

# Center for Continuing Education

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 Center for Continuing Education Webpage

The Center for Continuing Education extends the services of the university to business, industry, educational institutions, professional organizations, governmental units and other groups of adults who need non-credit courses, conferences, institutes, workshops, seminars, short courses and special training programs. The center offerings fall into six categories: Academic Preparation Programs, Business Workshops & Seminars, Personal Enhancement Programs, and Professional Development Programs, Virtual Training, Continuing Education Unit's (C.E.U.'s), and Industrial Safety Training Programs.

## Academic Preparation Programs

These year-round programs are geared towards students currently attending grades K-12th in a public or private institution. The Center provides afterschool and weekend programs that include Academic Tutoring and the STAAR Preparation programs that give one-on-one attention to the registered participants from trained Academic Tutors in the specific field or subject needing improvement. During the summer, the Center holds the annual "College for Kids" program which is a 2-week summer camp on the TAMUK campus. The participants gain a feel of the college lifestyle as they changes classes around campus, engage with other participants on daily activities, and enjoy interactive presentations by different academic departments.

## Business Workshops & Seminars

Throughout the year, the Center provides training opportunities to participants to broaden their professional skills with this component. The workshops and seminars offer a variety of topics that include: Proactive & Situational Leadership, Strategic Planning for Business Growth, Achieving Your Goals through Customer Service, Sustainability in Your Business, Professional & Business Ethics, and many more. These topics are offered through different customizable packages to local businesses and organizations held at online and at off-campus locations.

## Personal Enhancement Programs

These programs give the opportunity for participants to develop their soft skills with courses as Basic Guitar, Basic Piano, Basic Vocal, Basic Photography, Conversational Russian, Conversational Spanish, and Beginner Computer Skills. Courses are held in the evenings in one-on-one session.

## Professional Development Programs

These are courses available to community members wanting comprehensive training to help gain an entry level position in a professional career track. Programs include: Administrative Assistant Training, Bank Teller Training, Bookkeeping Certification, Dental Assistant Certification, EKG Technician Certification,, Medical Billing and Coding Professional, Payroll Certification and Pharmacy Technician with internship options for participants to gain hands-on experiences once the successful completion of the courses. Programs are held in the evenings, once a week, during an 8-week or 16-week period within a semester.

## Virtual Training Programs

Participants wanting to gain professional training without having to be in a traditional classroom environment can do so with these on-line programs provided by the Center and with its partners; Protrain, 360Training, and Health Ed Today. All courses are instructor-led with structured weekly lessons and graded assignments as well as student engagement with questions and discussion forums.

## Continuing Education Units (CEU's)

Continuing Education Units (CEU's) will be given for certain noncredit instructional activities. One Continuing Education Unit is defined as ten contact hours of participation in an organized continuing education experience under qualified instruction. (A fraction of a unit may be awarded.) Texas A&M University-Kingsville maintains a permanent record of all CEUs awarded to individual participants and an official transcript is available from the Center for a flat rate of \$25. No admission requirements are necessary for noncredit course participants. A detailed description of course content and level will be available before enrollment periods. Registration dates and sites for noncredit courses are announced in advance or students may request course information from the center.

## Industrial Safety Training Programs

These are training programs covering PEC Basic Orientation, Core Compliance, Globally Harmonized Systems (GHS), Job Safety Analysis, and OSHA Safety Courses.