

# Continuing & Workforce Education *Schedule of Classes* **SPRING/SUMMER 2015**



## TRINITY VALLEY COMMUNITY COLLEGE



Continuing & Workforce Education

Athens Campus/903-675-6212 1-866-TVCCYES (1-866-882-2937)

Palestine Campus/903-729-0256 Terrell Campus/972-563-9573

[www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices) email: [conted@tvcc.edu](mailto:conted@tvcc.edu) fax: 903-675-6388



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## Building Abbreviations

Due to ongoing construction, room assignments are subject to change.  
If room assignment is TBA, please call 903-675-6212  
to confirm class location.

### ATHENS TVCC Campus (100 Cardinal Drive)

A.....	Gibbs Academic Building
AGC.....	Agriculture Building
AMBL.....	Automotive Mechanics Building
CCTR.....	TVCC Center (Park Street)
FA.....	Fine Arts Building
GS.....	General Studies Center
LA.....	Liberal Arts Building
LRCC.....	Ginger Murchison Learning Resource Center Classroom
MJ.....	Math/Journalism Building
SUB.....	Student Union Building
TC.....	Baugh Technology Center
WELD.....	Welding Building

### KAUFMAN HEALTH SCIENCE CENTER TVCC Campus

(800 Hwy 243 West)

Aud.....	Auditorium
Sk Lab.....	Skills Lab

### PALESTINE TVCC Campus (2970 North State Hwy. 19)

A.....	Anderson/Administration Building
C.....	Calhoun Building
E.....	Education Building
T.....	ECRC Building
PTC (Mall).....	Palestine Workforce Education Center, 2100 S. Loop 256

### TERRELL TVCC Campus (1200 East I-20)

A.....	Administration Building
E.....	Education Building
L.....	Library (on campus)

## Common Acronyms

CE.....	Continuing Education
CEU.....	Continuing Education Unit
DOT.....	Department of Transportation
GED.....	General Educational Development
MIP.....	Minor in Possession
TBA.....	to be announced/classroom to be assigned
THEA.....	Texas Higher Education Assessment

## TVCC Mission Statement

Trinity Valley Community College is a learning-centered college that provides quality academic, workforce, and community service programs to meet the educational needs of our students and the citizens of our service area.

## Continuing & Workforce Education Mission Statement

The mission of the TVCC Continuing & Workforce Education Department is to provide quality workforce skills training, professional continuing education and personal enrichment opportunities to meet the educational needs of citizens of the TVCC service delivery area.



**PELL FUNDING**  
available for qualified  
students enrolled in  
the Medical/Nursing  
Assistant Program\*

## Financial Aid

- PELL grants (credit classes)\*
- TPEG (TX Public Educ. Grant)\*\*
- Continuing & Workforce Ed. Grant\*\*
- Student Loans (credit/non-credit)
- TVCC Foundation Scholarships\*\*

## PELL Grant Funding

\* Students must complete the Free Application for Federal Student Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). PELL funding may be available for qualified students enrolled in Medical Assistant program. **STUDENTS SHOULD COMPLETE THE FAFSA AS SOON AS POSSIBLE PRIOR TO THE START OF CLASSES.** For additional information, contact the Financial Aid office or Continuing & Workforce Education office.

\*\* Students applying for TPEG, CS Grant or TVCC Foundation funding should:

**Step 1:** Complete FAFSA application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**Step 2:**

Complete Continuing & Workforce Education financial aid application ([www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices))

**Step 3:**

Register for class & pay remaining balance of tuition. Tuition is due at time of enrollment.

## FINANCIAL AID AVAILABLE

Grant and Scholarships funds may be available for workforce training in the following areas:

Medical/Nursing Assistant Program

Nurse Aide

Medication Aide

Phlebotomy Technician

Business & Computer Skills

Welding

Electrical Exam Review

Pharmacy Technician Exam Review

... and other workforce training

TVCC Continuing & Workforce Education  
Liberal Arts Building  
Room 115  
903-675-6212 or visit  
[www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices)



Trinity Valley Community College is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment because of race, color, religion, sex, national origin, age, or disability.

Trinity Valley Community College will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX and Section 504 Coordinator at Trinity Valley Community College, 100 Cardinal Drive, Athens, TX 75751, (903) 675-6215.



**TVCC & Texas Workforce  
Commission**  
working together to provide  
training for  
small businesses in Texas.



## **Big News for Small Businesses in Texas**

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

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

### **About Skills for Small Business**

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

### **Getting Started**

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

### **For More Information**

Additional information is available at [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices) or at [www.twc.state.tx.us](http://www.twc.state.tx.us).  
Interested business may also contact the TVCC Continuing & Workforce Education office at  
903-675-6212.



# Your Partners For Training

## TVCC & Texas Workforce Commission

[www.twc.state.tx.us](http://www.twc.state.tx.us)

**BIG NEWS FOR SMALL BUSINESSES IN TEXAS.  
TWC & TVCC RESPOND TO THE TRAINING  
NEEDS OF TEXAS BUSINESSES.**



Under the Skills Development Fund program, businesses of all sizes can work with TVCC and the TWC to develop customized job training.

*TVCC can provide training in hundreds of areas. A class can be designed on how to make a spreadsheet or provide training on how to use the latest in 3-D drafting software. It can be low-tech, high-tech or somewhere in between.*

### Trinity Valley Community College Continuing & Workforce Education

100 Cardinal Drive  
Athens, Texas 75751  
903-675-6212  
903-675-6388 (fax)  
[conted@tvcc.edu](mailto:conted@tvcc.edu)  
[www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices)



#### ***Software Applications for Offices***

***Word***

***Excel***

***Access***

***Quickbooks, etc.***

***Electrical***

***Medical Office***

***OSHA Training***

***Computer Aided Drafting***

***Welding***

***Auto Mechanics***

***Engineering***

*TVCC has hundreds of courses in its master inventory.*

*Visit [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices).*



# immunization for **healthcare careers** \_\_



**ARE YOU INTERESTED IN A  
HEALTHCARE CAREER?  
DON'T GET LEFT BEHIND...  
START YOUR  
IMMUNIZATIONS EARLY !!**

**ALL STUDENTS ENROLLED IN MEDICAL TRAINING CLASSES THAT INVOLVE PATIENT CONTACT MUST PROVIDE WRITTEN DOCUMENTATION OF THE REQUIRED IMMUNIZATIONS PRIOR TO ANY CLINICAL EXPERIENCE OR PHLEBOTOMY LAB.**

All immunization documentation must be complete & on file in the TVCC Continuing & Workforce Education office before the student will be eligible to work directly with patients, observe or work in an off campus facility or participate in live venipunctures.

**DON'T WAIT—START NOW!**

**WAIVERS WILL NO LONGER BE ACCEPTED (without administrative approval) BEGINNING FALL 2014. Students with a current waiver, must have the immunizations or documented proof of immunity to the disease (commonly referred to as Titer or serologic confirmation) completed prior to any clinical experience or phlebotomy lab—including the Hepatitis B series.**

**Students who do not have their immunization records or need immunizations or titers will need to start early or possibly delay enrollment in a course. Some of the required immunizations are series vaccines and are spread over several months. Students who do not have all three Hep B immunizations may ask their healthcare provider about the Accelerated Schedule for Hepatitis B vaccine.**

*\*Bacterial Meningitis vaccine is required prior to registration for classes for credit students under age 22.*



# PARTNERS

## IN WORKFORCE TRAINING

TVCC AND

LOCAL ISD'S

Working Together to Meet Workforce Career Training Goals for High School Students

**TVCC offers workforce programs that can help students obtain job certifications either while in high school or upon graduation.**

### Certified Nurse Aide

High school juniors and seniors can obtain a State of Texas Nurse Aide Certification prior to high school graduation. Nurse Aide training prepares students to assist nurses in long-term care facilities, home health agencies, hospice or assisted living facilities. This is a core course in the TVCC Medical Nursing Assistant program.



### Pharmacy Technician

Students will train to assist the pharmacist, maintain clients' records, maintain inventory as well as collect payment and coordinate billing. Upon graduation, students may be eligible to take the Pharmacy Technician Certification exam.



### First Responder

Students will be trained to provide emergency care and prepare patients for transport. Successful students will receive the First Responder certificate.



### CPR & First Aid & Medical Terminology

Students train in first aid and may obtain the American Heart Association CPR certification.



### Basic Phlebotomy Technician

Students in this course will learn proper techniques and precautions to obtain blood specimens. Students may obtain an industry certification through National Healthcareers with additional training after high school graduation.



**Enroll Today!**

# ONLINE Youth COURSES

Most  
Courses Are Only  
**\$130**

## Trinity Valley Community College

### Every Course Includes:

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

### Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

### Discover Digital Photography

Explore the fascinating world of digital photography equipment.

### Creating Web Pages

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

### Introduction to Microsoft Publisher

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

### Web 2.0, Blogs, Wikis, and Podcasts

In this course, you'll join the Web 2.0 world as you learn how to create and maintain your own blog, wiki, and podcast.

### Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

### Introduction to Microsoft PowerPoint

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

### Introduction to the Internet

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

### Photoshop Elements for the Digital Photographer

Master the secrets of correcting digital photos, and bring out the best in all your photographs!

### Secrets of Better Photography

Discover strategies and tricks for taking excellent pictures no matter what or where you're shooting.

### Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

### SAT/ACT Preparation

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

Details on any of these courses can be found at:

**[www.ed2go.com/tvcc](http://www.ed2go.com/tvcc)**

You can also reach us by calling

**903-675-6212**

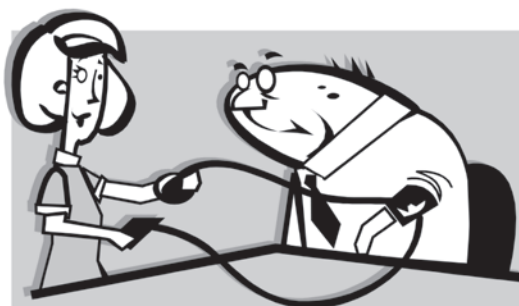
**Online Learning Anytime, Anywhere...Just a click away!**





## Medical/Nursing Assistant Orientation

Trinity Valley Community College—For more information call 903-675-6212



**Date: January 16, 2015 Time: 9:00 AM - 1:00 PM**  
**Auditorium Building on the Athens Campus**

All students attending Medical/Nursing Assistant courses are required to attend this orientation. This includes students attending classes on all campuses: Athens, Palestine, Kaufman or Terrell Campus. There will be information on all course requirements: immunizations, tutoring, background checks, drug testing, etc.

There will also be information on 10th grade literacy testing and how to obtain tutoring if needed. This includes the following classes:

- |  |   |
|--|---|
| ⇒ Pharmacology (credit & non-credit)*                | ⇒ Phlebotomy (credit and non-credit)*                         |
| ⇒ Medical Law & Ethics                               | ⇒ Medical Administrative Support                              |
| ⇒ Medical Terminology                                | ⇒ C.N.A. Hospital Setting                                     |
| ⇒ Procedures in a Clinical Setting                   | ⇒ Phlebotomy Practicum (credit and non-credit)*               |
| ⇒ Nurse Aide for Healthcare (credit and non-credit)* | ⇒ Pharmacy Tech Certification Review (credit and non-credit)* |
| ⇒ Body Systems                                       |   |
| ⇒ Clinical Med Asst Externship                       |   |
- \* Non-Credit students enrolled in these classes should also plan to attend.

# **TVCC MEDICAL/NURSING ASSISTANT CERTIFICATE**

**TRAIN TO BE A MEMBER OF THE HEALTH CARE DELIVERY TEAM.  
MEDICAL NURSING ASSISTANTS MAY WORK IN CLINICS, HOSPITALS, SCHOOLS  
OR PHYSICIAN'S OFFICES.**

**Courses required to obtain the  
Program Certificate include:**

- **Nurse Aide/Nurse Aide Clinical**
- **Medical Terminology**
- **Medical Law & Ethics**
- **Body Systems**
- **Phlebotomy**
- **Procedures in a Clinical Setting**
- **Medical Administrative Support**
- **Pharmacology**
- **One Approved Elective**
- **Medical Assistant—Externship**



**FINANCIAL AID  
MAY BE AVAILABLE  
FOR QUALIFIED  
STUDENTS**



# TVCC MEDICAL/NURSING ASSISTANT CERTIFICATE

**Eligible students may qualify for PELL funding**  
(other forms of financial aid may also be available for eligible students)

## What courses are required to complete a Medical/Nursing Assistant Certificate?

NURA 1401	Nurse Aide for Healthcare .....	4 Semester Hours
NURA 1160	Clinical-Nursing Assistant/Aide .....	1 Semester Hour
NURA 1307	Body Systems .....	3 Semester Hours
HPRS 1205	Essentials of Medical Law and Ethics .....	2 Semester Hours
PLAB 1323	Phlebotomy .....	3 Semester Hours
MDCA 1313	Medical Terminology .....	3 Semester Hours
MDCA 1317	Procedures in a Clinical Setting .....	3 Semester Hours
POFM 1317	Medical Administrative Support .....	3 Semester Hours
HITT 1249	Pharmacology .....	2 Semester Hours
MDCA 1260	Clinical-Medical/Clinical Assistant (Externship)** .....	2 Semester Hours

(\*\* All coursework must be complete with a grade of B or higher to enroll in this course)

## 1 Elective from the following list is required:

PLAB 1164	Phlebotomy Practicum .....	1 Semester Hour
	(Pre-requisite PLAB1323 or PLAB1223)	
POFI 1104	Computer Fundamentals .....	1 Semester Hour
POFT 1120	Job Search Skills .....	1 Semester Hour
PHRA 1243	Pharmacy Technician Certification Review .....	2 Semester Hours
NURA 1161	Clinical-Nursing Assist/Aide & PCT (Hospital Setting) .....	1 Semester Hour
	(Pre-requisite NURA 1401 and 1160)	
GERS1340	Treatment Modalities .....	3 Semester Hour
	(Pre-requisite NURA 1401 and 1160)	
HPRS1160	Clinical-Allied Health Services .....	1 Semester Hour
	(Pre-requisite NURA 1401 and 1160)	

Additional courses/electives may be substituted with approval from the Dean of Community Services

**TOTAL Semester Hours Required.....27 Semester Hours**

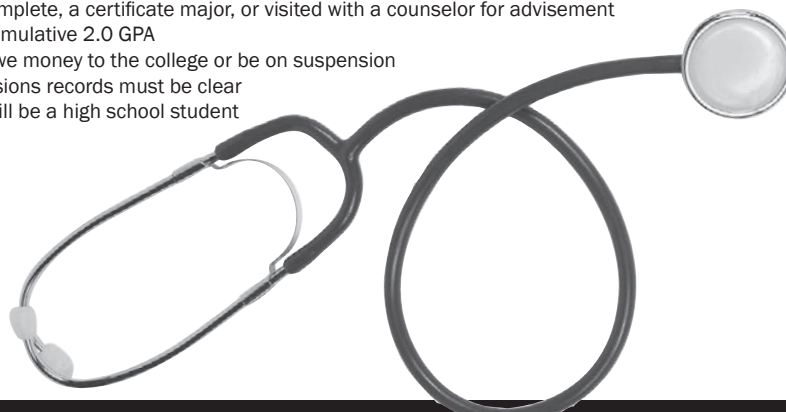
## Who can enroll in the program?

To enroll in the Medical/Nursing Assistant Certificate program, students must have a high school diploma or GED. (Students may enroll in some of the classes as a non-credit student prior to obtaining their GED or high school diploma; however, they will not be eligible for the Certificate without a high school diploma or GED.)

## How do I enroll in the Medical/Nursing Assistant Program?

Students who wish to enroll in the Medical/Nursing Assistant program should complete the following steps:

- Meet TVCC Admission requirements for entry into a Certificate Program ([www.tvcc.edu](http://www.tvcc.edu))
- Provide an official high school transcript or GED.
- Provide documentation they have received the Bacterial Meningitis vaccine (if under age 22).
- Students who have taken TVCC "credit" classes in the past can register online for classes if they meet the following criteria:
  - Enrolled at TVCC in the previous semester or all paper work complete in Registrar's Office
  - BE TSI complete, a certificate major, or visited with a counselor for advisement
  - Have a cumulative 2.0 GPA
  - Cannot owe money to the college or be on suspension
  - All admissions records must be clear
  - Cannot still be a high school student





## SUGGESTED DEGREE PLAN

### SEMESTER ONE

NURA 1401	Nurse Aide for Healthcare.....	4 SCH
NURA 1160	Nurse Aide Clinical.....	1 SCH
NURA 1307	Body Systems.....	3 SCH
MDCA 1313	Medical Terminology .....	3 SCH
HPRS 1205	Medical Law and Ethics .....	2 SCH
	TOTAL .....	13 SCH

### SEMESTER TWO

POFM 1417	Medical Administrative Support .....	3 SCH
PLAB 1323	Phlebotomy .....	3 SCH
MDCA 1317	Procedures in a Clinical Setting.....	3 SCH
HITT 1249	Pharmacology .....	2 SCH
POFT 1120	Job Search Skills (or other approved elective).....	1 SCH
	TOTAL .....	12 SCH

### SEMESTER THREE

MDCA 1260	Externship (Clinical Medical Assistant).....	2 SCH
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(Note: Students enrolled in the externship will need to be available for a flexible schedule. It is strongly recommended that students do not enroll in other courses while enrolled in the externship. Students will be involved in both practical experiences in area medical facilities and classroom experiences during this course. Travel to clinical sites will be required)

### How can I find out more information?

The Community Services staff is available to answer questions during regular business hours. Students may also visit with the counselors on any of the TVCC campuses to obtain information about course requirements, scheduling and planning.

### Is financial aid available for this training?

- Students may find financial aid available from several sources, however, it does take pre-planning and searching.
- PELL grants and other student aid may be available for students enrolling in the Medical/Nursing Assistant program.
- Students who think they may require or be eligible for financial aid should complete the Free Application for Federal Student Aid (FAFSA) @ [www.fafsa.ed.gov](http://www.fafsa.ed.gov) early in their admission process. This application is used to determine eligibility for most forms of student financial aid.
- Financial aid may be available to students from private contacts and private sources. Examples might be employers willing to financially assist employees, civic organizations who select scholarship recipients or the Texas Workforce Commission. Students needing financial aid should contact the Financial Aid office on any of the TVCC campuses with specific questions about available financial aid and requirements.

### Are there other requirements that I need to know before enrolling in this program?

- **IMMUNIZATIONS**—Effective Fall 2014, waivers can no longer be accepted for students enrolling in health career courses. Students enrolled in this program will be required to provide documentation that they have received all of the required immunizations prior to any patient contact or invasive procedures. This information should be provided to the Community Services office before classes start or as soon as possible after enrollment. **UNDER NO CIRCUMSTANCES WILL STUDENTS BE ALLOWED TO ATTEND A CLINICAL OR PERFORM AN INVASIVE PROCEDURE UNTIL THE IMMUNIZATION REQUIREMENT IS MET.** For the complete immunization policy, see page 49 or visit [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices).
- **DRUG SCREENS**—Students enrolled in this program will be required to submit to random drug screens in any of the classes that require patient contact or invasive procedures. For the complete drug screen policy, see page 51 or visit [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices).
- **BACKGROUND CHECKS**—Students enrolling in Nurse Aide classes will be subject to a Texas Department of Public Safety background check prior to the start of class. Students enrolling in the other courses that are part of the Medical Nursing Assistant program will be required to submit to a more extensive background check. See page 50 or visit [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices) for more information about the background check policy.
- **SUPPLIES AND OTHER NEEDS**—in addition to the listing above, students will need the following for their classes:
  - At least one set of maroon scrubs
  - A watch with a second hand
  - Closed toe—leather or vinyl shoes
  - Gait Belt (available in TVCC bookstore)
  - Stethoscope (available in TVCC bookstore)
  - Textbooks and or workbooks (available in TVCC bookstore)
  - TVCC ID badge (issued by Campus Police)
  - Transportation to class and clinical sites
  - Childcare arrangements if needed
  - Some classes will require a flexible schedule to accommodate clinical rotations
  - Computer with internet access (can use the TVCC computer labs)

## Medical Nursing Assistant Course Descriptions & Requirements

### HITT 1249 – PHARMACOLOGY – (2-1-3-0)

Pre-requisite: approved criminal background check. Policy available at [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices) or on page 50.

This course is an overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. Students will be able to identify the drugs associated with the treatment process; and examine drug therapy. Computer/Internet access required. General lab fee \$30. Textbook required and is available in the TVCC bookstore.

### HPRS 1205 - ESSENTIALS OF MEDICAL LAW/ETHICS FOR HEALTH CARE PROFESSIONALS – (2-2-0-0)

Pre-requisite: approved criminal background check. Policy available at [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices) or on page 50.

An introduction to the relationship between legal aspects and ethics in health care, with emphasis on responsibilities of health care professionals and paraprofessionals. Students will meet with the instructor the first day of class in Athens. Additional class meetings will be arranged with the instructor. Part of the course will use online instruction. Textbook required and is available in the TVCC bookstore.

### NURA 1307 - BODY SYSTEMS – (3-1-6-0)

Pre-requisite: approved criminal background check. Policy available at [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices) or on page 50.

This is a basic study of the structures and functions of the human body. Students will meet with the instructor on the first day of class to review course requirements. Additional class times will be arranged with the instructor. Requires computer/web access. May be taught as a hybrid course. This course is generally not accepted by other nursing and professional medical training programs. Online curriculum for this course will be purchased at the TVCC bookstore. General lab fee \$30.

### NURA 1401 NURSE AIDE FOR HEALTHCARE – (4-4-1-0)\*

Students subject to DPS public access criminal history background check.

This course is commonly called Nurse Aide Certification or CNA. This course provides knowledge, skills and abilities essential to provide basic care to residents of acute, sub-acute, and long-term care facilities. Topics include, but not limited to: patient'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. Student must submit to and pass a random drug test. Upon completion of this course, and the clinical (NURA1160), with the grade of A or B, the student may become eligible to sit for the State of Texas Nurse Aide Certification Test. Students can take NURA1401 and NURA1160 concurrently. If you elect to take NURA1160 later, it must be taken the next spring or fall semester. General lab fee \$30.00

### NURA 1160 CLINICAL- NURSING ASSISTANT/AIDE AND PATIENT CARE ASST./AIDE - (1-0-0-6)\*

It is recommended that students have all required immunizations completed prior to start date of this course. This clinical is commonly called Nurse Aide Certification (CNA) clinical. This is 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 instructor and preceptor when in the medical facility. Student must submit to and pass a random drug screen and acceptable criminal history background check. This course requires scheduling of large blocks of time at a medical clinical site. Students can take NURA1401 and NURA1160 concurrently. If you elect to take NURA1160 later, it must be taken the next spring or fall semester. Lab Fee \$195.00 (includes drug testing and student liability insurance and state certification exam fee)

## Other requirements/information about Nurse Aide course & clinical

**Regular attendance is required.** The state credentialing agency requires a minimum number of training hours.

The following supplies will be required:

- Maroon scrubs
- Closed toed, leather or vinyl shoes
- A watch with a second hand
- Gait Belt (available in the bookstore)
- Stethoscope (available in the bookstore)
- Textbooks required and are available in the TVCC Bookstore

Upon completion of this course, and the clinical with a grade of A or B, plus completion of departmental requirements, the student becomes eligible to sit for the State of Texas Nurse Aide Certification Exam. Student must be functioning at a 10th grade literacy level to sit for certification exam. The student must also meet the requirements listed at 94.3(k)(2) & (3) of the Licensing Standards for Nurse Aides and must not be deemed unemployable on the Employee Misconduct Registry (EMR) or have been found to have a conviction of a criminal offense listed in the Texas Health and Safety Code, 250.006.

If a student passes both exams and meets state qualifications, they will be placed on the Texas Nurse Aide Registry, Texas Dept. of Aging & disability Services, Long Term Care Division, Nurse Aide Training, Mail Code Y-979, P.O. Box 149030, Austin, TX 78714-9030. (Phone 512-231-5800).

**NURA 1160** (Nurse Aide Clinical) is an unpaid clinical experience. Students are responsible for their own expense in case of injury, illness, or hospitalization while in clinical facilities. Students will be required to travel outside their class location for clinicals. Student must be functioning at a 10th grade literacy level to sit for certification exam. Clinicals are for 80 hours and will be scheduled for various dates, times and locations.

**DRUG SCREENS**—Students enrolled in this course will be required to submit to random drug screens. The complete drug screen policy is available at [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices) or on page 51.

**IMMUNIZATIONS**—Students enrolled in this course will be required to provide documentation that they have received all of the required immunizations prior to any patient contact or invasive procedures. Please see page 49 for details.

**CRIMINAL HISTORY BACKGROUND CHECK WILL BE DONE AT THE TIME THE STUDENT REGISTERS FOR CLASS. STUDENTS WILL NEED TO PROVIDE A DRIVER'S LICENSE OR OTHER OFFICIAL ID.**

**POFM 1317 - MEDICAL ADMINISTRATIVE SUPPORT** – (3-2-3-0)

Pre-requisite: approved criminal background check. Policy available at [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices) or on page 50.

Instruction in medical office procedures including appointment scheduling, medical records, creation and maintenance, telephone communications, coding, billing, collecting, introduction to electronic medical records and third party reimbursement. Online curriculum required and is available at the TVCC Bookstore. Computer/internet access required. General lab fee required.

**MDCA 1313 - MEDICAL TERMINOLOGY** – (3-3-0-0)

Pre-requisite: approved criminal background check. Policy available at [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices) or on page 50.

A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms and prefixes, suffixes, roots, and combining forms. Students will meet with the instructor the first day of class in Athens. This is a combination of self-paced on-line instruction and student/instructor interaction. Requires computer/web access. May be taught as a hybrid course. A textbook w/online access code is required and available at the TVCC Bookstore.

**PLAB 1323 - PHLEBOTOMY** (Basic Non-Certification) – (3-2-4-0)

Pre-requisite: approved criminal background check. Policy available at [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices) or on page 50.

This course prepares students to collect blood specimens for the purpose of laboratory analysis. This didactic course includes all aspects related to blood collection and the development of comprehensive skills to perform venipunctures. Course includes terminology, associated anatomy and physiology, blood collection procedures, specimen hands-on practice, and techniques to perform puncture methods. Safety issues are emphasized. Students will practice specimen collection on adults, children and infants.

Students will apply skills in the performance of a variety of blood collection methods using proper techniques and standard precautions in a skills lab environment. The skills lab practice will be on manikins and with live sticks. Skills lab will include vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture and specimen collection on adults, children and infants. Students will learn the basic procedures for medication injections. Emphasis is on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, checking medication dosage, and medical terminology.

Minimum age is 16. Required: Maroon Scrubs, closed toe shoes of vinyl or leather (no fabric or porous outer shoe coverings – from any source). Optional for class, but generally required for work: scrub jacket (from any source) and a watch with a second hand (from any source). These items will not be available from the college bookstore or the instructor. A textbook is required and available at the TVCC Bookstore. Lab fee of \$95.00 (includes drug screen and liability insurance. Fees subject to change) General lab fee also required.

Students will be required to perform sticks (venipunctures) on other students as well as be stuck (having venipunctures performed on themselves by other students). Rigid performance standards must be met prior to sticking other students. All venipunctures will be practiced in a skills lab environment. A copy of written proof of immunizations including all 3 Hepatitis B shots and current TB test is required before a student can participate in skills lab.

**DRUG SCREENS**—Students enrolled in this course will be required to submit to random drug screens. The complete drug screen policy is available at [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices) or on page 51.

**IMMUNIZATIONS**—Students enrolled in this course will be required to provide documentation that they have received all of the required immunizations prior to any patient contact or invasive procedures. Please see page 49 for details.

**MDCA 1317 PROCEDURES IN A CLINICAL SETTING** – (3-3-1-2)

Pre-requisite: approved criminal background check. Policy available at [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices) or on page 50.

Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and



documentation of patient information, asepsis, office clinical procedures, assisting physician with clinical procedures, and other treatments as appropriate for ambulatory settings. A textbook is required and available at the TVCC Bookstore. Students required to submit to random drug screen and provide documentation of required immunizations. Lab fee of \$95.00 (includes drug screen and liability insurance. Fees subject to change)

**DRUG SCREENS**—Students enrolled in this course will be required to submit to random drug screens. The complete drug screen policy is available at [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices) or on page 51.

**IMMUNIZATIONS**—Students enrolled in this course will be required to provide documentation that they have received all of the required immunizations prior to any patient contact or invasive procedures. Please see page 49 for details.

#### **MDCA 1260 - CLINICAL MEDICAL/NURSING ASSISTANT (EXTERNSHIP) - (2-0-0-12)**

Pre-requisites: (1)current CPR for Healthcare Providers, (2) completion of all required coursework for the Medical/Nursing Assistant Certificate with a grade of "A" or "B". (3) current State of Texas Nurse Aide Certification, (4) documentation of required immunizations on file, including TB test that is no more than 1 year old, (5) Criminal History Background Check that is no more than two years old, (6) must be functioning at a 10th grade literacy level to enroll in the course.

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Indirect supervision is provided by the clinical instructor. Direct supervision is provided by staff in the professional medical setting. The course includes "capstone" activities to assure that the student is ready for employment. Textbook and certification resource packet are available at the TVCC Bookstore. Students will need maroon scrubs, closed toed shoes and a current TVCC photo ID.

(**Note:** Students enrolled in the externship will need to be available for a flexible schedule. It is strongly recommended that students do not enroll in other courses while enrolled in the externship. Students will be involved in both practical experiences in area medical facilities and classroom experiences during this course. Travel to clinical sites will be required) Lab fee \$244 (includes drug screen, liability insurance premium and certification exam fee. Fees subject to change).

**STUDENTS ARE REQUIRED TO CHOOSE ONE ELECTIVE FROM THE FOLLOWING LIST: (OTHER ELECTIVES MAY BE ADDED WITH THE APPROVAL OF THE DEAN OF COMMUNITY SERVICES.)**

#### **GRS1340 - TREATMENT MODALITIES WITH THE AGING - (3-3-0-0)**

Pre-requisite: Completion of NURA1401 and NURA1160 or currently be on the State of Texas Nurse Aide Registry. Must provide acceptable approved criminal background check. Policy available at [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices) or on page 50.) Must have complete immunizations, and TB test clearance.

This course must be taken concurrently with HPRS1160-Clinical-Health Services/Allied Health/General.

This course is an overview of the most commonly used and accepted treatment methods in the aging field. Students will identify techniques and strategies used in patient rehabilitation, physical, occupational and speech therapy, counseling older adults, and apply communication skills to work with older adults. Successful completing students will be qualified for employment as Rehabilitative/Restorative Aides to assist medical professionals. A textbook is required and available at the TVCC Bookstore.

#### **HPRS 1160 - CLINICAL HEALTH SERVICES/ALLIED HEALTH/GENERAL - (1-0-0-3)**

Pre-requisite: This course must be taken concurrently with GRS1340-Greatment Modalities with the Aging

This is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts with special focus on rehabilitation, physical, occupational and speech therapy while using appropriate counseling and communication skills. Direct supervision is provided by the clinical instructor and preceptor when in the medical facility. Students must submit to and pass a random drug screen. Lab fee: \$95 (includes random drug testing and student liability insurance).

**DRUG SCREENS**—Students enrolled in this course will be required to submit to random drug screens. The complete drug screen policy is available at [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices) or on page 51.

**IMMUNIZATIONS**—Students enrolled in this course will be required to provide documentation that they have received all of the required immunizations prior to any patient contact or invasive procedures. Please see page 50 for details.

#### **PLAB 1164 - Practicum/Field Experience - Phlebotomy/Phlebotomist - ((1-0-0-7)**

Pre-requisite - Must have completed PLAB 1323 (PLAB 1223 or PLAB 1023) with course grade of "A" or "B". Immunizations and TB test must be complete before enrolling in this course.

The successful completion of this course will lead to national phlebotomy certification. This course is practical general workplace training. Student must submit to and pass a random drug test. Student must be willing to do live phlebotomy sticks on classmates and must be willing for classmates to do live phlebotomy sticks on them. Student must be functioning at a 10th grade literacy level to sit for certification exam. Lab fee \$195.00 (includes certification exam fee, student liability insurance, and drug testing. Fees subject to change).

#### **POFI 1104 - Computer Fundamentals - (1-1-0-0)**

Computer applications specific to business-related software. Emphasizes the concurrent development of office skills and computer knowledge. Students will meet with the instructor on the first day of class to review course requirements. Additional class

times will be arranged with the instructor. Part of the course will use online instruction. Students will also be assigned a course project to be completed and returned to the instructor. Textbook is required and available at the TVCC Bookstore.

**POFT 1120 – Job Search Skills – (1-1-1-0)**

Students will learn the skills to seek and obtain employment in business and industry. Students will learn resume writing skills, interviewing skills, and customer service skills. This class will only meet for 4 class periods. General lab fee also required.

**NURA 1161 – Clinical-Nursing Assistant/Aide in a Hospital Setting – (1-0-0-6)**

Pre-requisite: approved criminal background check. Policy available at [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices) or on page 50.

This course is for students seeking hospital employment as a nurse aide. Students enrolling in the course must be currently on the state of Texas Nurse Aide Registry. Clinical rotations will be scheduled by ETMC Hospital and students should be prepared for sessions lasting up to 12 hours. Mandatory sessions will be held on the TVCC campus on the first and last dates of class. \$95.00 lab fee includes drug screen and liability insurance

The following will be required: Maroon scrubs, Closed toed, leather or vinyl shoes, and a watch with a second hand.

**PHRA 1243 – Pharmacy Technician Certification Review**

Students will identify drug names, interactions, side effects, and dosages; perform pharmaceutical calculations; explain aseptic techniques; and apply Federal law concepts to the tasks and duties of pharmacists and technicians in the practice of pharmacy. This is a preparation course for certification with the National Pharmacy Technician Board (PTCB). Student must be functioning at a 10th grade literacy level to sit for certification exam. \$160 lab fee includes Pharmacy Technician exam.

# MEDICAL/NURSING ASSISTANT CERTIFICATE

## FALL CREDIT SCHEDULE OF CLASSES

### JANUARY 20 - MAY 12, 2015

#### ATHENS

COURSE	SEC#	DESCRIPTION	TIME CLASS MEETS	DAYS	ROOM	INSTRUCTOR
HITT.1249	3118	Pharmacology	8:00am-12:00pm	M/W	LA106	Fritz
HPRS.1205	2384	Med Law/Ethics <sup>1</sup>	10:00am – 12:00pm	F (1/23)	TC119	Fritz
MDCA.1313	2385	Medical Terminology 1	2:00pm-4:00pm	F (1/23)	TC119	Fritz
MDCA.1317	2376	Procedures/Clinical Setting	1:00 pm to 5:00 pm	TH	LA106	Fisher
NURA.1401	2366	Nurse Aide	5:30 pm to 9:30 pm	T/TH	LA112	Sparks
NURA.1401	2368	Nurse Aide	1:00 pm to 5:00 pm	M/W	LA112	King
NURA.1401	2370	Nurse Aide	8:00 am to 12:00 pm	M/W	LA112	King
NURA.1160	2367	Nurse Aide Clinical <sup>3</sup>	6:00 am to 5:00 pm	W	LA102	Brown
NURA.1160	2369	Nurse Aide Clinical <sup>3</sup>	12:00pm to 9:00pm	T	LA102	Barnes
NURA.1160	2371	Nurse Aide Clinical <sup>3</sup>	6:00 am to 5:00 pm	TH	LA102	King
NURA.1160	3445	Nurse Aide Clinical <sup>3</sup>	6:00 am to 5:00 pm	F/S	LA102	Barnes
NURA.1307	2383	Body Systems <sup>1</sup>	8:00am – 10:00am	F (1/23)	TC119	Fritz
PLAB.1323	2372	Phlebotomy	8:00 am to 12:00 am	T	LA106	Brown
PLAB.1323	2373	Phlebotomy	5:30 pm to 9:30 pm	M	LA106	Barber
PLAB.1323	2735	Phlebotomy	1:00 pm to 5:00 pm	T	LA106	Brown
POFM.1317	2375	Med Admin Support	6:00 pm to 9:00 pm	T	TC114	Scott
POFM.1317	3122	Med Admin Support	1:00 pm to 4:00 pm	W	LA106	Spilker
MDCA.1160	2380	* Clinical Med Asst (Extern)	1:00 pm to 4:00 pm	T/F	LA105	Fritz
MDCA.1160	2737	* Clinical Med Asst (Extern)	1:00 pm to 4:00 pm	T/F	LA105	Fritz

**\*All coursework must be completed before enrolling in the Externship. Departmental approval required.**

#### ELECTIVES (One required) (Other electives may be added as approved by the Dean of Community Services)

GERS.1340	3121	Treatment Modalities (must be on the Texas Nurse Aide Registry)	1:00 pm to 4:00 pm	M	LA105	Fritz
HPRS.1160	3487	Clinical Allied Health/General (must be on the Texas Nurse Aide Registry)	2:00pm to 5:00pm	W	LA105	Fritz
NURA.1161	2382	Nurse Aide Clinical (Hospital) <sup>2</sup> (Pre-requisite is NURA 1401 and NURA 1160)	11:00 am to 12:00 pm	W (1/21)	LA105	Fritz
PLAB.1164	2381	Phlebotomy Practicum	6:00 pm to 9:00 pm	T	LA106	Brown
POFI.1104	2386	Computer Fundamentals <sup>2</sup>	4:00 pm to 5:00 pm	W (1/21)	TC119	Brittain
PHRA.1243	3117	Pharmacy Tech Cert Review	6:00 pm to 9:00 pm	M/W	TC218	Hackney
POFT.1120	2378	Job Search Skills	8:00 am to 11:00 am	F	TC219	Grainger

(1st class meets Friday, Jan. 30-all other classes TBA-class only meets 4 times)

## PALESTINE

CourseSec#	Description	Time	Day	Room	Instructor
HPRS.1205	2529	Med Law/Ethics <sup>1</sup>	10:00am - 12:00pm	F (1/23)	Athens-TC118 Fritz
MDCA.1313	2530	Medical Terminology <sup>1</sup>	2:00pm-4:00pm	F (1/23)	Athens-TC118 Fritz
NURA.1307	2531	Body Systems <sup>1</sup>	8:00am - 10:00am	F (1/23)	Athens-TC118 Fritz
PLAB.1223	2387	Phlebotomy	5:30 pm to 9:30 pm	T	PTC Steubing
POFM.1317	2742	Medical Admin Support	6:00 pm to 9:00 pm	Th	PTC Scott
POFI.1104	2532	Computer Fundamentals <sup>2</sup>	4:00 pm to 5:00 pm	W (1/21)	Athens /TC119 Brittain
POFT.1120	3391	Job Search Skills	6:00 pm to 9:00 pm	M	PTC Grainger

(1st class meets Monday, Jan 26-all other classes TBA-class only meets 4 times)

## KAUFMAN/TERRELL

CourseSec#	Description	Time	Day	Room	Instructor
HPRS.1205	2536	Med Law/Ethics <sup>1</sup>	10:00am - 12:00pm	F (1/23)	Athens-TC119 Fritz
MDCA.1313	2537	Medical Terminology <sup>1</sup>	2:00pm-4:00pm	F (1/23)	Athens-TC119 Fritz
NURA.1307	2538	Body Systems <sup>1</sup>	8:00am - 10:00am	F (1/23)	Athens-TC119 Fritz
NURA.1401	2394	Nurse Aide	5:30 pm to 9:30 pm	T/Th	HSC Annex McKinney
NURA.1160	2393	Nurse Aide Clinical <sup>3</sup>	12:00 pm to 9:00 pm	M	TBA McKinney
PLAB.1223	2540	Phlebotomy	8:00 am to 12:00 pm	F	Terrell/L101 McKinney

(NOTE: Students will be required to travel to Athens for the lab portion of this class)

### ELECTIVES (One required) (Other electives may be added as approved by the Dean of Community Services)

POFT.1120	2740	Job Search Skills	6:00 pm to 9:00 pm	T	Kaufman-TBA Ballom
POFI.1104	2539	Computer Fundamentals <sup>2</sup>	4:00 pm to 5:00 pm	W (1/21)	Athens/TC119 Brittain

**1 - HPRS 1205, MDCA 1313, AND NURA 1307 WILL MEET ON FRIDAY, JANUARY 23RD AT THE ATHENS CAMPUS AT THE TIMES LISTED ABOVE. STUDENTS WILL NEED TO COME TO ATHENS AT THE APPOINTED TIME ON JANUARY 23RD. OTHER CLASS TIMES WILL BE ARRANGED WITH THE STUDENTS AND THE INSTRUCTOR.**

**2 - NURA 1161 AND POFI 1104 WILL MEET ON WEDNESDAY, JANUARY 21RD AT THE ATHENS CAMPUS AT THE TIMES LISTED ABOVE. STUDENTS WILL NEED TO COME TO ATHENS AT THE APPOINTED TIME ON JANUARY 21RD. OTHER CLASS TIMES WILL BE ARRANGED WITH THE STUDENTS AND THE INSTRUCTOR.**

**3 - ACTUAL TIMES AND LOCATIONS WILL BE TBA. THIS IS AN 80 HOUR UNPAID EXPERIENCE. THE CLINICALS ARE IN ADDITION TO CLASS TIMES REQUIRED FOR NURA.1401. CLINICAL SITES WILL BE AT AREA NURSING HOMES, AT THE TVCC SKILLS LAB, OR OTHER LOCATIONS AS ASSIGNED BY THE INSTRUCTOR. TRAVEL WILL BE REQUIRED FOR SOME OF THE CLINICAL LOCATIONS.**





## CONTINUING & WORKFORCE EDUCATION

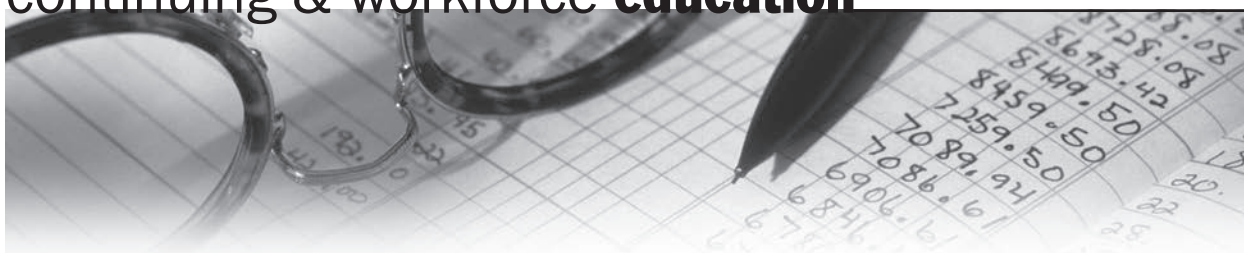
### MARKETABLE SKILLS CERTIFICATES

**TVCC Continuing & Workforce Education now offers 3 Marketable Skills Certificates that may lead to industry certifications or new job skills.**

- **M/NA Rehabilitation-Restorative Aide** (Required Classes)
  - ◊ NURA 1401 & NURA 1160—Nurse Aide and Clinical (must have a current CNA certification)
  - ◊ POFT 1120 Job Search Skills
  - ◊ GERS 1340 Treatment Modalities
  - ◊ HPRS 1160 Clinical—Allied Health Services
- **M/NA Phlebotomy Certification** (Required Classes)
  - ◊ PLAB 1323 Phlebotomy Basic
  - ◊ PLAB 1164 Phlebotomy Practicum (NHA Certification)
  - ◊ NURA 1307 Body Systems
  - ◊ POFT 1120 Job Search Skills
  - ◊ 1 Elective (choose from Med. Terminology, Medical Law & Ethics or Medical Coding)
- **M/NA Pharmacy Technician Certification** (Required Classes)
  - ◊ HITT 1249 Pharmacology
  - ◊ PHRA 1243 Pharmacy Tech Certification Review
  - ◊ NURA 1307 Body Systems
  - ◊ HPRS 1205 Essentials of Medical Law & Ethics
  - ◊ POFT 1120 Job Search Skills
  - ◊ 1 Elective (choose from Med. Terminology or Computer Fundamentals)



For more information visit our website at  
[www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices)  
or call 903-675-6212.



## ACCOUNTING

(financial assistance may be available to qualified students enrolling in workforce related classes)

Credit courses can be piggybacked as non-credit courses – see pages 39-41 of this schedule – look for the Learning for Living Academy or visit the TVCC website [www.tvcc.edu](http://www.tvcc.edu).



### ONLINE ACCOUNTING

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Accounting Fundamentals II	W/F, Online	\$130	Introduction to QuickBooks	W/F, Online	\$130
Accounting Fundamentals	W/F, Online	\$130	Perform Payroll in QuickBooks	W/F, Online	\$130
Intermediate Microsoft Excel	W/F, Online	\$130	QuickBooks for Contractors	W/F, Online	\$130
Introduction to Microsoft Excel	W/F, Online	\$130			

## AGRICULTURE

### INTRODUCTION TO SUSTAINABLE AGRICULTURE

**AGCR1091**

Introduction to history, principles and practices of sustainable agriculture as applied to local and global agriculture. An evaluation of sustainability of conventional agricultural practices will also be made from the environmental, economic, and social perspectives. Case studies and other tools will be used to relate principles of sustainable agriculture to basic farming practices.

18397 M, 5:30pm-7:00pm, Feb 2/Mar 2  
Athens/LA105 \$75 Smith

## ART

Credit courses can be piggybacked as non-credit courses – see pages 39-41 of this schedule – look for the Learning for Living Academy or visit the TVCC website [www.tvcc.edu](http://www.tvcc.edu).



### ONLINE ART, HISTORY, PSYCHOLOGY, AND LITERATURE

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Drawing for the Absolute Beginner	W/F, Online	\$130	Introduction to Guitar	W/F, Online	\$130
Music Made Easy	W/F, Online	\$130			

## GOLD CARD Especially for Seniors

### One Lifetime Payment of \$10

Trinity Valley Community College offers the *GOLD CARD* to residents in the tax district who are sixty (60) years of age or older. The following school districts are considered within the tax-paying district: Athens, Brownsboro, Chandler, Crandall, Cross Roads, Eustace, Frankston, Kaufman, Kemp, LaPoynor, Mabank, Malakoff, Murchison, Palestine, Scurry-Rosser, Terrell and Trinidad. There is a one time fee of \$10.00 for each card. As a holder of the *TVCC GOLD CARD*, you are entitled to the following benefits:

- Free admission to: football games, non-conference basketball games (half off for conference games), plays, concerts, art shows, guest lectures, lyceums and forums.
- Library privileges which includes computer and internet access.
- Registration for college credit and non-credit "Learning for Living Academy" courses at one-half the regular tuition (on a space-available basis).\*
- Must come to a TVCC Campus office obtain a Gold Card.

\* Present your *GOLD CARD* to the TVCC Financial Services Department for the credit class tuition scholarship prior to college enrollment. Present your *GOLD CARD* to the Continuing & Workforce Education Department prior to enrollment in a "Learning for Living Academy" course.



## BUSINESS

(financial assistance may be available to qualified students enrolling in workforce related classes)

Credit courses can be piggybacked as non-credit courses – see pages 39-41 of this schedule – look for the Learning for Living Academy or visit the TVCC website [www.tvcc.edu](http://www.tvcc.edu).



### ONLINE BUSINESS ADMINISTRATION AND MANAGEMENT

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Administrative Asst. Fundamentals	W/F, Online	\$130	Mastery of Business Fundamentals	W/F, Online	\$130
Administrative Asst. Applications	W/F, Online	\$130	PMP Certification Prep 1	W/F, Online	\$130
Building Teams That Work	W/F, Online	\$130	PMP Certification Prep 2	W/F, Online	\$130
Business Law for the Small Business	W/F, Online	\$130	Project Management Applications	W/F, Online	\$130
Distribution & Logistics Management	W/F, Online	\$130	Introduction to Business Analysis	W/F, Online	\$130
Employment Law Fundamentals	W/F, Online	\$130	Project Management Fundamentals	W/F, Online	\$130
Fundmntls Supervision/Management	W/F, Online	\$130	Purchasing Fundamentals	W/F, Online	\$130
Fundmntls Supervision/Mgmt II	W/F, Online	\$130	Six Sigma: Total Quality Applications	W/F, Online	\$130
High Speed Project Management	W/F, Online	\$130	Supply Chain Mgmt Fundamentals	W/F, Online	\$130
Managing Customer Service	W/F, Online	\$130	Total Quality Fundamentals	W/F, Online	\$130
Manufacturing Applications	W/F, Online	\$130	Understanding the HR Function	W/F, Online	\$130
Manufacturing Fundamentals	W/F, Online	\$130			

### ONLINE BUSINESS PLANNING AND ENTREPRENEURIAL COURSES

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Business Law for the Small Business	W/F, Online	\$130	Secrets of the Caterer	W/F, Online	\$130
Creating a Successful Business Plan	W/F, Online	\$130	Start and Operate Home-Based Bus.	W/F, Online	\$130
Growing Plants for Fun and Profit	W/F, Online	\$130	Start Your Own Arts and Crafts Bus.	W/F, Online	\$130
Learn to Buy and Sell on eBay	W/F, Online	\$130	Start Your Own Consulting Practice	W/F, Online	\$130
Mktg. Your Business on the Internet	W/F, Online	\$130	Start Your Own Small Business	W/F, Online	\$130
Publish Yourself: Start/Oper. Publ Bus	W/F, Online	\$130	Wow, What a Great Event!	W/F, Online	\$130

### ONLINE SALES AND MARKETING

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Business Marketing Writing	W/F, Online	\$130
Effective Selling	W/F, Online	\$130
Managing Customer Service	W/F, Online	\$130
Marketing Your Bus. On the Internet	W/F, Online	\$130
Professional Sales Skills	W/F, Online	\$130







## CAREER

(financial assistance may be available to qualified students enrolling in workforce related classes)

### TANF CAREER SKILLS

**POFT1006 (CREX1007)**

Students will learn "soft skills" to utilize in the workplace. To qualify for limited scholarships, a student must be TANF (Temporary Aid to Needy Families) eligible and live in Henderson, Van Zandt or Anderson counties. Pre-registration must be completed prior to the start of class. For more information or to pre-register, please call 903-675-6275. (24 hours)

#### WORKSHOP SERIES

A workshop series consist of 4 classes – Career Exploration, Resume Writing, Interviewing Skills and Work Success.

Workshop Series	F, 8:00am-11:00am	Jan 23/Feb 13
	Athens	Grainger
Workshop Series	M, 6:00pm-9:00pm	March 16/April 6
	Palestine	Grainger

## TRINITY VALLEY COMMUNITY COLLEGE CONTINUING & WORKFORCE EDUCATION

### TANF LITERACY GRANT

Career and Job Skills to Begin Your Career!

## Career Skills and Job Skills

**TVCC and East Texas Council of Governments have combined forces to help you jumpstart your career. This is an opportunity to explore which jobs and employee skills are in demand. Funds are available to qualified individuals for assistance with workforce skills training.**

**Call 903-675-6212 for more information.**

*Qualifications: Must live in Anderson, Henderson, Van Zandt or Rains Counties; must have minor child(ren) living at home; and must be receiving some form of assistance such as Medicaid, Food Stamps, or Free/Reduced Lunches.*





## ONLINE ENTERTAINMENT INDUSTRY CAREERS

(New classes begin each month - Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Breaking Into Sitcom Writing	W/F, Online	\$130
Get Funny!	W/F, Online	\$130
Music Made Easy	W/F, Online	\$130

## ONLINE PERSONAL AND CAREER DEVELOPMENT

(New classes begin each month - Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Achieving Success w/ Difficult People	W/F, Online	\$130	Homeschool with Success	W/F, Online	\$130
Administrative Asst. Fundamentals	W/F, Online	\$130	Individual Excellence	W/F, Online	\$130
Become a Physical Therapy Aide	W/F, Online	\$130	Interpersonal Communication	W/F, Online	\$130
Becoming a Veterinary Assistant	W/F, Online	\$130	Introduction to Journaling	W/F, Online	\$130
Become an Optical Assistant	W/F, Online	\$130	Keys to Effective Communication	W/F, Online	\$130
Building Teams that Work	W/F, Online	\$130	Leadership	W/F, Online	\$130
Computer Skills for the Workplace	W/F, Online	\$130	Listen to Your Heart/Success	W/F, Online	\$130
Effective Business Writing	W/F, Online	\$130	Mastery of Business Fundamentals	W/F, Online	\$130
Everyday Math	W/F, Online	\$130	Merrill Ream Speed Reading	W/F, Online	\$130
Get Assertive!	W/F, Online	\$130	Resume Writing Workshop	W/F, Online	\$130
Get Funny!	W/F, Online	\$130	Skills for Making Great Decisions	W/F, Online	\$130
Goodbye to Shy	W/F, Online	\$130	Twelve Steps to Successful Job Search	W/F, Online	\$130
Grammar Refresher	W/F, Online	\$130			



## ONLINE LAW AND LEGAL CAREERS

(New classes begin each month - Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Business Law for the Small Business	W/F, Online	\$130
Employment Law Fundamentals	W/F, Online	\$130
Evidence Law	W/F, Online	\$130
Introduction to Criminal Law I	W/F, Online	\$130
Legal Nurse Consulting	W/F, Online	\$130
LSAT Preparation- Part 1	W/F, Online	\$130
LSAT Preparation- Part 2	W/F, Online	\$130
Paralegal Preparation Program 1	W/F, Online	\$210
Real Estate Law	W/F, Online	\$130
Workers Compensation	W/F, Online	\$130

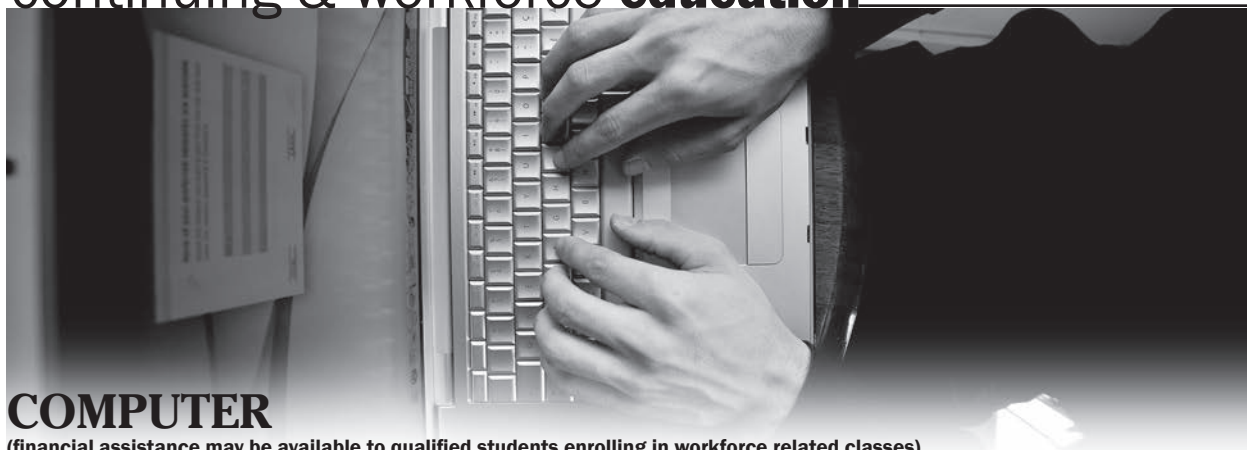
## CHILD DEVELOPMENT

### CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL TRAINING CDEC 1016

The Child Development Associate (CDA) Credential is a widely recognized credential in early childhood education and is an employment requirement by some child care agencies. It is based on a core set of competency standards which guide early child care professionals. The course will meet the 120 classroom requirement for the credential.

18679      M/W      6:00pm-10:00pm Jan 12/May 4  
Emory/TBA      \$600      Breaux





## COMPUTER

(financial assistance may be available to qualified students enrolling in workforce related classes)

Credit courses can be piggybacked as non-credit courses – see pages 39-41 of this schedule – look for the Learning for Living Academy or visit the TVCC website [www.tvcc.edu](http://www.tvcc.edu).

### INTRODUCTION TO COMPUTERS

#### ITSC2037 (ITSC1006)

This introductory course will provide the student with hands-on computer lab experience in learning basic computer components, terminology, and the Windows Operating Systems. Student mastery of PC navigations, web browsing, and proper file management. Students will also be introduced to Microsoft Office on a basic level. No text book required, but the following resource is highly recommended: Essential Computing Skills by Russel Stolins ISBN: 978-1-59136-527-3 (Textbook is not available in the TVCC Bookstore)

18597	M/W	5:00pm-8:00pm	Feb 2/Feb 25	18599	T/Th	5:00pm-8:00pm	June 2/June 25
	Athens/TBA	\$275	Brittain		Athens/TBA	\$275	Brittain
18598	T/Th	5:00pm-8:00pm	April 7/April 30				
	Athens/TBA	\$275	Brittain				



### ONLINE BASIC COMPUTER LITERACY

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Computer Skills for the Workplace	W/F, Online	\$130	Introduction to Windows 8	W/F, Online	\$130
Introduction to Linux	W/F, Online	\$130	Keyboarding	W/F, Online	\$130
Introduction to Microsoft Expression Web	W/F, Online	\$130	Navigating the Internet	W/F, Online	\$130
Introduction to Windows 7	W/F, Online	\$130			

### ONLINE CERTIFICATION PREP

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Advanced Comp TIA A+ Cert Prep	W/F, Online	\$160	Network Comp TIA+ Cert Prep	W/F, Online	\$160
Basic Comp TIA A+ Certification Prep	W/F, Online	\$160	PMP Certification Prep 1	W/F, Online	\$160
CompTIA Security +Certification Prep	W/F, Online	\$160	PMP Certification Prep2	W/F, Online	\$160
Intermediate Comp TIA+Cert Prep	W/F, Online	\$160			

### ONLINE COMPUTER APPLICATIONS

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Advanced Microsoft Excel	W/F, Online	\$130	Intro to Microsoft Outlook	W/F, Online	\$130
Intermediate Microsoft Access	W/F, Online	\$130	Intro to Microsoft Project	W/F, Online	\$130
Intermediate Microsoft Excel	W/F, Online	\$130	Intro to Microsoft Publisher	W/F, Online	\$130
Intermediate Microsoft Word	W/F, Online	\$130	Intro to Microsoft Word	W/F, Online	\$130
Intro Microsoft Excel	W/F, Online	\$130	Intro to QuickBooks	W/F, Online	\$130
Intro to Crystal Reports 10	W/F, Online	\$130	Perform Payroll in QuickBooks	W/F, Online	\$130
Intro to Microsoft Access	W/F, Online	\$130			

### ONLINE – DATABASE MANAGEMENT & PROGRAMING

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Creating User Requirements Documents	W/F, Online	\$130	Introduction to C++ Programming	W/F, Online	\$130
High Speed Project Management	W/F, Online	\$130	Introduction to Crystal Reports 10	W/F, Online	\$130
Intermediate C# Programming	W/F, Online	\$130	Introduction to Database Development	W/F, Online	\$130
Intermediate Microsoft Access	W/F, Online	\$130	Introduction to Oracle	W/F, Online	\$130
Intermediate Oracle	W/F, Online	\$130	Introduction to Perl Programming	W/F, Online	\$130
Introduction Microsoft Access	W/F, Online	\$130	Introduction to SQL	W/F, Online	\$130
Introduction to ASP.NET	W/F, Online	\$130	Introduction to Visual Basic	W/F, Online	\$130
Introduction to C# Programming	W/F, Online	\$130			

## ONLINE GRAPHIC DESIGN

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Intro to Illustrator CS6	W/F, Online	\$130	Intro to Microsoft Publisher	W/F, Online	\$130
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## ONLINE - THE INTERNET

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Achieving Top Search Eng. Positions	W/F, Online	\$130	Navigating the Internet	W/F, Online	\$130
Intro to Microsoft Outlook	W/F, Online	\$130	Learn to Buy and Sell on eBay	W/F, Online	\$130

## ONLINE PC TROUBLESHOOTING, NETWORKING & SECURITY

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Advanced PC Security	W/F, Online	\$130	Intro to PC Security	W/F, Online	\$130
Intermediate Networking	W/F, Online	\$130	Intro to PC Troubleshooting	W/F, Online	\$130
Intro to Networking	W/F, Online	\$130	Wireless Networking	W/F, Online	\$130

## ONLINE WEB GRAPHICS AND MULTIMEDIA

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Creating Web Graphics w/PS CS3	W/F, Online	\$130	Intro to Flash 8	W/F, Online	\$130
Drawing for the Absolute Beginner	W/F, Online	\$130	Intermediate Flash CS5	W/F, Online	\$130
Intro to Corel DRAW X3	W/F, Online	\$130	Intro to Flash MX 2004	W/F, Online	\$130

## ONLINE WEB PAGE DESIGN

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Achieving Top Search Eng. Positions	W/F, Online	\$130	Intermediate Dreamweaver CS4	W/F, Online	\$130
Creating a Classroom Web Site	W/F, Online	\$130	Intermediate Dreamweaver CS5	W/F, Online	\$130
Creating Web Pages	W/F, Online	\$130	Intro Dreamweaver CS4	W/F, Online	\$130
Designing Effective Websites	W/F, Online	\$130	Intro to Flash 8	W/F, Online	\$130
Intro to Dreamweaver 8	W/F, Online	\$130	Introduction to CSS and XHTML	W/F, Online	\$130
Intermediate CSS and XHTML	W/F, Online	\$130			

## ONLINE WEB PROGRAMMING

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Intermediate C# Programming	W/F, Online	\$130
Intermediate Java Programming	W/F, Online	\$130
Intermediate PHP and MySQL	W/F, Online	\$130
Introduction Perl Programming	W/F, Online	\$130
Introduction to Ajax Programming	W/F, Online	\$130
Introduction to ASP.Net	W/F, Online	\$130
Introduction to C# Programming	W/F, Online	\$130
Introduction to C++ Programming	W/F, Online	\$130
Introduction to Java Programming	W/F, Online	\$130
Introduction to PHP and MySQL	W/F, Online	\$130
Introduction to Python 2.5 Prog	W/F, Online	\$130
Introduction to Visual Basic 2005	W/F, Online	\$130

## DANCE

### HIP HOP FOR GUYS!

**DAC 8012**

Come have a great time dancing to the beat and the start of something new.  
For guys 18 years and older.

18739	M, 6:00pm-8:45pm,	Jan 20/May 12
	Athens/SUB	\$176 Cadungug





# CDL Prep

**Prepare for your CDL Exam at TVCC!**

This class provides the Basic Classroom Preparation for  
Commercial Driver's License (CDL).



This class will provide an overview of the State of Texas Class A Commercial Driver's License. It is designed to provide students with the information needed to obtain the requirements for a Class A C.D.L.

Students will become familiar with the Federal Motor Carrier Safety Regulations, various types of transmissions and will be taught how to maintain a Driver's Daily Log.

**Class does not include any in-truck driving instruction.**

**Contact the TVCC Continuing & Workforce Education office at 903-675-6212  
or visit [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices).**

# Continuing & Workforce Education Classes Help Adults...

**build career potential as well as provide  
personal enrichment opportunities for adults and children.**

*Training may be delivered to our service delivery area (Anderson County, Henderson County, Kaufman County, Rains County and Van Zandt County) via classroom training, on-site training, or through distance learning.*

## **Examples of specific types of training opportunities include:**

### ✓ **Contract Customized Training**

TVCC Continuing & Workforce Education will work with your company or group to design and deliver training for your special situation...Staff Development, Employee Assessment, Group Seminars and Workshops and Conferences. Look to TVCC to help you with...Customer Service, Leadership Training, Technology (including computers), Management Training Languages (Spanish, French, others) and Specialized Skills.

### ✓ **Individual Tutoring**

**Minimum 8 hours Available for these and similar type training situations:**

- Basic Math
- Chemistry
- English
- History
- Spanish
- Reading
- Computer Skills: basic or advanced specific software applications;  
and computer languages.  
(not intended for business and industry)

*Financial assistance may be available to qualified students enrolling in workforce-related classes.*

### ✓ **Career Skills Training**

Financial assistance available in the following areas: learn to market yourself to employers while building real academic skills, earn scholarship eligibility for job training at TVCC, explore career interests.

### ✓ **English as a Second Language**

### ✓ **Job Skills**

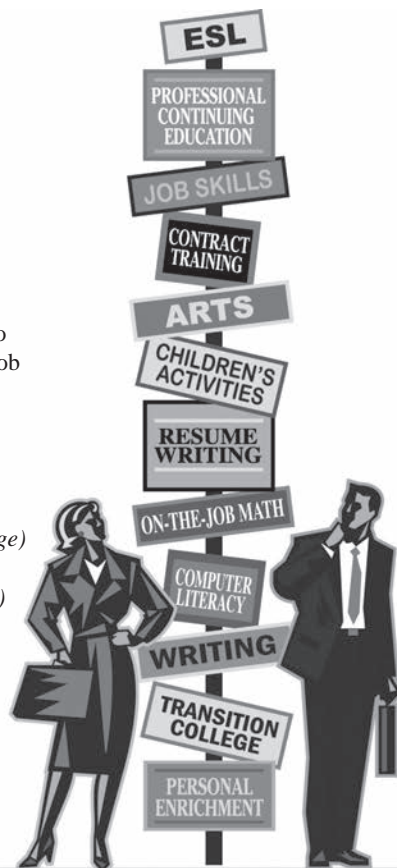
*(including Computer Literacy and classes that help students transition to college)*

### ✓ **Learning for Living Academy** *(mirrored credit courses)*

### ✓ **Children's Learning Experiences**

### ✓ **Professional Continuing Education**

### ✓ **Test Preparation** *(GED, THEA, etc.)*



**[www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices)**

## DRIVER'S TRAINING

### DRIVERS EDUCATION

#### DETC1406, DETO1407, DETO1408, DETO 1409, DETC1407, DETC1408

Students may enroll in the Complete Course, Classroom Only or Behind the Wheel Only. Students are encouraged to register before the first day of class. The listed date/times are for classroom instruction only. Behind the wheel instruction and simulator training will be scheduled with each student at times other than the actual class times listed below. (32 hours)

Athens location: eight hours of driving (4 driving, 4 observing), and 12 hours of simulator. The Palestine location does not provide simulator training, but does provide additional behind the wheel training for a total of 14 hours (7 hours driving, 7 hours observing). Pre-Requisites: Student MUST be at least 15 years old.

At the time students take the test for their learner's permit, DPS will require an official birth certificate with seal, original Social Security card, and proof of school enrollment form (VOE). **A REPORT CARD IS NOT ACCEPTABLE for proof of enrollment. Proof of school enrollment form is available from the student's high school and should not be over 30 days old. Possible substitutions for birth certificate are: U.S. Passport, or Texas ID card. Students must provide a U.S. document that proves legal residency.**

At the DPS office, you must prove that either your residence or your domicile is in Texas and that you have lived here for at least 30 days in order to apply for an original Texas non-commercial driver license or ID card. You must prove your Texas residency by showing two acceptable documents that contain your name and residential address. One of the documents must prove that you have lived in Texas for at least 30 days, unless you are surrendering a valid, unexpired driver license from another state; then the 30 day requirement is waived. For a list of acceptable documents visit <http://www.txdps.state.tx.us/DriverLicense/residencyReqNonCDL.htm>. (These documents are not required to enroll, but will be required when you go to get your license or permit.)

**Contact Department of Public Safety to clarify any questions regarding eligibility prior to enrollment. FAILURE TO PROVIDE THE DOCUMENTS THAT DPS REQUIRES AT THE APPROPRIATE TIME AFTER CLASS BEGINS WILL PREVENT THE STUDENT FROM CONTINUING CLASS. ANY QUESTIONS REGARDING STATE LAW OR REGULATIONS SHOULD BE DIRECTED TO DEPARTMENT OF PUBLIC SAFETY.**

**Tuition is not refundable after classes have started.**

Behind the Wheel Only classes for Adults (18 years of age or above) may be arranged upon request. Cost for an Athens class (4 hours of driving + 4 hours observation + 12 hours simulator) is \$325 and the cost for Palestine (7 hours of driving + 7 hours observation) is \$325. Please call 903-675-6212 to request a class.

#### Complete Course DETC1406

##### ATHENS

18575	M-Th, 5:00pm-7:00pm	Feb 9/Mar 5
	Athens/GS211 \$400	Davis
18576	M-Th, 5:00pm-7:00pm	April 6/April 30
	Athens/GS211 \$400	Davis
18577	M-Th, 9:00am-11:00am	June 8/July 2
	Athens/GS211 \$400	Davis
18655	M-Th, 9:00am-11:00am	July 13/Aug 6
	Athens/GS211 \$400	Davis

**\* Required driving (8 hours) and simulator (12 hours) time will be scheduled outside of classroom hours**

##### PALESTINE

18584	M-Th, 5:00pm-7:00pm	Feb 9/Mar 5
	Palestine/C111 \$400	Davis
18585	M-Th, 5:00pm-7:00pm	April 6/April 30
	Palestine/C111 \$400	Davis
18586	M-Th, 9:00am-11:00am	June 8/July 2
	Palestine/ C111 \$400	Davis
18658	M-Th, 9:00am-11:00am	July 13/Aug 6
	Palestine/ C111 \$400	Davis

**\* Required driving time (17hours) will be scheduled outside of classroom hours**

#### Classroom Only DETO1407

##### ATHENS

18581	M-Th, 5:00pm-7:00pm	Feb 9/Mar 5
	Athens/GS211 \$250	Davis
18582	M-Th, 5:00pm-7:00pm	April 6/April 30
	Athens/GS211 \$250	Davis
18583	M-Th, 9:00am-11:00am	June 8/July 2
	Athens/GS211 \$250	Davis
18656	M-Th, 9:00am-11:00am	July 13/Aug 6
	Athens/GS211 \$250	Davis

#### Classroom Only DETO1407

##### PALESTINE

18587	M-T, 5:00pm-7:00pm	Feb 9/Mar 5
	Palestine/C111 \$250	Davis
18588	M-Th, 5:00pm-7:00pm	April 6/April 30
	Palestine/C111 \$250	Davis
18589	M-Th, 9:00am-11:00am	June 8/July 2
	Palestine/ C111 \$250	Davis
18659	M-Th, 9:00am-11:00am	July 13/Aug 6
	Palestine/ C111 \$250	Davis

#### Behind the Wheel/Simulator Only DETO1409

18578	M-Th, 5:00pm-7:00pm	Feb 9**
	Athens/GS211 \$325	Davis
18579	M-Th, 5:00pm-7:00pm	April 6**
	Athens/GS211 \$325	Davis
18580	M-Th, 9:00am-11:00am	June 8 **
	Athens/GS211 \$325	Davis
18657	M-Th, 9:00am-11:00am	July 13**
	Athens/GS211 \$325	Davis

**\*\*Student will meet with the instructor at this time to schedule driving time**

#### Behind the Wheel Only DETO1408

18590	M-Th, 5:00pm-7:00pm	Feb 9**
	Palestine/C111 \$325	Davis
18591	M-Th, 5:00pm-7:00pm	April 6**
	Palestine/C111 \$325	Davis
18592	M-Th, 9:00am-11:00am	June 8 **
	Palestine/C111 \$325	Davis
18660	M-Th, 9:00am-11:00am	July 13**
	Palestine/C111 \$325	Davis

**\*\*Student will meet with the instructor at this time to schedule driving time**



## NEW TO TVCC

### ONLINE DRIVERS ED INSTRUCTION

### ONLINE CLASSROOM INSTRUCTION

call 903-675-6212 for information

#### COMPLETE COURSE (DETC1407)

18661	ONLINE CLASS	Feb 1/Mar 15	DRIVE DATES	5:00pm, April 6/April 30	A/GS211	\$430	Davis
18662	ONLINE CLASS	Mar 1/April 15	DRIVE DATES	5:00pm, April 6/April 30	A/GS211	\$430	Davis
18663	ONLINE CLASS	April 1/May 15	DRIVE DATES	9:00am, June 8/July 2	A/GS211	\$430	Davis
18664	ONLINE CLASS	May 1/June 15	DRIVE DATES	9:00am, June 8/July 2	A/GS211	\$430	Davis
18665	ONLINE CLASS	June 1/July 15	DRIVE DATES	9:00am, July 13/Aug 6	A/GS211	\$430	Davis

\* Required driving (8 hours) and simulator (12 hours) time will be scheduled first day of drive time

\* Students are required to have their learning permit before scheduling drive dates.

18666	ONLINE CLASS	Feb 1/Mar 15	DRIVE DATES	5:00pm, April 6/April 30	Pal/C111	\$430	Davis
18667	ONLINE CLASS	Mar 1/April 15	DRIVE DATES	5:00pm, April 6/April 30	Pal/C111	\$430	Davis
18668	ONLINE CLASS	April 1/May 15	DRIVE DATES	9:00am, June 8/July 2	Pal/C111	\$430	Davis
18669	ONLINE CLASS	May 1/June 15	DRIVE DATES	9:00am, June 8/July 2	Pal/C111	\$430	Davis
18670	ONLINE CLASS	June 1/July 15	DRIVE DATES	9:00am, July 13/Aug 6	Pal/C111	\$430	Davis

\* Required driving time (14hours) will be scheduled first day of drive time

\* Students are required to have their learning permit before scheduling drive dates.

#### ONLINE CLASSROOM ONLY (DETC1408)

18671	ONLINE CLASS	Feb 1/Mar 15	Athens/Pal	\$190	Staff
18672	ONLINE CLASS	Mar 1/April 15	Athens/Pal	\$190	Staff
18673	ONLINE CLASS	April 1/May 15	Athens/Pal	\$190	Staff
18674	ONLINE CLASS	May 1/June 15	Athens/Pal	\$190	Staff
18675	ONLINE CLASS	June 1/July 15	Athens/Pal	\$190	Staff

Students must have their learner's permit and must have completed the 32 hour online classroom portion before they can start drive time. In the event the student has not completed the online classroom portion in time to complete the scheduled drive time, the student will be transferred to the next available drive time scheduled. There will be no refunds issued in the event that a student does not complete the online class and is not able to participate in drive time.

## ADULT DRIVERS EDUCATION FOR AGES 18-24

This course is required for driver's license applicants who are ages 18-24.

This course does not include behind the wheel instruction - only the mandated 6 hours required by state law.

#### DET01410

18593	Sat, 9:00am-4:00 pm	Jan 17	18595	Sat, 9:00am-4:00pm	April 11
	Athens/LA112 \$ 115	Davis		Athens/LA112 \$ 115	Davis
18594	Sat, 9:00am-4:00pm	Feb 28	18596	Sat, 9:00am-4:00pm	June 27
	Palestine/ C111 \$ 115	Davis		Palestine/ C111 \$ 115	Davis

## CDL (COMMERCIAL DRIVERS LICENSE) PREP

Financial assistance may be available for qualified students

#### CVOP 1091 (CVOP 1091)

Overview of the State of Texas Class A Commercial Driver's License. Designed to provide you with the information needed to obtain the requirements for a Class A CDL. You will become familiar with the Federal Motor Carrier Safety Regulations, various types of transmissions and be taught how to maintain a Driver's Daily Log. **Classroom and simulator instruction only. (32 hours)**

18680	T/TH, 5:30pm-9:30pm	Feb 3-Feb 24
	Athens/LA110 \$650	STAFF



## DRUG VIOLATION

### STUDENT DRUG VIOLATION CLASS (TVCC Students Only)

#### SDVC1002

When cited on campus for alcohol and drug violations for the first time, TVCC students may be required to complete this course sequence. There are 6 lessons that students complete entirely online. These lessons cover basic understanding of psychoactive substances, how marijuana affects the brain, how THC impacts short term memory, health concerns and the controversial issue of using marijuana for medicinal purposes, general information about the marijuana laws in America, self-help tools, and resources for these students. The last part of the class includes a mandated appointment with a licensed counselor. This appointment provides a more detailed examination of the student's behavior and risks associated with drug or alcohol use. The PEI-A is a tool that utilized to identify the student's risk level and appropriate resources to consider. The counseling session follows up the student's assessment results.

18624	Athens	Jan	\$ 85	Berry	18627	Athens	April	\$ 85	Berry
18625	Athens	Feb	\$ 85	Berry	18628	Athens	May	\$ 85	Berry
18626	Athens	Mar	\$ 85	Berry					

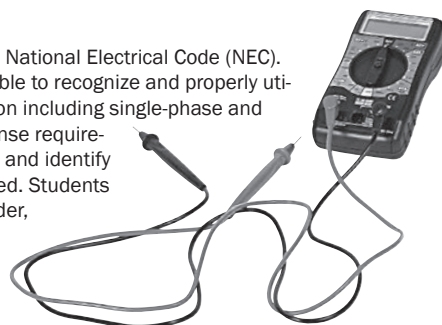
## ELECTRICAL

(financial assistance may be available to qualified students enrolling in workforce related classes)

### JOURNEYMAN ELECTRICIAN EXAM REVIEW

#### ELPT2001(ELPT2014)

Preparation for journeyman electrician licensure with emphasis on calculations and the National Electrical Code (NEC). Students taking this course should have some electrical experience. Students will be able to recognize and properly utilize formulas used to solve problems for direct current and alternating current application including single-phase and three-phase; describe proper materials and wiring methods used for wiring; explain license requirements of various jurisdictions and the procedures for applying and testing for licensure; and identify important test-taking skills. This is not a beginning electrical course. Textbook is required. Students should purchase the 2014 Texas Electricians Practice Exams and Study Guide; Ray Holder, ISBN: 978-1-935834-07-6. Non-programmable calculator with square root key is also required. Small classes mean personal attention to you toward passing the electrical exam. This class is not a continuing education class for license renewal. (32 hours)



18600	Tues, 6:00pm-8:30pm	Feb 10/May 12			
	Terrell/L106	\$225	Werning		
18729	Th, 6:00pm-9:00pm	March 19/May 28		18742	W, 6:00pm-9:00pm
	Athens/TC209	\$225	Werning		Emory/TBA
					\$225
					Mar 18/May 27
					Werning



### MASTER ELECTRICIAN EXAM REVIEW

#### ELPT1001(ELPT2015)

A study of electrical theory, code calculations, and interpretations applicable to becoming a master electrician. This is not a basic electrical course. Emphasis is on residential, commercial, and industrial installations rules and laws using the current edition of the National Electric Code (NEC) and local ordinances. Students will use circuit analysis techniques to solve for unknowns in direct current (DC) and alternating current (AC) circuits; utilize the NEC to size conductors, raceways, over-current protection, and other equipment for branch circuits; utilize the NEC to size services for single-family dwellings, multi-family dwellings, offices, stores, schools, mobile homes, recreational vehicles, commercial cooking equipment, and motors; and differentiate the rules and regulations of different cities relating to meeting the requirements for taking the Master Electrician's Exam and identify important test-taking skills. Textbooks is required. Students should purchase the 2014 Texas Electricians Practice Exams and Study Guide; Ray Holder, ISBN: 978-1-935834-07-6. Small classes mean personal attention to you toward passing the electrical exam. A calculator is required. This class is not a continuing education class for license renewal. (32 hours)

18601	Tues, 6:00pm-8:30pm	Feb 10/May 12	
	Terrell/L106	\$225	Werning
18730	Th, 6:00pm-9:00pm	March 19/May 28	
	Athens/TC209	\$225	Werning
18743	W, 6:00pm-9:00pm	Mar 18/May 27	
	Emory/TBA	\$225	Werning

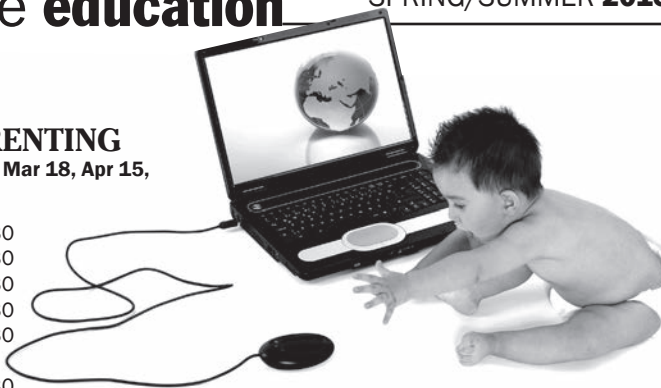
## FAMILY



### ONLINE CHILD CARE AND PARENTING

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, & Jun 17)

Enhancing Language Dev Childhood	W/F, Online	\$130
Guiding Kids on the Internet	W/F, Online	\$130
Home School with Success	W/F, Online	\$130
Ready, Set, Read!	W/F, Online	\$130
Understanding Adolescents	W/F, Online	\$130
Working Successfully with Learning Disabled Students	W/F, Online	\$130



## FIRST RESPONDER\* TRAINING

\*formerly Emergency Care Attendant

### EMSP 1005

First Responders are trained to provide basic emergency medical care and are likely to be the first person to arrive at the scene of an incident. Many volunteer firefighters, police officers and other emergency workers are trained to this level. The First Responders represent the first component of the EMS system. Students who successfully complete this training are eligible to apply for certification with the Texas Department of Health as a First Responder.

18681	TH, 6:00pm-10:00pm	Feb. 12/Apr. 23
	Athens/LA112	\$105 Fisher

## FINANCIAL

### FUNDAMENTALS OF RETIREMENT

#### BUSG 1022 (BUSG 1029)

8 hr. course which includes information regarding protection of financial security, budgeting, insurance, savings, retirement income, Social Security, investment considerations and long term care costs.

18484	T, 6:00 pm – 8:45 pm	Jan 20/Feb 3	18485	T, 6:00 pm – 8:00 pm	Feb 24/Mar 17
	Emory Centre \$30	Conner		Terrell/E107 \$30	Conner
18571	TH, 6:00 pm – 8:45 pm	Feb 19/Mar 5	18735	T, 6:00 pm – 8:45 pm	Apr 14/Apr 28
	Athens/TC118 \$30	Conner		Palestine/A116 \$30	Conner



## HORTICULTURE

### INTRODUCTION TO SUSTAINABLE AGRICULTURE

#### AGCR1091

Introduction to history, principles and practices of sustainable agriculture as applied to local and global agriculture. An evaluation of sustainability of conventional agricultural practices will also be made from the environmental, economic, and social perspectives. Case studies and other tools will be used to relate principles of sustainable agriculture to basic farming practices.

18397	M, 5:30pm-7:00pm	Feb 2/Mar 2
	Athens/LA105 \$75	Smith



## LANGUAGE

### SPANISH FOR MEDICAL PROFESSIONALS

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Are you struggling to communicate with your Spanish-speaking patients? Whether you're new to the Spanish language or just want a refresher, this course will give you the basic tools you need to bridge the communication gap. And forget about boring grammar charts! Instead, entertaining games and stories will make it easy to learn medical Spanish as you gain awareness about Latin American culture. You'll start with simple words for everyday topics including colors, numbers, conversational phrases, family names, and words for asking questions. Next, you'll discover how to ask about pain, symptoms, medical histories, insurance, and patients' feelings. You'll also learn how to talk about body parts, diets, and medical care and treatment. Spanish for healthcare professionals has never been easier or more fun. ¡Vamos! (Let's go!) (28 hours)

### SPANISH FOR LAW ENFORCEMENT

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

With more and more Spanish-speaking people living in the United States every year, learning the Spanish language is becoming ever more important—especially in the field of law enforcement, where clear and quick communication is crucial. Whether you're new to the Spanish language or just want a refresher, this online Spanish course will give you the basic tools you need for everything from making casual conversation to handling life-or-death situations. Better yet, you'll focus specifically on Spanish for law enforcement officers, skipping the “touristy” phrases you don't need to know. You'll start with simple vocabulary for everyday topics including colors, numbers, conversational phrases, family names, and words for asking questions. Next, you'll learn Spanish terminology you can use during arrests, traffic stops, medical emergencies, and other common law enforcement situations. Entertaining games and stories will help you gain awareness about Latin American culture as you build a strong foundation in basic Spanish that will benefit you for years to come. (28 hours)



## ONLINE LANGUAGES

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

An Introduction to Teaching ESL/EFL	W/F, Online	\$130	Spanish for Medical Professionals	W/F, Online	\$130
Beginning Conversational French	W/F, Online	\$130	Spanish for Law Enforcement	W/F, Online	\$130
Conversational Japanese	W/F, Online	\$130	Speed Spanish II	W/F, Online	\$130
Grammar for ESL	W/F, Online	\$130	Speed Spanish III	W/F, Online	\$130
Instant Italian	W/F, Online	\$130	Speed Spanish	W/F, Online	\$130
Spanish in the Classroom	W/F, Online	\$130	Writing for ESL	W/F, Online	\$130

## MATH

(financial assistance may be available to qualified students enrolling in workforce related classes)

Credit courses can be piggybacked as non-credit courses – see pages 39-41 of this schedule – look for the Learning for Living Academy or visit the TVCC website [www.tvcc.edu](http://www.tvcc.edu).

## WRITING/ MATH LAB

**TECM1091(TECM1211)**

This course provides instructional assistance in entry level college medical research papers that are required for course completion, provides assistance in passing required department certification tests and the mastery of math skills utilized in entry level medical health occupations and passing required departmental medical math exams. Financial Aid may be available for qualified students. (93 hours)  
Open lab hours

### Available Lab Hours

18639	Tues/Thurs, 8:00am-11:00am	Feb 2/May 1	18725	Tues/Thurs, 8:00am-11:00am	June 8/July 31
	Tues/Thurs 12:00pm-3:00pm			Tues/Thurs 12:00pm-3:00pm	
Athens/LA110	\$450	Black/Sory	Athens/LA110	\$450	Black/Sory



## ONLINE MATH, PHILOSOPHY, AND SCIENCE

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Everyday Math	W/F, Online	\$130	Medical Math	W/F, Online	\$130
Introduction to Algebra	W/F, Online	\$130			





## MEDICAL

(financial assistance may be available to qualified students enrolling in workforce related classes)

Credit courses can be piggybacked as non-credit courses – see pages 39-41 of this schedule – look for the Learning for Living Academy or visit the TVCC website [www.tvcc.edu](http://www.tvcc.edu).

### BASIC LIFE SUPPORT (BLS) FOR HEALTHCARE PROVIDERS

#### EMSP1019 (EMSP1021)

This class is designed for healthcare providers and professional rescuers. The student will learn lifesaving skills of respiratory (choking and near-drowning) and cardiac emergencies involving adults, children, and infants. This course was designed to be repeated multiple times to improve student proficiency. (8 Hours)

18621	F, 9:00am-5:00pm	Feb 6	18623	Th, 9:00am-5:00pm	June 11
	Athens/GS209 \$50	Miles		Athens/GS209 \$50	Miles
18622	F, 9:00am-5:00pm	Feb 27			
	Athens/GS209 \$50	Miles			

### MEDICATION ADMINISTRATION

#### NURA1013 (NURA1015); NURA1091 (NURA1016)

This 140 hour course provides instruction in preparation for the Medication Administration exam for Nurse Aides. Before the class start date, all applicants must be high school graduates or have a general equivalency diploma (GED). Prior to enrollment, applicants that have attended high school outside of the United States need to have their high school documentation evaluated as being equivalent to a U. S. high school diploma.

Students will submit an Experience Documentation Report form documenting current employment on the first official day of the training program. Applicants for the state exam must be employed as Certified Nurse Aides listed on the Texas Nurse Aide Registry in active status and currently employed in a facility licensed under Texas Health and Safety Code Chapter 242 on the class start date OR be employed on class start date as non-licensed direct care staff in a facility licensed under Chapter 247 or an ICF-MR facility, State School for the Mentally Retarded AND have 90 days previous employment in the year preceding class start date. **(HOME HEALTH AGENCIES, STAFFING AGENCIES, SKILLED NURSING FACILITIES (SNF) IN HOSPITALS, AND HOSPITALS ARE NOT LICENSED FACILITIES UNDER THE MEDICATION AIDE REGULATIONS.)** For details or questions please call Community Services 903-675-6212. Also, more in-depth questions may be directed to the Texas Department of Aging and Disability Services Medication Aide Program in Austin 512-438-2025. Materials and State Exam included in the tuition. Textbook required and available in the TVCC Bookstore. Recommended (but not required) for students: Current copy of a Nurse's Drug Handbook. (140 hours) This class includes some medical math. **Student must be functioning at a 10th grade literacy level to sit for certification exam. Regular attendance (80%) is required. Students must also pass the course with an 80% or better to qualify to take the state certification exam.**

18602/18603	M/W, 8:00am-12:00pm	Jan 21/June 1	18604/18605	T/Th, 5:30pm-9:30pm,	Feb 10/June 9
	Athens/LA106 \$625	Fritz		Palestine/PTC \$625	Tutt

### MEDICATION AIDE UPDATE

#### NURA1041 (NURA1042)

This 7 hour course will fulfill the annual education renewal requirements for the Med-Aide by the Department of Aging and Disability Services. Students will review and update rules and standards, as well as new information relating to responsibilities. **Be sure to bring your**

**Medication Aide permit number.**

18606	Th, 9:00am-5:00pm	Jan 29	18609	Th, 9:00am-5:00pm	May 21
	Terrell/L104 \$50	Tutt		Terrell/L104* \$50	Tutt
18607	S, 9:00am-5:00pm	Feb 28	18610	S, 9:00am-5:00pm	June 27
	Palestine/PTC* \$50	Tutt		Palestine/PTC \$50	Tutt
18608	S, 9:00am-5:00pm	April 11			
	Athens/LA106 \$50	Tutt			

**\*These classes are guaranteed to make.**

**Students must register at least one week prior to class date in order for class to be guaranteed.**





## MEDICAL ASSISTING CREDENTIALING EXAM REVIEW

### MDCA1054 (MDCA1055)

This course is designed for TVCC students who have successfully completed the Medical/Nursing Assistant Program and are serious about successfully passing the NHA Certification Exam for Medical Assistants (Certified Clinical Medical Assistant-CCMA). Students will be supported by an individualized learning plan developed by the student and the college and guided by the instructor. Students will be required to purchase the NHA Study Guide and Practice Exams. Students who cannot pass the fifth and final practice exam will not be allowed to sit for the National Exam. Upon successful completion of this course, the student will take the NHA Certification Exam for Medical Assistants (CCMA). All exam are computer based, four option multiple choice questions. The national exam consists of 160 questions and exam time is 2 hours and 40 minutes. The certification exam will be offered on the TVCC campus as the final exam for the course. Failure of the exam will result in failure of the course. The exam fee is included in the tuition for the course. (32 hours)

18645 T, 5:30pm-8:30pm Mar 17/May 5  
Athens/LA112 \$250 Fritz

## NURSE AIDE FOR HEALTH CARE

### NURA1001 (NURA8001)

Preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities and patients in the hospital setting. 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. A method of instruction providing detailed education, training and work-based experience, and direct patient/client care at a clinical site. On-site clinical instruction, supervision & evaluation. Students can take NURA1401 and NURA1160 concurrently. If you elect to take NURA1160 later, it must be taken the next spring or fall semester

This course is a 68-hour course. **Regular attendance is required.** The state credentialing agency requires a minimum number of training hours.

### THE FOLLOWING WILL BE REQUIRED:

- Maroon scrubs
- Closed toed, leather or vinyl shoes
- A watch with a second hand
- Gait Belt (available in the bookstore)
- Stethoscope (available in the bookstore)
- Textbooks required (Textbooks are available in the TVCC Bookstore):
  - PearsonVue, *The Nursing Assistant: Acute, Subacute and Long Term Care, 5th edition*
    - Textbook: ISBN-13: 978-0-13-262255-4
    - Workbook: ISBN-10: 978-0-13-262335-3
- Lab Fee: \$30 (included in tuition) State Exam fee is included in tuition

### Non-Credit (Credit section #s are listed on pages 13-14)

Course #	Days/Times	Dates	Campus	Room	Tuition & fees	Instructor
18629	M/W, 8:00am-12:00am	Jan 20/May 15	Athens	LA112	\$342	King
18631	M/W, 1:00pm-5:00pm	Jan 20/May 15	Athens	LA112	\$342	King
18633	T/Th, 5:30pm-9:30pm	Jan 20/May 15	Athens	LA105	\$342	Staff
18637	T/Th, 5:30pm-9:30pm	Jan 20/May 15	Kaufman	Annex	\$342	McKinney
18635	T/Th, 1:00pm-5:00pm	Mar 17/May 28	Athens	LA112	\$342	Pitts
18642	T/Th, 8:00am-12:00am	June 1/Aug 11	Athens	LA106	\$342	Staff

## NURSE AIDE CLINICAL

### NURA1060 (NURA8060)

Pre-requisite or Co-requisite NURA1401

It is recommended that students have all required immunizations completed prior to start date of this course. This course is an unpaid clinical experience. Students are responsible for their own expense in case of injury, illness, or hospitalization while in clinical facilities. Students will be required to travel outside their class location for clinicals. Students can take NURA1401 and NURA1160 concurrently. If you elect to take NURA1160 later, it must be taken the next spring or fall semester. \$195 lab fee included in tuition (includes drug testing and student liability insurance and state certification exam fee)

Upon completion of NURA1401 and NURA1160 with a grade of A or B, plus completion of departmental requirements, the student becomes eligible to sit for the State of Texas Nurse Aide Certification Exam. The student must also meet the requirements listed at 94.3(k)(2) & (3) of the Licensing Standards for Nurse Aides and must not be deemed unemployable on the Employee Misconduct Registry (EMR) or have been found to have a conviction of a criminal offense listed in the Texas Health and Safety Code, 250.006. Students must pass the state skills exam before being allowed to take the state written or oral exam. If a student passes both exams and meets state qualifications, they will be placed on the Texas Nurse Aide Registry, Texas Dept. of Aging & Disability Services, Long Term Care Division, Nurse Aide Training, Mail Code Y-979, P.O. Box 149030, Austin, TX 78714-9030. (Phone 512-231-5800).



**Clinicals are for 80 hours and will be scheduled for various dates, times and locations.**

**DRUG SCREENS**—Students enrolled in this course will be required to submit to random drug screens. For the complete drug screen policy, see page 51 for details.

**IMMUNIZATIONS**—Students enrolled in this course will be required to provide documentation that they have received all of the required immunizations prior to any patient contact or invasive procedures. Please see page 49 details.

**CRIMINAL HISTORY BACKGROUND CHECK WILL BE DONE AT THE TIME THE STUDENT REGISTERS FOR CLASS. STUDENTS WILL NEED TO PROVIDE A DRIVER'S LICENSE OR OTHER OFFICIAL ID.**

#### Non-Credit (Credit section #s are listed on pages 15-16)

Course #	Days/Times	Dates	Campus	Room	Tuition & fees	Instructor
18630	Th, 6:00am-5:00pm (First class meets Jan 22, 8:00am)	Jan 20/May 15	Athens	LA102	\$341	King
18632	T, 12:00pm-9:00pm (First class meets Jan 20, 1:00pm)	Jan 20/May 15	Athens	LA102	\$341	Barnes
18634	Wed, 6:00am-5:00pm (First class meets Jan 21, 8:00am)	Jan 20/May 15	Athens	LA102	\$341	Brown
18638	M, 12:00pm-9:00pm (First class meets Jan 26, 5:30pm)	Jan 20/May 15	Kaufman	Annex	\$341	McKinney
18651	F/S, 6:00am-5:00pm (First class meets Jan 30, 8:00am)	Jan 20/May 15	Athens	LA102	\$341	Barnes
18636	M/W, 6:00am-5:00pm (First class meets Mar 18, 8:00am)	Mar 17/May 28	Athens	LA102	\$341	Pitts
18643	M/W, 6:00am-5:00pm (First class meets June 4, 8:00am)	June 1/Aug 11	Athens	LA102	\$341	Staff

## NURSE AIDE REFRESHER/REMEDATION

### NURA2005 (NURA1092)

This course is a refresher of the knowledge and skills required to pass the State of Texas CNA certification exam. All TVCC CNA students must pass both written and skills practice exams at an 80% or higher to be eligible to take the state certification exam. This course is for any TVCC CNA student who: (1) failed all or part of the State of Texas Certified Nurse Aide exam and chooses to review skills, (2) did not test and there has been a 6 month lapse between instruction and application for testing. Students must meet all of the current TVCC CNA state exam testing requirements. This tuition is for the refresher course only. (12 hours)

18678 F, 8:30am-3:00pm April 24/May 8  
Athens/LA102 \$100 Fritz  
(first class meets Friday, April 24-other classes  
to be scheduled by appointment)

18731 F, 8:30am-3:00pm July 24/Aug 7  
Athens/LA102 \$100 Fritz  
(first class meets Friday, July 24-other classes  
to be scheduled by appointment)

## PHARMACOLOGY

### HITT1049 (HITT8049)

This course is an overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. Students will be able to identify the drugs associated with the treatment process; and examine drugs therapy. (54 hours). Textbook required and is available in the TVCC Bookstore. General lab fee of \$30 is included in tuition.

18612 M/W, 8:00am-12:00pm Jan 20/May 12  
Athens/LA106 \$220 Fritz  
18653 M/W, 8:00am-12:00pm June 1/Aug 11  
Athens/LA106 \$220 Fritz

## PHARMACY TECH

### CERTIFICATION REVIEW

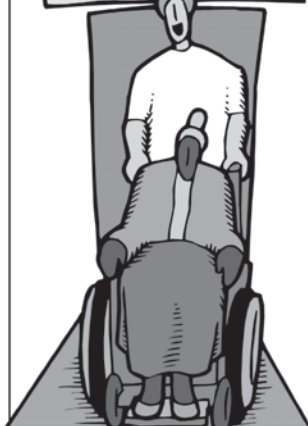
#### PHRA1043(PHRA8043) Pre-requisite or Co-requisite HITT1049-Pharmacology

This course is a review of major topics on the National Pharmacy Technician (PCTB) certification examination. The student must be at least 18 years of age and have a high school diploma or its equivalent. Students need competency in, or completion of, a basic computer operations course. Students will be required to have access to the Internet, printing capabilities and an email address. (40 hours). Textbook required and is available in the TVCC Bookstore. Lab fee of \$160 includes certification exam fee.

18613 M/W, 5:30pm-9:30pm Jan 20/May 12  
Athens/TC218 \$350 Hackney



**HOSPITAL**



## CERTIFIED NURSE AIDES

### TRAIN FOR EMPLOYMENT IN A HOSPITAL SETTING

Certified Nurse Aides are valuable additions to the healthcare team.

TVCC & ETMC-Athens now offer training to prepare you for employment in a hospital setting.

Certified Nurse Aides enrolled in this course will receive additional training to prepare for tasks that are unique in caring for patients in a hospital setting.

Enrollment is limited to those students who are currently listed on the State of Texas Nurse Aide Registry.

## PHLEBOTOMY (BASIC NON-CERTIFICATION)

### PLAB1023 (PLAB8024)

This course prepares students to collect blood specimens for the purpose of laboratory analysis. This didactic course includes all aspects related to blood collection and the development of comprehensive skills to perform venipunctures. Course includes terminology, associated anatomy and physiology, blood collection procedures, specimen hands-on practice, and techniques to perform puncture methods. Safety issues are emphasized. Students will practice specimen collection on adults, children and infants.

Students will apply skills in the performance of a variety of blood collection methods using proper techniques and standard precautions in a skills lab environment. The skills lab practice will be on manikins and with live sticks. Skills lab will include vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture and specimen collection on adults, children and infants. Students will learn the basic procedures for medication injections. Emphasis is on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, checking medication dosage, and medical terminology.

Students must complete this course with an 80% or higher in order to qualify to take PLAB1164 or PLAB1064.

Minimum age is 16. Required: Maroon Scrubs, closed toe shoes of vinyl or leather (no fabric or porous outer shoe coverings – from any source). Optional for class, but generally required for work: scrub jacket (from any source) and a watch with a second hand (from any source). These items will not be available from the college bookstore or the instructor. Textbook is required and available in the TVCC Bookstore. (80 hours) \$95 lab fee is included in the tuition.

**Students will be required to perform sticks (venipunctures) on other students as well as be stuck (having venipunctures performed on themselves by other students). Rigid performance standards must be met prior to sticking other students. All venipunctures will be practiced in a skills lab environment. A copy of written proof of immunizations including all 3 Hepatitis B shots or approved waiver and current TB test is required before a student can participate in skills lab.**

**DRUG SCREENS**—Students enrolled in this course will be required to submit to random drug screens. For the complete drug screen policy, see page 51 for details.

**IMMUNIZATIONS**—Students enrolled in this course will be required to provide documentation that they have received all of the required immunizations prior to any patient contact or invasive procedures. Please see page 49 details.

#### Non-Credit (Credit section #s are listed on pages 13-14)

Course #	Days/Times	Dates	Campus	Room	Tuition & fees	Instructor
18615	M, 5:30pm-9:30pm	Jan 20/May 12	Athens	LA106	\$329	Barber
18616	T, 8:00am-12:00pm	Jan 20/May 12	Athens	LA106	\$329	Brown
18617	T, 1:00pm-5:00pm	Jan 20/May 12	Athens	LA106	\$329	Brown
18619	T, 5:30 pm – 9:30 pm	Jan 20/May 12	Palestine	PTC	\$329	Steubing
18618	Fr, 8:00am-12:00pm	Jan 20/May 12	Terrell	L101	\$329	McKinney

**\*Terrell Students will be required to travel to the Athens campus for skills lab**

18620	M/W, 6:00 pm – 9:00pm	Mar 17/June 4	Athens	LA112	\$329	Staff
18644	M /W, 6:00 pm – 9:00pm	June 1/Aug 11	Athens	LA106	\$329	Barber

## PRACTICUM/FIELD EXPERIENCE – PHLEBOTOMY/PHLEBOTOMIST

### PLAB1064 (PLAB8064)

Immunizations and TB test must be complete before enrolling in this course.

The successful completion of this course will lead to a national phlebotomy certification through National Healthcareer Association. Students must have passed the TVCC PLAB1323, 1223 or 1023 Phlebotomy course with an “A” or “B”. This course is a practical, general workplace training supported by an individualized learning plan developed by the student, college and medical facility. **Students will be required to perform sticks (venipunctures) on other students as well as be stuck (having venipunctures performed on themselves by other students). Student must pass this course with an 80% or higher to take the certification exam.** (93 hours) \$195 lab fee is included in tuition (includes certification exam fee, student insurance, and drug testing).

#### Non-Credit (Credit section #s are listed on pages 13-14)

Course #	Days/Times	Dates	Campus	Room	Tuition & fees	Instructor
18614	Tues, 6:00pm-9:00pm	Jan 20/May 12	Athens/	LA106	\$341	Brown



## ONLINE HEALTH CARE, NUTRITION, AND FITNESS

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Assisting Aging Parents	W/F, Online	\$130	Legal Nurse Consulting (US)	W/F, Online	\$130
Become a Physical Therapy Aide	W/F, Online	\$130	Luscious, Low-Fat Meals	W/F, Online	\$130
Become a Vet Assistant	W/F, Online	\$130	Medical Coding	W/F, Online	\$130
Become an Optical Assistant	W/F, Online	\$130	Medical Term: Word Assoc Approach	W/F, Online	\$130
Handling Medical Emergencies	W/F, Online	\$130	<b>(Does not replace MDCA1313 in Medical/Nursing Assistant Program)</b>		
HIPAA Compliance	W/F, Online	\$130	Outdoor Survival Techniques	W/F, Online	\$130
Human Anatomy and Physiology	W/F, Online	\$130	Vet Assistant II: Canine Repro	W/F, Online	\$130
Introduction to Natural Health/Healing	W/F, Online	\$130	Vet Assistant III: Practical Skills	W/F, Online	\$130



## PERSONAL ENRICHMENT



### ONLINE FAMILY AND PERSONAL ENRICHMENT

(New classes begin each month – Jan 21, Feb 18, Mar 18,

Apr 15, May 20, Jun 17)

Achieving Success w/ Difficult People	W/F, Online	\$130
Assisting Aging Parents	W/F, Online	\$130
Become an Optical Assistant	W/F, Online	\$130
Genealogy Basics	W/F, Online	\$130
Goodbye to Shy	W/F, Online	\$130
Handling Medical Emergencies	W/F, Online	\$130
HIPAA Compliance	W/F, Online	\$130
Interpersonal Communication	W/F, Online	\$130
Introduction to Interior Design	W/F, Online	\$130
Keys to Effective Communication	W/F, Online	\$130
Luscious, Low-Fat, Light-Quick Meals	W/F, Online	\$130
Merrill Ream Speed Reading	W/F, Online	\$130
Skills for Making Great Decisions	W/F, Online	\$130
Travel Photography for Digital Photo	W/F, Online	\$130
Write Your Life Story	W/F, Online	\$130



## ONLINE PERSONAL FINANCE AND WEALTH BUILDING

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Debt Elimination Techniques/Work	W/F, Online	\$130	Real Estate Investing II	W/F, Online	\$130
Introduction to Stock Options	W/F, Online	\$130	Real Estate Investing	W/F, Online	\$130
Keys to Successful Money Mgmt	W/F, Online	\$130	Stocks, Bonds, and Investing: Oh, My!	W/F, Online	\$130
Personal Finance	W/F, Online	\$130	The Analysis and Valuation of Stocks	W/F, Online	\$130
Protect your Money, Credit & Identity	W/F, Online	\$130	Where Does All My Money Go?	W/F, Online	\$130



## PHOTOGRAPHY

### PHOTOGRAPHY I (Offered through the Learning for Living Academy on a space available basis)

#### COMM 8018

Includes digital camera operation, techniques, and presentation skills. Emphasis on design and enhancement using photographic software. Recommended for students seeking non news-based photography.

M, 3:20 pm to 5:50 pm	Jan 20/May 12	T, 5:00 pm to 7:30 pm	Jan 20/May 12
Athens/MJ101	\$264 Hawkins	Athens/MJ101	\$264 Hawkins
M, 6:00 pm to 8:30 pm	Jan 20/May 12	W, 4:20 pm to 6:50 pm	Jan 20/May 12
Athens/MJ101	\$264 Hawkins	Athens/MJ101	\$264 Hawkins

## INTERMEDIATE PHOTOGRAPHY

#### PHTC 2001

Continuation of "Fundamentals of Photography." Emphasizes social, portrait, studio, fashion, theatrical, publicity, and event photography.

M, 6:00 pm-8:30pm	Jan. 20/May 11
Athens/TBA	\$234 Reece



## ONLINE DIGITAL PHOTOGRAPHY AND DIGITAL VIDEO

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Discover Digital Photography	W/F, Online	\$130	Photoshop Elements for Dig Phot II	W/F, Online	\$130
Making Movies with Windows XP	W/F, Online	\$130	Photoshop CS5 for the Digital Photog	W/F, Online	\$130
Photographing People w/Dig Camera	W/F, Online	\$130	Photoshop CS6 for the Digital Photog	W/F, Online	\$130
Photographing Nature w/Dig Camera	W/F, Online	\$130	Secrets of Better Photography	W/F, Online	\$130
Photoshop Elements for Dig Phot I	W/F, Online	\$130	Travel Photography for Digital Photo	W/F, Online	\$130

## READING

### WRITING/ MATH LAB

**TECM1091(TECM1211)**

This course provides instructional assistance in entry level college medical research papers that are required for course completion, provides assistance in passing required department certification tests and the mastery of math skills utilized in entry level medical health occupations and passing required departmental medical math exams. Financial Aid may be available for qualified students. (93 hours)  
Open lab hours

#### Available Lab Hours

18639	Tues/Thurs, 8:00am-11:00am	Feb 2/May 1	18725	Tues/Thurs, 8:00am-11:00am	June 8/July 31
	Tues/Thurs 12:00pm-3:00pm			Tues/Thurs 12:00pm-3:00pm	
	Athens/LA110 \$450	Black/Sory		Athens/LA110 \$450	Black/Sory

## TEACHERS

(financial assistance may be available to qualified students enrolling in workforce related classes)



## ONLINE COURSES FOR TEACHING PROFESSIONALS

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

A to Z Grant Writing	W/F, Online	\$130	Teaching Writing: Grades 4-6	W/F, Online	\$130
Creating the Inclusive Classroom	W/F, Online	\$130	Teaching Students with Autism: Strategies for Success	W/F, Online	\$130
Creating K-12 Learning Materials	W/F, Online	\$130	Teaching Students with Learning Disabilities	W/F, Online	\$130
Creating Web Pages	W/F, Online	\$130	The Classroom Computer	W/F, Online	\$130
Differentiated Instruction in Classroom	W/F, Online	\$130	The Creative Classroom	W/F, Online	\$130
Empowering Students with Disabilities	W/F, Online	\$130	Understanding Adolescents	W/F, Online	\$130
Enhancing Lang Dev in Childhood	W/F, Online	\$130	Using the Internet in the Classroom	W/F, Online	\$130
Get Assertive!	W/F, Online	\$130	Guiding Kids on the Internet	W/F, Online	\$130
Leadership	W/F, Online	\$130	Integrating Technology in the Classroom	W/F, Online	\$130
Practical Ideas Adult ES/EFL Class	W/F, Online	\$130	An Intro to Teaching ESL/EFL	W/F, Online	\$130
Ready, Set, Read!	W/F, Online	\$130	Singapore Math Strategies	W/F, Online	\$130
Response to Intervention	W/F, Online	\$130	Strategies for the Differentiated Classroom	W/F, Online	\$130
Reading Strategies that Work	W/F, Online	\$130	Guided Reading	W/F, Online	\$130
Solving Classroom Discipline Prob.	W/F, Online	\$130	Strategies for Maximum Student Achievement	W/F, Online	\$130
Solving Classroom Discipline Prob.II	W/F, Online	\$130	Guided Reading and Writing	W/F, Online	\$130
Speed Spanish	W/F, Online	\$130	Working Successfully with Learning Disabled Students	W/F, Online	\$130
Survival Kit for New Teachers (US)	W/F, Online	\$130			
Teaching Adult Learners	W/F, Online	\$130			
Teaching ESL/EFL Reading	W/F, Online	\$130			
Teaching ESL/EFL Grammar	W/F, Online	\$130			
Teaching Math: Grades 4-6	W/F, Online	\$130			
Teaching Science: Grades 4-6	W/F, Online	\$130			

## TESTING

### TABE (TEXAS ADULT BASIC EDUCATION) TESTING

**TEST1005**

All students enrolled in the Medical/Nursing Assistant courses that lead to a certification are required to meet 10th grade literacy standards before they will be recommended to move forward for Certification testing (Plebotomy Practicum, Nurse Aide, Pharmacy Tech, Medical Asst. Externship). Students who have either not taken the TABE test or would like to retest should plan to attend one of these test dates. Please allow two hours for testing.

18726	Available hours	Tues/Thurs Tues/Thurs Wed	10:00am-12:00pm 1:00pm-3:00pm 6:00pm-8:00pm	Jan 26/Jan 30	Athens/LA105
18727	Available hours	Tues/Thurs Tues/Thurs Wed	10:00am-12:00pm 1:00pm-3:00pm 6:00pm-8:00pm	April 24/May 1	Athens/LA105

## TEST PREPARATION



### ONLINE TEST PREP

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

GED Test Preparation	W/F, Online	\$130	LSAT Preparations - Part 2	W/F, Online	\$130
GMAT Preparations	W/F, Online	\$130	Prep for GED Lang Arts,		
Grammar for ESL	W/F, Online	\$130	Writing Test	W/F, Online	\$130
GRE Preparation - Part 1	W/F, Online	\$130	Prepare for the GED Math Test	W/F, Online	\$130
GRE Preparation - Part 2	W/F, Online	\$130	SAT/ACT Preparation - Part 1	W/F, Online	\$130
LSAT Preparations - Part 1	W/F, Online	\$130	SAT/ACT Preparation - Part 2	W/F, Online	\$130

## WRITING

(financial assistance may be available to qualified students enrolling in workforce related classes)

Credit courses can be piggybacked as non-credit courses – see pages 39-41 of this schedule – look for the Learning for Living Academy or visit the TVCC website [www.tvcc.edu](http://www.tvcc.edu).

### WRITING/ MATH LAB

TECM1091(TECM1211)

This course provides instructional assistance in entry level college medical research papers that are required for course completion, provides assistance in passing required department certification tests and the mastery of math skills utilized in entry level medical health occupations and passing required departmental medical math exams. Financial Aid may be available for qualified students. (93 hours)  
Open lab hours

#### Available Lab Hours

18639	Tues/Thurs, 8:00am-11:00am	Feb 2/May 1	18725	Tues/Thurs, 8:00am-11:00am	June 8/July 31
	Tues/Thurs 12:00pm-3:00pm			Tues/Thurs 12:00pm-3:00pm	
	Athens/LA110 \$450	Black/Sory		Athens/LA110 \$450	Black/Sory



### ONLINE WRITING COURSES

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

Advanced Fiction Writing	W/F, Online	\$130
Becoming a Grant Writing Consultant	W/F, Online	\$130
Beginner's Guide to Getting Published	W/F, Online	\$130
Beginning Writer's Workshop	W/F, Online	\$130
Breaking into Sitcom Writing	W/F, Online	\$130
Business Marketing Writing	W/F, Online	\$130
Effective Business Writing	W/F, Online	\$130
Forensic Science for Writers	W/F, Online	\$130
Fundamentals of Technical Writing	W/F, Online	\$130
Grammar Refresher	W/F, Online	\$130
Introduction to Internet Writing Mkts	W/F, Online	\$130
Introduction to Journaling	W/F, Online	\$130
Mystery Writing	W/F, Online	\$130
Publ It Yourself: Start/Op Publ Bus	W/F, Online	\$130
Research Methods for Writers	W/F, Online	\$130
Resume Writing Workshop	W/F, Online	\$130
The Craft of Magazine Writing	W/F, Online	\$130
The Keys of Effective Editing	W/F, Online	\$130
Travel Writing	W/F, Online	\$130
Write Fiction Like a Pro	W/F, Online	\$130
Write & Publish Your Nonfiction Book	W/F, Online	\$130
Write Your Life Story	W/F, Online	\$130
Writeriffic 2: Adv Creativity Training	W/F, Online	\$130
Writeriffic: Creativity Train./Writers	W/F, Online	\$130
Writing Essentials	W/F, Online	\$130



Writing for Children	W/F, Online	\$130
Writing for ESL	W/F, Online	\$130
Writing Great Technical Documents	W/F, Online	\$130

## ONLINE GRANT WRITING AND NONPROFIT MANAGEMENT

(New classes begin each month – Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17)

A to Z Grant Writing	W/F, Online	\$130	Introduction to Nonprofit Mgmt.	W/F, Online	\$130
Advanced Grant Proposal Writing	W/F, Online	\$130	Marketing Your Nonprofit	W/F, Online	\$130
Becoming a Grant Writing Consultant	W/F, Online	\$130	Wow, What a Great Event!	W/F, Online	\$130
Starting Your Own Nonprofit	W/F, Online	\$130	Writing Effective Grant Proposals	W/F, Online	\$130
Get Grants!	W/F, Online	\$130			

# Learning for Living Academy

## Piggyback or Audit/Participating in Credit Classes as a Non-Credit Student

## CLASS INFORMATION

Students who would like to enroll in college credit classes as part of the Learning for Living Academy, can choose from a variety of classes available in the credit schedule. A complete list of classes offered is available in the Spring 2015 or the Summer 2015 credit schedule or visit [www.tvcc.edu](http://www.tvcc.edu). **\*NOTE: Tuitions listed are subject to change based on lab fees.**

**In addition to the courses listed on the following pages, courses may be piggybacked or “mirrored” in the following areas as non-credit courses through the Learning for Living Academy:**

**Biology • Communications/News Photography • Development of Motion Pictures • Economics • English • History • Mathematics  
Philosophy/Survey of New Testament • Physical Science • Psychology • Speech**

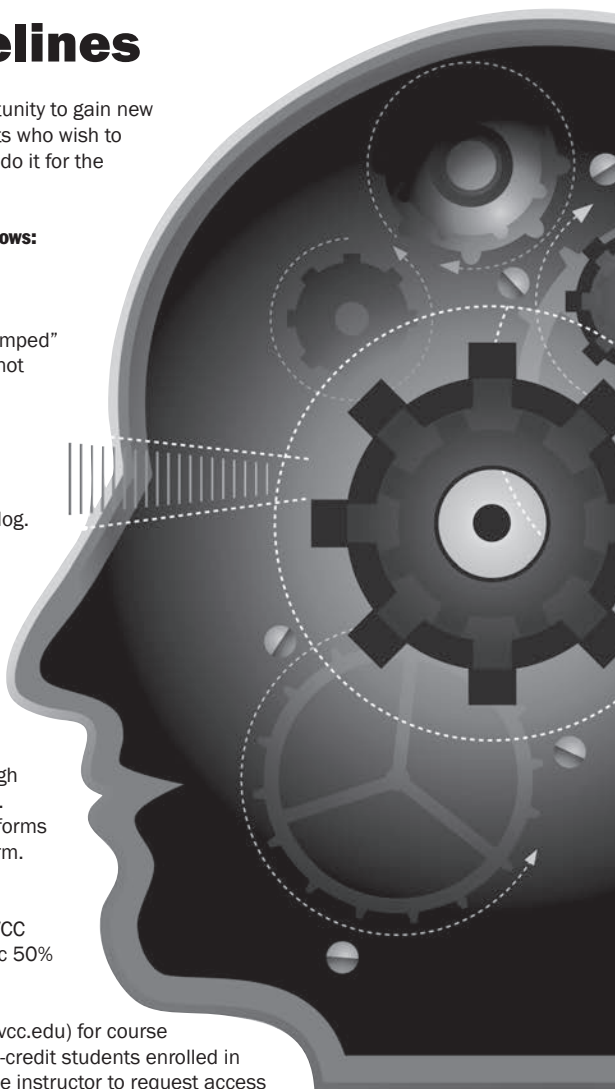
**For more information please contact us at 903-675-6212.**

## Guidelines

The TVCC Learning for Living Academy (LLA) gives students the opportunity to gain new knowledge and learn new skills. The Academy is designed for students who wish to take the same college level classes as “credit” students, but wish to do it for the experience and not the credit.

**Guidelines for students wishing to enroll in Learning for Living are as follows:**

- Enrollment is subject to TVCC approval.
- Enrollment is on a space-available basis. Students may be “bumped” by students enrolled in the class for credit. Some classes may not make due to lack of enrollment.
- In-district tuitions will apply for all students. Tuitions are based on in-district rates plus lab fees.
- Students must abide by all rules as published in the TVCC catalog. Students are expected to meet the instructor’s expectations.
- LLA students will need all of the study materials required for the class. Students may contact the TVCC bookstore for books and supply requirements and purchase. Students should not open textbooks or software until they know they will not be “bumped” from the class.
- Students can enroll in a LLA class at any time after the credit class schedule is available. Enrollments will be accepted through the last date of “late registration” for all college credit courses. Enrollments are accepted at all TVCC campuses. Registration forms and payments can be faxed or mailed to the address on the form.
- Gold Card benefits will apply to LLA classes. Adults 60 years of age or older who live in the TVCC tax district can purchase a TVCC Gold Card. One of the benefits of the Gold Card is an automatic 50% reduction in tuition for credit or LLA classes.
- Students should review the course syllabus (available at [www.tvcc.edu](http://www.tvcc.edu)) for course requirements, textbook or computer access requirements. Non-credit students enrolled in courses using BlackBoard as an online component will need the instructor to request access to BlackBoard and TVCC email.



**FOR MORE INFORMATION, CONTACT TVCC CONTINUING & WORKFORCE EDUCATION**

**903.675.6212**

**[www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices)**



## ACCOUNTING

### INTRODUCTION TO ACCOUNTING

#### ACNT 1003(ACNT8003)

An introduction to bookkeeping and accounting in which the principles of double entry bookkeeping will be studied. Emphasis is placed on journalizing, posting to ledger accounts, trial balances, and financial statements, adjusting and closing entries. Business forms, vouchers, interest and discounts are also studied. This course is designed for terminal students and for student who have not had high school bookkeeping. (48 hours)

T/Th	12:15 pm to 1:30 pm	Jan 20/May 12
	Athens, TC219	\$234 Harraid
Th	6:00 pm to 8:30 pm	Jan 20/May 12
	Athens, TC219	\$234 Harraid
W	6:00 pm to 8:30 pm	Jan 20/May 12
	Terrell, L107	\$234 Quattlebaum

## ART

### DRAWING II

#### ARTS 8017 (Pre-requisite ARTS 8016 or ARTS 1316 or approval of instructor)

Students will learn the expressive and conceptual aspects of drawing including the human figure within a spatial environment. Attention will be given to the study of anatomy as it relates to artistic expression. Lab fee is included in the tuition.

M/W	9:25 am to 12:05 pm	Jan 20/May 12
	Athens, GS201	\$264 September

### PAINTING II

#### ARTS 9017 (Pre-requisite ARTS 8016 or ARTS 1316 or approval of instructor)

A continuation of Painting I with emphasis on individual expression in the interpretation of still life, landscaping and figure subjects. Lab fee of \$30 is included in the tuition.

T/Th	9:25 am to 12:05 pm	Jan 20/May 12
	Athens, GS201	\$264 September

## CERAMICS

### ARTS9046

Ceramics I is an introduction to ceramic process, including basic materials and techniques. Hand-building is emphasized with an introduction to the use of the potter's wheel. Glazing and other surface treatments and stacking and firing of the kiln will be taught. This course is individualized to suit the special needs of various students, both art majors and hobbyists. Lab fee is included in the tuition. (96 hours)

T/Th	9:25 am to 12:05 pm	Jan 20/May 12
	Athens, CCTR	\$284 Wallace
T/Th	12:15 pm to 2:55 pm	Jan 20/May 12
	Athens, CCTR	\$284 Wallace

## SCULPTURE

### ARTS9026

Sculpture I is a studio course in ceramic sculpture techniques, including clay types and usage, and exploration of natural finishes of the clay. Relief sculpture and fundamentals of forming the human head will be introduced. Stacking and firing procedures will be taught. Lab fee is included in the tuition (96 hours)

T/Th	9:25 am to 12:05 pm	Jan 20/May 12
	Athens, CCTR	\$284 Wallace
T/Th	12:15 pm to 2:55 pm	Jan 20/May 12
	Athens, CCTR	\$284 Wallace

## AUTOMOTIVE

### MANUAL DRIVE TRAIN AND AXLES

#### AUMT2013

A study of automotive clutches, clutch operations devices, standard transmissions, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines. Lab fee is included in the tuition.

M-F	12:30 pm to 4:00 pm	Jan 20/May 12
	Athens, AMBL	\$342 Benton

## ENGINE PERFORMANCE ANALYSIS I

#### AUMT2017 (AUMT9017)

Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. Lab fee is included in the tuition.

M-F	8:00 am to 11:30 am	Jan 20/May 12
	Athens, AMBL	\$342 Benton

## AUTOMATIC TRANSMISSION AND TRANSAXLE

#### AUMT 2025

A study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques. Lab fee is included in the tuition.

M-F	12:30 pm to 4:00 pm	Jan 20/May 12
	Athens, AMBL	\$342 Benton

## ENGINE PERFORMANCE ANALYSIS II

#### AUMT2034(AUMT2034)

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. Lab fee is included in the tuition.

M-F	8:00 am to 11:30 am	Jan 20/May 12
	Athens, AMBL	\$342 Benton

## COMPUTER SCIENCE

### BUSINESS COMPUTER APPLICATIONS – Tuition \$264

#### POFI1001 (COSC8001)

This course covers computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word-processing, electronic spreadsheets, a database management system, presentation software, and business-orientation utilization of the internet. Lab fee is included in the tuition. Lab times to be determined with instructor. (96 hours)

Classes are available mornings, afternoons and evenings on the Athens, Terrell and Palestine campuses. Morning and afternoon classes generally meet two days each week. The evening classes generally meet one evening per week. If you are interested in taking this class, please call 903-675-6212 for class time options. Or you can check the TVCC credit schedule at [www.tvcc.edu](http://www.tvcc.edu) for dates and times.

**OTHER BASIC COMPUTER CLASSES ARE ALSO AVAILABLE THROUGHOUT THE SEMESTER. PLEASE SEE PAGE 22 FOR DATES AND TIMES FOR THOSE CLASSES.**

## BUSINESS & OFFICE ADMINISTRATION

### INTRO TO BUSINESS

#### BUSG 1001(BUSG 8001)

A survey of the entire field of business. Includes business vocabulary, aids the student in selecting a field of specialization, and provides a background for further study.

M/W	9:25 am to 10:40 am	Jan 20/May 12
	Athens, TC211	\$234 Hetmer-Hinds

**DRAFTING** (financial assistance may be available to qualified students enrolling in workforce related classes)

## BASIC COMPUTER AIDED DRAFTING

#### DFTG1009 (DFTG8009)

An introduction to computer aided drafting. Emphasis is placed on set-up; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; using layers, coordinating systems, and plot/print to scale. Tuition includes lab fee. (96 hours)

M	4:20 pm to 9:30 pm	Jan 20/May 12
	Athens, TC315	\$264 Driskell



### TECHNICAL DRAFTING

#### DFTG1005 (DFT 8005)

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views. Tuition includes lab fee. (96 hours)

T	4:20 pm to 9:30 pm	Jan 20/May 12
	Athens, TC304	\$264 Driskell

### PARAMETRIC MODELING

#### DFTG1045 (DFTG8045)

(Prerequisite: ENGR 1004 (8004) and DFTG 1009 (8009) or approval from instructor.

A course utilizing parametric-based design software for 3D design and drafting. The student will use parametric modeling techniques to create rendered assemblies, orthographic drawings, auxiliary views and details from 3-dimensional models. (Software: Autodesk Inventor). Tuition includes lab fee. (96 hours)

W	4:20 pm to 9:30 pm	Jan 20/May 12
	Athens, TC315	\$342 Fulford

Other drafting classes are available with prior approval from the instructor. Please contact the Continuing Education office for additional information.

### PHOTOGRAPHY

#### PHOTOGRAPHY I

##### COMM 8018

Includes digital camera operation, techniques, and presentation skills. Emphasis on design and enhancement using photographic software. Recommended for students seeking non news-based photography. Students may use their own camera or one will be provided. Lab fee is included in the tuition.

M	3:20 pm to 5:50 pm	Jan 20/May 12
	Athens, MJ101	\$264 Hawkins
M	6:00 pm to 8:40 pm	Jan 20/May 12
	Athens, MJ101	\$264 Hawkins
T	5:00 pm to 7:30 pm	Jan 20/May 12
	Athens, MJ101	\$264 Hawkins
W	4:20 pm to 6:50 pm	Jan 20/May 12
	Athens, MJ101	\$264 Hawkins

### INTERMEDIATE PHOTOGRAPHY

#### PHTC 2001

Continuation of "Fundamentals of Photography." Emphasizes social, portrait, studio, fashion, theatrical, publicity, and event photography.

M	6:00 pm-8:30pm	Jan. 20/May 11
	Athens/TBA	\$234 Reece

### SPANISH

#### CONVERSATIONAL SPANISH

The aim is the development of a student's ability to speak the language. Idiomatic expressions, such as are used in daily speech and conversation in the language will be stressed. This course may not be counted as part of the requirements for Spanish major or minor, and is not open to students who speak in the vernacular.

Th	6:00 pm to 8:30 pm	Jan 20/May 12
	Terrell, L107	\$234 Lewis

### WELDING

(financial assistance may be available to qualified students enrolling in workforce related classes)

#### INTRODUCTION TO LAYOUT & FABRICATION

##### WLDG1017 (WLDG8017)

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. (48 hours)

M/W	1:40 pm to 2:55 pm	Jan 20/May 12
	Athens, WELD	\$234 Sheram
M/W	5:00 pm to 6:15 pm	Jan 20/May 12
	Athens, WELD	\$234 Sheram
M/W	1:40 pm to 2:55 pm	Jan 20/May 12
	Palestine, PATS1	\$234 Patton
M/W	5:00 pm to 6:15 pm	Jan 20/May 12
	Palestine, PATS1	\$234 Patton

### INTRODUCTION TO GAS METAL ARC WELDING

##### WLDG 1030(WLDG8030)

A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs. (144 hours) Lab fee is included in the tuition.

M/W	8:00 am to 12:05 pm	Jan 20/May 12
	Athens, WELD	\$420 Sheram
T/Th	5:30 pm to 9:20 pm	Jan 20/May 12
	Athens, WELD	\$420 Massey
M/W	8:00 am to 12:05 pm	Jan 20/May 12
	Palestine, TBA	\$420 Patton
T/Th	5:30 pm to 9:20 pm	Jan 20/May 12
	Palestine, TBA	\$420 Patton

### INTRODUCTION TO PIPE WELDING

##### WLDG 1035(WLDG8035)

An introduction to welding of pipe using the shielded metal arc welding process, including electrode selection, equipment setup, and safe shop practices. Emphasis on welding positions 1G and 2G using various electrodes. Lab fee is included in the tuition.

M/W	3:00 pm to 4:15 pm	Jan 20/May 12
	Athens, WELD	\$420 Sheram
(LAB) T/Th	1:40 pm to 4:20 pm	Jan 20/May 12
	Athens, WELD	Sheram
M/W	3:00 pm to 4:15 pm	Jan 20/May 12
	Palestine/TBA	\$420 Patton
(LAB) T/Th	1:40 pm to 4:20 pm	Jan 20/May 12
	Palestine/TBA	Patton

### ADVANCED SHIELD METAL ARC WELDING

##### WLDG2043 (WLDG9043)

Advanced topics on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Lab fee included in tuition. (144 hours)

T/Th	8:00 am to 12:05 pm	Jan 20/May 12
	Athens, WELD	\$420 Sheram
M/W	6:15 pm to 10:00 pm	Jan 20/May 12
	Athens, WELD	\$420 Sheram
T/Th	8:00 am to 12:05 pm	Jan 20/May 12
	Palestine, TBA	\$420 Patton
M/W	6:00 pm to 10:00 pm	Jan 20/May 12
	Palestine, TBA	\$420 Patton

# AARP Tax-Aide

*40 Years: Volunteers Serving Taxpayers*

## free tax help!

For taxpayers with low- and middle-income,  
with special attention to those age 60 and older.

**April 15 will be here sooner than you think.  
AARP Foundation Tax-Aide is here to help.**



Beginning February 6, 2015 trained volunteers from **AARP** Foundation TAX AIDE will provide  
FREE tax preparation assistance at the TVCC Athens campus.

### FRIDAY MORNINGS

**FEBRUARY 6, 2015 THROUGH APRIL 10, 2015**

**8:30 AM TO 12:00 PM—TVCC ATHENS CAMPUS**

**BAUGH TECHNOLOGY BUILDING - ROOM TC111 & TC 119**

**No appointment necessary, first-come, first-served**

**(NOTE: Due to TVCC Spring Break, service will not be available on March 13)**

### STUDENTS WELCOME!

Please bring the following with you when you come:

- current year's tax forms and preparation booklet;
- copy of last year's income tax return(s);
- W-2 forms from each employer;
- unemployment compensation statements;
- SSA-1099 form if you were paid Social Security benefits;
- all 1099 forms (1099-INT, 1099-DIV, 1099-B, etc.) showing interest and/ or dividends and documentation showing original purchase price of sold assets;
- 1099-misc. showing any miscellaneous income;
- 1099-R form if you received a pension or annuity;
- all forms indicating federal income tax paid;
- dependent care provider information (name, employer, ID, Social Security number);
- all receipts or canceled checks if itemizing deductions;
- Social Security cards or other official documentation for yourself and all dependents.

Priority service will be provided to taxpayers based on the Tax Counseling for the Elderly Program's legislative intent. This is in no way a violation of Title VI as described below. AARP Tax-Aide is a program of the AARP Foundation, offered in conjunction with the IRS.

Under no circumstances will the Internal Revenue Service tolerate discrimination by its employees, grantees, contractors, and/or subcontractors. NO ONE shall be excluded from participating in, be denied benefits of, or be subject to discrimination because of: race, color, sex, national origin, disability, reprisal, or age in programs or activities funded by the Department of Treasury—Internal Revenue Service.

TVCC is not affiliated with AARP Tax Aide and is not responsible for the work of these volunteers.

Any person who believes that he/she has been discriminated against on the basis of race, color, sex, national origin, disability, reprisal or age in program or activities receiving financial assistance (e.g., Low-Income Tax Clinics, Tax Counseling for the Elderly) from the Department of Treasury—IRS may submit written complaint to: Director, Office of Equal Opportunity Program, Department of Treasury, 1750 Pennsylvania Avenue, NW, Room 81397, Washington, DC 20220



**AARP**<sup>®</sup>  
FOUNDATION



# SAVE ON GAS!

Most  
Courses Are Only

**\$130**

# LEARN ONLINE!

Enroll in an online course today!

[www.ed2go.com/tvcc](http://www.ed2go.com/tvcc)

## NEW CLASSES BEGIN EACH MONTH

Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17



## ONLINE LEARNING ANYTIME, ANYWHERE...JUST A CLICK AWAY!

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

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



**Convenient, Affordable, and Effective.**

Take ed2go courses anywhere and when it's most convenient for you.

We offer you hundreds of engaging online courses for adults, covering every topic from SAT Test Preparation to Web Design.

Each ed2go course comes equipped with a patient and caring instructor, lively discussions with your fellow students, and plenty of practical information that you can put to immediate use.

## NEW CLASSES BEGIN EACH MONTH !

### ONLINE LEARNING COURSES:

BUSINESS  
GRANT WRITING/NON-PROFITS  
CAREER IDEAS  
PERSONAL DEVELOPMENT  
PERSONAL FINANCE  
HEALTH CARE  
ART,HISTORY, MATH & MORE  
TEACHING  
WRITING  
BASIC COMPUTER LITERACY  
COMPUTER APPLICATIONS  
WEB DESIGN  
CERTIFICATION PREP...  
AND MANY MORE

### HOW TO GET STARTED:

1. Visit our Online Instruction Center at **[www.ed2go.com/tvcc](http://www.ed2go.com/tvcc)**.
2. Click the *Courses* link, choose the department and course title you are interested in and select the ***Enroll Now*** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Requirements: All courses require Internet access, e-mail, Microsoft Internet Explorer or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

# [www.ed2go.com/tvcc](http://www.ed2go.com/tvcc)

# general information

**SPRING/SUMMER 2015**

## REGISTRATION AND PAYMENT OF FEES

*Register for classes early as possible to assure your class enrollment.*

Enrollment is complete when tuition is received. TVCC accepts cash, personal checks, Visa, MasterCard, Discover and money orders. TVCC charges a fee for insufficient checks.

Students may register:

**1. IN PERSON:** at TVCC campuses in Athens, Palestine, and Terrell.\*

**2. BY MAIL:** Continuing & Workforce Education, 100 Cardinal Drive, Athens, Texas 75751 (Send check or credit card information. See page 54 of this schedule.)\*

**3. BY FAX:** Fax registration form to 903-675-6388. You may use the form at the back of this schedule. (Fax credit card information. See page 54 of this schedule.)\*

Staff is available to advise prospective students about course offerings in person, by phone or by e-mail during normal business hours: Monday-Friday 8 a.m.-4:30 p.m. Athens Continuing & Workforce Education office is open until 6 p.m. Monday - Thursday.

*\*Some courses require on-campus, in person registration to fulfill course prerequisites.*

## HOW TO ENROLL IN NON-CREDIT COURSES

1. Complete a registration form

- In person\* or on any TVCC Campus
- By mail with the registration form in the back of this publication
- Fax
- Print form from website and mail or fax

\* Any student under the age of 18 must have parent/guardian signature on enrollment form.

2. Pay tuition fee (Tuition is due at time of enrollment.)

3. It is the enrolling student's responsibility to understand applicable career requirements prior to enrolling in a class

4. Student who have taken classes at TVCC previously may use their Trinity Valley Identification Number (TVIN) to register. New students will need to provide their Social Security number the first time they register. At that time, they will be assigned a TVIN that can be used thereafter.

5. Dual-credit students should contact their ISD counselor.

## HOW TO ENROLL IN THE MEDICAL ASSISTANT PROGRAM AS A CREDIT STUDENT:

- Meet TVCC Admission requirements for entry into a Certificate Program or current copy of TVCC catalog.
- Provide an official high school transcript or GED.
- Provide documentation of having received the Bacterial Meningitis vaccine. (if under age 22).
- Students who have taken TVCC "credit" classes in the past can register online for classes if they meet the following criteria:
  - o Enrolled at TVCC in the previous semester or all paper work complete in Registrar's Office
  - o BE TSI complete a certificate major, or visited with a counselor for advisement
  - o Have a cumulative 2.0 GPA
  - o Cannot owe money to the college
  - o Cannot be on suspension
  - o All admissions records must be clear
  - o Cannot still be a high school student

## CLASSROOMS

All classroom location are subject to change. You will be notified of any changes either prior to the beginning of the course, or the new classroom location will be posted at the original classroom site.

## REFUND POLICY

### FOR NON-CREDIT COURSES

If Trinity Valley Community College cancels a Continuing & Workforce Education class, a full tuition refund will be made. Otherwise, no refund of tuition will be made after 12:00 noon of the business day before the class begins.

Means of notification include: in writing by e-mail (conted@tvcc.edu) or fax (903-675-6388); or in person at a TVCC Campus. (There may be some courses for which refunds cannot be made.) No refund is available after the class begins. Refunds will take several days to process.

### FOR CREDIT COURSES

Students who drop or withdraw from a TVCC credit class will have their tuition and fees refunded according to the TVCC refund policy as stated in the current catalog. ([www.tvcc.edu/catalog](http://www.tvcc.edu/catalog)) .

## CANCELLATION POLICY

In the event TVCC cancels a class before its intended start date, a full tuition refund is available. Students are encouraged to call to confirm their class has made prior to coming to the first class session.

## CONTINUING EDUCATION UNITS (CEUS)

TVCC provides Continuing Education Units on permanent transcripts for courses offered through the Continuing & Workforce Education Department. The Continuing Education Unit (CEU) is a nationally recognized method of recording participation in a continuing education program that does not carry credit toward a college degree, but does meet established criteria for increasing knowledge and competencies and is often valued by employers.

One CEU is awarded for each 10 contact hours of participation in an organized, non-credit continuing education program. A student's credits are transcribed by their name and social security number. Students may choose not to provide TVCC with social security numbers, but in such cases transcribing will not be accurate and may not be available. TVCC does not release individual social security numbers or other personal or sensitive information.

Non-credit Continuing & Workforce Education classes are designed for short-term training. These classes are separate from the academic/credit curriculum.

## STUDENT RIGHTS AND RESPONSIBILITIES

Students are encouraged to consult the college catalog located at [www.tvcc.edu/catalog/catalog.htm](http://www.tvcc.edu/catalog/catalog.htm) for current policies concerning student rights and responsibilities including student conduct, discipline and disciplinary procedures.

## GRADES, ATTENDANCE AND WITHDRAWAL POLICY

The level of success achieved by a student in his or her course work is designated by letter grades based upon attendance, class work and examinations:

- A=Excellent (90-100)
- B=Good (80-89)
- C=Fair (70-79)
- D=Poor (passing) (60-69)
- F=Failure (below 60)
- W=Withdrew (student initiated drop)
- P = Pass

Students that stop attending class and have not completed enough class time to qualify for a passing grade will receive an "F". (To pass the class and receive Continuing Education Units (CEU's), students must attend at least 80% of the course instruction.)

A "W" will only be given at the request of the student. Students should notify the Continuing & Workforce Education Department in writing by letter, e-mail (conted@tvcc.edu) or fax (903-675-6388), of intent to withdraw from a class that has already begun. The instructor has the right to assign a grade based on the performance of the student. Attendance and class participation may be taken into consideration when grades are assigned.

Last day to withdraw from credit classes and receive a grade of "W" are listed in the TVCC catalog. It is the student's responsibility to officially withdraw from a course or verify that the instructor has initiated the withdrawal procedure.

## PARKING

We want to make your visit to TVCC campuses a pleasant one. If you are enrolled in a daytime course, you will be provided with a parking permit. Should you receive a parking ticket while attending a Continuing & Workforce Education course, please send it to us along with your name and the course you were taking.

## TRANSCRIPT REQUEST

Students may request in writing a copy of their non-credit CEU transcript by providing the TVCC Continuing & Workforce Education Department with their name and social security number. Contact the office at 903-675-6212 for specific information and transcript request form. Unofficial transcripts are available at [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices)

## FOR CREDIT COURSES

Credit transcripts can be obtained from the Registrar's Office. ([www.tvcc.edu/registrar/transcript.aspx](http://www.tvcc.edu/registrar/transcript.aspx))

## CONTRACT TRAINING

The TVCC Continuing & Workforce Education Services will work with local business, industry, educational institutions and individuals to provide specialized training to meet specific needs. To inquire about contract training contact the Dean of Continuing & Workforce Education at 903-675-6212.

## IN-DISTRICT TUITION FOR CREDIT CLASSES

The tuition rate is different for students who live in TVCC's tax-paying district, and those who do not. The following school districts are considered within the tax-paying district: Athens, Brownsboro, Chandler, Crandall, Cross Roads, Eustace, Frankston, Kaufman, Kemp, La Poynor, Mabank, Malakoff, Murchison, Palestine, Scurry-Rosser, Terrell, and Trinidad.

For a complete tuition and fee schedule, see the college catalog.

## STUDENT CONDUCT

Each student shall be charged with notice and knowledge of the contents and provisions of the District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Gambling, dishonesty, or the excessive use of intoxicating liquors.
2. The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus.
3. Scholastic dishonesty which shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include:
  - a. Copying from another student's test paper.
  - b. Using test materials not authorized by the person administering the test.
  - c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
  - d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
  - e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
  - f. Substituting for another student, or permitting another student to substitute for oneself, to take a test.
  - g. Bringing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

The student who engages in cheating, plagiarism, or collusion may receive a failing grade on the assignment or a failing grade in the course. If the accused student disputes the facts upon which the charges are based, the student may appeal to the Vice President for Student Services. If the Vice President for Student Services upholds the decision made by the instructor, the student may request a hearing before the Discipline Committee.

4. A student who owes a debt to the District or who writes an "insufficient funds" check to the District may be denied admission or readmission to the District until the debt is paid or the check redeemed.
5. Violations of the Penal Statutes of Texas or of the United States occurring on District property or in connection with District-sponsored activities may also constitute violations of the District's rules and regulations when such violations affect the educational process and goals of the District.
6. Possession or use of firearms on District controlled property except for educational purposes that have the prior approval of the vice president.
7. Interference with teaching, research, administration, or the District's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."
8. Use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician.
9. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.
10. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.
11. Endangering the health or safety of members of the District community or visitors to the campus.
12. Damaging or destroying District property.
13. Sexual harassment.

## HONESTY POLICY

It is the policy of Trinity Valley Community College's Continuing & Workforce Education Division that ethical and legal consideration in training must be observed at all times by all students. This includes providing all information to meet course prerequisites and enrollment criteria, all classroom work, all assignments, all skills and laboratory work, testing and clinical or practicum work. Any student involved in lying, cheating, plagiarism, drug testing collusion or false representation of any type is in direct violation of Trinity Valley Community College's Policy of Rights, Conduct and Responsibilities. Scholastic dishonesty of any type jeopardizes the student's successful completion of the course. Violations of the honesty policy may result in dismissal from the course. Students accused of dishonesty will be afforded due process. The student's right of appeal is through the Dean of Community Services.

Students dismissed from a class for violation of this policy may not be allowed to enter or re-enter that class or enter another class in the Community Services Department.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

In compliance with the Texas "Open Records" Act and the Buckley Amendment (Public Law 93-579), Trinity Valley Community College will consider the following information to be "public or directory information" unless the individual student or employee advises TVCC Community Services in writing that his or her name not be included or released as public information:

Name  
Date and Place of Birth  
Current and Permanent Address  
Telephone Listing  
Dates of Attendance  
Awards Received (Certificates, licensures, etc.)

Students may request non-disclosure of personal information in writing.

## GRIEVANCE PROCEDURE

The purpose of this policy is to secure prompt and equitable resolution of student complaints, including those alleging discrimination or harassment on the basis of race, color, religion, sex, national origin, age or disability.

If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the Community Services Coordinator at Level One. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described below by filing a written complaint. Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

A student who wishes to file a formal complaint shall do so in writing within fifteen college business days of the decision or action giving rise to the complaint or grievance. The complaint should be presented to the Community Services Dean and the appropriate assistant vice president who will hold a conference with the student within ten days after the receipt of the written complaint. Copies of any documents that support the complaint should be attached to the written complaint. After the Level One conference, no new documents may be submitted unless the student did not know the documents existed before the Level One conference occurred. The administrator with whom the conference was held will have ten days following the conference to provide the student with a written response.

If the outcome of the conference with the Community Services Dean and/or the appropriate assistant vice president is not to the student's satisfaction, the student has ten college business days to file a written Notice of Appeal and to request a conference with the vice president for instruction. The requested conference will be held within ten college business days of the receipt of the written Notice of Appeal and the request for a conference. The vice president of instruction will provide the student with a written response within ten college business days following the conference.

## TECHNOLOGY & SOCIAL MEDIA POLICY

### TECHNOLOGY - LECTURE

- Cell phones must be silenced at all times when in class. Failure to do so will result in the cell phone being taken up by the instructor and not returned to the student until the end of the class or clinical day.
- Laptop computers may be brought to lecture. The student must sit at the back of the room to keep from distracting other students. TVCC computers may not be utilized during lecture times for completion of homework assignments or playing computer games.
- Cell phones may not be in the room during a test. Any cell phones found during a test will result in the phone and test being taken up and the student's test being graded from that point. If it is determined a student is using a cell phone to share information with another student, both students will be subject to the CS Honesty Policy disciplinary actions.
- No technical media (cell phones, cameras, tape recorders, etc) are allowed in the room during test review. Students found with any of these items during test review will be subject to the CS Honesty Policy disciplinary actions.

### TECHNOLOGY - CLINICAL/SKILLS LAB

- Personal cell phones must be turned off or kept on vibrate at all times. Students must follow the facility's policy on cell phones which may ban cell phones from the clinical areas altogether.
- Taking photographs or recording of conversations is strictly forbidden in all patient areas even if the patient is not identifiable. Students who do so are in violation of HIPAA and are subject to immediate dismissal from the class and may not be allowed to enroll in other medical classes and potential investigation by the Federal Office of Civil Rights.

### SOCIAL MEDIA

- No information identifying a client, client situation or clinical facility may be posted on any social media website. Social media outlets include but are not limited to: Facebook, LinkedIn, MySpace, YouTube, Twitter, Yahoo Finance, etc. Staff has been fired for discussing patient cases on Facebook even though no names were discussed. Do not give healthcare advice on social media sites. Students should not become a patient's "friend" on a social media site.
- Any violation of this policy must be reported to the instructor and the Dean of Community Services as a possible HIPAA violation. Disciplinary actions will be taken accordingly. Students may be banned from the clinical facility and are subject to immediate dismissal from the class and may not be allowed to enroll in other medical classes and potential investigation by the Federal Office of Civil Rights.
- Faculty should keep professional boundaries in mind when deciding whether to "friend" students during the program. Students and faculty are encouraged to create/join program "Facebook" fan pages instead.



## CONTINUING EDUCATION LOANS AND GRANTS

### PELL GUIDELINES

- PELL funding may be available for students enrolled in the TVCC Medical Assistant certificate program.
- Students must complete the FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov))
- Questions regarding PELL eligibility should be directed to the Financial Aid office.

### FINANCIAL AID APPLICATION PROCESS FOR TPEG OR CONTINUING & WORKFORCE EDUCATION GRANTS

Grants may be awarded for a percentage of the student's tuition balance or a specific dollar amount. Students are responsible for the remaining costs of tuition at the time of enrollment. (Students are also responsible for class materials, textbook, etc.) Grant awards are on a first come-first served basis. Awards are not guaranteed until the registration is complete and the balance of the tuition is paid.

Note: grants are dependent upon student eligibility and the availability of funds. (Failure to pass a class may prevent future eligibility for grant funds.) The grant funds are available for approved workforce training classes only.

Should TVCC not hold the class, only the portion of tuition paid by the student will be refunded. This refund policy cannot apply to material or books not purchased from TVCC or to TVCC books and/or materials which are opened and/or used. TVCC Bookstore refunds are at the discretion of the bookstore.

To apply for these Grants, a student must take the following steps:

1. Apply for and qualify for a PELL grant in the academic year of the class to be taken (contact Financial Aid at 903-675-6233 for application instructions or go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov));
2. Complete the Community Services Financial Aid application for the selected class. (Applications are available in the Community Services office on the Athens campus, or the Continuing Education office on the Palestine, Terrell or Kaufman campuses. Applications may also be accessed at [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices).) Take the application to the Financial Aid office for verification of eligibility.

3. Return approved grant application to the Community Service (or Continuing Education) office. If eligible, the student must register for the selected, qualifying class and pay the balance of tuition. No award is guaranteed until the balance of tuition is paid.

**NOTE:** Should the student have another funding source, such as Head Start, then grant awards would pay a portion of what the student owes. The purpose is not to cover 100% of the class.

### LOCAL AGENCIES

*Department of Assistive and Rehabilitative Services (DARS)*  
*Division of Rehabilitation Services*  
 607 E. Tyler St.  
 Athens, TX 75751  
 903-675-5706

### TEXAS WORKFORCE CENTERS

Contact your local Workforce Center to inquire about eligibility.  
 For information on other possible financial aid resources, call 903-675-6212.

Anderson County  
 500 E. Murchison St.  
 Palestine, TX 75801-2369  
 903-729-0178

Rains County  
 209 E. Quitman St.  
 Emory, TX 75440-2608  
 903-473-8757

Henderson County  
 205 N. Murchison St 101  
 Athens, TX 75751-2110  
 903-677-3521

Van Zandt County  
 1760 N. Trade Days Blvd.  
 Canton, TX 75103-9772  
 903-567-47006

Kaufman County  
 109 Tejas Drive, Suite 300  
 Terrell, TX 75160  
 972-563-7271

## FINANCIAL AID POLICIES:

- PELL funding may be available for students enrolled in the TVCC Medical Assistant Certificate program.
- Students seeking financial assistance should complete the Free Application for Federal Student Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)).
- Any monies due over and above the financial aid award are the student's responsibility.
- Students may receive financial aid ONLY for those courses LISTED ON THEIR DEGREE PLAN for which they have not already received credit at any institution. Students will not be paid financial aid funds for courses they are repeating.
- If a student has attempted over 30 hours of developmental classes, any development hours that they enroll in will not count toward their funded enrollment status for financial aid. Students may receive financial aid for up to 150% of their degree plan. The total hours will include all hours ATTEMPTED at any school, even if the student did not receive financial aid.
- Student loan funds will not pay any charges until after the funds have been received from the lender; therefore, students may need a temporary loan to cover tuition and fees. If the student is a 1st-time borrower, a temporary loan MAY BE ABLE to be approved only after the student provides proof that they have signed a Master Promissory Note.
- If a student withdraws from a semester or does not complete at least one course successfully during a semester in which they have received financial aid, the student may have to REPAY some of the aid received for that semester. If a student owes repayment of financial aid funds, they may be blocked from re-enrolling, receiving an academic transcript, or receiving additional financial aid until the balance owed is paid and cleared from the student's record.
- A student must maintain a 2.0 grade point average (GPA), both current and cumulative, and pass a minimum of 5 hours if attending half-time, 7 hours if attending ¾ time, or 9 hours is attending full-time. If this requirement is not met for two semesters, the student may be placed on financial aid suspension.
- If a student's financial aid has paid a balance on the student's account for an upcoming semester and the student is placed on suspension, the awards will be taken out of the student's account and the student must pay the fees in order to keep from being dropped for non-payment.
- TVCC will return any and all credit balances to this student within 14 days after the credit balance is determined. In the event that it becomes impossible to do so, due to uncontrollable events, TVCC will hold any credit balance owed to the student until the credit balance disbursement can be generated. TVCC will use any financial aid awards, including student loan funds, to pay any monies owed to TVCC before releasing any credit balance to the student.
- Questions regarding financial aid should be directed to the Financial Aid office.

# immunization requirements

SPRING/SUMMER 2015

## TRINITY VALLEY COMMUNITY COLLEGE CONTINUING & WORKFORCE EDUCATION COURSES IMMUNIZATION REQUIREMENTS REFERENCE SHEET

The following immunizations are required by law according to Section 2.09 of the Texas Education Code Revised May 25, 2010 for all students enrolled in higher education courses involved in direct patient care contact.

Students enrolled in the following courses **MUST** have documentation of the required immunizations on file with the TVCC Continuing & Workforce Education office prior to participating in any clinical. This also applies to any student participating in a phlebotomy lab experience where students practice live sticks. **Nurse Aide Clinical, Phlebotomy, Procedures in a Clinical Setting, Medical Assistant Externship, Phlebotomy Practicum (must be complete by start of class) and Clinical-Nursing Assistant (Hospital setting).** Failure to meet this requirement will result in the student not being permitted to attend the clinical portion of a course. The student may either withdraw or will receive a grade of "F" if unable to participate in a clinical/practicum. (Reminder: no refunds are possible for failure to complete immunization requirements.)

1. **TETANUS/DIPHTHERIA** (Immunization) Students must have proof of tetanus/diphtheria immunization within last 10 years.
2. **RUBELLA** (Immunization or blood test) All students must have proof of one dose of rubella vaccine administered on or after their 1st birthday OR serologic confirmation of rubella immunity or serologic evidence of infection.
3. **MEASLES** (Immunization or blood test) All students born after January 1, 1957 must have proof of two doses of measles vaccines administered on or after their 1st birthday at least 30 days apart OR proof of immunity to measles (serologic confirmation). At least one dose must be completed prior to patient contact.
4. **MUMPS** (Immunization or blood test) All students born after January 1, 1957 must have proof of one dose of mumps vaccine administered on or after their 1st birthday OR proof of mumps immunity (serologic confirmation).
5. **VARICELLA** (Immunization or blood test) All students must have one dose of varicella vaccine after their 1st birthday if the vaccine was received prior to the 13th birthday, or two doses of varicella vaccine if the vaccine was received after the 13th birthday. Serologic confirmation (blood test) of varicella immunity is also acceptable.
6. **HEPATITIS B** (Immunization or blood test). All students must receive a complete series of three hepatitis B vaccines or show serologic confirmation of immunity to hepatitis B prior to the start of direct patient care. If time is an issue, students needing all three Hep B vaccines may wish to consult their healthcare provider about the CDC accelerated schedule for Hep B immunization.
7. **Current TB Test.** No older than one year prior to class start date.
8. **Current Flu Shot.** Flu shots are required each Fall or before student may attend clinicals or perform invasive procedures. Students entering classes in the Spring or Summer will need to have a flu shot that is no older than the Fall semester. Students returning in the Fall semester will need to have a current flu shot prior to attending clinicals.

**Note: A MMR immunization includes two measles, one mumps, and one rubella vaccination.**

**PREGNANCY** - Requirements for measles, rubella and mumps vaccines are waived during pregnancy. Pregnancy is not a medical contraindication for administration of Tetanus/diphtheria toxoids, but it is best to delay until the second trimester. **Female students who get the MMR vaccine must take precautions not to get pregnant within the three months following the vaccination.**

Copies of records from physician's offices, public health department, public schools, other colleges and the military are acceptable.

**Students should provide the college with a copy of the records. Please do not turn in the originals. RECORDS MUST BE COMPLETE PRIOR TO PARTICIPATION IN CLINICALS.**

Note: Students may call the Department of State Health Services Immunization Branch Hotline for assistance on any immunization-related issue, including the interpretation of immunization records. The phone number is (800)252-9152.

### EFFECTIVE FALL, 2014 – WAIVERS OR STATEMENT OF ILLNESS ARE NO LONGER ACCEPTED FOR DOCUMENTATION OF IMMUNIZATIONS.

Students with medical or conscientious circumstances may request consideration of a request for waiver by putting their request in writing to the Dean of Community Services.

TRINITY VALLEY COMMUNITY COLLEGE  
CONTINUING & WORKFORCE EDUCATION DIVISION

## POLICY FOR CRIMINAL HISTORY AND MEDICAL/NURSING ASSISTANT ENROLLMENT

**Students who are enrolling in Nurse Aide classes (C.N.A.) will be subject to a DPS public record background check as required by the Department of Aging and Disability prior to participation in NURA 1401(NURA 8001) & NURA 1160 (NURA 8060).**

In order for clinical affiliates to comply with Joint Commission accreditation standards pertaining to due diligence and competency assessment of all individuals whose assignments bring them in contact with patients or medical facility employees, employee prescreening requirements such as criminal background checks and drug screens are extended to clinical students.

Students enrolling in the credit courses listed below in the Medical Nursing Assistant will be required to provide a negative criminal background check prior to starting class. Students enrolled in multiple courses only have to provide one background check every two years.

**Once the background check is complete it will be effective for 2 years.**

- NURA 1307 – Body Systems
- NURA 1205 – Essentials of Medical Law & Ethics
- PLAB 1323 – Phlebotomy (Students enrolling in PLAB 8023 non-credit phlebotomy are not required to have a background check).
- MDCA 1313 – Medical Terminology
- MDCA 1317 – Procedures in a Clinical Setting
- POFM 1317 – Medical Administrative Support
- HITT 1249 – Pharmacology
- MDCA 1260 – Medical Assistant Externship
- NURA 1161 – Clinical-Nursing Assist/Aide in a Hospital Setting (elective)

This is a much more exhaustive search than is used for the Texas Department of Aging and Disability (TDADS) training for nurse aide certification (CNA) training. This search includes county criminal search, sex offender registry search, Texas DPS State Criminal Data base, SSN verification, HHS/OIG Medicare Sanctions, GSA sanctions, Office of Foreign Assets Control, Terrorist Sanctions, and Texas Medicaid Sanctions.

And, if at any time during the past two years a student has lived outside the state of Texas, Criminal history information must be obtained through the FBI using a complete set of fingerprints on the official FBI card. The student is responsible for paying the additional cost for the FBI check. The student will be instructed to make arrangement with the appropriate contact at Terrell State Hospital.

Student with any type of criminal history are “at risk” of being excluded from any training activity outside of the TVCC campus classroom/lab, which can lead to course failure. Students who are aware of histories that may cause exclusion from training or work in a medical or medical related facility may want to complete the background check prior to enrollment or participation in the class to avoid loss of tuition funds.

Students with histories which cause exclusion from training will likely find that they are excluded from many medical related careers. Therefore, early completion of this background check process is in the best interest of any student.

Students enrolled in the courses listed above should initiate a background check AS SOON AS POSSIBLE. The student must initiate a background check through:

GroupOne (a third party vendor)  
[www.gp1.com/students](http://www.gp1.com/students).

Needed information:

- Valid credit card
- FULL legal name (first, middle, last)
- Maiden name and former name(s)
- Date of birth
- Social Security number
- Current address including zip code
- All areas of residence for the past 7 years

After reaching the website, the student selects:

- State: Texas (this is the default and doesn't need to be changed)
- School: Trinity Valley Community College-Athens
- Discipline: Medical Assistant

Cost is \$45.00, which may be paid by VISA or MasterCard.

(or)

Money order for \$45.00 mailed to GroupOne Services (along with an e-mail address)

250 Decker Drive, Irving, TX 75062

GroupOne will email the student a one-time pass code. (Follow the steps above.)

Once this has been done, the student should notify the TVCC Community Services office that they have completed this portion of the background check.

Students must complete this background check as soon as possible after the start of class. Students not completing by this deadline will not be permitted to go to clinicals and will likely fail the course. **"Make up clinicals" will not be available.**

TVCC Continuing & Workforce Education Department will notify the student via their TVCC email in writing if anything in the student's record indicates a conviction barring the student from a clinical training experience or is listed as unemployable in the Employee Misconduct Registry. The notification will include the existence of the background search results, the student's specific access limitations.

This information will be housed at the TVCC Continuing & Workforce Education Department Office on the Athens Campus.

- The student will have a code of "R" for "restricted" on the background check portion of their **IMMUNIZATION AND BACKGROUND CHECK CARD that is to be worn behind their TVCC Student ID card. This card must be presented to each TVCC instructor at any clinical site at any time to verify that the student is eligible to be on the property.**
- The student with a "R" (restriction) on their card may or may not be able to participate at all clinical sites. The student with an "R" on their card is to request a document from the Continuing & Workforce Education Department that lists the specific clinical sites from which the student is restricted. The student must have this available for any clinical instructor at any time to enter a clinical activity site. (It is suggested that the student place this document inside the ID badge holder between the ID card and the Immunization/Background Check card so that it will always be available since this is your "ticket" to participate.
  - This process is handled at the TVCC Continuing & Workforce Education Departmental Office on the Athens Campus only.

1. A student deemed ineligible for required clinical activities for specific courses (not all course requirements are the same) should withdraw from the course to prevent course failure.
2. The Continuing & Workforce Education Department will keep confidential all information obtained from these background checks. All information will be destroyed 1 to 3 years after a student has graduated with a Medical/Nursing Assistant certificate.
3. **The background check will expire 2 years from the date that it is provided to TVCC by GroupOne. The student may be asked to provide an updated criminal background check at the time of enrollment in courses requiring clinical, practicum or coop activity.**

Policy instated beginning fall of 2013.

# drug screening

**SPRING/SUMMER 2015**

## POLICY FOR DRUG SCREENING

In order for clinical affiliates to comply with Joint Commission accreditation standards pertaining to due diligence and competency assessment of all individuals whose assignments bring them in contact with patients or employees, employee prescreening requirements such as criminal background checks and drug screens are extended to clinical students. All TVCC Continuing & Workforce Education medical students and employees who come in contact with patients, perform invasive procedures in a lab environment, and/or represent TVCC as a student or employee at a clinical or externship type medical facility must have a negative drug screen before participating in any of the afore mentioned activities.

1. After enrollment in these TVCC Continuing & Workforce Education medical courses, a drug screen will be performed.
  - a. Clinical training activities
  - b. Invasive procedures in lab activities
  - c. Any work related medical activity in the community, or a medical facility, where the student or employee is in contact with patients or workplace clients—including observations and/or visitations as part of training.
2. The college will make arrangements for a company that follows National Institute on Drug Abuse (NIDA) guidelines to come to the college campus for drug screening. At least one drug screening time will be scheduled for each appropriate course (class section). Upon instruction, the student will provide a photo ID (Texas driver's license is preferred) and an unobserved collection of urine. The company will perform a Substance Abuse Panel 10 ("SAP 10") with integrity checks for creatinine and pH levels. SAP test results



that fall outside any of the acceptable ranges will be considered presumptive-positive tests and will automatically be sent for a separate confirmatory test by a gas chromatography mass spectrometry (GCMS) method. If the results remain non-negative, the Community Services Department will be notified. A Medical Review Officer (MRO) will call the student to determine if there is a valid prescription for the drug in question. There may be an extra charge for the MRO services. Please note that taking someone else's prescription medication is illegal and will result in a positive drug screen. If a valid prescription exists, the test result is deemed to be "negative" and acceptable. If a specimen is not testable for any reason, the student may be required to provide an observed collection of urine.

3. The student must complete drug screening at the scheduled time. If a student is absent when the drug screening is performed, he/she will be notified. The student must call the drug testing company to make arrangements to get tested at a designated location within 24 hours. This may result in an extra fee, depending on the location of the collection site. Failure to do so will be interpreted as a refusal for drug testing and the student will either need to drop the course or will fail the course.
4. The cost of the initial drug screen is included in the student's lab fee.
5. All drug screen results will be submitted to the Continuing & Workforce Education Department's designated coordinator or director. The department will keep confidential all information obtained from the drug screens. All drug screen results will be kept in a separate file until the students have graduated or have not been enrolled in a TVCC Continuing & Workforce Education medical course for 1 year or the faculty member is no longer employed at TVCC and the records will be destroyed.
6. The drug screen will be honored by all TVCC clinical affiliates for the duration of the student's participation in the course.
7. A student or faculty with a positive drug screen will not be allowed to attend any clinical agency/rotation for the current semester. There will be no re-testing. The student will be required to withdraw from the clinical course or not allowed to participate in a course requiring invasive procedures.
8. Some facilities may not allow students who use nicotine products at all to be in their facility. Students and faculty are expected to respond honestly when queried about use of nicotine. Should a collaborating facility not permit a student who is using nicotine to be in their facility then there is a possibility that the student may have to forfeit their opportunity to complete a clinical or externship experience, unless another accepting facility can be located for that student during that semester with time to complete the training assignment. It is possible that the student will not pass the course, should this happen.
9. TVCC Continuing & Workforce Education Department may elect to conduct drug screening in any course at any time. Students are required to submit to these random drug tests. 20% of each class roster could be subject to testing. These will be randomly selected through a drawing process conducted by the department and the judicial officer. Students testing positive will be subject to the provisions of the Continuing & Workforce Education Department policy for drug screening.
10. Students may be subject to further drug screen testing if required by a clinical facility or if the student is suspected of substance abuse at any time during their enrollment in medical courses. The TVCC Continuing & Workforce Education Policy for Drug Screening will be followed.
11. Should drug screens be performed by a clinical/externship site partnering with the TVCC Continuing & Workforce Education Department, and a student or faculty member is found with a positive drug result, then the TVCC Continuing & Workforce Education Policy for Drug Screening will apply and be followed.
12. Personal physician statements will not be accepted instead of the TVCC scheduled drug test.

Adopted: July , 2013



# bacterial meningitis

SPRING/SUMMER 2015

This information is being provided to all new college students in the state of Texas. Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast—so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

## What are the symptoms?

- High fever • Severe headache • Rash or purple patches on skin
- Vomiting • Light sensitivity • Stiff neck
- Confusion and sleepiness • Nausea • Lethargy • Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. **The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.**

## How is bacterial meningitis diagnosed?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

## How is the disease transmitted?

The disease is transmitted when people exchange saliva (such as by kissing, or sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

## How do you increase your risk of getting bacterial meningitis?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

## What are the possible consequences of the disease?

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage • Kidney failure • Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene • Coma • Convulsions

## Can the disease be treated?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
  - Those living in close quarters
  - College students 25 years old or younger
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe—most common side effects are redness and minor pain at injection site for up to two days.
- Vaccination is available at your own health care provider.

## How can I find out more information?

- Contact your own health care provider.
- Contact your regional Texas Department of Health office at 903-595-3585.
- Contact web sites: [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo); [www.acha.org](http://www.acha.org)

## CHANGES TO BACTERIAL MENINGITIS IMMUNIZATION REQUIREMENTS

New legislation approved by the Texas Legislature now requires new and transfer students, under the age of 22, entering a college or university to provide proof of vaccination against bacterial meningitis in the previous five years. Students enrolled in non-credit continuing education classes, are not required to provide proof of bacterial meningitis immunization.

Students may claim an exemption from the vaccination requirement by providing a completed and notarized waiver: "Exemption from Immunizations for Reasons of Conscience Affidavit Form." Students should also consult their health care practitioner regarding any questions about this immunization.

## contact us

### Continuing & Workforce Education

Continuing & Workforce Education Department  
(903) 675-6212/FAX (903) 675-6388  
[www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices) email: [conted@tvcc.edu](mailto:conted@tvcc.edu)

#### Mailing Address, TVCC – Athens:

Trinity Valley Community College  
Continuing & Workforce Education Dept.  
100 Cardinal Drive, Athens, Texas 75751

Dean.....Gayla Roberts/ [groberts@tvcc.edu](mailto:groberts@tvcc.edu)  
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Coordinator/ Class Manager .....Bonnie Dill  
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TANF Grant Project Coordinator.....Walter Grainger  
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#### Athens Office Staff

Administrative Assistant to the Dean.....JoAnn Johnson  
[jjohnson@tvcc.edu](mailto:jjohnson@tvcc.edu) Phone: 903-670-2622  
TANF Grant Assistant .....Brenda Ledesma  
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Dept. Administrative Assistant .....April Brown  
[april.brown@tvcc.edu](mailto:april.brown@tvcc.edu) 903-675-6212

#### TVCC – Palestine Office Staff

Mandi Richardson  
[mandi.richardson@tvcc.edu](mailto:mandi.richardson@tvcc.edu)  
Phone: 903-729-0256  
Fax: 903-729-2325  
2970 N. St. Hwy. 19  
P.O. Box 2530  
Palestine, Texas 75802

#### TVCC – Terrell Office Staff

Linda White  
[lwhite@tvcc.edu](mailto:lwhite@tvcc.edu)  
Phone: 972-563-9573  
Fax: 972-563-1667  
I-20 at Wilson Road  
P.O. Box 668  
Terrell, Texas 75160

#### Health Science Center – Kaufman Office

Sheila Goldman  
[sgoldman@tvcc.edu](mailto:sgoldman@tvcc.edu)  
Phone: 972-932-4309  
Fax: 972-932-5010  
800 Ed Hall Drive  
Kaufman, Texas 75142

# registration form

SPRING/SUMMER 2015



## TRINITY VALLEY COMMUNITY COLLEGE CONTINUING & WORKFORCE EDUCATION REGISTRATION FORM

Section # \_\_\_\_\_

Receipt # \_\_\_\_\_

Please Provide Complete Information (Please Print):

Today's Date: \_\_\_\_\_ County of Residence: \_\_\_\_\_  
SS# or TVIN # \_\_\_\_\_ (If applicable: Med-Aide Permit # \_\_\_\_\_)  
Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Street City State ZIP  
Home Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Would you like to receive information about classes by e-mail? ☐ Yes ☐ No

Work/Other Phone: \_\_\_\_\_ Alt Phone/Fax: \_\_\_\_\_  
Do you have a high school diploma or GED? ☐ Yes ☐ No (If no, administrative approval is required for enrollment in some classes)

"This information is used for statistical purposes only and to provide information required by the Federal Government. You are not required to answer these questions to gain admission; however, an answer would be appreciated."

Date of Birth: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_  
Ethnic Origin: \_\_\_\_\_ (1) White, not Hispanic \_\_\_\_\_ (2) Black, not Hispanic \_\_\_\_\_ (3) Hispanic  
\_\_\_\_\_ (4) Asian/Pacific Islander \_\_\_\_\_ (5) American Indian/Alaskan Native \_\_\_\_\_ (6) Non-Resident Alien

Liability Release by signature below...

- I hereby release Trinity Valley Community College (the local Independent School District or other cooperating sponsor when applicable) and the instructor from all responsibility in case of an accident.
- I confirm that I received a copy of "Important Information About Bacterial Meningitis" which is required by Texas law to be given to each person enrolling in state supported colleges and universities.
- I agree to abide by all policies as published by TVCC.

Name of Class: \_\_\_\_\_ Date of Class: \_\_\_\_\_

For office use only: Credit Course Rubric \_\_\_\_\_ Course # \_\_\_\_\_ Section number: \_\_\_\_\_

Enrollment is complete when tuition is receipted.

I UNDERSTAND THAT TUITION IS REFUNDABLE ONLY THROUGH 12:00PM (NOON) THE BUSINESS DAY PRIOR TO THE START OF CLASS.

### PLEASE READ AND SIGN:

It is the enrolling student's responsibility to: (1) understand and meet any course prerequisites; (2) understand expected course outcomes such as CEUs to be awarded, certifications, licensures, etc. to be awarded; (3) have available supplies and materials needed to participate in the course; (4) students enrolling in courses requiring drug screens understand that they must follow the policy for drug screening; and (5) meet any other expectations for successful course completion. This information is available in the current TVCC Continuing & Workforce Education Class Schedule. Refunds or course changes after the course has begun cannot be made by students for failure to understand these items. See the refund policy.

Additional Information for "Learning for Living Academy" non-credit classes only:

1) Enrollment is on a space-available basis with TVCC approval. Students may be "bumped" by students enrolled in the class for credit. 2) Students should not open textbooks or software until they know that they will not be "bumped" from the class. Opened items are not eligible for a full refund from the bookstore. 3) LEARNING FOR LIVING COURSES CANNOT BE CONVERTED TO CREDIT HOURS. STUDENTS WISHING TO RECEIVE SEMESTER CREDIT HOURS SHOULD REGISTER AS A CREDIT STUDENT.

Student's Signature \_\_\_\_\_

Signature of parent/ legal guardian is required for students under 18 \_\_\_\_\_

Please tell us how you heard about this class.  
(Newspaper Ad, Mail/Flyer, Friend, etc...)

When registering by mail, return this completed form and tuition to:  
**TVCC - Community Services**  
100 Cardinal Drive  
Athens, TX 75751  
Phone: 903-675-6212 Fax: 903-675-6388 email: conted@tvcc.edu  
Make Your Check Payable to TVCC

TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment because of race, color, religion, sex, national origin, age or disability.

## Trinity Valley Community College Authorization for Credit Card Payment

I, \_\_\_\_\_, authorize TVCC to charge my: (check one) ☐ MasterCard ☐ Visa ☐ Discover  
on the following card number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_, Exp. Date (\_\_\_\_/\_\_\_\_), Security Code (CCVN#-found on back of card) \_\_\_\_\_  
for the following amount \$ \_\_\_\_\_ for (student's name): \_\_\_\_\_  
Last four digits of student's Social Security Card#: \_\_\_\_\_  
Name of class and year: \_\_\_\_\_  
Print cardholder's name: \_\_\_\_\_ Cardholder's signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Daytime phone#: \_\_\_\_\_ Cardholder's date of birth: \_\_\_\_\_  
Cardholder's billing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



TRINITY VALLEY COMMUNITY COLLEGE  
100 Cardinal Drive  
Athens, TX 75751

## CONTINUING & WORKFORCE EDUCATION

### NON-CREDIT CLASSES

#### ENROLL IN A CONTINUING EDUCATION CLASS

Learn New Skills / Enrich Your Life / Enjoy Hobbies  
Update Your Job Skills / Just Have Fun

#### EDUCATION CAN HELP OPEN DOORS

GED Preparation / THEA Preparation / Workforce Skills  
Computer Skills / Education & Career Counseling

FININCIAL AID AVAILABLE  
to qualified individuals