment, incorporating clinical vocabularies and terminologies used in health information systems, abstracting pertinent information from medical records, and applying inpatient, outpatient, and physician coding guidelines. Additionally, CCA’s will link diagnoses and CPT codes according to payer specific guidelines, analyze medical records quantitatively for completeness and deficiencies and ensure patient confidentiality.

Medical Billing and Coding
Whether you’re just starting work or transitioning into a different field, there has never been a better time to enter a career in Medical Billing and Coding. This course will prepare you for success in this rewarding career as you learn about legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. You will also be able to choose a voucher for the professional certification that best aligns with your interests and career goals.

More than one million practicing physicians in the United States rely on medical billers and coders to receive payment for their services. Besides medical facilities, positions are available with health insurance companies, specialty pharmacies, medical suppliers, consulting firms, and national medical coding and billing companies, so the opportunities are nearly endless!

Medical billers and coders are in high demand. This course offers valuable training in legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. You will also come to understand all phases of the revenue cycle—from patient registration through medical coding, claims submission, reimbursement, and collections. You will also learn common medical terminology to help you converse with others in healthcare easily and with confidence. You will study word parts and the structures and functions of the human body. Also presented are the disorders and medical procedures common to each body system, including musculoskeletal, cardiovascular, respiratory, digestive, nervous, endocrine, integumentary, genitourinary, lymphatic, and immune.

After successfully completing the course requirements, you should be well prepared to find your place in this rewarding healthcare career. You will receive a Certificate of Completion from the school through which you enrolled, and you will also be able to choose a voucher for the professional certification that best aligns with your interests and career goals.

- Certified Professional Coder (CPC) exam offered by the American Academy of Professional Coders (AAPC)
- Certified Coding Associate (CCA) exam offered by the American Health Information Management Association (AHIMA)
- Certified Billing and Coding Specialist (CBCS) exam offered by the National Healthcareer Association (NHA)

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbook, workbook, and codebooks will be shipped to you approximately 7-10 business days after enrollment:

- Understanding Health Insurance: A Guide to Billing and Reimbursement, by Michelle A. Green
- ICD-10-CM Expert for Physicians
- CPT Professional
- HCPCS Level II Professional
- ICD-10-PCS: Professional

Choice of study guide/voucher package upon course completion:

- CBCS Study Guide
- Professional Review Guide for the CCA Examination
- Official CPC Certification Study Guide

Prerequisites:
There are no prerequisites to take this course. However, in order to sit for national certification exams, candidates must have a high school diploma or equivalent. Therefore, it is recommended you have this before enrolling in this course.

Hours: 370 Price: $2995
Course is online and open enrollment.
Medical Coding and Billing Specialist

Industry-Based Certification Description:
The primary duty of a medical coder and biller is to code various medical diagnoses, procedures, or symptoms which are then submitted to Medicare, Medicaid, and insurance companies in order to receive reimbursements. Hospitals, clinics, and physicians must submit the correct codes to receive compensation for patient treatment; therefore, medical billing and coding professionals are indispensable members of any medical office.

Medical billing and coding exams may include the following competencies. A biller and coder should understand how to apply their knowledge of coding and identify major laws, regulations, and administrative agencies relevant to medical billing. In addition, understanding how to verify insurance eligibility to determine benefits, ensuring accurate collection of appropriate patient demographic and insurance information and being able to analyze the aging report are important pieces to a coding and billing specialist.

Medical Billing and Coding

Whether you’re just starting work or transitioning into a different field, there has never been a better time to enter a career in Medical Billing and Coding. This course will prepare you for success in this rewarding career as you learn about legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. You will also be able to choose a voucher for the professional certification that best aligns with your interests and career goals.

More than one million practicing physicians in the United States rely on medical billers and coders to receive payment for their services. Besides medical facilities, positions are available with health insurance companies, specialty pharmacies, medical suppliers, consulting firms, and national medical coding and billing companies, so the opportunities are nearly endless!

Medical billers and coders are in high demand. This course offers valuable training in legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. You will also come to understand all phases of the revenue cycle—from patient registration through medical coding, claims submission, reimbursement, and collections. You will also learn common medical terminology to help you converse with others in healthcare easily and with confidence. You will study word parts and the structures and functions of the human body. Also presented are the disorders and medical procedures common to each body system, including musculoskeletal, cardiovascular, respiratory, digestive, nervous, endocrine, integumentary, genitourinary, lymphatic, and immune.

After successfully completing the course requirements, you should be well prepared to find your place in this rewarding healthcare career. You will receive a Certificate of Completion from the school through which you enrolled, and you will also be able to choose a voucher for the professional certification that best aligns with your interests and career goals.

- Certified Professional Coder (CPC) exam offered by the American Academy of Professional Coders (AAPC)
- Certified Coding Associate (CCA) exam offered by the American Health Information Management Association (AHIMA)
- Certified Billing and Coding Specialist (CBCS) exam offered by the National Healthcareer Association (NHA)

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbook, workbook, and codebooks will be shipped to you approximately 7-10 business days after enrollment:

- Understanding Health Insurance: A Guide to Billing and Reimbursement, by Michelle A. Green
- ICD-10-CM Expert for Physicians
- CPT Professional
- HCPCS Level II Professional
- ICD-10-PCS: Professional

Choice of study guide/voucher package upon course completion:

- CBCS Study Guide
- Professional Review Guide for the CCA Examination
- Official CPC Certification Study Guide

Prerequisites:
There are no prerequisites to take this course. However, in order to sit for national certification exams, candidates must have a high school diploma or equivalent. Therefore, it is recommended you have this before enrolling in this course.

Hours: 370 Price: $2995
Course is online and open enrollment.
Certified Personal Trainer
Industry-Based Certification Description:
A personal trainer assesses behavior adaptation readiness and offers guidance in the development of realistic, client-centered goals related to health, fitness and wellness. In addition, they develop and administer programs designed to promote optimal fitness, muscular strength, muscular endurance, flexibility, and body composition.

The certifying entities below have a variety of domains and competencies, which include interviews and assessments, program design and implementation, exercise leadership & client education, professional conduct, and legal and professional responsibilities.

NASM Certified Personal Trainer + AFAA Group Fitness Instructor
Becoming a certified fitness professional proves that you have the knowledge and expertise to lead fitness instruction safely. This online course will prepare you for two of the most in-demand certifications in the fitness industry: NASM Certified Personal Trainer and AFAA Group Fitness Instructor. You will gain key skills from videos, presentations, and other hands-on learning activities to master health and fitness topics, including nutrition, human movement science, and fitness assessments.

This course includes exam preparation, as well as the certification exam fees. The NCCA accredited NASM CPT Personal Trainer Exam and AFAA Group Fitness Instructor Exam is taken at a local testing center (PSI), and you can schedule your exam date after completion of the course and eligibility requirements.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- AFAA Principles of Group Fitness Instruction, Jones & Bartlett Learning

Prerequisites:
The course itself is available to all candidates interested in furthering their education in the field of personal training and group fitness. In order to take the NASM-CPT and AFAA-GFI credentialing exam, candidates must be 18 years or older and meet one of the following eligibility requirements:

- Must have a high school diploma or equivalent.
- Must have current Emergency Cardiac Care (CPR) and Automated External Defibrillator (AED) Certification before sitting for the exam. All CPR/AED courses must have a hands-on training component. AFAA will not accept a CPR/AED certification card from an online provider.

Hours: 140 Price: $1895
Course is online and open enrollment.

Patient Care Technician
Industry-Based Certification Description:
Doctors, nurses and other healthcare professionals rely on patient care technicians to assist with the critical day-to-day care some patients require. A patient care technician works closely with nurses and other medical staff. He or she provides care for patients by helping to carry out daily living activities such as bathing, eating, dressing, and walking. Patient care technicians are often the ones to have the most direct contact with patients, and therefore play an important role as a member of the health care team.

There are several main domains and competencies that a candidate for a patient care technician exam should be familiar with. These include direct patient care, performing phlebotomy procedures, EKG/ECG procedures, safety and infection control, and the professional responsibilities of a patient care technician.

Patient Care Technician
Patient care technicians play an important role in patients’ lives. With healthcare demand at an all-time high, you can be the professional providing this vital care. This online patient care course will help you gain the skills needed to work with patients in various healthcare facilities. You will also prepare to become a Certified Patient Care Technician Level I, a valuable professional credential that validates your specialized skill set.

You will also receive a prepaid voucher for the Certified Patient Care Technician Level I Exam. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Hours: 300 Price: $2495
Course is online and open enrollment.

Have a question?
Email us:
ce@coastalbend.edu
Certified Pharmacy Technician

Industry-Based Certification Description:
The Pharmacy Technician certification exam assesses the skill attainment of students in performing tasks such as: receiving prescription requests from patients and doctors’ offices, accurately measuring medication amounts, packaging and labeling prescriptions, establishing and maintaining patient records, accepting payment for prescriptions and processing insurance claims, and managing inventory.

The governing body for pharmacists and pharmacy technicians in Texas is the Texas State Board of Pharmacy.

Pharmacy Technician
Pharmacy technicians assist and support licensed pharmacists in providing healthcare to patients. The Pharmacy Technician Online Certification Training Program was developed in response to a rising need for trained technicians to work in hospital or retail pharmacies. The pharmacy technician profession has become indispensable to the health care field.

This program will prepare you for entry-level pharmacy technician positions by teaching you medical and pharmaceutical terminology, basic anatomy related to the pharmacology of medications, and pharmaceutical calculations. The Pharmacy Technician Program will give you hands-on practice in retail pharmacy procedures through an online lab module. You’ll learn what information is necessary to process prescriptions and physician orders and apply that knowledge to fill mock prescriptions. The curriculum also includes the ethics of pharmacy practice and education about prescription medications, patient care and interaction, and charges and reimbursement.

You’ll learn everything you need to know to pass the National Certification Exam offered by the Pharmacy Technician Certification Board (PTCB).

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

• The Pharmacy Technician: A Comprehensive Approach
• Pharmaceutical Calculations for Pharmacy Technicians
• Law and Ethics for Pharmacy Technicians
• Fundamental Pharmacology for Pharmacy Technicians
• Fundamental Pharmacology for Pharmacy Technicians Workbook
• Pharmacy Lab Kit and Manual (e-Science)
• Virtual Medication Safety for Technicians – Online
• Virtual Inventory Management for Technicians – Online
• Virtual Pharmacy Externship for Technicians – Online

400 hours  Cost: $2495
Course duration access: 12 months
Course is online and open enrollment.

Follow us on Facebook for updates on upcoming classes, application deadlines, and other important information.

Coastal Bend College Department of Continuing Education

Legal Studies

Interested in pursuing a career in the legal world?

Coastal Bend College has partnered with The Center for Legal Studies to provide programs to prepare you to enter the workforce.

Courses offered include:
• Alternative Dispute Resolution Certificate Course
• Employment Law Certificate Course
• Intellectual Property Law for Engineers
• Legal Nurse Consultant Training Course
• Legal Secretary Certificate Course
• Medical Professional Legal Consultant
• Paralegal Certificate Course
• Software Essentials for the Law Office
• Victim Advocacy Certificate Course

Please visit page 214 for more information.
Information Technology

C++ Certified Associate Programmer (CPA)
Industry-Based Certification Description:
The C++ Certified Associate Programmer exam measures the universal concepts of computer programming, the syntax and semantics of the C++ language, as well as, basic data types offered by the language.

In addition, the exam measures the principles of the object-oriented model and its implementation in the C++ language, and the means useful in resolving typical implementation problems with the help of standard C++ language libraries.

Microsoft Technology Associate (MTA) Security Fundamentals
Industry-Based Certification Description:
The Microsoft Technology Associate Security Fundamentals exam measures the following objectives: understanding security layers, understanding operating system security, and understanding security software.

This exam validates that a candidate has fundamental security knowledge and skills. It can serve as a stepping stone to the Microsoft Certified Solutions Associate (MCSA) exams. It is recommended that candidates become familiar with the concepts and the technologies described here by taking relevant training courses. Candidates are expected to have some hands-on experience with Windows Server, Windows-based networking, Active Directory, anti-malware products, firewalls, network topologies and devices, and network ports.

C++ Programmer
Many of today’s popular desktop, web, and mobile apps were developed with the C++ programming language. With software development roles expected to grow at 22 percent from 2012-2022, learning C++ is an important first step to a career in computer science.

This course is designed to introduce you to the concepts, terminology, application, and coding of the C++ programming language. This course consists of 18 lessons that use text, full programming scenarios, instructional videos, and hundreds of live coding labs that give you real-time feedback on your work. You will learn fundamental programming concepts, including decision making and looping, with the support of practical, step-by-step examples.

After working through these lessons, you will understand the basics of structured and object-oriented programming techniques. Most importantly, you will be able to build C++ programs to strengthen your developer portfolio.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
C++ Programming: From Problem Analysis to Program Design

Hours:108 Price: $995
Course is online and open enrollment.

Texas Real Estate License
Educational Requirements for Prospective Licensees Sales Associate

According to the Texas Real Estate Commission, students must earn a minimum of 180 classroom hours.

These 180 classroom hours must include the required core courses of:
• Real Estate Principles (60 hours)
• Real Estate Law of Agency (30 hours)
• Real Estate Law of Contracts (30 hours)
• Promulgated Contracts (30 hours)
• Real Estate Finance (30 hours).

License will be for 2 years and for the first renewal student must complete 90 additional classroom hours of other core courses. After the first 2 years licensure will be for 2 year periods with the required MCE (Mandatory Continuing Education) courses to renew.

For more information, please visit page 226 or coastalbend.edu/realestate.
Cisco Certified Entry Networking Technician (CCENT)
Industry-Based Certification Description:
The Cisco Certified Networking Technician exam is going to be retired on February 23, 2020. The replacement exam, the Cisco Certified Network Associate or CCNA measures performance on network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programming.

Cisco will be releasing a new version of the CCNA exam on February 24, 2020. The information included on this document reflects the new CCNA exam information. If a student will be taking the CCENT exam prior to February 23, 2020, the exam version is 100-105 ICND1. If a student is a enrolled in a Cisco Academy course, the last day to take the CCENT certification will be extended until July 31, 2020.

Minors are individuals between 13-17 years of age who, with parental or legal guardian consent, may take tests and if passed, receive certification. During the registration process, minors must agree to their Cisco certification and confidentiality agreement. At that time, online consent forms may be downloaded for signature and submission by the minor’s parent or legal guardian. Minor’s certifications and fulfillment packages may only be processed after Cisco receives signed minor’s consent forms.

Cisco CCNA Certification Training
This course will prepare you for the Cisco® CCNA 200-301 exam, the top associate-level certification for IT professionals. Most businesses today need daily operation on their systems, making networking a high demand skill set. Becoming a Cisco® Certified Networking Associate (CCNA) proves your knowledge of IT networking technology and boosts your career prospects.

Each section will help you master certification-based topics for Cisco networking. Not only will you be prepared for the CCNA 200-301 exam, you will be able to provide networking solutions to real-world applications. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the CCNA certifying exam upon eligibility.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• Official Cert Guide CCNA 200-301 Volume 1 and Volume 2

Prerequisites:
There are no prerequisites for this course, but we recommend that you have experience working in a network environment. Individuals without 1-3 years of networking experience are advised to consider first completing a course like CompTIA Network+ or CompTIA A+ before taking the CCNA Certification Training course.

Hours:225
Price without voucher: $2395
Price with voucher: $2495
Course is online and open enrollment.

CompTIA IT Fundamentals+
Industry-Based Certification Description:
The CompTIA IT Fundamentals exam focuses on the essential IT skills and knowledge needed to perform tasks commonly performed by advanced end-users and entry-level IT professionals alike, including:
• Using features and functions of common operating systems and establishing network connectivity
• Identifying common software applications and their purpose
• Using security and web browsing best practices

This exam is intended for candidates who are advanced end users and/or are considering a career in IT. The exam is also a good fit for individuals interested in pursuing professional-level certifications, such as A+.

CompTIA IT Fundamentals
Prove that you know today’s technologies with CompTIA IT Fundamentals. From networking and cybersecurity essentials to hardware and software basics, IT Fundamentals demonstrates your readiness for the digital workplace.

The CompTIA IT Fundamentals exam is designed to help you learn more about the world of information technology (IT). It’s ideal if you’re considering a career in IT or if you work in an allied field that requires a broad understanding of IT. CompTIA IT Fundamentals can also be a stepping stone to more advanced certifications such as CompTIA A+, and, with specialized experience, CompTIA Network+ and CompTIA Security+.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:
• CompTIA IT Fundamentals (ITF+)
  Study Guide: FC0-U61

Hours:100 Price: $895
Course is online and open enrollment.
**CompTIA Network+**

**Industry-Based Certification Description:**

The CompTIA Network+ certification exam measures critical security concepts to helping networking professionals work with security practitioners, key cloud computing best practices and typical service models, coverage of newer hardware and virtualization techniques, and concepts to give individuals the combination of skills to keep the network resilient.

There will be questions on the Networking+ exam that are performance based. These performance-based questions test your ability to solve problems in a simulated environment.

Candidates should have the recommended experience of at least nine to twelve months of networking experience and have earned the CompTIA A+ certification prior.

**CompTIA Network+ Certification Training**

Building and maintaining networks are among the most important skills to have as an IT professional. Whether you’re new to the field or ready to move forward in your career, a CompTIA Network+ certification course could be a great next step. This certification confirms that you have the knowledge you need to configure and troubleshoot both wireless and wired hardware. You’ll stand out among other job candidates when you gain the experience this online course provides and earn this valuable credential.

In the course, you’ll learn the fundamentals you need to prepare for the CompTIA Network+ certification exam (N10-007) and start a career as a network technician. With its comprehensive curriculum, you’ll master basic networking concepts and learn about network design, security, routing and switching, cloud computing, IPv6 and forensics, and common security practices.

To help you learn networking skills in an interactive setting, you can set up your own virtual lab environment using VirtualBox. With VirtualBox, you’ll have the opportunity to put your new knowledge into action with networking scenarios you’re likely to encounter during your IT career.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

**Instructional Material Requirements:**

The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- Network+ Guide to Networks

**Hours:** 110

Price without voucher: $1495
Price with voucher: $1695

Course is online and open enrollment.
CompTIA Security+
Industry-Based Certification Description:
The CompTIA Security+ certification exam measures the following objectives: knowledge and skills required to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. The successful candidate will perform these tasks to support the principles of confidentiality, integrity, and availability.

There will be questions on the Security+ exam that are performance based. These performance-based questions test your ability to solve problems in a simulated environment.

Candidates should have the recommended experience of at least two years in IT administration with a security focus and have earned the CompTIA Networking+ certification prior.

CompTIA Security+ Certification Training
Gain the skills you need to be a security professional, and prepare to take the CompTIA™ Security+ certification SY0-501 exam, as you master the basics of system security, network infrastructure, access control, and organizational security. After you complete this course, you’ll be proficient in installing and configuring systems to secure applications, networks, and devices. You’ll also be comfortable performing threat analysis and responding with appropriate mitigation techniques, participating in risk mitigation activities, and operating with an awareness of applicable policies, laws, and regulations.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility. After completing the course, you can set up your own exam dates and times at a nearby testing center.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbook will be shipped to you approximately 7-10 business days after enrollment:
• CompTIA Security+ Guide to Network Security Fundamentals

Prerequisites:
It is recommended to have at least two years of technical networking experience with an emphasis on security.

Hours: 80
Price without voucher: $1495
Price with voucher: $1695
Course is online and open enrollment.

Microsoft Technology Associate (MTA)
Introduction to Programming Using HTML and CSS
Industry-Based Certification Description:
The Microsoft Technology Associate Introduction to Programming using HTML and CSS exam measures the following objectives: understanding HTML fundamentals, understanding CSS fundamentals, structuring documents using HTML, presenting multimedia using HTML, and styling web pages using CSS.

Candidates are expected to have at least 100 hours of instruction or hands-on experience with HTML and CSS, be familiar with their features and capabilities, and understand how to write, debug, and maintain well-formed HTML and CSS code.

HTML and CSS Series
Learn to use CSS3 and HTML5 to create professional-quality websites for desktops, laptops, and mobile devices.

Courses included in this series are:
• Introduction to CSS3 and HTML5
• Intermediate CSS3 and HTML5
• Advanced CSS3 and HTML5

Hours: 72 Price: $275
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
Microsoft Technology Associate (MTA) Networking Fundamentals
Industry-Based Certification Description:
The Microsoft Technology Associate Mobility and Device Fundamentals exam measures the following objectives: understanding network infrastructures, understanding network hardware, understanding protocols and services.

Candidates for this exam are familiar with general networking concepts and the technologies. Candidates should have some hands-on experience with Windows Server, Windows-based networking, network management tools, DNS, TCP/IP, names resolution process, and network protocols and topologies.

CompTIA Network+ Certification Training
Building and maintaining networks are among the most important skills to have as an IT professional. Whether you’re new to the field or ready to move forward in your career, a CompTIA Network+ certification course could be a great next step. This certification confirms that you have the knowledge you need to configure and troubleshoot both wireless and wired hardware. You’ll stand out among other job candidates when you gain the experience this online course provides and earn this valuable credential.

In the course, you’ll learn the fundamentals you need to prepare for the CompTIA Network+ certification exam (N10-007) and start a career as a network technician. With its comprehensive curriculum, you’ll master basic networking concepts and learn about network design, security, routing and switching, cloud computing, IPv6 and forensics, and common security practices.

To help you learn networking skills in an interactive setting, you can set up your own virtual lab environment using VirtualBox. With VirtualBox, you’ll have the opportunity to put your new knowledge into action with networking scenarios you’re likely to encounter during your IT career.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- Network+ Guide to Networks

Hours: 110
Price without voucher: $1495
Price with voucher: $1695
Course is online and open enrollment.

Microsoft Technology Associate (MTA) HTML5 Application Development Fundamentals
Industry-Based Certification Description:
The Microsoft Technology Associate HTML5 Application Development Fundamentals exam measures the following objectives: managing the application life cycle, building the user interface by using HTML5, formatting the user interface by using Cascading Style Sheets, and coding by using JavaScript.

Before taking this exam, candidates should have solid foundational knowledge of the topics outlined in the preparation guide, including CSS and JavaScript. It is recommended that candidates be familiar with the concepts of and have some hands-on experience with the related technologies, either by taking relevant training courses or by working with tutorials and samples available on MSDN and in Microsoft Visual Studio.

Creating Mobile Apps with HTML5
Do you want to make mobile apps that run on iPhone and iPad, as well as on Android, and Windows Phone? Sure you do! Do you want to learn five different programming languages? Of course you don’t!

Fortunately, you’re about to discover a better way to build apps. In this course, you’ll learn how to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that’s fast and runs on just about any smartphone or tablet computer.

Hours: 24 Price: $105
2/10-3/24 online
3/17-4/28 online
4/14-5/26 online
5/12-6/23 online
Microsoft Technology Associate (MTA) Software Development Fundamentals

Industry-Based Certification Description: The Microsoft Technology Associate Software Development Fundamentals exam measures the following objectives: understanding core programming, understanding object-oriented programming, understanding general software development, understanding web applications, understanding desktop applications, and understanding databases.

Candidates for this exam are seeking to prove core software development skills. It is recommended that candidates be familiar with the concepts of and have hands-on experience with the technologies described here either by taking relevant training courses or by working with tutorials and samples available on MSDN and in Microsoft Visual Studio. Candidates are expected to have some experience with C# or the Microsoft Visual Basic.NET framework.

Full Stack Software Developer

Whether you’re new to web development or want to build on existing skills, this course will teach you how to create and maintain full-service websites. You will learn all the significant aspects of front-end, back-end, and full-stack development through several milestone exercises and a hands-on project. Throughout the course, you will build a website that hosts learning games. By course completion, your website will allow users to log in, play games, track their progress, see leaderboards, and manage their accounts.

Hours: 650 Price: $4995
Course is online and open enrollment.

Microsoft Technology Associate (MTA) Introduction to Programming Using Java

Industry-Based Certification Description: The Microsoft Technology Associate Introduction to Programming using Java exam measures the following objectives: understanding Java fundamentals, working with data types, variables, and expressions, implementing flow control, performing object-oriented programming, and compiling and debugging code.

Candidates should have at least 150 hours of instruction or hands-on experience with Java, are familiar with its features and capabilities, and understand how to write, debug, and maintain well-formed, well-documented Java code.

Java Programmer

If you’re ready to learn Java, this training course is the perfect place to start. Taking an introductory approach, this Java training course covers most Java syntax elements, concentrating on fundamental and universally useful elements, while providing an overview of many more advanced elements. You will learn to write useful Java classes, applying Object-Oriented concepts such as inheritance, and create Java programs that work with these classes. Early in the course, the concept of objects is introduced so that later concepts can be discussed from the perspective of object orientation.

This course prepares you for entry into the job market as an entry-level Java programmer or allows you to continue your education by learning other programming languages. This course is entirely online and is completed at your own pace.

Prerequisites:
There are no prerequisites for this course, however prior knowledge of any programming language is helpful.

Hours: 180 Price: $1995
Course is online and open enrollment.

JavaScript Developer

Whether you’re new to JavaScript development or want to enhance your developer skillset, this course will train you to use JavaScript, jQuery, and Vue.js. You will start the course by mastering JavaScript. You will then be introduced to React and learn the latest React techniques to build an application. Next, you will learn Vue.js, beginning with a simple “Hello, Vue!” app that takes you through the process of creating a small, but featureful math app. Finally, you will learn jQuery to maintain and modernize existing websites that use jQuery. When your coursework is complete, you will put your skills to use to build your own dynamic web application.

Prerequisites:
Students should have experience with HTML and at least a basic understanding of CSS.

Hours: 100 Price: $995
Course is online and open enrollment.

Follow us on LinkedIn at CBC Department of Continuing Education to learn about upcoming trainings.

WWW.COASTALBEND.EDU/CE
**Oracle Certified Associate (OCA), JAVA SE 8 Programmer (1Z0-808)**

**Industry-Based Certification Description:**
The Oracle Certified Associate, Java SE 8 Programmer exam measures the following objectives: Java basics, using operators and decision constructs, using loop constructs, working with selected classes from the Java API, working with Java data types, creating and using arrays, working with methods and encapsulations, and handling exceptions.

The Java SE 8 Oracle Certified Associate (OCA) certification helps you build a foundational understanding of Java, and gaining this certification credential demonstrates candidates have the high-level skills needed to become a professional Java developer.

**Oracle SQL and PL/SQL + Python Developer + Java Programmer**

This course will teach you how to use SQL to build applications and generate business reports, master SQL using an Oracle database, and learn PL/SQL extension language to write sophisticated queries against an Oracle database. You will also learn to write useful Java classes, applying Object-Oriented concepts such as inheritance, and create Java programs that work with these classes. The introductory section will show you how Python works and what it’s good for. You will also gain an understanding of Python’s place in the wider programming world.

You will begin coding quickly after starting the course. Afterwards, you’ll move on to advanced methods in which you’ll learn how to work with iPhone Notebook, the Collections Module, regular expressions, databases, CSV files, JSON, and XML. You will also learn advanced sorting, how to write object-oriented code in Python, and how to test and debug their Python code. In the last section, you get a rapid introduction to NumPy, pandas, and matplotlib, which are Python libraries. This course will prepare you for entry into the job market as a Java or Python programmer or an entry-level Oracle SQL Developer or allow you to take on more responsibility using new skills gained in a current job.

**Prerequisites:**
There are no prerequisites for this course; however, some prior programming language knowledge is helpful.

Hours: 375 Price: $2595
Course is online and open enrollment.

---

**Microsoft Technology Associate (MTA) Introduction to Programming Using Python**

The Microsoft Technology Associate Introduction to Programming using Python exam measures the following objectives: performing operations using data types and operations, controlling flow with decisions and loops, performing input and output operations, documenting and structuring code, performing troubleshooting and error handling, and performing operation using modules and tools.

Candidates are expected to have had, at a minimum, instruction and/or hands-on experience of approximately 100 hours with the Python programming language, be familiar with its features and capabilities, and understand how to write, debug, and maintain well-formed, well documented Python code.

**Python Developer**

Whether you're new to programming or just want to learn a new language, this in-depth course will teach you the ins and outs of Python programming. You will learn all about Python programming in this comprehensive course that covers introductory through advanced methods of Python and get coding quickly.

You’ll start by learning the basics of programming in Python, including how it works and what it’s good for. You will also gain an understanding of Python’s place in the wider programming world. Then, you’ll move on to more advanced methods where you’ll learn how to work with iPhone Notebook, the Collections Module, regular expressions, databases, CSV files, JSON, and XML. You will also learn advanced sorting, how to write object-oriented code in Python, and how to test and debug your Python code. Finally, you’ll get a rapid introduction to NumPy, pandas, and matplotlib, which are Python libraries.

**Prerequisites:**
There are no prerequisites for this course, however prior knowledge of any programming language is helpful.

Hours: 155 Price: $995
Course is online and open enrollment.
Autodesk Certified Professional or User (ACU)- Inventor

Industry-Based Certification Description:
An Autodesk Inventor Certified User certification demonstrates entry-level knowledge that includes creating, modifying, formatting, and sharing 2D sketches, creating parts, viewing and animating assemblies, and creating presentations and drawings.

The Autodesk Certified Professional certification assesses professional users’ knowledge of the tools, features, and common tasks of AutoCAD. Earners of this certification have demonstrated knowledge of dimensioning, basic drawing skills, using hatching and gradients, and more.

Autodesk Inventor 2021
Prepare for the Autodesk Inventor Certified User exam and learn how to navigate the Autodesk Inventor interface. You will master key skills, including creating new part files, adding sketches to the parts and using these sketches to create 3D solid geometry. Along with the sketch based features, you will also learn how to incorporate many additional features to both add and remove geometry. These include features such as chamfers, fillets, holes, drafts, shells, and ribs. The course content is heavily focused on hands-on exercises which require that the software be installed.

This course offers enrollment with a voucher. The voucher is pre paid access to sit for the certifying exam upon eligibility.

Hours:120 Price: $2595
Course is online and open enrollment.

Have a question?
Email us:
ce@coastalbend.edu

NCCER Industrial Maintenance Mechanic, Level 1
Industry-Based Certification Description:
The NCCER Industrial Maintenance Mechanic Level 1 exams measure the following domains or competencies: tools, fasteners and anchors, oxyfuel cutting, gaskets and packing, craft-related mathematics, construction drawings, pumps and drivers, valves, test equipment, material handling and hand rigging, and mobile and support equipment.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Instrumentation, Level 1
Industry-Based Certification Description:
The NCCER Instrumentation Level 1 exam measures the following domains or competencies: orientation to the trade, tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packing, craft-related mathematics, construction drawings, pumps and drivers, valves, test equipment, material handling and hand rigging, and mobile and support equipment.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Millwright, Level 1
Industry-Based Certification Description:
The NCCER Millwright Level 1 exam measures the following domains or competencies: basic hand tool safety and the methods for selecting, inspecting, using, and maintaining the tools and identify the various types of fasteners used by millwrights and describes the applications and installation procedures for these fasteners. The exam covers basic tools and the methods used for layout of various lines, angles, circles, and arcs. The Millwright Level 1 certification evaluates oxyfuel safety and cutting techniques.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Millwright, Level 2
Industry-Based Certification Description:
The NCCER Millwright Level 2 exam measures the following domains or competencies: algebra and geometry related to architecture and engineering, isometric and orthographic sketching, and selection, use, and maintenance of toold including cable cutters, nut splitters, keyseat rules, various gauges, and hardness testers.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.

NCCER Welding, Level 1
Industry-Based Certification Description:
The NCCER Welding Level 1 exam measures the following domains or competencies: safety, oxyfuel cutting, plasma arc cutting, air-carbon arc cutting and gouging, base metal preparation, weld quality, shielded metal arc welding, joint fit-up and alignment, and fillet and groove welds.

Coastal Bend College is currently in the process of becoming an Accredited Training Sponsor for National Center for Construction Education and Research.
ASE Automatic Transmission/Transaxle (A2)
Industry-Based Certification Description: The objective of the test is to identify and recognize those Automobile and Light Truck (up to Class 3) Technicians who can demonstrate knowledge of the skills necessary to diagnose, service, and repair cars, SUVs, and light duty trucks.

The Automatic Transmission/Transaxle (A2) certification exam assesses the knowledge and skills related to: general transmission/transaxle diagnosis; mechanical hydraulic systems; electronic systems; in-vehicle transmission/transaxle; maintenance and repair; off-vehicle transmission/transaxle repair; removal and installation; disassembly and assembly; and friction and reaction units.

ASE Technician Test Preparation 2.0 (TTP2): Automotive Automatic Transmissions and Transaxles (A2)
Prepare for the ASE Automotive Automatic Transmissions and Transaxles (A2) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours  Cost: $29.95

ASE Medium/Heavy Truck Technician, Diesel Engines (T2)
Industry-Based Certification Description: The ASE Medium/Heavy Truck Technician, Diesel Engines (T2) certification exam assesses the knowledge and skills related to: general engine diagnosis; cylinder head and valve train diagnosis and repair; engine block diagnosis and repair; lubrication and cooling systems diagnosis and repair; air induction and exhaust systems diagnosis and repair; fuel system diagnosis and repair; starting and charging system diagnosis and repair; and engine brakes.

ASE Technician Test Preparation (TTP) Truck Series: T2 Diesel Engines
Prepare for the Automotive Service Excellence T2 Diesel Engines exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours  Cost: $29.95

ASE Medium/Heavy Truck Technician, Brakes (T4)
Industry-Based Certification Description: The ASE Medium/Heavy Truck Technician, Brakes (T4) certification exam assesses the knowledge and skills related to: air brakes diagnosis and repair; air supply and service systems; mechanical/foundation and wheel hub; parking brakes; hydraulic brakes diagnosis and repair; air and hydraulic anti-lock brake systems; automatic traction control; and electronic stability control systems.

ASE Technician Test Preparation (TTP) Truck Series: T4 Brakes
Prepare for the Automotive Service Excellence T4 Brakes exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours  Cost: $29.95

ASE Medium/Heavy Truck Technician, Suspension and Steering (T5)
Industry-Based Certification Description: The ASE Medium/Heavy Truck Technician, Suspension and Steering (T5) certification exam assesses the knowledge and skills related to: steering system diagnosis and repair; suspension, frame, and 5th wheel diagnosis and repair; wheel alignment diagnosis, adjustment, and repair; wheels, tires, and hub diagnosis and repair.

ASE Technician Test Preparation (TTP) Truck Series: T5 Suspension/Steering
Prepare for the Automotive Service Excellence T5 Suspension/Steering exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours  Cost: $29.95

Have questions?
Give us a call at (361) 354-2768.
ASE Medium/Heavy Truck Technician, Electrical/Electronic Systems (T6)
Industry-Based Certification Description:
The ASE Medium/Heavy Truck Technician, Electrical/Electronic Systems (T6) certification exam assesses the knowledge and skills related to: general electrical/electronic system diagnosis; battery and starting system diagnosis and repair; charging system diagnosis and repair; lighting systems diagnosis and repair; and related vehicle systems diagnosis and repair.

ASE Technician Test Preparation (TTP) Truck Series: T6 Electrical and Electronic Systems
Prepare for the Automotive Service Excellence T6 Electrical and Electronic Systems exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours  Cost: $29.95

ASE Medium/Heavy Truck Technician, HVAC (T7) - Professional
Industry-Based Certification Description:
The ASE Medium/Heavy Truck Technician, HVAC (T7) certification exam assesses the knowledge and skills related to: HVAC systems diagnosis, service, and repair; A/C systems and component diagnosis, service, and repair; heating and engine cooling systems diagnosis, service, and repair; and operating systems and related controls diagnosis and repair.

ASE Technician Test Preparation (TTP) Truck Series: T7 Heating, Ventilation, and Air Condition
Prepare for the Automotive Service Excellence Automotive Service Excellence T7 Heating, Ventilation, and Air Condition exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours  Cost: $29.95

ASE Automotive Maintenance and Light Repair (G1)
Industry-Based Certification Description:
The Auto Maintenance and Light Repair Certification Test (G1) contains 55 scored questions, plus 10 unscored research questions covering knowledge of the skills related to maintenance and light repairs in engine systems, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical, and heating and air conditioning.

The objective of the test is to identify and recognize those Maintenance and Light Repair Technicians who can demonstrate knowledge of the skills necessary to successfully perform the most common maintenance and light repair tasks.

ASE Technician Test Preparation 2.0 (TTP2): Auto Maintenance and Light Repair (G1)
Prepare for the ASE Auto Maintenance and Light Repair (G1) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours  Cost: $29.95

ASE Electronic/Electrical Systems (A6)
Industry-Based Certification Description:
The objective of the test is to identify and recognize those Automobile and Light Truck (up to Class 3) Technicians who can demonstrate knowledge of the skills necessary to diagnose, service, and repair cars, SUVs, and light duty trucks.

The ASE Electronic/Electrical Systems (A6) certification exam assesses the knowledge and skills related to: general electrical/electronic system diagnosis; battery and starting system diagnosis and repair; charging system diagnosis and repair; lighting system diagnosis and repair; instrument cluster and driver information systems diagnosis and repair; and body electrical systems diagnosis and repair.

ASE Technician Test Preparation 2.0 (TTP2): Automotive Electrical Electronic Systems (A6)
Prepare for the ASE Automotive Electrical Electronic Systems (A6) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours  Cost: $29.95
ASE Manual Drive Train and Axles (A3)
Industry-Based Certification Description:
The objective of the test is to identify and recognize those Automobile and Light Truck (up to Class 3) Technicians who can demonstrate knowledge of the skills necessary to diagnose, service, and repair cars, SUVs, and light duty trucks.

The ASE Manual Drive Train & Axles (A3) certification exam assesses the knowledge and skills related to: clutch diagnosis and repair; transmission diagnosis and repair; transaxle diagnosis and repair; drive shaft/half-shaft and universal joint/constant velocity (CV) joint diagnosis and repair (front and rear wheel drive); drive axle diagnosis and repair; ring and pinion gears; differential case/carrier assembly; limited slip/locking differential; axle shafts and housing; and four-wheel drive/all-wheel drive component diagnosis and repair.

ASE Technician Test Preparation 2.0 (TTP2): Automotive Manual Drive Trains and Axles (A3)
Prepare for the ASE Automotive Manual Drive Trains and Axles (A3) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours Cost: $29.95

ASE Brakes (A5)
Industry-Based Certification Description:
The objective of the test is to identify and recognize those Automobile and Light Truck (up to Class 3) Technicians who can demonstrate knowledge of the skills necessary to diagnose, service, and repair cars, SUVs, and light duty trucks.

The ASE Brakes (A5) certification exam assesses the knowledge and skills related to: hydraulic, power assist, and parking brake systems diagnosis, and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; and electronic brake control systems: anti-lock brake system, traction control systems, and electronic stability control system diagnosis and repair.

ASE Technician Test Preparation 2.0 (TTP2): Automotive Brakes (A5)
Prepare for the ASE Automotive Brakes (A5) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours Cost: $29.95

ASE Engine Performance (A8)
Industry-Based Certification Description:
The objective of the test is to identify and recognize those Automobile and Light Truck (up to Class 3) Technicians who can demonstrate knowledge of the skills necessary to diagnose, service, and repair cars, SUVs, and light duty trucks.

The ASE Engine Performance (A8) certification exam assesses the knowledge and skills related to: general diagnosis; ignition system diagnosis and repair; fuel, air induction, and exhaust systems diagnosis and repair; emission control systems diagnosis and repair; positive crankcase ventilation; exhaust gas recirculation; secondary air injection and catalytic converter; evaporative emission controls; and computerized engine controls diagnosis and repair.

ASE Technician Test Preparation 2.0 (TTP2): Automotive Engine Performance (A8)
Prepare for the ASE Automotive Engine Performance (A8) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

7 hours Cost: $29.95
Go to www.ed2go.com/cbc
Continuing Education “Mirror Courses”
Those interested in enrolling for college courses through the “mirror” program should contact the Dean of Career and Technical Education by calling (361) 354-2339. Students can take the college course, but are not required to take entrance tests nor provide transcripts. No out-of-district fees are charged; however, enrollees must complete an enrollment form and pay the continuing education tuition rate for the number of hours of the college course and/or labs and the course fee as stated in the catalog.

Upon successful completion, the student will receive a certificate with the appropriate number of continuing education units (CEUs). A continuing education transcript of the course is also available upon request. Courses taken as continuing education may be converted to semester credit course hours when formal application for conversion is made to the Dean of Workforce Training, and if the student successfully completes the competency exam in the subject area and pays $25 per course conversion.

Complete the Continuing Education course and pass the competency exam in the subject area.

Complete the Semester Hour Credit for Continuing Education form and pay the conversion fee.

Receive full semester hour credit for the course.
Accounting
Associate of Applied Science Accounting
Accounting Level I Certificate
Accounting Level II Certificate

Automotive Technology
Associate of Applied Science Automotive Technology
General Automotive Technology Level I Certificate
Automotive Intermediate Technician Level II Certificate

Business Management
Associate of Applied Science Business Management
Business Management Level I Certificate

Business Technology
Associate of Applied Science Business Technology Administrative Assistant
Associate of Applied Science Business Technology Administrative Assistant Medical Office Specialization
Business Technology Administrative Assistant Medical Office Specialization Level I Certificate
Business Technology Administrative Assistant Level I Certificate
Business Technology Administrative Assistant Medical Office Specialization Level II Certificate
Business Technology Administrative Assistant Level II Certificate

Child and Educational Studies
Associate of Applied Science Child and Educational Studies
Child Care Teacher Level I Certificate
Child Care Teacher Level II Certificate

Computer Information Technology
Associate of Applied Science Computer Information Technology
Computer Information Technology Level I Certificate
Computer Information Technology Level II Certificate

Cosmetology
Associate of Applied Science in Cosmetology
Cosmetology Level I Certificate
Cosmetology Barber Level I Certificate
Aesthetics and Nail Level I Certificate
Cosmetology Instructor Certificate

Dental Hygiene
Associate of Applied Science in Dental Hygiene

Drafting and Design Technology
Associate of Applied Science in Drafting & Design Technology
Drafting and Design Level I Certificate

Forensics
Associate of Applied Science in Forensic Science
Forensic Science Level I Certificate
Crime Scene Investigation Level II Certificate

Law Enforcement
Associate of Applied Science in Law Enforcement
Correctional Science Level I Certificate
Fundamentals of Law Enforcement Level I Certificate

Medical Records Coding
Associate of Applied Science in Medical Records Coding

Nursing
Associate of Applied Science Professional Nursing
Associate of Applied Science LVN to RN Bridge
Vocational Nursing Level I Certificate
Fundamentals of Patient Care Technician Level I Certificate
Fundamentals of Certified Nursing Assistant (CNA)

Oil and Gas Technology
Associate of Applied Science Oil and Gas Technology
Oil and Gas Technology Level II Certificate
Oil and Gas Technology Level I Certificate

Pre-Engineering Design
Associate of Applied Science Pre-Engineering
Fundamentals of Engineering Level I Certificate

Radiologic Technology
Associate of Applied Science Radiologic Technology

Welding
Associate of Applied Science Welding
Fundamentals of Welding GMAW Level I Certificate

WWW.COASTALBEND.EDU/CE
# Accounting

## Associate of Applied Science Accounting

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACNT 1303</td>
<td>Introduction to Accounting I</td>
<td>A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.</td>
</tr>
<tr>
<td>ACNT 1311</td>
<td>Introduction to Computerized Accounting</td>
<td>Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.</td>
</tr>
<tr>
<td>ACNT 1313</td>
<td>Computerized Accounting Applications</td>
<td>Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making.</td>
</tr>
<tr>
<td>ACNT 1329</td>
<td>Payroll and Business Tax Accounting</td>
<td>A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.</td>
</tr>
<tr>
<td>ACNT 2330</td>
<td>Governmental and Not-for-Profit Accounting</td>
<td>A study of basic fund accounting and financial reporting concepts for governmental and not-for-profit entities.</td>
</tr>
<tr>
<td>POFI 1341</td>
<td>Computer Applications II</td>
<td>Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.</td>
</tr>
<tr>
<td>POFT 1313</td>
<td>Professional Workforce Preparation</td>
<td>Preparation for career success including ethics, interpersonal relations, professional attitude, and advancement.</td>
</tr>
<tr>
<td>POFT 1319</td>
<td>Records and Information Management I</td>
<td>Introduction to basic records information management systems including manual and electronic filing.</td>
</tr>
<tr>
<td>POFT 2312</td>
<td>Business Correspondence and Communication</td>
<td>Development of writing and presentation skills to produce effective business communications.</td>
</tr>
</tbody>
</table>

## Accounting Level I Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACNT 1303</td>
<td>Introduction to Accounting I</td>
<td>A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.</td>
</tr>
<tr>
<td>ACNT 1311</td>
<td>Introduction to Computerized Accounting</td>
<td>Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.</td>
</tr>
<tr>
<td>ACNT 1313</td>
<td>Computerized Accounting Applications</td>
<td>Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making.</td>
</tr>
<tr>
<td>ACNT 1329</td>
<td>Payroll and Business Tax Accounting</td>
<td>A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.</td>
</tr>
<tr>
<td>ACNT 1332</td>
<td>Accounting Capstone</td>
<td>Allows students to apply broad knowledge of the accounting profession through discipline specific projects involving the integration of individuals and teams performing activities to simulate workplace situations.</td>
</tr>
</tbody>
</table>

## Accounting Level II Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACNT 1303</td>
<td>Introduction to Accounting I</td>
<td>A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.</td>
</tr>
<tr>
<td>ACNT 1311</td>
<td>Introduction to Computerized Accounting</td>
<td>Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.</td>
</tr>
<tr>
<td>ACNT 1313</td>
<td>Computerized Accounting Applications</td>
<td>Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making.</td>
</tr>
<tr>
<td>ACNT 1329</td>
<td>Payroll and Business Tax Accounting</td>
<td>A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.</td>
</tr>
<tr>
<td>ACNT 2302</td>
<td>Accounting Capstone</td>
<td>Allows students to apply broad knowledge of the accounting profession through discipline specific projects involving the integration of individuals and teams performing activities to simulate workplace situations.</td>
</tr>
</tbody>
</table>
ACNT 2330: Governmental and Not-for-Profit Accounting
A study of basic fund accounting and financial reporting concepts for governmental and not-for-profit entities.

POFI 1341: Computer Applications II
Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.

POFT 1313: Professional Workforce Preparation
Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

POFT 2312: Business Correspondence and Communication
Development of writing and presentation skills to produce effective business communications.

Automotive Technology

Associate of Applied Science Automotive Technology

AUMT 1301: Introduction and Theory of Automotive Technology
An introductory overview of the automotive service industry including history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and automobile maintenance.

AUMT 1306: Automotive Engine Removal and Installation
Fundamentals of engine inspection, removal and installation procedures. May be taught manufacturer specific.

AUMT 1307: Automotive Electrical Systems
An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, and electrical accessories. Emphasis on electrical principles, schematic diagrams, and service publications. May be taught manufacturer specific.

AUMT 1310: Automotive Brake Systems
Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific.

AUMT 1316: Automotive Suspension and Steering Systems
Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific.

AUMT 1319: Automotive Engine Repair
Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific.

AUMT 1345: Automotive Climate Control Systems
Diagnosis and repair of manual/electronic climate control systems. Includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific.

AUMT 2313: Automotive Drive Train and Axles
A study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials with emphasis on diagnosis and repair. May be taught manufacturer specific.

AUMT 2321: Automotive Electrical Diagnosis and Repair
Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught manufacturer specific.

AUMT 2325: Automotive Automatic Transmission and Transaxle
A study of the operation, hydraulic circuits and electronic controls of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and repair techniques. May be taught manufacturer specific.

AUMT 2328: Automotive Service
Mastery of automotive service including competencies covered in related courses. May be taught manufacturer specific.

AUMT 2334: Automotive Engine Performance Analysis II
Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.

AUMT 2337: Automotive Electronics
Study of electronic principles applied to microcomputers and communication systems. Includes digital fundamentals, and use of electronic test equipment. May be taught manufacturer specific.

General Automotive Technology Level I Certificate

AUMT 1301: Introduction and Theory of Automotive Technology
An introductory overview of the automotive service industry including history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and automobile maintenance.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUMT 1306</td>
<td>Automotive Engine Removal and Installation</td>
<td>Fundamentals of engine inspection, removal and installation procedures. May be taught manufacturer specific.</td>
<td></td>
</tr>
<tr>
<td>AUMT 1307</td>
<td>Automotive Electrical Systems</td>
<td>An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of, charging and starting systems, and electrical accessories. Emphasis on electrical principles, schematic diagrams, and service publications. May be taught manufacturer specific.</td>
<td></td>
</tr>
<tr>
<td>AUMT 1310</td>
<td>Automotive Brake Systems</td>
<td>Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific.</td>
<td></td>
</tr>
<tr>
<td>AUMT 1319</td>
<td>Automotive Engine Repair</td>
<td>Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific.</td>
<td></td>
</tr>
<tr>
<td>AUMT 2313</td>
<td>Automotive Drive Train and Axles</td>
<td>A study of automotive clutches, clutch operation devices, manual transmissions/ transaxles, and differentials with emphasis on diagnosis and repair. May be taught manufacturer specific.</td>
<td></td>
</tr>
<tr>
<td>AUMT 2321</td>
<td>Automotive Electrical Diagnosis and Repair</td>
<td>Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught manufacturer specific.</td>
<td></td>
</tr>
<tr>
<td>AUMT 2337</td>
<td>Automotive Electronics</td>
<td>Study of electronic principles applied to microcomputers and communication systems. Includes digital fundamentals, and use of electronic test equipment. May be taught manufacturer specific.</td>
<td></td>
</tr>
<tr>
<td>AUMT 2337</td>
<td>Automotive Intermediate Technician Level II Certificate</td>
<td>An introductory overview of the automotive service industry including history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and automobile maintenance.</td>
<td></td>
</tr>
<tr>
<td>AUMT 1301</td>
<td>Introduction and Theory of Automotive Technology</td>
<td>An introductory overview of the automotive service industry including history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and automobile maintenance.</td>
<td></td>
</tr>
<tr>
<td>AUMT 1306</td>
<td>Automotive Engine Removal and Installation</td>
<td>Fundamentals of engine inspection, removal and installation procedures. May be taught manufacturer specific.</td>
<td></td>
</tr>
<tr>
<td>AUMT 1307</td>
<td>Automotive Electrical Systems</td>
<td>An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of, charging and starting systems, and electrical accessories. Emphasis on electrical principles, schematic diagrams, and service publications. May be taught manufacturer specific.</td>
<td></td>
</tr>
<tr>
<td>AUMT 1310</td>
<td>Automotive Brake Systems</td>
<td>Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific.</td>
<td></td>
</tr>
<tr>
<td>AUMT 1316</td>
<td>Automotive Suspension and Steering Systems</td>
<td>Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific.</td>
<td></td>
</tr>
<tr>
<td>AUMT 2317</td>
<td>Automotive Engine Performance Analysis I</td>
<td>Theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught manufacturer specific.</td>
<td></td>
</tr>
<tr>
<td>AUMT 2321</td>
<td>Automotive Electrical Diagnosis and Repair</td>
<td>Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught manufacturer specific.</td>
<td></td>
</tr>
<tr>
<td>AUMT 2325</td>
<td>Automotive Automatic Transmission and Transaxle</td>
<td>A study of the operation, hydraulic circuits and electronic controls of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and repair techniques. May be taught manufacturer specific.</td>
<td></td>
</tr>
</tbody>
</table>
AUMT 2328: Automotive Service
Mastery of automotive service including competencies covered in related courses. May be taught manufacturer specific.

AUMT 2337: Automotive Electronics
Study of electronic principles applied to microcomputers and communication systems. Includes digital fundamentals, and use of electronic test equipment. May be taught manufacturer specific.

Business Management

Associate of Applied Science Business Management

ACNT 1303: Introduction to Accounting I
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

BMGT 1327: Principles of Management
Concepts, terminology, principles, theories, and issues in the field of management.

BMGT 1341: Business Ethics
Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

BMGT 2303: Problem Solving and Decision Making
Decision-making and problem-solving processes in organizations utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities using managerial decision tools.

BMGT 2310: Financial Management
Examination of accounting information to support managerial decision-making processes. Topics include managerial concepts and systems, various analyses for decision making, and planning and control.

BMGT 2341: Strategic Management
Strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment.

BUSG 1301: Introduction to Business
Fundamental business principles including structure, functions, resources, and operational processes.

BUSG 2305: Business Law/Contracts
Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.

MRKG 1311: Principles of Marketing
Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.

Business Management Level I Certificate

ACNT 1303: Introduction to Accounting I
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

ACNT 1311: Introduction to Computerized Accounting
Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

ACNT 1329: Payroll and Business Tax Accounting
A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

BMGT 1325: Office Management
Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills.
### BMGT 1325: Office Management
Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills.

### BMGT 1341: Business Ethics
Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

### POFI 1301: Computer Applications I
Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.

### POFI 1341: Computer Applications II
Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.

### POFT 1309: Administrative Office Procedures I
Study of current office procedures, duties, and responsibilities applicable to an office environment.

### POFT 1313: Professional Workforce Preparation
Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

### POFT 1319: Records and Information Management I
Introduction to basic records information management systems including manual and electronic filing.

### POFT 1321: Business Math
Fundamentals of business mathematics including analytical and critical thinking skills.

### POFT 2312: Business Correspondence and Communication
Development of writing and presentation skills to produce effective business communications.

### POFT 2331: Administrative Project Solutions
Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem solving skills.

### Associate of Applied Science Business Technology Administrative Assistant Medical Office Specialization

#### ACNT 1303: Introduction to Accounting I
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

#### HITT 1301: Health Data Content and Structure
Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

#### HITT 1305: Medical Terminology I
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

#### HITT 1311: Health Information Systems
Introduction to health IT standards, health related data structures, software applications, and enterprise architecture in health care and public health.

#### POFT 1309: Administrative Office Procedures I
Study of current office procedures, duties, and responsibilities applicable to an office environment.

#### POFT 1313: Professional Workforce Preparation
Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

#### POFT 1319: Records and Information Management I
Introduction to basic records information management systems including manual and electronic filing.

#### POFT 1321: Business Math
Fundamentals of business mathematics including analytical and critical thinking skills.

#### POFT 1329: Beginning Keyboarding
Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

#### POFT 2312: Business Correspondence and Communication
Development of writing and presentation skills to produce effective business communications.
POFT 2331: Administrative Project Solutions
Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem solving skills.

POFM 1317: Medical Administrative Assistant
Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

HITT 1301: Health Data Content and Structure
Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

HITT 1305: Medical Terminology I
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

HITT 1311: Health Information Systems
Introduction to health IT standards, health related data structures, software applications, and enterprise architecture in health care and public health.

POFI 1341: Computer Applications II
Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.

POFT 1309: Administrative Office Procedures I
Study of current office procedures, duties, and responsibilities applicable to an office environment.

POFT 1313: Professional Workforce Preparation
Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

POFT 1319: Records and Information Management I
Introduction to basic records information management systems including manual and electronic filing.

POFT 1321: Business Math
Fundamentals of business mathematics including analytical and critical thinking skills.

POFT 1329: Beginning Keyboarding
Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT 2312: Business Correspondence and Communication
Development of writing and presentation skills to produce effective business communications.

POFT 1303: Introduction to Accounting I
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

POFT 1311: Introduction to Computerized Accounting
Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

ACNT 1329: Payroll and Business Tax Accounting
A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

BMGT 1341: Business Ethics
Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

POFI 1341: Computer Applications II
Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.

POFT 1309: Administrative Office Procedures I
Study of current office procedures, duties, and responsibilities applicable to an office environment.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>POFT 1313</td>
<td>Professional Workforce Preparation</td>
<td>Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.</td>
</tr>
<tr>
<td>POFT 1319</td>
<td>Records and Information Management I</td>
<td>Introduction to basic records information management systems including manual and electronic filing.</td>
</tr>
<tr>
<td>POFT 1321</td>
<td>Business Math</td>
<td>Fundamentals of business mathematics including analytical and critical thinking skills.</td>
</tr>
<tr>
<td>POFT 1329</td>
<td>Beginning Keyboarding</td>
<td>Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.</td>
</tr>
<tr>
<td>POFT 2312</td>
<td>Business Correspondence and Communication</td>
<td>Development of writing and presentation skills to produce effective business communications.</td>
</tr>
<tr>
<td>HITT 1311</td>
<td>Health Information Systems</td>
<td>Introduction to health IT standards, health related data structures, software applications, and enterprise architecture in health care and public health.</td>
</tr>
<tr>
<td>HITT 1353</td>
<td>Legal and Ethical Aspects of Health Information</td>
<td>Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.</td>
</tr>
<tr>
<td>POFI 1341</td>
<td>Computer Applications II</td>
<td>Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.</td>
</tr>
<tr>
<td>ACNT 1303</td>
<td>Introduction to Accounting I</td>
<td>A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.</td>
</tr>
<tr>
<td>ACNT 1317</td>
<td>Medical Administrative Assistant</td>
<td>Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.</td>
</tr>
<tr>
<td>POFT 1309</td>
<td>Administrative Office Procedures I</td>
<td>Study of current office procedures, duties, and responsibilities applicable to an office environment.</td>
</tr>
<tr>
<td>BMGT 1325</td>
<td>Office Management</td>
<td>Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills.</td>
</tr>
</tbody>
</table>
BMGT 1341: Business Ethics
Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

POFI 1341: Computer Applications II
Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.

POFT 1309: Administrative Office Procedures I
Study of current office procedures, duties, and responsibilities applicable to an office environment.

POFT 1313: Professional Workforce Preparation
Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

POFT 1319: Records and Information Management I
Introduction to basic records information management systems including manual and electronic filing.

POFT 1321: Business Math
Fundamentals of business mathematics including analytical and critical thinking skills.

POFT 1329: Beginning Keyboarding
Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT 2312: Business Correspondence and Communication
Development of writing and presentation skills to produce effective business communications.

POFT 2331: Administrative Project Solutions
Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem solving skills.

Child & Educational Studies

Assocaite of Applied Science Child and Educational Studies

CDEC 1313: Curriculum Resources for Early Childhood Programs
A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight.

CDEC 1319: Child Guidance
An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences.

CDEC 1356: Emergent Literacy for Early Childhood
An exploration of principles, methods, and materials for teaching language and literacy through a play based integrated curriculum to children from birth through age eight.

CDEC 1358: Creative Arts for Early Childhood
An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process oriented experiences to support divergent thinking for children birth through age eight.

CDEC 1359: Children with Special Needs
A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

CDEC 2307: Math and Science for Early Childhood
Exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.

CDEC 2326: Administration of Programs for Children I
Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

CDEC 2328: Administration of Programs for Children II
An in depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, technical applications in programs and planning parent education/partnerships.

Child Care Teacher Level I Certificate

CDEC 1313: Curriculum Resources for Early Childhood Programs
A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight.

CDEC 1319: Child Guidance
An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences.

CDEC 1321: The Infant and Toddler
A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques.
CDEC 1356: Emergent Literacy for Early Childhood
An exploration of principles, methods, and materials for teaching language and literacy through a play-based integrated curriculum to children from birth through age eight.

CDEC 1358: Creative Arts for Early Childhood
An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children birth through age eight.

CDEC 1359: Children with Special Needs
A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

CDEC 1313: Curriculum Resources for Early Childhood Programs
A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight.

CDEC 1319: Child Guidance
An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences.

CDEC 1321: The Infant and Toddler
A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques.

CDEC 2322: Child Development Associate Training II
A continuation of the study of the requirements for the Child Development Associate credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance.

CDEC 2326: Administration of Programs for Children I
Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

CDEC 2328: Administration of Programs for Children II
An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, technical applications in programs and planning parent education/partnerships.

Computer Information Technology

GAME 1303: Introduction to Game Design and Development
Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry.

IMED 1316: Web Design I
Instruction in web design and related graphic design including mark-up languages, and browser issues.

ITNW 1325: Fundamentals of Networking Technologies
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

ITNW 1353: Supporting Network Server Infrastructure
Installing, configuring, managing, and supporting a network infrastructure.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITSC 1305:</td>
<td>Introduction to PC Operating Systems Introduction to personal computer operating systems including</td>
</tr>
<tr>
<td></td>
<td>installation, configuration, file management, memory and storage management, control of peripheral</td>
</tr>
<tr>
<td></td>
<td>devices, and use of utilities.</td>
</tr>
<tr>
<td>ITSC 1321:</td>
<td>Intermediate PC Operating Systems Custom operating system installation, configuration and troubleshooting, management of file systems, memory, storage, and peripheral devices.</td>
</tr>
<tr>
<td>ITSC 1325:</td>
<td>Personal Computer Hardware Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.</td>
</tr>
<tr>
<td>ITSC 1391:</td>
<td>Special Topics in Computer and Information Sciences, General Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.</td>
</tr>
<tr>
<td>ITSE 1302:</td>
<td>Computer Programming Introduction to computer programming including design, development, testing, implementation, and documentation.</td>
</tr>
<tr>
<td>ITSW 1307:</td>
<td>Introduction to Database Introduction to relational and non-relational database theory and the practical applications of a contemporary databases. Topics may adapt to changes in industry practices.</td>
</tr>
<tr>
<td>ITSY 1300:</td>
<td>Fundamentals of Information Security An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed.</td>
</tr>
<tr>
<td>POFT 2312:</td>
<td>Business Correspondence and Communication Development of writing and presentation skills to produce effective business communications.</td>
</tr>
<tr>
<td>GAME 1303:</td>
<td>Introduction to Game Design and Development Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry.</td>
</tr>
<tr>
<td>IMED 1316:</td>
<td>Web Design I Instruction in web design and related graphic design including mark-up languages, and browser issues.</td>
</tr>
<tr>
<td>ITNW 1325:</td>
<td>Fundamentals of Networking Technologies Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.</td>
</tr>
<tr>
<td>IMED 1353:</td>
<td>Supporting Network Server Infrastructure Installing, configuring, managing, and supporting a network infrastructure.</td>
</tr>
<tr>
<td>ITNW 2312:</td>
<td>Routers Router configuration for local area networks and wide area networks. Includes Internet Protocol (IP) addressing techniques and intermediate routing protocols.</td>
</tr>
<tr>
<td>ITSC 1305:</td>
<td>Introduction to PC Operating Systems Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.</td>
</tr>
<tr>
<td>ITSC 1321:</td>
<td>Intermediate PC Operating Systems Custom operating system installation, configuration and troubleshooting, management of file systems, memory, storage, and peripheral devices.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>ITSC 1325</td>
<td>Personal Computer Hardware</td>
</tr>
<tr>
<td>ITSE 1302</td>
<td>Computer Programming</td>
</tr>
<tr>
<td>ITSW 1307</td>
<td>Introduction to Database</td>
</tr>
<tr>
<td>ITSY 1300</td>
<td>Fundamentals of Information Security</td>
</tr>
<tr>
<td>POFT 2312</td>
<td>Business Correspondence and Communication</td>
</tr>
<tr>
<td>CSME 1401</td>
<td>Orientation to Cosmetology</td>
</tr>
<tr>
<td>CSME 1405</td>
<td>Fundamentals of Cosmetology</td>
</tr>
<tr>
<td>CSME 1445</td>
<td>Principles of Facial and Skin Care Technology I</td>
</tr>
<tr>
<td>CSME 1447</td>
<td>Principles of Skin Care/Facials and Related Theory</td>
</tr>
<tr>
<td>CSME 2204</td>
<td>Introduction to the Theory and Chemistry of Hair Color</td>
</tr>
<tr>
<td>CSME 2414</td>
<td>Cosmetology Instructor II</td>
</tr>
<tr>
<td>CSME 1430</td>
<td>Orientation to Nail Technology</td>
</tr>
<tr>
<td>CSME 1445</td>
<td>Principles of Facial and Skin Care Technology II</td>
</tr>
<tr>
<td>CSME 1447</td>
<td>Principles of Skin Care/Facials and Related Theory</td>
</tr>
<tr>
<td>CSME 2430</td>
<td>Nail Enhancement</td>
</tr>
<tr>
<td>CSME 1330</td>
<td>Orientation to Nail Technology</td>
</tr>
<tr>
<td>CSME 1401</td>
<td>Orientation to Cosmetology</td>
</tr>
<tr>
<td>CSME 1405</td>
<td>Fundamentals of Cosmetology</td>
</tr>
<tr>
<td>CSME 1447</td>
<td>Principles of Skin Care/Facials and Related Theory</td>
</tr>
</tbody>
</table>
CSME 1453: Chemical Reformation and Related Theory
Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies.

CSME 1551: Artistry of Hair, Theory and Practice
Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design.

CSME 2204: Introduction to the Theory and Chemistry of Hair Color
The introduction of basic theory and chemistry of hair color. Topics include the Law of Color, terminology and chemical composition of hair color products.

CSME 2441: Preparation for the State Licensing Examination
Preparation for the state licensing examination.

Cosmetology Barber Level I Certificate
BARB 1402: Barber Styling I
Continued development in haircutting techniques and implementation of basic styling. Introduction to chemical reformation.

BARB 1442: Barber Styling II
Continuation of Barber Styling I with emphasis on intermediate hands-on application of skills.

BARB 2402: Barber Styling III
Continued skill development in haircutting and styling. Emphasizes on advanced techniques in chemical procedures. Introduction to hairpieces and facials.

CSME 2441: Preparation for the State Licensing Examination
Preparation for the state licensing examination.

Cosmetology Instructor Certificate
CSME 1434: Cosmetology Instructor I
The fundamentals of instructing cosmetology students.

CSME 1535: Orientation to the Instruction of Cosmetology
An overview of the skills and knowledge necessary for the instruction of cosmetology students.

CSME 2414: Cosmetology Instructor II
A continuation of the fundamentals of instructing cosmetology students.

CSME 2445: Instructional Theory and Clinic Operation
An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.

CSME 2449: Cosmetology Instructor III
Presentation of lesson plan assignments and evaluation techniques.

Dental Hygiene
Associate of Applied Science in Dental Hygiene

DHYG 2153: Dental Hygiene Practice
Emphasis on the laws governing the practice of dentistry and dental hygiene, moral standards, and the ethical standards established by the dental hygiene profession. Practice settings for the dental hygienist, office operations, preparation for employment, and introduction to the dental team.

Drafting & Design Technology
Associate of Applied Science in Drafting & Design Technology

ARCE 1352: Structural Drafting
A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.

DFTG 1305: Introduction to Technical Drawing
An introduction to reading, interpreting, and developing technical drawings, including the principles of drafting and computer-aided design.

DFTG 1309: Basic Computer-Aided Drafting
An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

DFTG 1317: Architectural Drafting Residential
Preparation of architectural drawings for residential structures with emphasis on light frame construction methods, including architectural drafting procedures, practices, terms, and symbols.

DFTG 2302: Machine Drafting
Production of detail and assembly drawings of machines, threads, gears, utilizing tolerances, limit dimensioning, and surface finishes.

DFTG 2306: Machine Design
Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components.

Have a question?
Email us:
ce@coastalbend.edu

WWW.COASTALBEND.EDU/CE
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFTG 2312</td>
<td>Technical Illustration and Presentation</td>
<td>Study of pictorial drawings including isometrics, obliques, perspectives, charts, and graphs. Emphasis on rendering and using different media.</td>
</tr>
<tr>
<td>DFTG 2317</td>
<td>Descriptive Geometry</td>
<td>Graphical solutions to problems involving points, lines, and planes in space.</td>
</tr>
<tr>
<td>DFTG 2319</td>
<td>Intermediate Computer-Aided Drafting</td>
<td>A continuation of practices and techniques in computer-aided design including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D.</td>
</tr>
<tr>
<td>DFTG 2321</td>
<td>Topographical Drafting</td>
<td>Plotting of surveyor’s field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses.</td>
</tr>
<tr>
<td>DFTG 2323</td>
<td>Pipe Drafting</td>
<td>A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics.</td>
</tr>
<tr>
<td>GISC 1311</td>
<td>Introduction to Geographic Information Systems</td>
<td>Introduction to basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DFTG 1305</td>
<td>Introduction to Technical Drawing</td>
<td>An introduction to reading, interpreting, and developing technical drawings, including the principles of drafting and computer-aided design.</td>
</tr>
<tr>
<td>DFTG 1309</td>
<td>Basic Computer-Aided Drafting</td>
<td>An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.</td>
</tr>
<tr>
<td>DFTG 1317</td>
<td>Architectural Drafting</td>
<td>Preparation of architectural drawings for residential structures with emphasis on light frame construction methods, including architectural drafting procedures, practices, terms, and symbols.</td>
</tr>
<tr>
<td>DFTG 2302</td>
<td>Machine Drafting</td>
<td>Production of detail and assembly drawings of machines, threads, gears, utilizing tolerances, limit dimensioning, and surface finishes.</td>
</tr>
<tr>
<td>DFTG 2312</td>
<td>Technical Illustration and Presentation</td>
<td>Study of pictorial drawings including isometrics, obliques, perspectives, charts, and graphs. Emphasis on rendering and using different media.</td>
</tr>
<tr>
<td>DFTG 2317</td>
<td>Descriptive Geometry</td>
<td>Graphical solutions to problems involving points, lines, and planes in space.</td>
</tr>
<tr>
<td>DFTG 2319</td>
<td>Intermediate Computer-Aided Drafting</td>
<td>A continuation of practices and techniques in computer-aided design including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D.</td>
</tr>
<tr>
<td>DFTG 2321</td>
<td>Topographical Drafting</td>
<td>Plotting of surveyor’s field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses.</td>
</tr>
<tr>
<td>CJS 1322</td>
<td>Introduction to Criminal Justice</td>
<td>History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.</td>
</tr>
<tr>
<td>CJS 1342</td>
<td>Criminal Investigation</td>
<td>Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CJS 1322</td>
<td>Introduction to Criminal Justice</td>
<td>History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.</td>
</tr>
</tbody>
</table>

Forensics

Associate of Applied Science in Forensic Science

CJS 1322: Introduction to Criminal Justice

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.

Forensic Science Level I Certificate

CJS 1322: Introduction to Criminal Justice

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.
Crime Scene Investigation Level II Certificate

CJLE 2445: Vice and Narcotics Investigation
Classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques. Includes proper interdiction procedures and techniques.

CJSA 1322: Introduction to Criminal Justice
History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.

CJSA 1342: Criminal Investigation
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

PHTC 1311: Fundamentals of Photography
An introduction to camera operation and image production, composition, correct exposure and proper lighting.

Law Enforcement

Associate of Applied Science in Law Enforcement

CJLE 2237: Advanced Firearms
Instruction in special situations and tactics. Stressful situations will challenge the student to perform under simulated field conditions. A specified firearms course will be included.

CJLE 2247: Tactical Skills for Police
Development of proficiency with a range of impact weapons and/or chemical agents and defensive techniques necessary to control a violent person. This course was designed to be repeated multiple times if content varies.

CJLE 2420: Texas Peace Officer Procedures
Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. Partially satisfies Texas Commission on Law Enforcement Course #1011.

CJLE 2445: Vice and Narcotics Investigation
Classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques. Includes proper interdiction procedures and techniques.

CJSA 1322: Introduction to Criminal Justice
History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.

CJSA 1342: Criminal Investigation
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

Correctional Science Level I Certificate

CJCR 1566: Practicum (or Field Experience) - Corrections
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

CJCR 2566: Practicum (or Field Experience) - Corrections
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Fundamentals of Law Enforcement Level I Certificate

CJSA 1322: Introduction to Criminal Justice
History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.

Nursing

Associate of Applied Science Professional Nursing

NURA 1160: Clinical Nursing Assistant/Aide and Patient Care Assistant/Aide
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

NURA 1301: Nurse Aide for Health Care
Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident’s rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social services needs.

RNSG 1161: Clinical Registered Nursing/Registered Nurse
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 1163: Clinical Registered Nursing/Registered Nurse
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
RNSG 2160: Clinical Registered Nursing/Registered Nurse
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 2161: Clinical Registered Nursing/Registered Nurse
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 2162: Clinical Registered Nursing/Registered Nurse
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 2160: Clinical Registered Nursing/Registered Nurse
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 2161: Clinical Registered Nursing/Registered Nurse
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 2162: Clinical Registered Nursing/Registered Nurse
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 2206: Nursing Informatics
Information systems and documentation tools utilized in professional nursing practice. This course lends itself to either a blocked or integrated approach.

Associate of Applied Science LVN to RN Bridge

NURA 1160: Clinical Nursing Assistant/Aide and Patient Care Assistant/Aide
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

NURA 1301: Nurse Aide for Health Care
Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident’s rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social services needs.

Vocational Nursing Level I Certificate

HPRS 1106: Essentials of Medical Terminology
A study of medical terminology, word origin, structure, and application.
NURA 1301: Nurse Aide for Health Care
Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident’s rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social services needs.

PLAB 1223: Phlebotomy
Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.

PLAB 1260: Clinical Phlebotomy/Phlebotomist
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

VNSG 1116: Nutrition
Introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health.

VNSG 1133: Growth and Development
Study of the basic aspects of growth and development throughout the life span. Focus on growth and development of the individual’s body, mind, and personality as influenced by the environment.

Fundamentals of Certified Nursing Assistant (CNA)

HPRS 1201: Introduction to Health Professions
An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.

HPRS 2302: Medical Terminology for Allied Health
A study of medical terminology, word origin, structure, and application with an emphasis on building a professional vocabulary required for employment within the allied health care field.

NURA 1160: Clinical Nursing Assistant/Aide and Patient Care Assistant/Aide
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

NURA 1301: Nurse Aide for Health Care
Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident’s rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social services needs.

VNSG 1116: Nutrition
Introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health.

VNSG 1133: Growth and Development
Study of the basic aspects of growth and development throughout the life span. Focus on growth and development of the individual’s body, mind, and personality as influenced by the environment.

Medical Records Coding

Associate of Applied Science in Medical Records Coding

HITT 1301: Health Data Content and Structure
Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

HITT 1305: Medical Terminology I
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

HITT 1311: Health Information Systems
Introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health.

HITT 1312: History of Health Information Technology in the U.S.
Traces the development of IT systems in health care and public health, beginning with the experiments of the 1950s and 1960s and culminating in the HITECH Act. Introduces the concept of meaningful use.

HITT 1313: Coding and Insurance
An overview of skills and knowledge in ICD and CPT coding and claims forms for reimbursement of medical services.

HITT 1341: Coding and Classification Systems
Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.
HITT 1345: Health Care Delivery Systems
Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.

HITT 1349: Pharmacology
Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

HITT 1353: Legal and Ethical Aspects of Health Information
Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

HITT 2245: Coding Certification Exam Review
Review of coding competencies and skills in preparation for a coding certification exam.

HITT 2435: Coding and Reimbursement Methodologies
Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

MDCA 1302: Human Disease/Pathophysiology
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.

POFM 1300: Basic Medical Coding
Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

Fundamentals of Medical Records Coding Level I Certificate

HITT 1301: Health Data Content and Structure
Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

HITT 1305: Medical Terminology I
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Oil and Gas Technology

Associate of Applied Science Oil and Gas Technology

ELPT 1311: Basic Electrical Theory
Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

GISC 1411: Introduction to Geographic Information Systems (GIS)
Introduction to basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography.

PTRT 1301: Introduction to Petroleum Industry
An introduction to the various aspects of petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles. Addresses a variety of petroleum technologies: exploration, drilling, production, transportation, marketing, and chemical processing industries.

PTRT 1312: Petroleum Regulations
Regulatory requirements and structures associated with the petroleum industry.

PTRT 1313: Industrial Safety
An overview for petroleum and manufacturing workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R 1910, 1926 standards.

PTRT 1324: Petroleum Instrumentation
Study of instruments, instrument systems, terminology, process variables, and control loops as used in a petroleum environment.

PTRT 1403: Drilling
A study of practices and procedures drilling operations. Rig equipment, casing design, fishing, and proper procedures to successfully drill a well are discussed.

PTRT 2332: Artificial Lift
Practical aspects of artificial lift in production systems.

Oil and Gas Technology Level I Certificate

ELPT 1311: Basic Electrical Theory
Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

PTRT 1301: Introduction to Petroleum Industry
An introduction to the various aspects of petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles. Addresses a variety of petroleum technologies: exploration, drilling, production, transportation, marketing, and chemical processing industries.

PTRT 1312: Petroleum Regulations
Regulatory requirements and structures associated with the petroleum industry.
PTRT 1313: Industrial Safety
An overview for petroleum and manufacturing workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R 1910, 1926 standards.

PTRT 1324: Petroleum Instrumentation
Study of instruments, instrument systems, terminology, process variables, and control loops as used in a petroleum environment.

PTRT 1403: Drilling
A study of practices and procedures drilling operations. Rig equipment, casing design, fishing, and proper procedures to successfully drill a well are discussed.

PTRT 2332: Artificial Lift
Practical aspects of artificial lift in production systems.

Oil and Gas Technology Level II Certificate

ELPT 1311: Basic Electrical Theory
Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

GISC 1411: Introduction to Geographic Information Systems (GIS)
Introduction to basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography.

PTRT 1301: Introduction to Petroleum Industry
An introduction to the various aspects of petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles. Addresses a variety of petroleum technologies: exploration, drilling, production, transportation, marketing, and chemical processing industries.

PTRT 1312: Petroleum Regulations
Regulatory requirements and structures associated with the petroleum industry.

Pre-Engineering Design

Associate of Applied Science
Pre-Engineering

DFTG 1305: Introduction to Technical Drawing
An introduction to reading, interpreting, and developing technical drawings, including the principles of drafting and computer-aided design.

DFTG 1309: Basic Computer-Aided Drafting
An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

ELMT 1301: Programmable Logic Controllers
An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing to equipment.

ELMT 2339: Advanced Programmable Logic Controllers
Advanced applications of programmable logic controllers as used in industrial environments including concepts of programming, industrial applications, troubleshooting ladder logic, and interfacing to equipment.

ELPT 2335: Electrical Theory and Devices
Electrical and electronic measuring devices and their applications to the use of electrical power. Includes calculating and balancing single-phase and three-phase systems.

INMT 1305: Introduction to Industrial Maintenance
Basic mechanical skills and repair techniques common to most fields of industrial maintenance. Topics include precision measuring instruments and general safety rules common in industry, including lock-out/tag-out.

INTC 1305: Introduction to Instrumentation
A survey of the instrumentation field and the professional requirements of the instrumentation technician.

Fundamentals of Engineering Level I Certificate

DFTG 1305: Introduction to Technical Drawing
An introduction to reading, interpreting, and developing technical drawings, including the principles of drafting and computer-aided design.

DFTG 1309: Basic Computer-Aided Drafting
An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.
INTC 1305: Introduction to Instrumentation
A survey of the instrumentation field and the professional requirements of the instrumentation technician.

Radiologic Technology

Associate of Applied Science Radiologic Technology

RADR 1301: Introduction to Radiography
An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the profession and the health care system.

Welding

Associate of Applied Science Welding

DEMR 1301: Shop Safety and Procedures
A study of shop safety, rules, basic shop tools, and test equipment.

TECM 1301: Industrial Mathematics
Math skills applicable to industrial occupations. Includes fraction and decimal manipulation, measurement, percentage, and problem solving techniques for equations and ratio/proportion applications.

WLDG 1307: Introduction to Welding Using Multiple Processes
Basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux cored arc welding (FCAW), and gas tungsten arc welding (GTAW).

WLDG 1313: Introduction to Blueprint Reading for Welders
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

WLDG 1313: Introduction to Blueprint Reading for Welders
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

WLDG 1412: Introduction to Flux Cored Arc Welding (FCAW)
An overview of terminology, safety procedures, and equipment set-up. Practice in performing various joints using Flux Cored Arc Welding (FCAW) equipment.

WLDG 1417: Introduction to Layout and Fabrication
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

WLDG 1428: Introduction to Shielded Metal Arc Welding (SMAW)
An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, and various joint designs.

WLDG 1430: Introduction to Gas Metal Arc Welding (GMAW)
Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

WLDG 1434: Introduction to Gas Tungsten Arc (GTAW) Welding
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs.

WLDG 1435: Introduction to Pipe Welding
An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on various welding positions and electrodes.

WLDG 2332: Welding Automation
Overview of automated welding and cutting applications. Special emphasis on safe use and operation of equipment.

Fundamentals of Welding GMAW Level I Certificate

DEMR 1301: Shop Safety and Procedures
A study of shop safety, rules, basic shop tools, and test equipment.

WLDG 1307: Introduction to Welding Using Multiple Processes
Basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux cored arc welding (FCAW), and gas tungsten arc welding (GTAW).

WLDG 1313: Introduction to Blueprint Reading for Welders
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

WLDG 1430: Introduction to Gas Metal Arc Welding (GMAW)
Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.
Beeville Campus Map

Legend

1. ROBERT J. BEASLEY JR. — ADMINISTRATION
2. GERTRUDE RUSSELL JONES — AUDITORIUM
3. FRED D. LATO-VAN JR. — ACADEMIC
4. FRED D. LATO-VAN JR. — SCIENCE
5. FRANK JOSTES VISUAL ARTS / SIMON MICHAEL ART GALLERY
6. PETER S. MARCEK — PHYSICAL FITNESS CENTER
7. GLASS BLOWING STUDIO
8. MULTI-PURPOSE BLDG. - A/ OIL & GAS TECHNOLOGY
9. MULTI-PURPOSE BLDG. - B
10. JOE HUNTER FIELD
11. MULTI-PURPOSE BLDG. - C
12. CENTRAL PLANT
13. MULTI-PURPOSE BLDG. - D / FAST - AUTOMOTIVE TECHNOLOGY
14. JAMES R. DOUGHERTY JR. - 2nd FLOOR - DENTAL TECHNOLOGY
   1st FLOOR - MAINTENANCE OFFICE
15. WELDING / CRIMINAL JUSTICE - LAW ENFORCEMENT
16. GEORGE F. ELAM — TECHNICAL - VOCATIONAL
17. DAN A. HUGHES — PETROLEUM / HEALTH SCIENCES
18. R.W. DIRKS STUDENT SERVICES
19. JAMES R. DOUGHERTY — STUDENT UNION (SUB)
20. GRADY C. HOGE — LEARNING RESOURCE CENTER
21. BENTON HALL - DORMITORY A
22. BENTON HALL - DORMITORY B
23. BENTON HALL - DORMITORY C
24. BENTON HALL - DORMITORY D
25. COLLEGE APARTMENTS - E
26. COLLEGE APARTMENTS - D
27. COLLEGE APARTMENTS - C
28. COLLEGE APARTMENTS - B
29. COLLEGE APARTMENTS - A
30. TENNIS COURTS
31. CHILD DEVELOPMENT CENTER
Mission of CBC Workforce Development and Continuing Education

It is the mission of CBC Workforce Development and Continuing Education Department to provide quality workforce, avocational and customized non-credit educational opportunities.

These programs provide opportunities for members of the community to increase their knowledge, improve their skills, and enrich their lives through cultural and recreational activities: adult vocational education, community service, avocational, customized contract and workforce development training. The course offerings are based on assessment of community and business needs and interests. CE courses are developed with the same thoroughness as credit courses and instructors are selected based on their knowledge, experience and training in the subjects. Course 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 the CBC campus or at the main offices of the Alice, Kingsville, or Pleasanton sites during regular business hours. All fees must be paid by the first or prior to the first course meeting. Purchase orders or vouchers are accepted from approved businesses or government agencies sponsoring students. Payment is accepted by check, money order, cash, Visa or MasterCard. Refunds will only be made upon request and to participants who withdraw prior to the first day of class. Senior citizen discounts do not apply to continuing education courses. Unless specified by regulating agencies, no high school transcript, GED certificate, TSI Assessment or other scores are required for registration in a continuing education course.

If a CE 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. Students must call the appropriate CE office 24 hours prior to the start of the course to confirm that the course has made. Coastal Bend College is not responsible for lodging or travel arrangements made in conjunction with courses.

Some credit courses may be taken as CE “mirror courses” with approval of the Dean of Career and Technical Education. Courses taken as continuing education may be converted to credit courses when formal application for conversion is made to the Dean of Transfer Studies or the Dean of Career and Technical Education, and the student successfully completes the competency exam in the subject area and pays the course conversion cost. Registration for these courses will follow regular credit course registration and is on a space available basis in the credit course.

Continuing Education Staff

Braden Becknell
Director of Workforce Development and Continuing Education
361-354-2306
bbecknell@coastalbend.edu

Cora Sain
Continuing Education Specialist
361-254-2768
csain@coastalbend.edu

Customized Contract Training

Coastal Bend College CE representatives will work with organizations of all types to customize training to meet defined needs. These courses may be offered at the employer’s place of business, at any CBC location, or online via the Internet. A CE representative will work with each organization to assess needs, find or develop curriculum and instructors, register students and provide evaluation of the instructor to the employer.

Coastal Bend College Locations

Coastal Bend College
3800 Charco Road
Beeville, Texas

Coastal Bend College Alice
704 Coyote Trail
Alice, Texas

Coastal Bend College Kingsville
1814 Brahma Boulevard
Kingsville, Texas

Coastal Bend College Pleasanton
1411 Bensdale Road
Pleasanton, Texas