

# COMMUNITY SERVICES

Workforce Training  
and Life Long Learning

Non-credit—Continuing and Adult Education



## TRINITY VALLEY COMMUNITY COLLEGE

COMMUNITY SERVICES/CONTINUING EDUCATION DEPARTMENT

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/conted](http://www.tvcc.edu/conted) email: [conted@tvcc.edu](mailto:conted@tvcc.edu)

### FALL 2005 CLASS SCHEDULE



**NEW**

# CONTINUING EDUCATION **CAREER TRACKS**

A series of individual courses which stand alone for certifications or licensures that may be linked together for an advanced career track certification.

Begin new career training pathways. Utilize current certifications as the foundation for future training.

- ▶ **SHORT-TERM CLASSES** (*Most classes less than 1 semester*)  
*Student paced course scheduling*
- ▶ **DIRECTLY RELATED TO LOCAL EMPLOYER NEEDS**
- ▶ **INDIVIDUAL COURSE CERTIFICATIONS**  
*Employment credentials earned upon completion of each class*
- ▶ **CLASSES MAY BE COMBINED TO COMPLETE ADVANCED CAREER CERTIFICATION**
- ▶ **PERMANENTLY TRANSCRIPTED COURSES**
- ▶ **FINANCIAL AID MAY BE AVAILABLE TO QUALIFIED STUDENTS**

— **Choose from the following Career Tracks —**

***Introduction to Business/Office Skills***  
***Introduction to Construction Trades***  
***Facility Operations Management***  
***Medical Assistant - Front Office Skills***  
***Medical Assistant - Back Office Skills***  
***Patient Care Technology (PCT)/Medical Assisting***

# Community Services 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 Training

TVCC Continuing 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.

## ✓ 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 *(see page 5)*

## ✓ Job Skills *(including Computer Literacy and classes that help students transition to college)*

## ✓ Life Long Learning, Especially for Seniors *(see page 32)*

## ✓ Children's Learning Experiences

## ✓ Professional Continuing Education

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





## Antiques and Art Expert, *Tom Page*

...will offer tour and shopping guidance as well as assistance in authenticating the value of items and arrangements for shipping items home. His extensive knowledge and experience will help to take the guesswork out of your shopping experience. Although not a guided tour, these trips offer the advantage of having the guidance of an experienced traveler whose many contacts will help to give your trip an element of familiarity beyond the average tourist with plenty of free time for individual exploration.

**CANADIAN ROCKIES PLUS VICTORIA** – an 11 day tour through Alberta and British Columbia, Canada is scheduled for September 9-19. The tour begins in Calgary, travels north to Jasper, then turns west into British Columbia to Victoria and ends in Vancouver. Along the way, travelers will take a gondola ride up Banff National park's

Sulphur Mountain, a snow coach ride on the Columbia Icefield, a cruise on Maligne Lake at Jasper National Park, and take a ferry ride through the Gulf Islands.

**LONDON** – November 30 thru December 7. Do your holiday shopping in London, England. An orientation will be held September 7 on the Athens Campus in the Ginger Murchison Learning Center at 7 p.m. An additional London Extension trip will be available for those who would like to stay over past December 7 to further explore with Mr. Page.

**Additional trips to Africa, Italy, Copper Canyon, Greece, and the American Virgin Islands are being planned for the future.**

For more information, call 903-675-6212.

# English as a Second Language (ESL)

- Learn English language and American culture
- Conversation and written language
- English for ordinary activities to meet your needs in the United States
- English language and skills needed for the workplace
- Citizenship training to help pass the test
- Learn the language you want and need
- Full scholarships available

## ESL REGISTRATION (Inscripciones)

**Athens**—Tuesday/Thursday, August 9 & 11, 6pm/9pm, LA102, Athens Campus

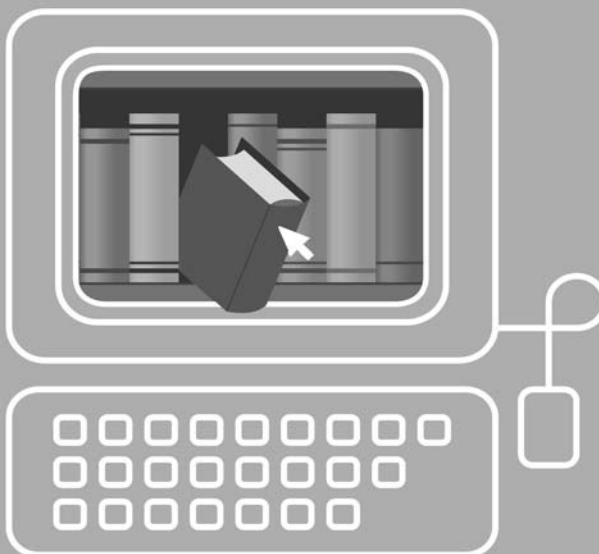
**Athens**—Tuesday, October 4, 6pm/9pm, CSC2, Athens Campus

**Palestine**—Monday, Tuesday, Thursday, August 22, 23 & 25, Call for appointment 903-729-7703, Anderson County Literacy Council

**Terrell**—Thursday, August 18, 6pm/9pm, Riter C. Hulsey Public Library



# Online Learning Classes



Update your skills, discover a new talent or chart a career path at your own pace and at your convenience with our new instructor-led online courses. Each course runs for 6 weeks and consists of 12 lessons. The lessons are supplemented by interactive quizzes, assignments, tutorials and online discussion areas. All materials will be made available to you over the World Wide Web. Read your lessons and ask questions of your instructor at times that are most convenient to you. All you need to get started is Internet access, an e-mail address and a Web browser. (Certain classes have additional pre-requisites, please ask at registration). (24 hours)

### CLASS DATES AVAILABLE:

(Students interested in Online Courses are encouraged to register at least one week in advance.)

August 17  
October 19  
December 14

September 21  
November 9  
January 18

**[www.ed2go.com](http://www.ed2go.com) for requirements, demonstrations and additional information**



Virtual College of Texas (VCT) is a consortium of all accredited, public Texas community and technical colleges. Trinity Valley Community College is one of the fifty community college districts represented in VCT. The mission of VCT is “to provide all Texans access via instructional technologies to quality instruction and support wherever they may live, regardless of geographic, distance, or time constraints.” While consortium members, including TVCC, have had successful Distance Learning programs in place for many years, VCT is a statewide strategy that shares resources and technologies in a way that didn’t exist prior to its pilot offering in the fall of 1998.

Member institutions of the Virtual College of Texas share distance learning courses under the terms of a statewide VCT Memorandum of Understanding, which is based upon an operational model referred to as the Host-Provider Model. This innovative model for sharing Distance Learning resources requires its member institutions to meet specific criteria for providing (exporting) and hosting (importing) VCT courses. The model also incorporates specific host/provider responsibilities covering instruction issues, student resource issues, and administrative issues.

Students enroll at their local community college (the host) and receive instruction from a remote college (the provider). The host college admits the students, registers them, and provides all student support services; the provider college delivers the course content. The student pays tuition and fees at the local host college, and then the host college pays the provider college a per-student instructional lease fee.

## ***Frustrated? Need Tutoring?***

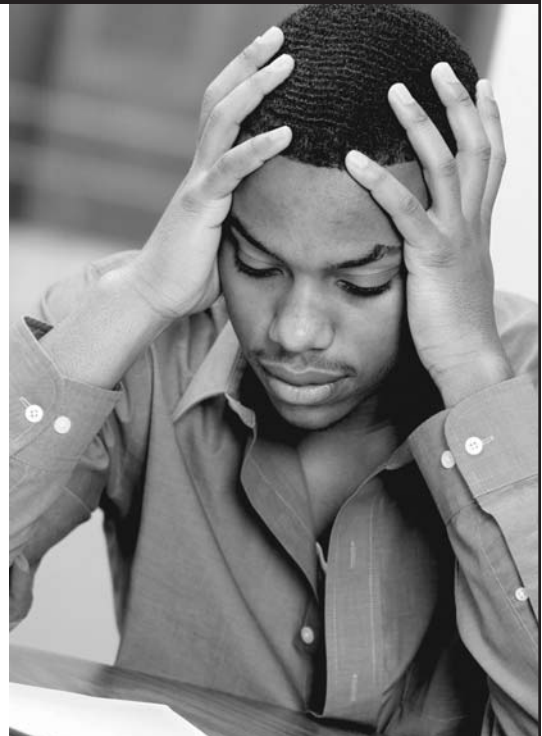
### ***INDIVIDUAL CUSTOMIZED TRAINING***

**6 hours — \$100**

**Available for the following subjects:**

- Basic Math
- Chemistry
- English
- History
- Spanish
- Computer Skills: basic or advanced computer skills; specific software applications; and computer languages.

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



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**Building Abbreviations**

**ATHENS TVCC Campus (100 Cardinal Drive)**

A .....Gibbs Academic Building  
 AGC .....Agriculture Building  
 CR .....Classroom Building  
 CSC .....Community Services Center (Park Street)  
 FA .....Fine Arts Building  
 LA .....Liberal Arts Building  
 LRCC .....Ginger Murchison Learning Resource Center Classroom  
 MJ .....Math/Journalism Building  
 T.....Technical Building  
 Other Athens Locations:  
 East Texas Workforce Center.....205 N. Murchison, Suite 101, Athens  
 Cain Ctr .....Cain Center, 915 S. Palestine Street, Athens

**KAUFMAN HEALTH SCIENCE CENTER TVCC Campus (800 Hwy 243 West)**

Aud .....Auditorium  
 Sk Lab .....Skills Lab  
 Other Kaufman Locations:  
 KC Jail .....Kaufman County Jail, 1900 E. Hwy 175, Kaufman  
 KHS .....Kaufman High School, 1000 S. Houston, Kaufman

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

A .....Administration Building  
 C .....Calhoun Building  
 E .....Education Building  
 Other Palestine Locations:  
 ACLC..Anderson County Literacy Council, 1103 N. Fowler, Palestine

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

A .....Administration Building  
 E .....Education Building  
 Other Terrell Locations:  
 Library .....Riter C. Hulsey Public Library, 301 N. Rockwall, Terrell  
 Pk Anx.....City of Terrell, Park Annex, 103 9th Street, Terrell

**Common Acronyms**

AE .....Adult Education  
 CE.....Continuing Education  
 CEU .....Continuing Education Unit  
 DOT .....Department of Transportation  
 ESL .....English as a Second Language  
 GED .....General Educational Development  
 MIP .....Minor in Possession  
 TBA .....to be announced/classroom to be assigned  
 THEA .....Texas Higher Education Assessment  
 WFC .....Workforce Center

Identifying course Location (LOC): A = Athens C = Canton K = Kaufman O = Online P = Palestine T = Terrell

COURSE/NUMBER COURSE TITLE DAYS CLASS TIMES DATES LOC/RM FEE INSTRUCTOR

**ACADEMIC PREPARATION****COMPUTER AIDED INSTRUCTION**

CAIL1002.8827	Computer Aided Instruction	T	9:00am/12:00noon	Aug 23/Sep 13	A/LA102	\$50	Black
CAIL1002.8831	Computer Aided Instruction	M	6:00pm/9:00pm	Aug 22/Sep 12	A/LA106	\$50	Black
CAIL1002.8828	Computer Aided Instruction	T	9:00am/12:00noon	Sep 20/Oct 11	A/LA102	\$50	Black
CAIL1002.8832	Computer Aided Instruction	M	6:00pm/9:00pm	Sep 19/Oct 10	A/LA106	\$50	Black
CAIL1002.8829	Computer Aided Instruction	T	9:00am/12:00noon	Oct 18/Nov 15	A/LA102	\$50	Black
CAIL1002.8833	Computer Aided Instruction	M	6:00pm/9:00pm	Oct 17/Nov 14	A/LA106	\$50	Black
CAIL1002.8830	Computer Aided Instruction	T	9:00am/12:00noon	Nov 22/Dec 13	A/LA102	\$50	Black
CAIL1002.8834	Computer Aided Instruction	M	6:00pm/9:00pm	Nov 21/Dec 12	A/LA106	\$50	Black
CAIL1002.9082	Computer Aided Instruction	T	6:00pm/9:00pm	Aug 23/Sep 13	T/E101	\$50	Staff
CAIL1002.9083	Computer Aided Instruction	T	6:00pm/9:00pm	Sep 20/Oct 11	T/E101	\$50	Staff
CAIL1002.9084	Computer Aided Instruction	T	6:00pm/9:00pm	Oct 18/Nov 15	T/E101	\$50	Staff
CAIL1002.9085	Computer Aided Instruction	T	6:00pm/9:00pm	Nov 22/Dec 13	T/E101	\$50	Staff

**BUSINESS APPLICATIONS**

POFI1003.8953	Intro to Business Applications I	M	1:00pm/4:00pm	Aug 22/Oct 10	A/LA102	\$100	Jeffus
POFI1003.8957	Intro to Business Applications I	M	6:00pm/9:00pm	Aug 22/Oct 10	A/LA102	\$100	Nash
POFI1003.8955	Intro to Business Applications I	M	1:00pm/4:00pm	Oct 17/Dec 12	A/LA102	\$100	Jeffus
POFI1003.8959	Intro to Business Applications I	M	6:00pm/9:00pm	Oct 17/Dec 12	A/LA102	\$100	Nash
POFI1003.8954	Intro to Business Applications II	M	1:00pm/4:00pm	Aug 22/Oct 10	A/LA102	\$100	Jeffus
POFI1003.8958	Intro to Business Applications II	M	6:00pm/9:00pm	Aug 22/Oct 10	A/LA102	\$100	Nash
POFI1003.8956	Intro to Business Applications II	M	1:00pm/4:00pm	Oct 17/Dec 12	A/LA102	\$100	Jeffus
POFI1003.8960	Intro to Business Applications II	M	6:00pm/9:00pm	Oct 17/Dec 12	A/LA102	\$100	Nash

**WRITING**

POFT1015.9105	Writing/Comm for Business Careers I	M/W	10:30am/12:00noon	Aug 22/Oct 12	A/LA106	\$100	Jeffus
POFT1015.9107	Writing/Comm for Business Careers I	T/Th	7:30pm/9:00pm	Aug 23/Oct 13	A/LA102	\$100	Harraid
POFT1015.9106	Writing/Comm for Business Careers I	M/W	10:30am/12:00noon	Oct 17/Dec 14	A/LA106	\$100	Jeffus
POFT1015.9108	Writing/Comm for Business Careers I	T/Th	7:30pm/9:00pm	Oct 18/Dec 15	A/LA102	\$100	Harraid
POFT1034.9109	Writing/Comm for Business Careers II	M/W	8:45am/10:15am	Aug 22/Oct 12	A/LA106	\$100	Jeffus
POFT1034.9111	Writing/Comm for Business Careers II	T/Th	5:45pm/7:15pm	Aug 23/Oct 13	A/LA102	\$100	Harraid
POFT1034.9110	Writing/Comm for Business Careers II	M/W	8:45am/10:15am	Oct 17/Dec 14	A/LA106	\$100	Jeffus
POFT1034.9112	Writing/Comm for Business Careers II	T/Th	5:45pm/7:15pm	Oct 18/Dec 15	A/LA102	\$100	Harraid
POFT1015.9065	Workplace Writing I	W	5:30pm/8:30pm	Aug 24/Oct 12	K/KHS	\$100	Poe
POFT1015.9067	Workplace Writing I	W	5:30pm/8:30pm	Oct 19/Dec 14	K/KHS	\$100	Poe
POFT1015.8908	Workplace Writing I	W	6:00pm/9:00pm	Aug 24/Oct 12	P/C108	\$100	Johnson
POFT1015.9043	Workplace Writing I	W	9:00am/12:00noon	Oct 19/Dec 14	P/C108	\$100	Johnson
POFT1015.8909	Workplace Writing I	W	6:00pm/9:00pm	Oct 19/Dec 14	P/C108	\$100	Johnson
POFT1015.9069	Workplace Writing I	W	8:30am/11:30am	Aug 24/Oct 12	T/E110	\$100	Bundy
POFT1015.9070	Workplace Writing I	W	8:30am/11:30am	Oct 19/Dec 14	T/E110	\$100	Bundy
POFT1034.9066	Workplace Writing II	W	5:30pm/8:30pm	Aug 24/Oct 12	K/KHS	\$100	Poe
POFT1034.9068	Workplace Writing II	W	5:30pm/8:30pm	Oct 19/Dec 14	K/KHS	\$100	Poe
POFT1034.8910	Workplace Writing II	W	6:00pm/9:00pm	Aug 24/Oct 12	P/C108	\$100	Johnson
POFT1034.9044	Workplace Writing II	W	9:00am/12:00noon	Oct 19/Dec 14	P/C108	\$100	Johnson
POFT1034.8911	Workplace Writing II	W	6:00pm/9:00pm	Oct 19/Dec 14	P/C108	\$100	Johnson
POFT1034.9071	Workplace Writing II	W	1:00pm/4:00pm	Aug 24/Oct 12	T/E110	\$100	Bundy
POFT1034.9072	Workplace Writing II	W	1:00pm/4:00pm	Oct 19/Dec 14	T/E110	\$100	Bundy

**READING**

READ1007.8821	Reading Strategies for GED/THEA	M	6:00pm/9:00pm	Aug 22/Oct 10	A/LA112	\$100	Griffin
READ1007.8822	Reading Strategies for GED/THEA	M	6:00pm/9:00pm	Oct 17/Dec 12	A/LA112	\$100	Griffin
READ1007.9061	Reading Strategies for GED/THEA	M	5:30pm/8:30pm	Aug 22/Oct 10	K/KHS	\$100	Poe
READ1007.9063	Reading Strategies for GED/THEA	M	5:30pm/8:30pm	Oct 17/Dec 12	K/KHS	\$100	Poe

**MATH**

TECM1001.9113	Trades and Industrial Math I	M/W	8:45am/10:15am	Aug 22/Oct 12	A/LA102	\$100	Black
TECM1001.9115	Trades and Industrial Math I	T/Th	5:45pm/7:15pm	Aug 23/Oct 13	A/LA110	\$100	White
TECM1001.9114	Trades and Industrial Math I	M/W	8:45am/10:15am	Oct 17/Dec 14	A/LA102	\$100	Black
TECM1001.9116	Trades and Industrial Math I	T/Th	5:45pm/7:15pm	Oct 18/Dec 15	A/LA110	\$100	White
TECM1002.9121	Medical Careers Math I	M/W	8:45am/10:15am	Aug 22/Oct 12	A/LA102	\$100	Black
TECM1002.9123	Medical Careers Math I	T/Th	5:45pm/7:15pm	Aug 23/Oct 13	A/LA110	\$100	White
TECM1002.9122	Medical Careers Math I	M/W	8:45am/10:15am	Oct 17/Dec 14	A/LA102	\$100	Black
TECM1002.9124	Medical Careers Math I	T/Th	5:45pm/7:15pm	Oct 18/Dec 15	A/LA110	\$100	White

Identifying course Location (LOC): A = Athens C = Canton K = Kaufman O = Online P = Palestine T = Terrell

COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
TECM1003.9129	Business Careers Math I	M/W	8:45am/10:15am	Aug 22/Oct 12	A/LA102	\$100	Black
TECM1003.9131	Business Careers Math I	T/Th	5:45pm/7:15pm	Aug 23/Oct 13	A/LA110	\$100	White
TECM1003.9130	Business Careers Math I	M/W	8:45am/10:15am	Oct 17/Dec 14	A/LA102	\$100	Black
TECM1003.9132	Business Careers Math I	T/Th	5:45pm/7:15pm	Oct 18/Dec 15	A/LA110	\$100	White
TECM1003.8912	Workplace Math I	M	6:00pm/9:00pm	Aug 22/Oct 10	P/C108	\$100	Johnson
TECM1003.9045	Workplace Math I	M	9:00am/12:00noon	Oct 17/Dec 12	P/C108	\$100	Johnson
TECM1003.8913	Workplace Math I	M	6:00pm/9:00pm	Oct 17/Dec 12	P/C108	\$100	Johnson
TECM1003.9073	Workplace Math I	M	8:30am/11:30am	Aug 22/Oct 10	T/E110	\$100	Bundy
TECM1003.9075	Workplace Math I	M	6:00pm/9:00pm	Aug 22/Oct 10	T/E110	\$100	Bundy
TECM1003.9074	Workplace Math I	M	8:30am/11:30am	Oct 17/Dec 12	T/E110	\$100	Bundy
TECM1003.9076	Workplace Math I	M	6:00pm/9:00pm	Oct 17/Dec 12	T/E110	\$100	Bundy
TECM1015.9117	Trades and Industrial Math II	M/W	10:30am/12:00noon	Aug 22/Oct 12	A/LA102	\$100	Black
TECM1015.9119	Trades and Industrial Math II	T/Th	7:30pm/9:00pm	Aug 23/Oct 13	A/LA110	\$100	White
TECM1015.9118	Trades and Industrial Math II	M/W	10:30am/12:00noon	Oct 17/Dec 14	A/LA102	\$100	Black
TECM1015.9120	Trades and Industrial Math II	T/Th	7:30pm/9:00pm	Oct 18/Dec 15	A/LA110	\$100	White
TECM1016.9125	Medical Careers Math II	M/W	10:30am/12:00noon	Aug 22/Oct 12	A/LA102	\$100	Black
TECM1016.9127	Medical Careers Math II	T/Th	7:30pm/9:00pm	Aug 23/Oct 13	A/LA110	\$100	White
TECM1016.9126	Medical Careers Math II	M/W	10:30am/12:00noon	Oct 17/Dec 14	A/LA102	\$100	Black
TECM1016.9128	Medical Careers Math II	T/Th	7:30pm/9:00pm	Oct 18/Dec 15	A/LA110	\$100	White
TECM1017.9133	Business Careers Math II	M/W	10:30am/12:00noon	Aug 22/Oct 12	A/LA102	\$100	Black
TECM1017.9135	Business Careers Math II	T/Th	7:30pm/9:00pm	Aug 23/Oct 13	A/LA110	\$100	White
TECM1017.9134	Business Careers Math II	M/W	10:30am/12:00noon	Oct 17/Dec 14	A/LA102	\$100	Black
TECM1017.9136	Business Careers Math II	T/Th	7:30pm/9:00pm	Oct 18/Dec 15	A/LA110	\$100	White
TECM1017.8914	Workplace Math II	M	6:00pm/9:00pm	Aug 22/Oct 10	P/C108	\$100	Johnson
TECM1017.9047	Workplace Math II	M	9:00am/12:00noon	Oct 17/Dec 12	P/C108	\$100	Johnson
TECM1017.8915	Workplace Math II	M	6:00pm/9:00pm	Oct 17/Dec 12	P/C108	\$100	Johnson
TECM1017.9077	Workplace Math II	M	12:30pm/3:30pm	Aug 22/Oct 10	T/E110	\$100	Bundy
TECM1017.9079	Workplace Math II	W	6:00pm/9:00pm	Aug 24/Oct 12	T/E110	\$100	Bundy
TECM1017.9078	Workplace Math II	M	12:30pm/3:30pm	Oct 17/Dec 12	T/E110	\$100	Bundy
TECM1017.9080	Workplace Math II	W	6:00pm/9:00pm	Oct 19/Dec 14	T/E110	\$100	Bundy

**APPLIED LABS**

TECM1192.9037	Trades Applications Math Lab	W	6:00pm/9:00pm	Aug 24/Oct 12	A/CSC3	\$100	White
TECM1192.9038	Trades Applications Math Lab	W	6:00pm/9:00pm	Oct 19/Dec 14	A/CSC3	\$100	White
TECM1193.9039	Medical Applications Lab	W	6:00pm/9:00pm	Aug 24/Oct 12	A/CSC1	\$100	Costlow
TECM1193.9040	Medical Applications Lab	W	6:00pm/9:00pm	Oct 19/Dec 14	A/CSC1	\$100	Costlow

**ONLINE MATH, PHILOSOPHY, AND SCIENCE (See Page 5 for Available Class Dates)**

Theme Park Engineering	Online	Online	Online	\$100
Introduction to Algebra	Online	Online	Online	\$100
Philosophy for the New Millennium	Online	Online	Online	\$100
Great Themes in Philosophy	Online	Online	Online	\$100

**ACCOUNTING**

ACNT1003.8836	Intro to Accounting	Th	6:00pm/8:40pm	Sep 1/Dec 8	A/T206	\$105	Quattlebaum
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**ONLINE ACCOUNTING (See Page 5 for Available Class Dates)**

Accounting Fundamentals	Online	Online	Online	\$100
Accounting Fundamentals II	Online	Online	Online	\$100
Creating a Successful Business Plan	Online	Online	Online	\$100
Introduction to Microsoft Excel 2003	Online	Online	Online	\$100
Introduction to Microsoft Excel 2000	Online	Online	Online	\$80
Intermediate Microsoft Excel 2003	Online	Online	Online	\$100
Intermediate Microsoft Excel 2000	Online	Online	Online	\$80
Introduction to QuickBooks 2005	Online	Online	Online	\$100
Introduction to QuickBooks 2003	Online	Online	Online	\$80
QuickBooks for Contractors	Online	Online	Online	\$100
Performing Payroll in QuickBooks	Online	Online	Online	\$80

**ALCOHOL & DRUG AWARENESS**

MIPO1501.8865	Alcohol Awareness/Minor In Possession	S	8:00am/11:00am	Sep 17/Sep 24	T/E110	\$80	Jaecks
MIPO1501.8861	Alcohol Awareness/Minor In Possession	T/Th	6:00pm/9:00pm	Sep 20/Sep 22	A/CSC3	\$80	Nolley
MIPO1501.8862	Alcohol Awareness/Minor In Possession	T/Th	6:00pm/9:00pm	Oct 18/Oct 20	P/A119	\$80	Nolley
MIPO1501.8866	Alcohol Awareness/Minor In Possession	S	8:00am/11:00am	Nov 12/Nov 19	T/E110	\$80	Jaecks
MIPO1501.8863	Alcohol Awareness/Minor In Possession	T/Th	6:00pm/9:00pm	Nov 15/Nov 17	A/CSC3	\$80	Nolley
MIPO1501.8864	Alcohol Awareness/Minor In Possession	T/Th	6:00pm/9:00pm	Dec 6/Dec 8	P/A119	\$80	Nolley

Identifying course Location (LOC): A = Athens C = Canton K = Kaufman O = Online P = Palestine T = Terrell

COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
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**ANTIQUES**

ANTQ1000.8962	Antiques Worth Dusting	W	7:00pm/9:00pm	Sep 14/Oct 5	A/LRCC	\$150	Page
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**ART**

ARTD1008.9142	Gifts from the Sea/Drawing Made Simple S		9:00am/12noon	Sep 17	A/TBA	\$80	Tarrance
ARTD1008.9148	Gifts from the Sea/Drawing Made Simple S		9:00am/12noon	Oct 15	A/TBA	\$80	Tarrance
ARTD1008.9149	Gifts from the Sea/Drawing Made Simple Th		6:30pm/9:30pm	Nov 10	A/TBA	\$80	Tarrance
ARTD1009.9143	Room Makeovers—From Blah to Ahhh! M/T		6:30pm/9:30pm	Oct 10/Oct 11	A/TBA	\$100	Tarrance
ARTD1009.9150	Room Makeovers—From Blah to Ahhh! W/Th		9:00am/12noon	Oct 12/Oct13	A/TBA	\$100	Tarrance

**ONLINE ART, HISTORY, PSYCHOLOGY, AND LITERATURE (See Page 5 for Available Class Dates)**

Film Literacy for Everyone	Online	Online			Online	\$100	
Music Made Easy	Online	Online			Online	\$100	
Enjoying European Art Online	Online	Online			Online	\$100	
Drawing for the Absolute Beginner	Online	Online			Online	\$100	
Jungian Psychology	Online	Online			Online	\$100	
Inspiring Tales of Underground Railroad	Online	Online			Online	\$100	
History of Women Writers	Online	Online			Online	\$100	

**BUSINESS**

POFT2011.8964	Business Office Capstone	S	9:00am/12:00noon	Sep 10/Dec 3	A/LA102	\$230	Staff
POFT1022.9100	Front Office Skills/Office Mgt - Business	T/Th	6:00pm/9:00pm	Oct 18/Dec 15	A/TBA	\$275	Staff
POFI1003.8953	Intro to Business Applications I	M	1:00pm/4:00pm	Aug 22/Oct 10	A/LA102	\$100	Nash
POFI1003.8955	Intro to Business Applications I	M	1:00pm/4:00pm	Oct 17/Dec 12	A/LA102	\$100	Nash
POFI1003.8957	Intro to Business Applications I	M	6:00pm/9:00pm	Aug 22/Oct 10	A/LA102	\$100	Nash
POFI1003.8959	Intro to Business Applications I	M	6:00pm/9:00pm	Oct 17/Dec 12	A/LA102	\$100	Nash
POFI1003.8954	Intro to Business Applications II	M	1:00pm/4:00pm	Aug 22/Oct 10	A/LA102	\$100	Nash
POFI1003.8956	Intro to Business Applications II	M	1:00pm/4:00pm	Oct 17/Dec 12	A/LA102	\$100	Nash
POFI1003.8958	Intro to Business Applications II	M	6:00pm/9:00pm	Aug 22/Oct 10	A/LA102	\$100	Nash
POFI1003.8960	Intro to Business Applications II	M	6:00pm/9:00pm	Oct 17/Dec 12	A/LA102	\$100	Nash
POFT1015.9105	Writing/Comm for Business Careers I	M/W	10:30am/12:00noon	Aug 22/Oct 12	A/LA106	\$100	Jeffus
POFT1015.9107	Writing/Comm for Business Careers I	T/Th	7:30pm/9:00pm	Aug 23/Oct 13	A/LA102	\$100	Harraid
POFT1015.9106	Writing/Comm for Business Careers I	M/W	10:30am/12:00noon	Oct 17/Dec 14	A/LA106	\$100	Jeffus
POFT1015.9108	Writing/Comm for Business Careers I	T/Th	7:30pm/9:00pm	Oct 18/Dec 15	A/LA102	\$100	Harraid
POFT1034.9109	Writing/Comm for Business Careers II	M/W	8:45am/10:15am	Aug 22/Oct 12	A/LA106	\$100	Jeffus
POFT1034.9111	Writing/Comm for Business Careers II	T/Th	5:45pm/7:15pm	Aug 23/Oct 13	A/LA102	\$100	Harraid
POFT1034.9110	Writing/Comm for Business Careers II	M/W	8:45am/10:15am	Oct 17/Dec 14	A/LA106	\$100	Jeffus
POFT1034.9112	Writing/Comm for Business Careers II	T/Th	5:45pm/7:15pm	Oct 18/Dec 15	A/LA102	\$100	Harraid
TECM1003.9129	Business Careers Math I	M/W	8:45am/10:15am	Aug 22/Oct 12	A/LA102	\$100	Black
TECM1003.9131	Business Careers Math I	T/Th	5:45pm/7:15pm	Aug 23/Oct 13	A/LA110	\$100	White
TECM1003.9130	Business Careers Math I	M/W	8:45am/10:15am	Oct 17/Dec 14	A/LA102	\$100	Black
TECM1003.9132	Business Careers Math I	T/Th	5:45pm/7:15pm	Oct 18/Dec 15	A/LA110	\$100	White
TECM1017.9133	Business Careers Math II	M/W	10:30am/12:00noon	Aug 22/Oct 12	A/LA102	\$100	Black
TECM1017.9135	Business Careers Math II	T/Th	7:30pm/9:00pm	Aug 23/Oct 13	A/LA110	\$100	White
TECM1017.9134	Business Careers Math II	M/W	10:30am/12:00noon	Oct 17/Dec 14	A/LA102	\$100	Black
TECM1017.9136	Business Careers Math II	T/Th	7:30pm/9:00pm	Oct 18/Dec 15	A/LA110	\$100	White

**ONLINE BUSINESS PLANNING AND ENTREPRENEURIAL COURSES (See Page 5 for Available Class Dates)**

Creating a Successful Business Plan	Online	Online			Online	\$100	
Business Planning for the Retired	Online	Online			Online	\$100	
Learn to Buy and Sell on eBay	Online	Online			Online	\$100	
Start and Operate Home-Based Business	Online	Online			Online	\$100	
Publish Yourself: Start/Operate Publ Bus	Online	Online			Online	\$100	
Secrets of the Caterer	Online	Online			Online	\$100	
Growing Plants for Fun and Profit	Online	Online			Online	\$100	
Wow, What a Great Event!	Online	Online			Online	\$100	
Start Your Own Consulting Practice	Online	Online			Online	\$100	
Caring for Children	Online	Online			Online	\$100	
Beginning Braille Transcription	Online	Online			Online	\$100	
Intermediate Braille Transcription	Online	Online			Online	\$100	

**ONLINE BUSINESS ADMINISTRATION AND MANAGEMENT (See Page 5 for Available Class Dates)**

Building an Ethical Business	Online	Online			Online	\$100	
Fundmntls Supervision/Management	Online	Online			Online	\$100	
Fundmntls Supervision/Management II	Online	Online			Online	\$100	
Understanding the HR Function	Online	Online			Online	\$100	

Identifying course Location (LOC): A = Athens C = Canton K = Kaufman O = Online P = Palestine T = Terrell

COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR	
	Hire Smart	Online	Online		Online	\$100		
	Customer Service Fundamentals	Online	Online		Online	\$100		
	Employment Law Fundamentals	Online	Online		Online	\$100		
	Project Management Fundamentals	Online	Online		Online	\$100		
	Project Management Applications	Online	Online		Online	\$100		
	Project Management @ e-Speed	Online	Online		Online	\$100		
	Introduction to Business Analysis	Online	Online		Online	\$100		
	Administrative Assistant Fundamentals	Online	Online		Online	\$100		
	Administrative Assistant Applications	Online	Online		Online	\$100		
	Mastery of Business Fundamentals	Online	Online		Online	\$100		
	Mastery of Business Applications	Online	Online		Online	\$100		
	Manufacturing Fundamentals	Online	Online		Online	\$100		
	Manufacturing Applications	Online	Online		Online	\$100		
	Distribution and Logistics Management	Online	Online		Online	\$100		
	Successful Construction Business Mgmt	Online	Online		Online	\$100		
	Managing Technology	Online	Online		Online	\$100		
	Managing Technical Professionals	Online	Online		Online	\$100		
	Principles of Sales Management	Online	Online		Online	\$100		
	Total Quality Fundamentals	Online	Online		Online	\$100		
	Six Sigma: Total Quality Applications	Online	Online		Online	\$100		
	Purchasing Fundamentals	Online	Online		Online	\$100		
	Purchasing Applications	Online	Online		Online	\$100		
	Supply Chain Mgmt Fundamentals	Online	Online		Online	\$100		
	Supply Chain Mgmt Applications	Online	Online		Online	\$100		
	<b>ONLINE SALES AND MARKETING (See Page 5 for Available Class Dates)</b>							
	Professional Sales Skills	Online	Online		Online	\$100		
	Effective Selling	Online	Online		Online	\$100		
	Business Marketing Writing	Online	Online		Online	\$100		
	Principle of Sales Management	Online	Online		Online	\$100		

**CAREER**

CREX1005.8824 Career Skills S 9:00am/12:00noon Sep 10/Nov 5 A/LA102 \$100 Dotson

**ONLINE PERSONAL AND CAREER DEVELOPMENT (See Page 5 for Available Class Dates)**

	Twelve Steps to Successful Job Search	Online	Online		Online	\$100	
	Hidden Market Job Search Strategies	Online	Online		Online	\$100	
	Resume Writing Workshop	Online	Online		Online	\$100	
	Get Assertive!	Online	Online		Online	\$100	
	Leadership	Online	Online		Online	\$100	
	Communicating Like a Leader	Online	Online		Online	\$100	
	High Powered Communication	Online	Online		Online	\$100	
	Ind Excellence: Secrets Career Success	Online	Online		Online	\$100	
	Conquer Your Stress!	Online	Online		Online	\$100	
	Listen to Your Heart/Success	Online	Online		Online	\$100	
	Achieving Success w/ Difficult People	Online	Online		Online	\$100	
	Merrill Ream Speed Reading	Online	Online		Online	\$100	
	Effective Business Writing	Online	Online		Online	\$100	
	Computer Skills for the Workplace	Online	Online		Online	\$80	
	Grammar Refresher	Online	Online		Online	\$100	
	Get Funny!	Online	Online		Online	\$100	
	Get Paid to Travel	Online	Online		Online	\$100	

**ONLINE ENTERTAINMENT INDUSTRY CAREERS (See Page 5 for Available Class Dates)**

	Introduction to the Game Industry	Online	Online		Online	\$80	
	Marketing Tools for Actors	Online	Online		Online	\$100	
	Theme Park Engineering	Online	Online		Online	\$100	
	Get Funny!	Online	Online		Online	\$100	
	Your Screenwriting Career	Online	Online		Online	\$100	
	Music Made Easy	Online	Online		Online	\$100	
	Get Paid to Travel	Online	Online		Online	\$100	

**ONLINE LAW AND LEGAL CAREERS (See Page 5 for Available Class Dates)**

	Employment Law Fundamentals	Online	Online		Online	\$100	
	Introduction to Criminal Law	Online	Online		Online	\$100	
	Evidence Law	Online	Online		Online	\$100	
	Crim Procedure: From Arrest to Appeal	Online	Online		Online	\$100	

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COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
	Winning Strategy for the Courtroom	Online	Online		Online	\$100	
	Legal Nurse Consulting	Online	Online		Online	\$100	
	Constitutional Law: Bill of Rights	Online	Online		Online	\$100	
	Paralegal Certificate Program 1	Online	Online		Online	\$240	
	Paralegal Certificate Program 2	Online	Online		Online	\$240	
	Paralegal Certificate Program 3	Online	Online		Online	\$240	
	Paralegal Certificate Program 4	Online	Online		Online	\$240	
	Paralegal Certificate Program 5	Online	Online		Online	\$240	
	Paralegal Certificate Program 6	Online	Online		Online	\$240	
	LSAT Preparation- Part 1	Online	Online		Online	\$100	
	LSAT Preparation- Part 2	Online	Online		Online	\$100	

**COMPUTER**

ITSC1016.8825	Computer Literacy/Keyboarding	W	6:00pm/9:00pm	Aug 24/Oct 12	A/LA102	\$100	Harraid
ITSC1016.8826	Computer Literacy/Keyboarding	W	6:00pm/9:00pm	Oct 19/Dec 14	A/LA102	\$100	Harraid
ITSC1016.9093	Computer Literacy/Keyboarding	Th	6:00pm/9:00pm	Aug 25/Oct 13	T/E101	\$100	Staff
ITSC1016.9094	Computer Literacy/Keyboarding	Th	6:00pm/9:00pm	Oct 20/Dec 15	T/E101	\$100	Staff
ITSW1010.8860	Multi-Media	M	4:20pm/6:55pm	Aug 29/Dec 12	T/A101	\$125	Allen
ITSW1010.8860L	Multi-Media (Lab)	TBA	TBA	Aug 29/Dec 12	T/A101	\$inc	Allen
ITSC1021.8859	PC Operating Systems	T/Th	12:00noon/1:15pm	Aug 30/Dec 13	T/A103	\$125	Allen
ITSC1021.8859L	PC Operating Systems (Lab)	TBA	TBA	Aug 30/Dec 13	T/A103	\$inc	Allen
ITSE1002.8857	Programming Fundamentals	T/Th	10:40am/11:55am	Aug 30/Dec 13	T/A103	\$125	Allen
ITSE1002.8857L	Programming Fundamentals (Lab)	TBA	TBA	Aug 30/Dec 13	T/A103	\$inc	Allen
ITSC1013.8858	Web Page Development I	T	4:20pm/6:55pm	Aug 30/Dec 13	T/A103	\$125	Allen
ITSC1013.8858L	Web Page Development I (Lab)	TBA	TBA	Aug 30/Dec 13	T/A103	\$inc	Allen

**ONLINE - THE INTERNET (See Page 5 for Available Class Dates)**

Introduction to the Internet	Online	Online			Online	\$80	
Achieving Top Search Engine Positions	Online	Online			Online	\$80	
Introduction to Outlook Express	Online	Online			Online	\$100	
Intro to Microsoft Outlook 2003	Online	Online			Online	\$100	
Intro to Microsoft Outlook 2002	Online	Online			Online	\$80	
Learn to Buy and Sell on eBay	Online	Online			Online	\$100	

**ONLINE WEB PAGE DESIGN (See Page 5 for Available Class Dates)**

Creating Web Pages	Online	Online			Online	\$80	
Designing Effective Websites	Online	Online			Online	\$80	
Intro to Dreamweaver MX 2004	Online	Online			Online	\$100	
Intro to Dreamweaver MX	Online	Online			Online	\$80	
Intro to Microsoft FrontPage 2003	Online	Online			Online	\$100	
Intro to Microsoft FrontPage 2002	Online	Online			Online	\$80	
Intro to Microsoft FrontPage 2000	Online	Online			Online	\$80	
Achieving Top Search Engine Positions	Online	Online			Online	\$80	

**ONLINE WEB GRAPHICS AND MULTIMEDIA (See Page 5 for Available Class Dates)**

Create Web Graphics/Paint Shop Pro 8	Online	Online			Online	\$80	
Imaging for Web/Fireworks MX 2004	Online	Online			Online	\$100	
Imaging for Web/Fireworks MX	Online	Online			Online	\$100	
Intro to Macromedia Director MX 2004	Online	Online			Online	\$100	
Intro to Flash MX	Online	Online			Online	\$80	
Drawing for the Absolute Beginner	Online	Online			Online	\$100	

**ONLINE WEB PROGRAMMING (See Page 5 for Available Class Dates)**

JavaScript Programming for the Web	Online	Online			Online	\$80	
CGI Programming for the Web	Online	Online			Online	\$80	
Introduction to JSP Programming	Online	Online			Online	\$80	
Java for the Absolute Beginner	Online	Online			Online	\$80	

**ONLINE BASIC COMPUTER LITERACY (See Page 5 for Available Class Dates)**

Keyboarding	Online	Online			Online	\$80	
Introduction to Windows XP	Online	Online			Online	\$80	
Working With Your Macintosh	Online	Online			Online	\$80	
101 Tips/Tricks for I Mac/Macintosh	Online	Online			Online	\$80	
Computer Skills for the Workplace	Online	Online			Online	\$80	
Introduction to the Internet	Online	Online			Online	\$80	

**ONLINE COMPUTER APPLICATIONS (See Page 5 for Available Class Dates)**

Intro to Microsoft Word 2003	Online	Online			Online	\$100	
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COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
	Intro to Microsoft Word 2000	Online	Online		Online	\$80	
	Intermediate Microsoft Word 2003	Online	Online		Online	\$100	
	Intermediate Microsoft Word 2000	Online	Online		Online	\$80	
	Advanced Microsoft Word 2003	Online	Online		Online	\$100	
	Advanced Microsoft Word 2000	Online	Online		Online	\$80	
	Intro Microsoft Excel 2003	Online	Online		Online	\$100	
	Intro Microsoft Excel 2000	Online	Online		Online	\$80	
	Intermediate Microsoft Excel 2003	Online	Online		Online	\$100	
	Intermediate Microsoft Excel 2000	Online	Online		Online	\$80	
	Intro to Microsoft Access 2003	Online	Online		Online	\$100	
	Intro to Microsoft Access 2000	Online	Online		Online	\$80	
	Intermediate Microsoft Access 2003	Online	Online		Online	\$100	
	Intermediate Microsoft Access 2002	Online	Online		Online	\$80	
	Intro to Microsoft PowerPoint 2003	Online	Online		Online	\$100	
	Intro to Microsoft PowerPoint 2002	Online	Online		Online	\$80	
	Intro to Microsoft PowerPoint 2000	Online	Online		Online	\$80	
	Intermediate Microsoft PowerPoint 2002	Online	Online		Online	\$80	
	Intro to Microsoft Project 2003	Online	Online		Online	\$100	
	Intro to Microsoft Publisher 2002	Online	Online		Online	\$80	
	Intro to Microsoft Publisher 2000	Online	Online		Online	\$80	
	Intro to Crystal Reports 10	Online	Online		Online	\$100	
	Intro to PrintShop Deluxe	Online	Online		Online	\$100	
	Using Apple Works 6	Online	Online		Online	\$80	
	Intro to Quick Books 2005	Online	Online		Online	\$100	
	Intro to Quick Books 2003	Online	Online		Online	\$80	
	QuickBooks for Contractors	Online	Online		Online	\$100	
	Performing Payroll in QuickBooks	Online	Online		Online	\$80	
	Intro to Quicken 2005	Online	Online		Online	\$100	
	Intro to Quicken 2004	Online	Online		Online	\$80	
	Intro to Microsoft Outlook 2003	Online	Online		Online	\$100	
	Intro to Microsoft Outlook 2002	Online	Online		Online	\$80	
<b>ONLINE DESKTOP PUBLISHING AND IMAGING (See Page 5 for Available Class Dates)</b>							
	Design Projects/Adobe Illustrator CS	Online	Online		Online	\$100	
	Design Projects/Adobe Illustrator 10	Online	Online		Online	\$100	
	Photoshop Elements 3.0/Digital Photog	Online	Online		Online	\$100	
	Photoshop Elements 2.0/Digital Photog	Online	Online		Online	\$100	
	Intro to Photoshop CS	Online	Online		Online	\$100	
	Photoshop 7/Absolute Beginner	Online	Online		Online	\$80	
	Intro to Photoshop 7	Online	Online		Online	\$80	
	Intermediate Photoshop 7	Online	Online		Online	\$80	
	Intro to PrintShop Deluxe	Online	Online		Online	\$100	
	Intro to QuarkXPress 5.0 for Windows	Online	Online		Online	\$80	
	Intro to Microsoft Publisher 2003	Online	Online		Online	\$100	
	Intro to Microsoft Publisher 2002	Online	Online		Online	\$80	
	Intro to Microsoft Publisher 2000	Online	Online		Online	\$80	
<b>ONLINE COMPUTER TROUBLESHOOTING AND NETWORKING (See Page 5 for Available Class Dates)</b>							
	Intro the PC Troubleshooting	Online	Online		Online	\$80	
	Intro the PC Security	Online	Online		Online	\$100	
	Creating a Home/Small Office Network	Online	Online		Online	\$80	
	Wireless Networking	Online	Online		Online	\$100	
	Intro to Networking	Online	Online		Online	\$80	
	Intermediate Networking	Online	Online		Online	\$80	
<b>ONLINE COMPUTER PROGRAMMING AND DATABASE MANAGEMENT (See Page 5 for Available Class Dates)</b>							
	Intro to Database Development	Online	Online		Online	\$80	
	Intro to SQL	Online	Online		Online	\$80	
	Intro to Oracle	Online	Online		Online	\$80	
	Intermediate Oracle	Online	Online		Online	\$100	
	Intro to Sybase	Online	Online		Online	\$80	
	Intro to Microsoft Access 2003	Online	Online		Online	\$100	
	Intermediate Microsoft Access 2003	Online	Online		Online	\$100	
	Intro to Crystal Reports 10	Online	Online		Online	\$100	
	Intro to the Game Industry	Online	Online		Online	\$80	
	C++ for the Absolute Beginner	Online	Online		Online	\$80	

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COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
	C# Programming/Absolute Beginner	Online	Online		Online	\$100	
	Computer Graphics Prog/ Open GL	Online	Online		Online	\$80	
	Intro to Perl Programming	Online	Online		Online	\$80	
	Intro to VBA	Online	Online		Online	\$100	
	Introduction to Visual Basic .NET	Online	Online		Online	\$100	
	Intermediate Visual Basic .NET	Online	Online		Online	\$100	
	Introduction to Visual Basic 6.0	Online	Online		Online	\$80	
	Creating User Requirements Docs	Online	Online		Online	\$80	
	Project Management @ e-Speed	Online	Online		Online	\$100	
	Managing Technical Professionals	Online	Online		Online	\$100	

**ONLINE CERTIFICATION PREP (See Page 5 for Available Class Dates)**

	Basic A+ Certification Prep	Online	Online		Online	\$140	
	Intermediate A+ Certification Prep	Online	Online		Online	\$140	
	Advanced A+ Certification Prep	Online	Online		Online	\$140	
	PMP Certification Prep 1	Online	Online		Online	\$140	
	PMP Certification Prep2	Online	Online		Online	\$140	
	Network+ Certification Prep	Online	Online		Online	\$140	
	MCSE Cert Prep1- Exam 70-210	Online	Online		Online	\$140	

**CONSTRUCTION TRADES**

ELPT1000.8952	Basic Electrical Wiring	M	6:00pm/10:00pm	Oct 17/Dec 12	A/TBA	\$150	White
POFT2010.8963	Construction Trades Capstone	S	9:00am/12:00noon	Sep 10/Dec 3	A/LA102	\$230	White
TECM1001.9113	Trades and Industrial Math I	M/W	8:45am/10:15am	Aug 22/Oct 12	A/LA102	\$100	Black
TECM1001.9115	Trades and Industrial Math I	T/Th	5:45pm/7:15pm	Aug 23/Oct 13	A/LA110	\$100	White
TECM1001.9114	Trades and Industrial Math I	M/W	8:45am/10:15am	Oct 17/Dec 14	A/LA102	\$100	Black
TECM1001.9116	Trades and Industrial Math I	T/Th	5:45pm/7:15pm	Oct 18/Dec 15	A/LA110	\$100	White
TECM1015.9117	Trades and Industrial Math II	M/W	10:30am/12:00noon	Aug 22/Oct 12	A/LA102	\$100	Black
TECM1015.9119	Trades and Industrial Math II	T/Th	7:30pm/9:00pm	Aug 23/Oct 13	A/LA110	\$100	White
TECM1015.9118	Trades and Industrial Math II	M/W	10:30am/12:00noon	Oct 17/Dec 14	A/LA102	\$100	Black
TECM1015.9120	Trades and Industrial Math II	T/Th	7:30pm/9:00pm	Oct 18/Dec 15	A/LA110	\$100	White
TECM1192.9037	Trades Applications Math Lab	W	6:00pm/9:00pm	Aug 24/Oct 12	A/CSC3	\$100	White
TECM1192.9038	Trades Applications Math Lab	W	6:00pm/9:00pm	Oct 19/Dec 14	A/CSC3	\$100	White

**DRAFTING**

DFTG1009.8839	Basic Computer Aided Drafting	M	4:20pm/9:40pm	Aug 29/Dec 12	A/T207	\$160	Driskell
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**DRIVER'S TRAINING**

DETC1405.8873	Drivers Ed-Complete Course	M/T/W	5:00pm/7:00pm	Sep 12/Oct 17	A/CSC4	\$295	Davis
DETO1402.8874	Drivers Ed-Classroom Only	M/T/W	5:00pm/7:00pm	Sep 12/Oct 17	A/CSC4	\$100	Davis
DETO1404.8875	Drivers Ed-Behind the Wheel Only	M/T/W	5:00pm/7:00pm	Sep 12/Oct 17	A/CSC4	\$225	Davis
DETO1405.8876	Drivers Ed-Behind the Wheel/Simulator	M/T/W	5:00pm/7:00pm	Sep 12/Oct 17	A/CSC4	\$225	Davis
DETC1405.8877	Drivers Ed-Complete Course	M/T/W	5:00pm/7:00pm	Nov 7/Dec 13	A/CSC4	\$295	Davis
DETO1402.8878	Drivers Ed-Classroom Only	M/T/W	5:00pm/7:00pm	Nov 7/Dec 13	A/CSC4	\$100	Davis
DETO1404.8879	Drivers Ed-Behind the Wheel Only	M/T/W	5:00pm/7:00pm	Nov 7/Dec 13	A/CSC4	\$225	Davis
DETO1405.8880	Drivers Ed-Behind the Wheel/Simulator	M/T/W	5:00pm/7:00pm	Nov 7/Dec 13	A/CSC4	\$225	Davis

**ENGLISH AS A SECOND LANGUAGE (ESL)**

COMM1000.9006	Workplace Communication I (ESL)	W	6:00pm/9:00pm	Aug 24/Oct 13	A/LA106	\$200	Aguilar
		Th	6:00pm/9:00pm	Aug 25/Oct 13	A/LA114	\$inc	Aguilar
COMM1000.9007	Workplace Communication I (ESL)	W	6:00pm/9:00pm	Oct 19/Dec 15	A/LA106	\$200	Aguilar
		Th	6:00pm/9:00pm	Oct 20/Dec 15	A/LA114	\$inc	Aguilar
COMM1000.9052	Workplace Communication I (ESL)	T	5:30pm/8:30pm	Sep 6/Dec 13	P/ACLC	\$200	Campbell
COMM1000.9053	Workplace Communication I (ESL)	Th	9:00am/12:00noon	Sep 8/Dec 15	P/ACLC	\$200	Campbell
COMM1000.9051	Workplace Communication I (ESL)	M	9:00am/12:00noon	Sep 12/Dec 12	P/ACLC	\$200	Campbell
COMM1000.9096	Workplace Communication I (ESL)	W	6:00pm/9:00pm	Aug 31/Dec 7	T/Library	\$200	Johnson
COMM1001.9008	Workplace Communication II (ESL)	M	6:00pm/9:00pm	Aug 22/Oct 11	A/LA110	\$200	Horton
		T	6:00pm/9:00pm	Aug 22/Oct 11	A/LA106	\$inc	Sneed
COMM1001.9009	Workplace Communication II (ESL)	M	6:00pm/9:00pm	Oct 17/Dec 13	A/LA110	\$200	Horton
		T	6:00pm/9:00pm	Oct 17/Dec 13	A/LA106	\$inc	Sneed
COMM1001.9055	Workplace Communication II (ESL)	T	5:30pm/8:30pm	Sep 6/Dec 13	P/ACLC	\$200	Murray
COMM1001.9056	Workplace Communication II (ESL)	Th	9:00am/12:00noon	Sep 8/Dec 15	P/ACLC	\$200	Hankla
COMM1001.9054	Workplace Communication II (ESL)	M	9:00am/12:00noon	Sep 12/Dec 12	P/ACLC	\$200	Hankla
COMM1002.9011	Workplace Communication III (ESL)	W	6:00pm/9:00pm	Aug 24/Oct 13	A/LA110	\$200	Griffin
		Th	6:00pm/9:00pm	Aug 24/Oct 13	A/LA106	\$inc	Griffin

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COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
COMM1002.9012	Workplace Communication III (ESL)	W	6:00pm/9:00pm	Oct 19/Dec 15	A/LA110	\$200	Griffin
		Th	6:00pm/9:00pm	Oct 19/Dec 15	A/LA106	\$inc	Griffin
COMM1002.9057	Workplace Communication III (ESL)	T	5:30pm/8:30pm	Sep 6/Dec 13	P/ACLC	\$200	Rhone
COMM1002.9097	Workplace Communication III (ESL)	W	6:00pm/9:00pm	Aug 31/Dec 7	T/Library	\$200	Johnson
ESCC1001.9153	English & Citizenship	M	6:00pm/9:00pm	Aug 22/Oct 10	A/LA114	\$100	Aguilar
ESCC1001.9154	English & Citizenship	M	6:00pm/9:00pm	Oct 17/Dec 12	A/LA114	\$100	Aguilar
ESLC1011.9095	ESL/Citizenship	M	6:00pm/9:00pm	Sep 12/Dec 12	T/PkAnx	\$200	Bundy

**FACILITY OPERATIONS MANAGEMENT**

POFT2013.8966	Facility Management Capstone	S	9:00am/12:00noon	Sep 10/Dec 3	A/LA102	\$230	Staff
POFT2023.9101	Front Off Skills/Off Mgt (Facility Mgmt)	T/Th	6:00pm/9:00pm	Oct 18/Dec 15	A/TBA	\$275	Staff

**FAMILY**

**ONLINE CHILD CARE AND PARENTING (See Page 5 for Available Class Dates)**

Caring for Children	Online	Online	Online	\$100
Parenting: The First Five Years	Online	Online	Online	\$100
Ready, Set, Read!	Online	Online	Online	\$100
Enhancing Language Dev in Childhood	Online	Online	Online	\$100
Understanding Adolescents	Online	Online	Online	\$100
Solving Discipline Problems at Home	Online	Online	Online	\$100
Guiding Kids on the Internet	Online	Online	Online	\$100

**FITNESS**

AROB2405.8841	Aerobics	M	7:00pm/9:40pm	Aug 29/Dec 12	A/GYM	\$75	Mettetal
MDCA1091.8961	Anatomy/Physiology-Bag of Bones	T	6:00pm/8:00pm	Sep 6/Oct 4	A/TBA	\$50	Unger
FITA1000.8936	Aqua Action	M/W	5:20pm/6:10pm	Sep 7/Sept 28	A/Cain Ctr	\$40	Norvell
FITA1001.8937	Aqua Action	W	5:20pm/6:10pm	Sep 7/Sept 28	A/Cain Ctr	\$25	Norvell
FITA1001.8941	Aqua Action	W	5:20pm/6:10pm	Oct 5/Oct 26	A/Cain Ctr	\$25	Norvell
FITA1001.8942	Aqua Action	W	5:20pm/6:10pm	Nov 2/Nov 30	A/Cain Ctr	\$25	Norvell
FITA1001.8944	Aqua Action	M	5:20pm/6:10pm	Nov 7/Nov 28	A/Cain Ctr	\$25	Norvell
FITA1001.8938	Aqua Action	M	5:20pm/6:10pm	Sep 12/Sept 26	A/Cain Ctr	\$25	Norvell
FITA1003.8939	Aqua Action	M/W	5:20pm/6:10pm	Oct 3/Oct 31	A/Cain Ctr	\$40	Norvell
FITA1003.8943	Aqua Action	M/W	5:20pm/6:10pm	Nov 2/Nov 30	A/Cain Ctr	\$40	Norvell
FITA1004.8940	Aqua Action	M	5:20pm/6:10pm	Oct 3/Oct 31	A/Cain Ctr	\$25	Norvell
YOGA1000.8929	Basic Yoga	T/Th	4:30pm/5:20pm	Sep 6/Sep 29	A/Cain Ctr	\$40	Wood
YOGA1000.8930	Basic Yoga	T/Th	5:30pm/6:20pm	Sep 6/Sep 29	A/Cain Ctr	\$40	Wood
YOGA1000.8931	Basic Yoga	T/Th	4:30pm/5:20pm	Oct 4/Oct 27	A/Cain Ctr	\$40	Wood
YOGA1000.8932	Basic Yoga	T/Th	5:30pm/6:20pm	Oct 4/Oct 27	A/Cain Ctr	\$40	Wood
YOGA1000.8934	Basic Yoga	T/Th	4:30pm/5:20pm	Nov 1/Nov 29	A/Cain Ctr	\$40	Wood
YOGA1000.8935	Basic Yoga	T/Th	5:30pm/6:20pm	Nov 1/Nov 29	A/Cain Ctr	\$40	Wood
DANC1021.8918	East Coast Swing	Th	6:30pm/8:00pm	Sep 8/Sep 29	A/CSC3	\$60	Weatherhead
DANC1020.8717	Tango – The Dancer’s Dance	Th	6:30pm/8:00pm	Oct 20/Nov 10	A/CSC3	\$60	Weatherhead
FITN1000.8919	Walking/Jogging Conditioning Class	T/Th	6:40pm/7:30pm	Sep 1/Sep 29	A/Cain Ctr	\$40	Norvell
FITN1003.8925	Walking/Jogging Conditioning Class	M-Th	6:40pm/7:30pm	Sep 6/Sep 29	A/Cain Ctr	\$70	Norvell
FITN1002.8924	Walking/Jogging Conditioning Class	M/W	6:40pm/7:30pm	Sep 7/Sept 28	A/Cain Ctr	\$40	Norvell
FITN1000.8920	Walking/Jogging Conditioning Class	M/W	TBA	Oct 3/Oct 31	A/Cain Ctr	\$40	Norvell
FITN1004.8926	Walking/Jogging Conditioning Class	M-Th	TBA	Oct 3/Oct 31	A/Cain Ctr	\$70	Norvell
FITN1001.8922	Walking/Jogging Conditioning Class	T/Th	TBA	Oct 4/Oct 27	A/Cain Ctr	\$40	Norvell
FITN1001.8923	Walking/Jogging Conditioning Class	T/Th	TBA	Nov 1/Nov 29	A/Cain Ctr	\$40	Norvell
FITN1004.8927	Walking/Jogging Conditioning Class	M-Th	TBA	Nov 1/Nov 30	A/Cain Ctr	\$70	Norvell
FITN1000.8921	Walking/Jogging Conditioning Class	M/W	TBA	Nov 2/Nov 30	A/Cain Ctr	\$40	Norvell
FITT1096.8928	Water Fitness Instructor Training	S	9:45am/4:00pm	Oct 15	A/Cain Ctr	\$189	Norvell

**GED/THEA TEST PREPARATION**

GEDM1001.9002	GED Review – Word Problems	W	6:00pm/9:00pm	Oct 19/Nov 9	A/LA105	\$50	Irigo
GEDT1000.8823	GED Practice Test	W	6:00pm/9:00pm	Nov 30/Dec 7	A/LA105	\$25	Irigo
GEDT1000.9050	GED Practice Test	S	9:00am/4:00pm	Dec 3	P/C108	\$25	Barnett
GEDT1000.9081	GED Practice Test	S	9:00am/4:00pm	Dec 3	T/E110	\$25	Staff
SCIE1001.9001	GED Review – Science	W	6:00pm/9:00pm	Sep 21/Oct 12	A/LA105	\$50	Irigo
SCIE1001.9049	GED Review – Science	Th	6:00pm/9:00pm	Oct 27/Nov 17	P/C108	\$50	Barnett
SOCS1002.9000	GED Review – Social Studies	M	6:00pm/9:00pm	Aug 24/Sep 14	A/LA105	\$50	Irigo
SOCS1002.9048	GED Review – Social Studies	Th	6:00pm/9:00pm	Sep 8/Sep 29	P/C108	\$50	Barnett
TECM1013.9003	THEA Math (Transition to College)	M	6:00pm/9:00pm	Aug 22/Oct 10	A/LA105	\$100	Irigo
TECM1013.9004	THEA Math (Transition to College)	M	6:00pm/9:00pm	Oct 17/Dec 12	A/LA105	\$100	Irigo
WFBS5012.9005	GED Cram Session	S	9:00am/4:00pm	Sep 10/Nov 5	A/LA106	\$200	Irigo

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COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
<b>ONLINE TEST PREP (See Page 5 for Available Class Dates)</b>							
	GED Test Preparation	Online	Online		Online	\$100	
	Prep for GED Lang Arts, Writing Test	Online	Online		Online	\$100	
	Prepare for the GED Math Test	Online	Online		Online	\$100	
	GRE Preparation - Part 1	Online	Online		Online	\$100	
	GRE Preparation - Part 2	Online	Online		Online	\$100	
	GMAT Preparations	Online	Online		Online	\$100	
	Grammar for ESL	Online	Online		Online	\$100	
	LSAT Preparations - Part 1	Online	Online		Online	\$100	
	LSAT Preparations - Part 2	Online	Online		Online	\$100	

**HORTICULTURE/GARDENING**

HALT1002.8840	Master Gardener (Princ of Horticulture)	T/Th	8:00am/10:50am	Aug 30/Dec 13	A/AGC	\$160	Hirsch
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**LANGUAGE**

CJLE1059.8907	Basic Spanish for Law Enforcement	M-F	8:00am/3:00pm	Sep 19/Sep 23	K/KC Jail	\$175	Tucker
SLNG1001.9041	Beginning Sign Language	T	5:30pm/7:30pm	Aug 30/Oct 18	A/TBA	\$55	Hale
SLNG1001.9042	Beginning Sign Language	T	5:30pm/7:30pm	Oct 25/Dec 13	C/TBA	\$55	Hale
COSP3301.8867	Conversational Spanish	T/Th	7:00pm/9:00pm	Sep 6/Sep 22	A/TBA	\$60	Cortez
COSP3301.8868	Conversational Spanish	M/W	6:00pm/8:00pm	Sep 12/Sep 28	P/C100	\$60	Cortez
COSP3301.8869	Conversational Spanish	M/W	6:00pm/8:00pm	Oct 3/Oct 19	P/C100	\$60	Cortez
COSP3301.8870	Conversational Spanish	T/Th	7:00pm/9:00pm	Oct 4/Oct 20	A/TBA	\$60	Cortez
COSP3301.8871	Conversational Spanish	M/W	6:00pm/8:00pm	Oct 31/Nov 16	P/C100	\$60	Cortez
COSP3301.8872	Conversational Spanish	T/Th	7:00pm/9:00pm	Nov 1/Nov 17	A/TBA	\$60	Cortez

**ONLINE LANGUAGES (See Page 5 for Available Class Dates)**

	Speed Spanish	Online	Online		Online	\$100	
	Speed Spanish II	Online	Online		Online	\$100	
	Beginning Conversational French	Online	Online		Online	\$100	
	Beginning Braille Transcription	Online	Online		Online	\$100	
	Intermediate Braille Transcription	Online	Online		Online	\$100	
	Grammar for ESL	Online	Online		Online	\$100	

**MEDICAL**

MDCA1091.8961	Anatomy/Physiology-Bag of Bones	T	6:00pm/8:00pm	Sep 6/Oct 4	A/TBA	\$50	Unger
MDCA1000.9099	Assisting the Physician and Nurse	M/W	6:00pm/9:00pm	Nov 7/Dec 14	A/TBA	\$225	Staff
NURA1001.9031	CNA with Hospital Clinical	T/Th	6:00pm/9:00pm	Sept 6/Nov 17	C/TBA	\$520	Wetherholt
NURA1001.9032	CNA with Hospital Clinical	T/Th	5:00pm/9:00pm	Sept 13/Nov 8	A/CSC1	\$520	Staff
NURA1001.9089	CNA with Hospital Clinical	F	1:00pm/5:00pm	Sept 30/Nov 19	P/C111	\$520	Tutt
		S	9:00am/5:00pm	inc	inc	inc	
RNSG2002.8882	Continuing Ed for RNs & LVNs	S	9:00am/3:45pm	Nov 12	K/Aud	\$40	Reid
CPRF1210.8881	CPR Re-certification	Th	8:00am/12:00noon	Dec 8	K/Sk Lab	\$12	Cook
ECRD1011.8967	EKG Technician Certification	M/W	6:00pm/9:30pm	Oct 3/Nov 28	A/CSC1	\$999	Staff
ECRD1011.8968	EKG Technician Certification	M/W	6:00pm/9:30pm	Oct 3/Nov 28	T/TBA	\$999	Staff
POFT2022.9102	Front Off Skills/Off Mgt (Medical)	T/Th	6:00pm/9:00pm	Oct 18/Dec 15	A/TBA	\$275	Staff
POFT2025.9140	Medical Back Office Capstone	S	9:00am/12:00noon	Sep 10/Dec 3	A/LA102	\$230	Rizer
MDCA1043.8969	Medical Billing and Coding Cert	T/Th	6:00pm/9:30pm	Oct 4/Nov 29	A/TBA	\$1299	Staff
MDCA1043.8970	Medical Billing and Coding Cert	T/Th	6:00pm/9:30pm	Oct 4/Nov 29	T/TBA	\$1299	Staff
POFM1053.8835	Medical Coding	T	7:00pm/9:40pm	Aug 30/Dec 13	P/A138	\$105	Kelly
POFT2024.9139	Medical Front Office Capstone	S	9:00am/12:00noon	Sep 10/Dec 3	A/LA102	\$230	Rizer
MDCA1013.8842	Medical Terminology	M	6:00pm/8:40pm	Aug 30/Dec 12	A/T103	\$105	Ooten
NURA1013.9088	Medication Administration (CMA)	T/Th	5:00pm/9:00pm	Aug 30/Jan 12	P/C100	\$350	Tutt
		T/Th	2:00pm/6:00pm	9/13,10/11,11/8,12/13			
NURA1013.9058	Medication Administration (CMA)	M/W/F	9:00am/1:00pm	Sep 7/Dec 2	T/E113	\$350	Mallow
NURA1041.8606	Med Aide Update	S	8:00am/4:00pm	Aug 27	P/A116	\$50	Tutt
NURA1041.9059	Med Aide Update	Th	9:00am/5:00pm	Sep 15	T/E103	\$50	Mallow
NURA1041.9090	Med Aide Update	S	8:00am/4:00pm	Sep 17	P/A116	\$50	Tutt
NURA1041.9060	Med Aide Update	T	9:00am/5:00pm	Nov 15	T/E108	\$50	Mallow
NURA1041.9091	Med Aide Update	S	8:00am/4:00pm	Nov 19	A/TBA	\$50	Tutt
NURA1041.9092	Med Aide Update	S	8:00am/4:00pm	Dec 10	P/A116	\$50	Tutt
POFT2012.8965	PCT/Medical Capstone	S	9:00am/12:00noon	Sep 10/Dec 3	A/LA102	\$230	Rizer
PLAB1023.9026	Non-Certification Basic Phlebotomy	Th	6:00pm/9:00pm	Sep 8/Dec 8	C/TBA	\$249	Haimes
PLAB1023.8916	Non-Certification Basic Phlebotomy	S	9:00am/4:30pm	Sep 10/Oct 15	T/A104	\$249	Dew
PLAB1023.9027	Non-Certification Basic Phlebotomy	W	6:00pm/9:00pm	Sep 14/Dec 14	A/CSC2	\$249	Hanes
PLAB1023.9028	Non-Certification Basic Phlebotomy	T/Th	6:00pm/9:00pm	Oct 4/Nov 17	P/A101	\$249	Allen
PLAB1023.9029	Non-Certification Basic Phlebotomy	M	6:00pm/9:00pm	Oct 10/Jan 16	A/CSC2	\$249	Staff

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COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
PLAB1023.9030	Non-Certification Basic Phlebotomy	Th	6:00pm/9:00pm	Nov 10/Feb 23	A/CSC2	\$249	Hanes
PLAB1062.9141	Phlebotomy Certification	S	9:00am/4:30pm	Oct 29/Jan 21	A/CSC2	\$300	Dew
PHRA1001.8971	Pharmacy Technician Certification	M/W	6:00pm/9:30pm	Oct 3/Nov 28	A/TBA	\$999	Staff
PHRA1001.8972	Pharmacy Technician Certification	M/W	6:00pm/9:30pm	Oct 3/Nov 28	T/E112	\$999	Staff
RNSG1006.9062	Re-Entry Nursing Update	TBA	Online	Oct 24/Feb 13	Online	\$1000	VCT
RNSG1060.9064	Clinical: Re-Entry Nursing Update (Lab)	TBA	TBA	TBA	K/TBA	\$100	Huttel
TECM1002.9121	Medical Careers Math I	M/W	8:45am/10:15am	Aug 22/Oct 12	A/LA102	\$100	Black
TECM1002.9123	Medical Careers Math I	T/Th	5:45pm/7:15pm	Aug 23/Oct 13	A/LA110	\$100	White
TECM1002.9122	Medical Careers Math I	M/W	8:45am/10:15am	Oct 17/Dec 14	A/LA102	\$100	Black
TECM1002.9124	Medical Careers Math I	T/Th	5:45pm/7:15pm	Oct 18/Dec 15	A/LA110	\$100	White
TECM1016.9125	Medical Careers Math II	M/W	10:30am/12:00noon	Aug 22/Oct 12	A/LA102	\$100	Black
TECM1016.9127	Medical Careers Math II	T/Th	7:30pm/9:00pm	Aug 23/Oct 13	A/LA110	\$100	White
TECM1016.9126	Medical Careers Math II	M/W	10:30am/12:00noon	Oct 17/Dec 14	A/LA102	\$100	Black
TECM1016.9128	Medical Careers Math II	T/Th	7:30pm/9:00pm	Oct 18/Dec 15	A/LA110	\$100	White
TECM1193.9039	Medical Applications Lab	W	6:00pm/9:00pm	Aug 24/Oct 12	A/CSC1	\$100	Costlow
TECM1193.9040	Medical Applications Lab	W	6:00pm/9:00pm	Oct 19/Dec 14	A/CSC1	\$100	Costlow

**ONLINE CONTINUING EDUCATION FOR HEALTH CARE PROFESSIONALS**

(See Page 5 for Available Class Dates)

Certificate in Gerontology	Online	Online	Online	\$280
Cert in Complementary/Alternative Med	Online	Online	Online	\$290
Cert in Spirituality, Health, and Healing	Online	Online	Online	\$230
Certificate in End of Life Care	Online	Online	Online	\$280
Cert in Growth/Dev Through Lifespan	Online	Online	Online	\$300
Cert in Legal/Ethical Issues in Nursing	Online	Online	Online	\$240
Certificate in Issues in Oxygenation	Online	Online	Online	\$310
Cert in Pain Assessment and Mgmt	Online	Online	Online	\$240
Certificate in Perinatal Issues	Online	Online	Online	\$150
Death and Dying	Online	Online	Online	\$42

**ONLINE HEALTH CARE, NUTRITION, AND FITNESS (See Page 5 for Available Class Dates)**

Medical Term: Word Assoc Approach	Online	Online	Online	\$100
Human Anatomy and Physiology	Online	Online	Online	\$100
Become a Vet Assistant	Online	Online	Online	\$100
Vet Assistant II: Canine Repro	Online	Online	Online	\$100
Luscious, Low-Fat Meals	Online	Online	Online	\$100
Introduction to Natural Health/Healing	Online	Online	Online	\$100
Food and Fitness to Fight Cancer	Online	Online	Online	\$100
Handling Medical Emergencies	Online	Online	Online	\$100
Outdoor Survival Techniques	Online	Online	Online	\$100
Assisting Aging Parents	Online	Online	Online	\$100

**PERSONAL ENRICHMENT**

PERS1000.9151	Clutter's Last Stand	T/Th	6:30pm/9:30pm	Sep 27/Sep 29	A/TBA	\$100	Tarrance
PERS1000.9152	Clutter's Last Stand	T/Th	9:00am/12noon	Nov 8/Nov 10	A/TBA	\$100	Tarrance

**FAMILY AND PERSONAL ENRICHMENT (See Page 5 for Available Class Dates)**

Genealogy Basics	Online	Online	Online	\$100
Film Literacy for Everyone	Online	Online	Online	\$100
Creating a Healthier Home	Online	Online	Online	\$100
Introduction to Natural Health/Healing	Online	Online	Online	\$100
Wine Appreciation for Beginners	Online	Online	Online	\$100
Goodbye to Shy	Online	Online	Online	\$100
The Magic of Hypnosis	Online	Online	Online	\$100
Keys to Effective Communication	Online	Online	Online	\$100
Interpersonal Communication	Online	Online	Online	\$100
Achieving Success with Difficult People	Online	Online	Online	\$100
Merrill Ream Speed Reading	Online	Online	Online	\$100
Write Your Life Story	Online	Online	Online	\$100
Handling Medical Emergencies	Online	Online	Online	\$100
Outdoor Survival Techniques	Online	Online	Online	\$100
Assisting Aging Parents	Online	Online	Online	\$100

**PERSONAL FINANCE**

**ONLINE PERSONAL FINANCE AND WEALTH BUILDING (See Page 5 for Available Class Dates)**

Real Estate Investing	Online	Online	Online	\$100
Debt Elimination Techniques/Work	Online	Online	Online	\$100
Building Wealth	Online	Online	Online	\$100

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COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
	Where Does All My Money Go?	Online	Online		Online	\$100	
	Personal Finance	Online	Online		Online	\$100	
	Stocks, Bonds, and Investing: Oh, My!	Online	Online		Online	\$100	
	The Analysis and Valuation of Stocks	Online	Online		Online	\$100	
	Build Your Own Mutual Fund/Pennies	Online	Online		Online	\$100	
	Introduction to Stock Options	Online	Online		Online	\$100	
	Introduction to Quicken 2005	Online	Online		Online	\$100	
	Introduction to Quicken 2004	Online	Online		Online	\$80	

**PHOTOGRAPHY**

PHTC1011.8837	Photography I	M/W/F	12noon/12:50pm	Aug 29/Dec 14	A/MJ101	\$125	Teague
PHTC1011.8837L	Photography I (Lab)	TBA	TBA	Aug 29/Dec 14	A/MJ101	\$inc	Teague
PHTC2001.8838	Photography II	T/Th	11:00am/12:20pm	Aug 30/Dec 13	A/MJ101	\$125	Teague
PHTC2001.8838L	Photography II (Lab)	TBA	TBA	Aug 30/Dec 13	A/MJ101	\$inc	Teague

**ONLINE DIGITAL PHOTOGRAPHY AND DIGITAL VIDEO (See Page 5 for Available Class Dates)**

Discover Digital Photography	Online	Online			Online	\$100	
Secrets of Better Photography	Online	Online			Online	\$100	
Photoshop Elements 3.0/Digital Photog	Online	Online			Online	\$100	
Photoshop Elements 2.0/Digital Photog	Online	Online			Online	\$100	
Photoshop Elements Projects	Online	Online			Online	\$100	
Mastering Dig Photog/Photograph People	Online	Online			Online	\$100	
Digital Photography OUTPUT!	Online	Online			Online	\$80	

**PUBLIC SPEAKING**

COMM1006.9010	Low Key Public Speaking	M	6:00pm/9:00pm	Sep 26	P/A119	\$50	Geddie
COMM1006.9014	Low Key Public Speaking	W	6:00pm/9:00pm	Oct 5	T/A104	\$50	Geddie
COMM1006.9016	Low Key Public Speaking	S	9:00am/12:00noon	Sep 24	A/TBA	\$50	Geddie
COMM1006.9017	Low Key Public Speaking	M	6:00pm/9:00pm	Oct 17	A/TBA	\$50	Geddie
COMM1006.9018	Low Key Public Speaking	S	9:00am/12:00noon	Oct 29	T/TBA	\$50	Geddie
COMM1006.9019	Low Key Public Speaking	S	9:00am/12:00noon	Nov 5	P/A131	\$50	Geddie

**SOCIAL WORK**

SCWK2002.8662	AFFINOGRAPH® Techniques/Ethics	S	8:00am/4:30pm	Aug 20	T/A104	\$85	Jedlicka
SCWK2002.8663	AFFINOGRAPH® Techniques/Ethics	S	8:00am/4:30pm	Sep 17	P/A131	\$85	Jedlicka

**TEACHERS**

**COURSES FOR TEACHING PROFESSIONALS (See Page 5 for Available Class Dates)**

Solving Classroom Discipline Problems	Online	Online			Online	\$100	
Ready, Set, Read!	Online	Online			Online	\$100	
The Classroom Computer	Online	Online			Online	\$80	
Using the Internet in the Classroom	Online	Online			Online	\$100	
PowerPoint in the Classroom	Online	Online			Online	\$100	
Big Ideas in Little Books	Online	Online			Online	\$100	
Get Assertive!	Online	Online			Online	\$100	
Leadership	Online	Online			Online	\$100	
Conquer Your Stress!	Online	Online			Online	\$100	
Creating Web Pages	Online	Online			Online	\$80	
Create Web Graphics w/ Paint Shop Pro8	Online	Online			Online	\$80	
Speed Spanish	Online	Online			Online	\$100	
A to Z Grant Writing	Online	Online			Online	\$100	
Enhancing Language Dev in Childhood	Online	Online			Online	\$100	
Understanding Adolescents	Online	Online			Online	\$100	
Guiding Kids on the Internet	Online	Online			Online	\$100	

**TRADES AND INDUSTRY**

OSHT1003.9098	Workplace Safety	M	6:00pm/8:00pm	Sept 19/Oct 17	A/TBA	\$100	Garrard
TECM1001.9113	Trades and Industrial Math I	M/W	8:45am/10:15am	Aug 22/Oct 12	A/LA102	\$100	Black
TECM1001.9115	Trades and Industrial Math I	T/Th	5:45pm/7:15pm	Aug 23/Oct 13	A/LA110	\$100	White
TECM1001.9114	Trades and Industrial Math I	M/W	8:45am/10:15am	Oct 17/Dec 14	A/LA102	\$100	Black
TECM1001.9116	Trades and Industrial Math I	T/Th	5:45pm/7:15pm	Oct 18/Dec 15	A/LA110	\$100	White
TECM1015.9117	Trades and Industrial Math II	M/W	10:30am/12:00noon	Aug 22/Oct 12	A/LA102	\$100	Black
TECM1015.9119	Trades and Industrial Math II	T/Th	7:30pm/9:00pm	Aug 23/Oct 13	A/LA110	\$100	White
TECM1015.9118	Trades and Industrial Math II	M/W	10:30am/12:00noon	Oct 17/Dec 14	A/LA102	\$100	Black
TECM1015.9120	Trades and Industrial Math II	T/Th	7:30pm/9:00pm	Oct 18/Dec 15	A/LA110	\$100	White
TECM1192.9037	Trades Applications Math Lab	W	6:00pm/9:00pm	Aug 24/Oct 12	A/CSC3	\$100	White
TECM1192.9038	Trades Applications Math Lab	W	6:00pm/9:00pm	Oct 19/Dec 14	A/CSC3	\$100	White

Identifying course Location (LOC): A = Athens C = Canton K = Kaufman O = Online P = Palestine T = Terrell

COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
<b>TRAVEL</b>							
TRAV1000.8973	Canadian Rockies Plus Victoria	TBA	TBA	Sep 9/Sep 19	A/TBA	\$2900+	Page
TRAV1001.8974	London	TBA	TBA	Nov 30/Dec 7	A/TBA	\$3500	Page

**TRUCK DRIVING**

CVOP1013.8883	Professional Truck Driver I	M-F	7:00am/5:00pm	Aug 22/Sep 16	A/CR101	\$3550	Richardson
CVOP1040.8884	Professional Truck Driver II	M-F	7:00am/5:00pm	inc	A/CR101	\$inc	Richardson
CVOP1013.8885	Professional Truck Driver I	M-F	7:00am/5:00pm	Aug 22/Sep 16	P/TBA	\$3550	Richardson
CVOP1040.8886	Professional Truck Driver II	M-F	7:00am/5:00pm	inc	P/TBA	\$inc	Richardson
CVOP1013.8887	Professional Truck Driver I	M-F	7:00am/5:00pm	Aug 22/Sep 16	T/TBA	\$3550	Richardson
CVOP1040.8888	Professional Truck Driver II	M-F	7:00am/5:00pm	inc	T/TBA	\$inc	Richardson
CVOP1013.8889	Professional Truck Driver I	M-F	7:00am/5:00pm	Sep 19/Oct 14	A/CR101	\$3550	Richardson
CVOP1040.8890	Professional Truck Driver II	M-F	7:00am/5:00pm	inc	A/CR101	\$inc	Richardson
CVOP1013.8891	Professional Truck Driver I	M-F	7:00am/5:00pm	Sep 19/Oct 14	P/TBA	\$3550	Richardson
CVOP1040.8892	Professional Truck Driver II	M-F	7:00am/5:00pm	inc	P/TBA	\$inc	Richardson
CVOP1013.8893	Professional Truck Driver I	M-F	7:00am/5:00pm	Sep 19/Oct 14	T/TBA	\$3550	Richardson
CVOP1040.8894	Professional Truck Driver II	M-F	7:00am/5:00pm	inc	T/TBA	\$inc	Richardson
CVOP1013.8895	Professional Truck Driver I	M-F	7:00am/5:00pm	Oct 17/Nov 11	A/CR101	\$3550	Richardson
CVOP1040.8896	Professional Truck Driver II	M-F	7:00am/5:00pm	inc	A/CR101	\$inc	Richardson
CVOP1013.8897	Professional Truck Driver I	M-F	7:00am/5:00pm	Oct 17/Nov 11	P/TBA	\$3550	Richardson
CVOP1040.8898	Professional Truck Driver II	M-F	7:00am/5:00pm	inc	P/TBA	\$inc	Richardson
CVOP1013.8899	Professional Truck Driver I	M-F	7:00am/5:00pm	Oct 17/Nov 11	T/TBA	\$3550	Richardson
CVOP1040.8900	Professional Truck Driver II	M-F	7:00am/5:00pm	inc	T/TBA	\$inc	Richardson
CVOP1013.8901	Professional Truck Driver I	M-F	7:00am/5:00pm	Nov 14/Dec 16	A/CR101	\$3550	Richardson
CVOP1040.8902	Professional Truck Driver II	M-F	7:00am/5:00pm	inc	A/CR101	\$inc	Richardson
CVOP1013.8903	Professional Truck Driver I	M-F	7:00am/5:00pm	Nov 14/Dec 16	P/TBA	\$3550	Richardson
CVOP1040.8904	Professional Truck Driver II	M-F	7:00am/5:00pm	inc	P/TBA	\$inc	Richardson
CVOP1013.8905	Professional Truck Driver I	M-F	7:00am/5:00pm	Nov 14/Dec 16	T/TBA	\$3550	Richardson
CVOP1040.8906	Professional Truck Driver II	M-F	7:00am/5:00pm	inc	T/TBA	\$inc	Richardson

**WELDING**

WLDG1021.8853	Introduction to Welding Fundamentals	M/W/F	12:00noon/2:30pm	Aug 29/Dec 14	A/WELD	\$195	Montrose
WLDG1021.8854	Introduction to Welding Fundamentals	M/W/F	6:15pm/10:00pm	Aug 29/Dec 14	A/WELD	\$195	Montrose
WLDG1057.8855	Intermediate Shielded Metal Arc Welding	T/Th	12:00noon/4:00pm	Aug 30/Dec 13	A/WELD	\$195	Montrose
WLDG1057.8856	Intermediate Shielded Metal Arc Welding	T/Th	5:30pm/9:20pm	Aug 30/Dec 13	A/WELD	\$195	Montrose
WLDG2003.8851	Welding Safety Tools & Equipment	M/W	2:30pm/4:10pm	Aug 29/Dec 14	A/WELD	\$105	Montrose
WLDG2003.8852	Welding Safety Tools & Equipment	M/W	5:00pm/6:15pm	Aug 29/Dec 14	A/WELD	\$105	Montrose

**WRITING**

COMM1007.9020	10 Elements of Creative Expression	W	6:00pm/9:00pm	Sep 28	P/A138	\$50	Geddie
COMM1007.9021	10 Elements of Creative Expression	S	9:00am/12:00noon	Oct 1	T/TBA	\$50	Geddie
COMM1007.9022	10 Elements of Creative Expression	M	6:00pm/9:00pm	Oct 3	A/TBA	\$50	Geddie
COMM1007.9023	10 Elements of Creative Expression	S	9:00am/12:00noon	Oct 8	A/TBA	\$50	Geddie
COMM1007.9024	10 Elements of Creative Expression	W	6:00pm/9:00pm	Oct 26	T/A104	\$50	Geddie
COMM1007.9025	10 Elements of Creative Expression	S	9:00am/12:00noon	Nov 12	P/A131	\$50	Geddie
ETWR1091.9137	Screenwriting I	T	6:00pm/8:00pm	Sep 13/Nov 8	A/TBA	\$95	Whitlow
ETWR1091.9138	Screenwriting I	Th	7:00pm/9:00pm	Sep 15/Nov 3	P/A138	\$95	Whitlow
POFT1015.9065	Workplace Writing I	W	5:30pm/8:30pm	Aug 24/Oct 12	K/KHS	\$100	Poe
POFT1015.9067	Workplace Writing I	W	5:30pm/8:30pm	Oct 19/Dec 14	K/KHS	\$100	Poe
POFT1015.8908	Workplace Writing I	W	6:00pm/9:00pm	Aug 24/Oct 12	P/C108	\$100	Johnson
POFT1015.9043	Workplace Writing I	W	9:00am/12:00noon	Oct 19/Dec 14	P/C108	\$100	Johnson
POFT1015.8909	Workplace Writing I	W	6:00pm/9:00pm	Oct 19/Dec 14	P/C108	\$100	Johnson
POFT1015.9069	Workplace Writing I	W	8:30am/11:30am	Aug 24/Oct 12	T/E110	\$100	Bundy
POFT1015.9070	Workplace Writing I	W	8:30am/11:30am	Oct 19/Dec 14	T/E110	\$100	Bundy
POFT1034.9066	Workplace Writing II	W	5:30pm/8:30pm	Aug 24/Oct 12	K/KHS	\$100	Poe
POFT1034.9068	Workplace Writing II	W	5:30pm/8:30pm	Oct 19/Dec 14	K/KHS	\$100	Poe
POFT1034.8910	Workplace Writing II	W	6:00pm/9:00pm	Aug 24/Oct 12	P/C108	\$100	Johnson
POFT1034.9044	Workplace Writing II	W	9:00am/12:00noon	Oct 19/Dec 14	P/C108	\$100	Johnson
POFT1034.8911	Workplace Writing II	W	6:00pm/9:00pm	Oct 19/Dec 14	P/C108	\$100	Johnson
POFT1034.9071	Workplace Writing II	W	1:00pm/4:00pm	Aug 24/Oct 12	T/E110	\$100	Bundy
POFT1034.9072	Workplace Writing II	W	1:00pm/4:00pm	Oct 19/Dec 14	T/E110	\$100	Bundy

**ONLINE WRITING COURSES (See Page 5 for Available Class Dates)**

Fundamentals of Technical Writing	Online	Online	Online	\$100
Writing Great Technical Documents	Online	Online	Online	\$100
The Keys of Effective Editing	Online	Online	Online	\$100

Identifying course Location (LOC): A = Athens C = Canton K = Kaufman O = Online P = Palestine T = Terrell

COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
	Grammar Refresher	Online	Online		Online	\$100	
	Correcting Oral and Written Errors	Online	Online		Online	\$100	
	Effective Business Writing	Online	Online		Online	\$100	
	Writeriffic: Creativity Training/Writers	Online	Online		Online	\$100	
	Writeriffic 2: Adv Creativity Training	Online	Online		Online	\$100	
	Writing for Children	Online	Online		Online	\$100	
	The Craft of Magazine Writing	Online	Online		Online	\$100	
	Creating a Sense of Place	Online	Online		Online	\$100	
	Research Methods for Writers	Online	Online		Online	\$100	
	Demystify Forensic Science/Writers	Online	Online		Online	\$100	
	Beginning Writer's Workshop	Online	Online		Online	\$100	
	Beginner's Guide to Getting Published	Online	Online		Online	\$100	
	Your Screenwriting Career	Online	Online		Online	\$100	
	Write Like a Pro	Online	Online		Online	\$100	
	Pleasures of Poetry	Online	Online		Online	\$100	
	Songwriting Success	Online	Online		Online	\$100	
	Travel Writing	Online	Online		Online	\$100	
	Introduction to Journaling	Online	Online		Online	\$100	
	Write Your Life Story	Online	Online		Online	\$100	
	Business Marketing Writing	Online	Online		Online	\$100	
	Introduction to Internet Writing Markets	Online	Online		Online	\$100	
	Publ It Yourself: Start/Operate Publ Bus	Online	Online		Online	\$100	
	Resume Writing Workshop	Online	Online		Online	\$100	
	Becoming a Grant Writing Consultant	Online	Online		Online	\$100	
<b>ONLINE GRANT WRITING AND NONPROFIT MANAGEMENT (See Page 5 for Available Class Dates)</b>							
	Introduction to Nonprofit Management	Online	Online		Online	\$100	
	Marketing Your Nonprofit	Online	Online		Online	\$100	
	Wow, What a Great Event!	Online	Online		Online	\$100	
	A to Z Grant Writing	Online	Online		Online	\$100	
	Get Grants!	Online	Online		Online	\$100	
	Writing Effective Grant Proposals	Online	Online		Online	\$100	
	Advanced Grant Proposal Writing	Online	Online		Online	\$100	
	Becoming a Grant Writing Consultant	Online	Online		Online	\$100	

**FOR MORE INFORMATION**

Or to sign up for classes, call the office of Continuing Education

**1-866-TVCC-YES or (903) 675-6212**

**CALL 903-675-6212**

to confirm your **CLASS** has made **BEFORE** you make the trip

**PLEASE NOTE**

When you purchase textbooks for a Continuing Education class, please do not remove the shrink wrap until your first class meeting. If the class does not make, you can return the textbook for a complete refund if the shrink wrap has not been removed.

**ACADEMIC PREPARATION**

**CAIL1002 COMPUTER AIDED INSTRUCTION** – A self-paced class using computer programs to tutor the student through Math, Writing, Reading, Social Studies, Science or English as a Second Language. Students may also work on Keyboarding or Computer Literacy during this class. Instructor is available to assist the student as needed. (12 hours)

**POFI1003 INTRODUCTION TO BUSINESS APPLICATIONS I AND II** – A project-based introduction to Word and Excel as used in a variety of business applications. Level I and Level II classes will provide students with a basic working knowledge of computer based office functions, as well as enhancing communication and applied math skills. (24 hours)

**POFT1015 WORKPLACE WRITING – LEVEL I** - Build career potential with effective communication skills. Level I includes use of basic English grammar, correct word usage and sentence structure and paragraph development. Vocabulary based on the needs of the business workplace, including computer terminology. Appropriate for students who are preparing for GED/THEA. *Full Adult Education Scholarships available.* (24 hours)

**POFT1015 WRITING & COMMUNICATION FOR BUSINESS CAREERS – LEVEL I** - Requires concurrent enrollment in approved lab. Use the fundamentals of the writing process and English grammar to communicate effectively in a business environment. Vocabulary based on the needs of the business workplace, including basic computer terminology. Students will learn to write effective sentences and paragraphs. Hands-on lab provides an introduction to word-processing in a project-based setting. Appropriate for students who are preparing for GED/THEA. *Full Adult Education Scholarships available.* (24 hours)

**POFT1034 WORKPLACE WRITING – LEVEL II** - Build career potential with effective communication skills. Level II provides the foundation for producing clear and concise documents, including business letters, memos and expository essays. Students will write, proofread and evaluate complete documents. Appropriate for students who are preparing for GED / THEA. *Full Adult Education Scholarships available with prerequisite score of 525 on D level TABE Language placement test.* (24 hours)

**POFT1034 WRITING & COMMUNICATION FOR BUSINESS CAREERS – LEVEL II** - Requires concurrent enrollment in approved lab. Write, proofread and evaluate effective business documents, including letters, reports, memos and expository essays. Hands-on lab provides an introduction to word-processing in a project-based setting. Appropriate for students who are preparing for GED/THEA. *Full Adult Education Scholarships available with prerequisite score of 525 on D level TABE Language placement test.* (24 hours)

**READ1007 READING STRATEGIES FOR GED/THEA** – This class will help students build effective reading skills. Understand what you read, build “critical thinking” and “critical reading” skills for the world of work and to prepare for tests such as GED and THEA. Strongly recommended for students with TABE Reading placement score between 470 and 550. *Full Adult Education scholarship available with enrollment in at least 40 hours of approved classes.* (24 hours)

**TECM1001 TRADES AND INDUSTRIAL MATH – LEVEL I** - Requires concurrent enrollment in approved Intro to Applications lab. Basic math for those considering a career in any trades or industrial field. Hands-on lab provides applied practice in a trades setting. Level I includes basic operations (addition, subtraction, multiplication and division), fractions, measurement in standard and metric systems, and decimals. Appropriate for students preparing for GED or THEA. *Full Adult Education scholarships available.* (24 hours)

**TECM1002 MEDICAL CAREERS MATH – LEVEL I** - Requires concurrent enrollment in approved lab. Course includes basic math for those considering a career in any medical field. Hands-on lab provides applied practice in a medical setting. Level I includes basic operations (addition, subtraction, multiplication and division), fractions, measurement in standard and metric systems, and decimals. Appropriate for students preparing for GED, THEA or HESI. *Full Adult Education scholarships available.* (24 hours)

**TECM1003 BUSINESS CAREERS MATH – LEVEL I** - Requires concurrent enrollment in approved lab. Basic math for those considering a career in any business field. Hands-on computer lab provides applied practice in a business setting. Level I includes basic operations (addition, subtraction, multiplication and division), fractions, measurement in standard and metric systems, and decimals. Appropriate for students preparing for GED or THEA. *Full Adult Education scholarships available.* (24 hours)

**TECM1003 WORKPLACE MATH – LEVEL I** - This course offers students an introduction to the math skills needed for business and other workforce and personal applications, focusing on developing math concepts and problems solving skills. Level I includes basic operations (addition, subtraction, multiplication and division), fractions, measurement in standard and metric systems, and decimals. *Full Adult Education scholarships available.* Appropriate for students preparing for GED or THEA. (24 hours)

**TECM1015 TRADES AND INDUSTRIAL MATH – LEVEL II** - Requires concurrent enrollment in approved lab. Continuation of Level I, class includes conversion of measurements between standard and metric, basic principles and workforce application of percentage, ratio/proportion, geometry and introduction to algebra. Hands-on lab provides applied practice in a trades setting. Appropriate for students preparing for GED or THEA. *Full Adult Education scholarships available with prerequisite score of 525 on D or A level TABE placement test.* (24 hours)

**TECM1016 MEDICAL CAREERS MATH – LEVEL II** - Requires concurrent enrollment in approved lab. Continuation of Level I, class includes conversion of measurements between standard and metric, basic principles and workforce application of percentage, ratio/proportion, geometry and introduction to algebra. Hands-on lab provides applied practice in a medical setting. Appropriate for students preparing for GED, THEA or HESI. *Full Adult Education scholarships available with prerequisite score of 525 on D or A level TABE placement test.* (24 hours)

**TECM1017 BUSINESS CAREERS MATH – LEVEL II** - Requires concurrent enrollment in approved lab. Continuation of Level I, class includes conversion of measurements between standard and metric, basic principles and workforce application of percentage, ratio/proportion,

geometry and introduction to algebra. Hands-on lab provides applied practice in a business setting. Appropriate for students preparing for GED or THEA. *Full Adult Education scholarships available with prerequisite score of 525 on D or A level TABE placement test.* (24 hours)

**TECM1017 WORKPLACE MATH – LEVEL II** - This course offers students an introduction to the math skills needed for business and other workforce and personal applications, including an introduction to electronic spreadsheets. Continuation of Level I, class includes conversion of measurements between standard and metric, basic principles and workforce application of percentage, ratio/proportion, geometry and introduction to algebra. Appropriate for students preparing for GED or THEA. *Full Adult Education scholarships available with prerequisite score of 525 on D or A level TABE placement test.* Appropriate for students preparing for GED or THEA. (24 hours)

## ACCOUNTING

**ACNT1003 INTRODUCTION TO ACCOUNTING I** - A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (48 hours)

## ALCOHOL & DRUG AWARENESS

**MIPO1501 ALCOHOL AWARENESS/MINOR IN POSSESSION** - Alcohol Education Approved Texas Commission on Alcohol & Drug Abuse. Classes are 6 hours (two 3 hour classes), plus an individual exit interview. Depending on the number of students enrolled, exit interview may be conducted after the second night of class or, if enrollment is large, students may be required to return for the interview. Interview must be completed to receive credit for the class. Students must pre-register, in person, for this class. Students under 16 years must be accompanied by a parent/guardian for REGISTRATION.

## ANTIQUES

**ANTQ1000 ANTIQUES WORTH DUSTING** – The purpose of the course is to provide a general overview of antique furniture (furniture made before the Industrial Revolution) and decorative accessories. Emphasis will be placed on important periods and styles, judging quality, good patina, and true proportions; how do I know I'm getting the real thing? For those students interested in further study, a trip will be offered to England in November.

## ART

**ARTD1008 GIFTS FROM THE SEA—DRAWING MADE SIMPLE IN FIVE EASY STEPS** – Pack your pencil and paper and learn 5 simple steps to drawing anything with confidence. You will dive into your first exercise, drawing sea shells, while being inspired by excerpts from Anne Morrow Lindbergh's classic, *Gifts From the Sea*. You will then produce your own watercolor working from a beach or seascape photograph or other painting of your choice. (3 hours)

**ARTD1009 ROOM MAKEOVERS – FROM BLAH TO AH!!** – Learn to take your home from Blah to Ahh by learning interior design principles and applications for room makeovers of our own homes. Local professional decorator teaches tips and principles for dynamic room décor. A student's room will be chosen as a demonstration site! (3 hours)

**CERM4504 CERAMICS I** – 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. Tuition includes \$20 lab fee. (96 hours)

**CERM4506 CERAMICS II** – A continuation of Ceramics I, Ceramics II covers special problems in forming methods in greater depth. Individual student projects and styles will be encouraged and emphasized. An individualized course for art major or hobbyist. Tuition includes \$20 lab fee. (96 hours)

**CESC4505 SCULPTURE I** - A studio course in ceramic sculpture techniques including clay types and usage, and exploring natural finishes of the clay. Relief sculpture and fundamentals of forming the human head will be introduced. Stacking and firing procedures will be taught. Tuition includes \$20 lab fee. (96 hours)

**CESC4506 SCULPTURE II** – Advanced study of ceramic sculpture techniques with emphasis on individual projects and styles. Finishes and color application will be explored in greater depth. Tuition includes \$20 lab fee. (96 hours)

## BUSINESS

**POFT2011 BUSINESS OFFICE CAPSTONE** – Study of the skills required to obtain and maintain a job. Topics include standard applications for employment, interview procedures, working with placement agencies, personal appearance and attitudes, employer expectations, and employer/employee relations. Review of skills, WorkKeys assessment, overview of specific career opportunities, and introduction to office environments. Also covered will be ethics/professionalism and customer service. (36 hours)

**POFT1022 FRONT OFFICE SKILLS/OFFICE MANAGEMENT – BUSINESS** – Instruction in basic office skills including filing, communications and human relations. (48 hours)

**POFI1003 INTRODUCTION TO BUSINESS APPLICATIONS I AND II** – A project-based introduction to Microsoft Word and Excel as used in a variety of business applications. Level I and Level II classes will provide students with a basic working knowledge of computer based office functions, as well as enhancing communication and applied math skills.

## CAREER

**CREX1005 CAREER SKILLS** - This class provides direct assistance to students in establishing career goals, developing appropriate workplace habits, understanding general employer needs and practices, writing a resume, and building an employment portfolio. Students completing the career skills class may apply for up to 90% financial assistance to enroll in specific job skills classes through the TVCC Community Services Dept. *Full Adult Education scholarship available with enrollment in at least 40 hours of approved classes.*

## COMPUTER

**ITSW1010 MULTI-MEDIA** – Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. Includes presentation media terminology and concepts; creation of presentations using text, visual and/or sound elements; use of effective compositions and style; preparations of presentations for distribution on computers or other media; and modify sequence and slide master. Tuition includes \$20 lab fee. (96 hours)

**ITSC1016 COMPUTER LITERACY / KEYBOARDING** - An introduction to basic computer use with Windows XP. Includes creating, saving and managing files, hardware, and troubleshooting techniques. Students will learn appropriate keyboarding technique and will work on building speed to the level expected in the workplace. (24 hours)

**ITSC1021 PC OPERATING SYSTEMS** – Continued study in advanced installation and configuration troubleshooting, advanced file management, memory and storage management. Update peripheral device drivers and use of utilities to increase system performance. Tuition includes \$20 lab fee. (96 hours)

**ITSE1002 PROGRAMMING FUNDAMENTALS** – Introduction to computer programming with emphasis on the fundamentals of structures design, development, testing, implementation and documentation. Includes language syntax, data and file structures, input/output devices, and files. Tuition includes \$20 lab fee. (96 hours)

**ITSC1013 WEB PAGE DEVELOPMENT I** – Instruction in the use of Internet services and the fundamentals of web page design and web site development. Tuition includes \$20 lab fee. (100 hours)

## CONSTRUCTION TRADES

**ELPT1000 BASIC ELECTRICAL WIRING** – Presentation of the theory of residential electric circuits. Topics include load calculations and safety in electrical work, installation of wiring, load protection, ground fault, and other devices commonly used in 110-volt household applications. Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians. (32 hours)

**POFT2010 CONSTRUCTION TRADES CAPSTONE** – Study of the skills required to obtain and maintain a job. Topics include standard applications for employment, interview procedures, working with placement agencies, personal appearance and attitudes, employer expectations, and employer/employee relations. Review of skills, WorkKeys assessment, overview of specific career opportunities and introduction to construction trades as a profession. Also covered will be ethics/professionalism and customer service. (36 hours)

**TECM1001 TRADES AND INDUSTRIAL MATH – LEVEL I** - Requires concurrent enrollment in approved Intro to Applications lab. Basic math for those considering a career in any trades or industrial field. Hands-on lab provides applied practice in a trades setting. Level I includes basic operations (addition, subtraction, multiplication and division), fractions, measurement in standard and metric systems, and decimals. Appropriate for students preparing for GED or THEA. *Full Adult Education scholarships available.* (24 hours)

**TECM1015 TRADES AND INDUSTRIAL MATH – LEVEL II** - Requires concurrent enrollment in approved lab. A continuation of Level I, class includes conversion of measurements between standard and metric, basic principles and workforce application of percentage, ratio/proportion, geometry and introduction to algebra. Hands-on lab provides applied practice in a trades setting. Appropriate for students preparing for GED or THEA. *Full Adult Education scholarships available with prerequisite score of 525 on D or A level TABE placement test.* (24 hours)

## DRAFTING

**DFTG1009 BASIC COMPUTER AIDED DRAFTING** - 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 \$20 lab fee. (96 hours)

## DRIVER'S TRAINING

**DETC1405**

**DETO1402**

**DETO1404**

**DETO1405 DRIVERS EDUCATION** - You may pay for classroom only and/or behind the wheel only. Students are encouraged to register before the first day of class. The listed dates are for classroom instruction only. Behind the wheel instruction and simulator training will be scheduled with each student. **Pre-Requisites:** Student MUST be at least 15 years old. Following the third class period student will be eligible to take test for Learner's Permit. DPS will require original or certified copy of birth certificate, original Social Security card and proof of school enrollment form. **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. Contact Department of Public Safety to clarify any questions regarding eligibility prior to enrollment. Tuition is not refundable after classes have started.

## ENGLISH AS A SECOND LANGUAGE (ESL)

**COMM1000 WORKFORCE COMMUNICATION I** - A beginning adult English language class to help students learn English along with U.S. culture and workplace skills. Students will learn and practice both basic conversational and written English. The class will include English alphabet and phonics, basic English for everyday life and work, including telling time, money, personal information and more. A lab is also required. The purpose of the lab is to give students a chance to learn and practice both language and computer skills, using the language learned in the classroom. Students will also be able to use computer programs that will allow them to learn more English at their own pace.

**COMM1001 WORKFORCE COMMUNICATION II** - An intermediate adult English language class to help students learn and improve their English, along with learning U.S. culture and workplace skills. Students will learn and practice both conversational and written English, including the language needed for ordinary activities such as obtaining medical care, dealing with children's school needs and shopping. It will also include language of the workplace, including requesting directions and assistance, and accident reports. A lab is also required. The purpose of the lab is to give students a chance to learn and practice both language and computer skills, using the language learned in the classroom. Students will also be able to use computer programs that will allow them to learn more English at their own pace.

**COMM1002 WORKFORCE COMMUNICATION III** - An advanced adult English language class to help students learn and improve their English, along with learning U.S. culture and workplace skills. Students will learn and practice both conversational and written English, with attention to pronunciation, grammar and sentence structure, writing paragraphs and essays, synonyms and antonyms, and analytic skills such as distinguishing fact from opinion. A lab is also required. The purpose of the lab is to give students a chance to learn and practice both language and computer skills, using the language learned in the classroom. Students will also be able to use computer programs that will allow them to learn more English at their own pace.

**CREX1005 ESL CAREER SKILLS** - English is taught along with skills necessary for success in the U.S. workplace, including customer service, workplace safety issues, and behavior.

**ESLC1011 ENGLISH LANGUAGE/CITIZENSHIP** - English taught in the context of learning the information to prepare for the citizenship test. The class will include the history and government needed for the citizenship test, along with both oral and written English needed for the test and interview.

Beginning, intermediate and advanced adult English language classes help students learn English along with U.S. culture and workplace skills. Students will learn and practice both conversational and written English. A required part of the class is a lab experience. The purpose of this lab is to give students a chance to learn and practice computer skills and apply language learned in the classroom to computer-based projects. Students will also be able to use computer programs that will allow them to learn more English at their own pace.

## FACILITY OPERATIONS MANAGEMENT

**POFT2013 FACILITY MANAGEMENT CAPSTONE** – Study of the skills required to obtain and maintain a job. Topics include standard applications for employment, interview procedures, working with placement agencies, personal appearance and attitudes, employer expectations, and employer/employee relations. Review of skills, WorkKeys assessment, overview of specific career opportunities, and introduction to facility management as a profession. Also covered will be ethics/professionalism and customer service. (36 hours)

**POFT2023 FRONT OFFICE SKILLS/OFFICE MANAGEMENT – FACILITY MANAGEMENT** – Instruction in basic office skills including filing, communications and human relations. (48 hours)

## FITNESS

**AROB2405 AEROBICS** – Implementation of different activities designed to maintain and develop a student's current level of physical fitness. Tuition includes \$20 lab fee. (48 hours)

**MDCA1091 ANATOMY & PHYSIOLOGY/BAG OF BONES** - An introduction to basic Anatomy and Physiology and Body Systems to improve entry-level medical-related job skills. (10 hours)

**FITA1000 AQUA ACTION** – This lively class will aid participants in developing their personal fitness programs and takes into account the need of the individualized programs and the possibilities of health restrictions. There are water activities with and without equipment. No swimming skills are needed. A fun time for all! Cain Center Passholders should enroll at the Cain Center. (7 hours)

**FITA1001 AQUA ACTION** – This lively class will aid participants in developing their personal fitness programs and takes into account the need of the individualized programs and the possibilities of health restrictions. There are water activities with and without equipment. No swimming skills are needed. A fun time for all! Cain Center Passholders should enroll at the Cain Center. (4 hours)

**FITA1003 AQUA ACTION** – This lively class will aid participants in developing their personal fitness programs and takes into account the need of the individualized programs and the possibilities of health restrictions. There are water activities with and without equipment. No swimming skills are needed. A fun time for all! Cain Center Passholders should enroll at the Cain Center. (9 hours)

**FITA1004 AQUA ACTION** – This lively class will aid participants in developing their personal fitness programs and takes into account the need of the individualized programs and the possibilities of health restrictions. There are water activities with and without equipment. No swimming skills are needed. A fun time for all! Cain Center Passholders should enroll at the Cain Center. (5 hours)

**YOGA1000 BASIC YOGA** – This is an introductory Yoga class for all fitness levels, teaching basic postures, breathing and relaxation techniques. The class is designed to increase stamina and flexibility, strengthen muscle and bone, as well as reduce stress. Students with prior medical conditions which might limit their participation are encouraged to obtain a doctor’s release before registering. A yoga “sticky mat” is recommended for participation. Students are urged to perform the poses barefooted. (8 hours)

**DANC1021 EAST COAST SWING – DANCING TO THE OLDIES, CW & BALLROOM** – This dance is also known as “The All-American Fun Dance!” We will be learning how to dance to the tempos of medium to faster music of Rock’n’Roll, Big Band or C&W in this dance. Leading and following techniques with spins and twirls for both man and woman will be taught as well. A partner is preferred but not necessary. (4 hours)

**DANC1020 TANGO – THE DANCER’S DANCE** – This dance, known as “The Dancer’s Dance!”, is full of drama, romance and teaches good leading and following techniques. Fancy footwork and styling will compliment you and your partner as you glide across the dance floor to the enticing and exciting music of Argentina. A partner is needed. (6 hours)

**FITN1000 WALKING/JOGGING CONDITIONING CLASS** – This conditioning class is open to adults of any fitness level. Come by yourself or with friends! The instructor’s unique approach individualizes workout programs to suit the needs and interests of each participant. The class is appropriate for individuals with competitive interests as well as those simply wanting to improve their health and physical fitness. Socialize, burn calories and have fun! (9 hours)

**FITN1001 WALKING/JOGGING CONDITIONING CLASS** – This conditioning class is open to adults of any fitness level. Come by yourself or with friends! The instructor’s unique approach individualizes workout programs to suit the needs and interests of each participant. The class is appropriate for individuals with competitive interests as well as those simply wanting to improve their health and physical fitness. Socialize, burn calories and have fun! (8 hours)

**FITN1002 WALKING/JOGGING CONDITIONING CLASS** – This conditioning class is open to adults of any fitness level. Come by yourself or with friends! The instructor’s unique approach individualizes workout programs to suit the needs and interests of each participant. The class is appropriate for individuals with competitive interests as well as those simply wanting to improve their health and physical fitness. Socialize, burn calories and have fun! (7 hours)

**FITN1003 WALKING/JOGGING CONDITIONING CLASS** – This conditioning class is open to adults of any fitness level. Come by yourself or with friends! The instructor’s unique approach individualizes workout programs to suit the needs and interests of each participant. The class is appropriate for individuals with competitive interests as well as those simply wanting to improve their health and physical fitness. Socialize, burn calories and have fun! (15 hours)

**FITN1004 WALKING/JOGGING CONDITIONING CLASS** – This conditioning class is open to adults of any fitness level. Come by yourself or with friends! The instructor’s unique approach individualizes workout programs to suit the needs and interests of each participant. The class is appropriate for individuals with competitive interests as well as those simply wanting to improve their health and physical fitness. Socialize, burn calories and have fun! (17 hours)

**FITT1096 WATER FITNESS INSTRUCTOR TRAINING** – The purpose of the course is to provide a quality education and training program for water fitness teachers and others interested in advancing their knowledge, skills, abilities, credentials and competency. Our course is designed to be a user-friendly course that is modern, up-to-date, challenging, interesting and fun. Registration deadline is September 23, 2005. Upon enrollment, students will be sent course material that is to be completed prior to class. TVCC employees enroll at the Cain Center. Partial scholarships are available – call 903 675 6212 for information. (7 hours)

## GED/THEA TEST PREPARATION

**GEDM1001 GED REVIEW – WORD PROBLEMS** - Short intensive review for the GED Math test. Includes understanding word problems, and developing problem-solving strategies. *Full Adult Education Scholarships available with enrollment in at least 40 hours of approved classes and prerequisite score of 550 on D or A level TABE Math placement test.* (12 hours)

**GEDT1000 GED PRACTICE TEST** - The Official GED Practice test, published by Steck-Vaughn publishers. This half-length test allows students to determine their readiness for the real GED at a fraction of the cost. *Full Adult Education Scholarships available with prerequisite score of 525 on D or A level TABE placement test (all parts.)* (6 hours)

**SCIE1001 GED REVIEW – SCIENCE** - Short intensive review for the GED Science test. Includes reading charts and graphs, critical reading of appropriate material, testing strategies. *Full Adult Education Scholarships available with enrollment in at least 40 hours of approved classes and prerequisite score of 550 on D or A level TABE Reading placement test.* (12 hours)

**SOCS1002 GED REVIEW - SOCIAL STUDIES**– Short intensive review for the GED Social Studies test. Includes reading maps, charts, graphs, critical reading of appropriate material, testing strategies. *Full Adult Education Scholarships available with enrollment in at least 40 hours of approved classes and prerequisite score of 550 on D or A level TABE Reading placement test.* (12 hours)

**TECM1013 THEA MATH – TRANSITION TO COLLEGE** – Build the basic concepts of Geometry and Algebra. This class is focused on students who would like to attend college and need additional preparation in math beyond the Level I and Level II classes described above. *Full Adult Education scholarship available with enrollment in at least 40 hours of approved classes and prerequisite score of 565 on TABE Math – Level A.* (24 hours)

**WFBS5012 GED CRAM SESSION** - An intensive course intended as a review for all subjects included on the GED test. Polish critical thinking skills, problem solving and writing in preparation for this test. This relatively fast-paced class allows students who are almost ready to pass GED to complete their study in a short period of time. *Full Adult Education Scholarships available with prerequisite score of 550 on D or A level TABE placement test (all parts.)* (24 hours)

## HORTICULTURE/GARDENING

**HALT1002 MASTER GARDENER** - An overview of the horticulture industry, plant science, terminology, classification, propagation, environmental responses, and careers and opportunities in the field of horticulture. Tuition includes \$20 lab fee. (96 hours)

Texas Master Gardener Certification is a program for volunteers who take an active interest in lawns, trees, shrubs, flowers and gardens. Enrollment in this program is by application to the Henderson County Cooperative Extension office. This special training in horticulture sets them apart from other home gardeners and prepares the student for membership in the Henderson County Master Gardener organization. Master Gardeners are enthusiastic and willing to learn and help others by volunteering through the Cooperative Extension Office to provide horticultural-related information to their communities. The type of service done by Master Gardeners varies according to community needs and the abilities and interests of the group. The Henderson County Extension Office and Horticulture Committee are partners with TVCC in offering this certification and will coordinate the volunteer work related to the program. This program will include both classroom hours and practicum hours. Students may register for the credit class (HALT 1401.0452/HALT1401.0456) as well as through Continuing Education. Books, supplies and testing for certification are the responsibility of the student.

## LANGUAGE

**CJLE1059 BASIC SPANISH FOR LAW ENFORCEMENT** – Practical Spanish communication skills for law enforcement. Meets the requirements as established by the Texas Commission on Law Enforcement (TCLEOSE) Course 2110. Prior enrollment approval must be secured by the student from the Kaufman County Sheriff's Department. (30 hours)

**SLNG1001 BEGINNING SIGN LANGUAGE** - An introduction to sign language, finger spelling and numbers. Provides basic functional communication skills with individuals who are deaf. (16 hours)

**COSP3301 CONVERSATIONAL SPANISH** – An introduction to the Spanish language. Basic concepts will be covered. Student will supply notebook, pen or pencil. (12 hours)

## MEDICAL

**MDCA1091 ANATOMY & PHYSIOLOGY/BAG OF BONES** - An introduction to basic Anatomy and Physiology and Body Systems to improve entry-level medical-related job skills. (10 hours)

**MDCA1000 ASSISTING THE PHYSICIAN AND NURSE** – Introduction to medical office operations, office equipment, office procedures, management responsibilities, human relations, receiving patients and communications. (32 hours)

**RNSG2002 CONTINUING EDUCATION FOR RNs & LVNs** – Video Conference will be available at the Health Science Center (Kaufman) - Auditorium and at the Learning Resource Center (Athens). (7 hours)

**NURA1001 CNA WITH HOSPITAL CLINICAL** - 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, 24 hr. Clinical experiences are unpaid learning experiences. Clinicals require scrubs and closed tennis shoes/sneakers.

Fees included in tuition: Exam fee - \$76.00 (skills and written); supplies and materials \$59.00. A copy of written proof of immunizations and current TB test is required prior to clinicals. Additional expense may be incurred to fulfill required proof of immunizations. After class begins and prior to clinical participation, students must provide a copy of their current criminal history (at student's expense—\$10 direct from DPS or \$3.15 online) as well as submit to, pay for (current cost \$39.00—cash or money order) and pass a required drug screen.

This course is a 96-hour course (56 hours classroom, 24 hours clinical in a long-term care facility, 8 hours hospital CNA orientation, and 8 hours testing.). Regular attendance is required. Upon successful completion of course you will be eligible to take the state exams (student must pass the skills exam before being allowed to take the written or oral exam). If student passes both exams, student will be placed on the Texas Nurse Aide Registry. Texas Dept. of Aging and Disability Services, Long Term Care Division, Nurse Aide Training, Mail Code Y-979, P.O. Box 149030, Austin, TX 78714-9030, Registry: (512) 231-5800. If student requires an oral test for Nurse Aide, a fee of \$13.00 will be charged in addition to regular tuition and fees. Please sign up at least one week in advance for this class. Class enrollment is limited. Student must provide copy of CPR/First Aid class certificate. This course includes 8 hours of lecture and experience in the hospital setting. (96 hours)

**CPRF1210 CPR RECERTIFICATION** - Student must pre-register and purchase book (if needed) so it can be read before class. Book is \$15 plus tax and is available at the Health Science Center in Kaufman. (4 hours)

**ECRD1011 EKG TECHNICIAN CERTIFICATION** - This comprehensive 50 hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT) – Electrocardiograph (EKG) Technician exam in addition to other National Certification Exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, the Holter monitor, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. EKG Technicians also analyze printed readings of EKG tests, measuring various “cardiac intervals and complexes” and determining normal vs. abnormal EKG. The EKG Technician Certification Program includes a graded final exam to help prepare students for the ASPT – EKG Technician Exam. Students must have high school diploma or GED to sit for the certification exam. (50 hours)

**POFT2022 FRONT OFFICE SKILLS/OFFICE MANAGEMENT – MEDICAL** – Instruction in basic office skills including filing, communications and human relations. (48 hours)

**POFT2025 MEDICAL BACK OFFICE CAPSTONE** – Study of the skills required to obtain and maintain a job. Topics include standard applications for employment, interview procedures, working with placement agencies, personal appearance and attitudes, employer expectations and employer/employee relations. Review of skills, WorkKeys assessment, overview of specific career opportunities and introduction to medical systems (how doctor’s offices work). Also covered will be HIPPA, ethics/professionalism and customer service. (36 hours)

**MDCA1043 MEDICAL BILLING AND CODING CERTIFICATION** - This combined 50 hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (introduction, guidelines, evaluation and management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (introduction and guidelines) and basic claims process for medical insurance and third party reimbursement. Students will learn how to find the service and codes using coding manuals (CPT, ICD-9 and HCPCS). Students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H - Apprentice); the American Health Information Management Association (AHIMA); Certified Coding Associate (CCA) exam; and/or other National Certification Exams. Students must have high school diploma or GED to sit for the certification exam. (50 hours)

**POFM1053 MEDICAL CODING** - Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. (64 hours)

**POFT2024 MEDICAL FRONT OFFICE CAPSTONE** – Study of the skills required to obtain and maintain a job. Topics include standard applications for employment, interview procedures, working with placement agencies, personal appearance and attitudes, employer expectations, and employer/employee relations. Review of skills, WorkKeys assessment, overview of specific career opportunities and introduction to medical systems (how doctor’s offices work). Also covered will be HIPPA, ethics/professionalism and customer service. (36 hours)

**MDCA1013 MEDICAL TERMINOLOGY** - A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation and combination of medical terms from prefixes, suffixes, roots and combining forms. (48 hours)

**NURA1013 MEDICATION ADMINISTRATION (CMA)** - 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). Applicants who attended school out of country need to have their documentation evaluated as being equivalent to high school graduation here.

Applicants 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 or for the Texas Department of Criminal Justice AND have 90 days previous employment in the year preceding class start date. This does not include home health agencies, hospitals, skilled nursing facilities (SNF) in hospitals or staffing agencies. For details or questions please call Continuing Education (903) 675-6212. Materials and State Exam included in the tuition. Textbooks required for Athens campus class. (140 hours)

**NURA1041 MED AIDE UPDATE** - This 7 hour course will fulfill the annual education renewal requirements for the Med-Aide by The Dept. of Human 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.** (7 hours)

**POFT2012 PCT/MEDICAL CAPSTONE** – Study of the skills required to obtain and maintain a job. Topics include standard applications for employment, interview procedures, working with placement agencies, personal appearance and attitudes, employer expectations and employer/employee relations. Review of skills, WorkKeys assessment, overview of specific career opportunities and introduction to medical systems (how doctor’s offices and hospitals work). Also covered will be HIPPA, ethics/professionalism and customer service. (36 hours)

**PLAB1023 NON-CERTIFICATION BASIC PHLEBOTOMY** – This non-certification, entry-level basic class provides skills development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children and

infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Topics include professionalism, ethics and medical terminology. Includes both classroom and clinical hours. Minimum age is 18. High school juniors or seniors may be allowed if currently enrolled in the TVCC/High School Tracks Program which provides dual credit through their high school. A copy of written proof of immunizations and current TB test is required prior to clinicals. Additional expense may be incurred to fulfill required proof of immunizations. After class begins and prior to clinical participation, students must provide a copy of their current criminal history (at student's expense—\$10 direct from DPS or \$3.15 online) as well as submit to, and pay for a required drug screen (current cost \$39.00—cash or money order). Textbook required (not included in tuition - \$50); review manual optional. Basic course hours could apply toward professional certification status. Employment generally requires high school diploma or GED. Clinicals (16 hours) will be scheduled in addition to class time. Clinical experience will require scrubs or business attire and comfortable, enclosed shoes. (40 classroom hours, 16 clinical hours)

**PLAB1062 PHLEBOTOMY CERTIFICATION** – a health related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Upon successful completion of this class, the student will be eligible to take the phlebotomist certification examination. This class includes both classroom and clinical hours. Minimum age is 18. GED or high school diploma required to take certification examination. A copy of written proof of immunizations and current TB test is required prior to clinicals. Additional expense may be incurred to fulfill required proof of immunizations. After class begins and prior to clinical participation, students must provide a copy of their current criminal history (at student's expense—\$10 direct from DPS or \$3.15 online) as well as submit to, and pay for a required drug screen (current cost \$39.00—cash or money order). Textbook required (not included in tuition). Clinical experience will require scrubs. Pre-requisite: Non-Certification Basic Phlebotomy (PLAB1023). Class completion must be documented by official transcript or certificate to be presented to the instructor on the first class day. (60 hours + clinicals)

**PHRA1001 PHARMACY TECHNICIAN CERTIFICATION** - This comprehensive 50 hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCEB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings – working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. Students must have high school diploma or GED to sit for the certification exam. (50 hours)

**RNSG1006 RE-ENTRY NURSING UPDATE** – This course is designed for 1) the currently licensed nurse (RN/LVN) who has been away from the clinical setting for a period of time, 2) the nurse who is applying for reinstatement of licensure, or 3) the nurse who is applying for Texas licensure coming from another state. Course includes: current role of the nurse, nursing process, basic pharmacology, medication administration, IV, phlebotomy, documentation, QA and legal issues. A supervised clinical experience (RNSG1060 Clinical: Re-Entry Nursing Training) is required and can be taken the same semester. Three textbooks are required. (128 hours)

**RNSG1060 CLINICAL: RE-ENTRY NURSING UPDATE** – Clinical component to RNSG1006 Re-Entry Nursing Update. To meet the learning objectives, students are assigned to a trained preceptor in a local healthcare facility. The student will do patient care under the guidance of the preceptor, working the preceptor's schedule. Prerequisites: Current enrollment in or prior completion of RNSG1006. (72 hours)

## PERSONAL ENRICHMENT

**PERS1000 CLUTTER'S LAST STAND** – Simplify! Learn how to let go of your clutter and find a new lease on life as we study Don Asletts' classic on the subject, Clutter's Last Stand. A local professional decorator teaches you how to let go and love your home again. DeClutter! Students may submit a room in their home to be chosen as a demonstration site. (4 hours)

## PHOTOGRAPHY

**PHTC1011 PHOTOGRAPHY I** - An introduction to film exposure and development, basic enlarging, composition, darkroom technique, flash usage, and use of exposure meters and filters. Instruction and practice in photography. Content of the course includes a study of cameras, optics, photographic materials and techniques. Elements of good pictures and applied darkroom procedures are included. Lab is TBA – See instructor. Tuition includes \$20 lab fee. Student MUST have their own 35mm camera with F-stop and shutter speeds. (No Instamatics) (96 hours)

**PHTC2001 PHOTOGRAPHY II** - Study of advanced exposure and printing techniques, archival printing, toning and printing for maximum print quality. Introduction to a variety of camera formats. Student MUST have their own 35mm camera with F-stops and shutter speeds. Lab is TBA – See instructor. Tuition includes \$20 lab fee. (96 hours)

## PUBLIC SPEAKING

**COMM1006 LOW KEY PUBLIC SPEAKING** – Participants will learn and practice the basic elements of preparing, writing and delivering speeches. These elements are presented in small portions that build on one another so that by the end of the session participants will be more knowledgeable about and comfortable with the process. (3 hours)

## SOCIAL WORK

**SCWK2002 AFFINOGRAPH® TECHNIQUES AND ETHICS OF FAMILY ASSESSMENT** – Students will learn a new tool to visualize even the most complex of family forms: identify networks of unmarried parents, and families with serial relationships with or without marriages, identify ethical issues in family assessment, and learn how Affinograph® can be used to help practitioners make ethical decisions when evaluating clients within the family context. Social workers and family therapists who successfully complete this workshop will receive 3.5 hours (0.35 CEUs) of continuing education in general education and 3.5 hours (0.35 CEUs) of continuing education in ethics. (7 hours)

## TRADES AND INDUSTRY

**OSHT1003 WORKPLACE SAFETY** - Provides an introduction to specific training techniques involving the safe handling of blood and air borne pathogens as well as general safety and security on the premises. Addresses the right to know and MSDS. Outlines Occupational Safety and Health Administration (OSHA) regulations, inspections, penalties, and compliance. (10 hours)

## TRAVEL

**TRAV1000 CANADIAN ROCKIES PLUS VICTORIA** – an 11 day tour through Alberta and British Columbia, Canada is scheduled for September 9-19. The tour begins in Calgary, travels north to Jasper, then turns west into British Columbia to Victoria and ends in Vancouver. Along the way, travelers will take a gondola ride up Banff National Park's Sulphur Mountain, a snow coach ride on the Columbia Icefield, a cruise on Maligne Lake at Jasper National Park, and take a ferry ride through the Gulf Islands.

**TRAV1001 LONDON – November 30 thru December 7.** Do your holiday shopping in London, England with the TVCC Travel Page. Antiques and art expert, Tom Page, will offer tour and shopping guidance as well as assistance in authenticating the value of items and arrangements for shipping items home. His extensive knowledge and experience will help to take the guesswork out of your shopping experience. Although not a guided tour, this trip offers the advantage of having the guidance of an experienced traveler whose many contacts will help to give your trip an element of familiarity beyond the average tourist with plenty of free time for individual exploration. An orientation will be held September 7th on the Athens Campus in the Ginger Murchison Learning Center at 7 p.m.

## TRUCK DRIVING

**CVOP1013**

**CVOP1040 PROFESSIONAL TRUCK DRIVER I, PROFESSIONAL TRUCK DRIVER II** - General truck driving with hands-on skill development and instruction coordinated with the Department of Transportation. Qualifications include: Age requirement: 18 years old (Ages 18-20 In-state, Ages 21+ cross country). Must be able to pass the Department of Transportation (DOT) physical and drug screen, possess a valid driver's license and a valid Social Security card, be able to read and write the English language on a fourth grade level. (200 hours)

## WELDING

**WLDG1021 INTRODUCTION TO WELDING FUNDAMENTALS** - An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy. Tuition includes \$20 lab fee. (120 hours)

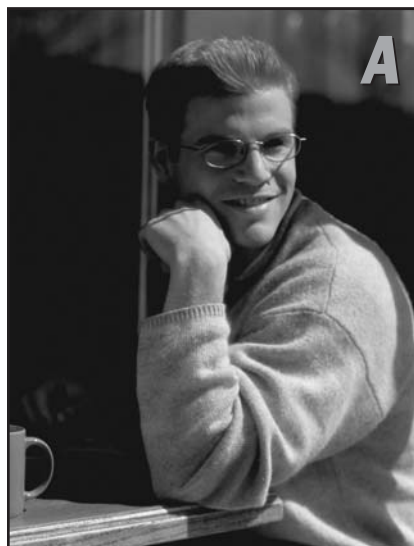
**WLDG1057 INTERMEDIATE SHIELDED METAL ARC WELDING** - A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Tuition includes \$20 lab fee. (144 hours)

**WLDG2003 WELDING SAFETY, TOOLS AND EQUIPMENT** - An introduction to welding careers and safety practice, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of hand and power tools. Instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols and blueprints. (48 hours)

## WRITING

**COMM1007 10 ELEMENTS OF CREATIVE EXPRESSION** – The 10 basic elements of creative expression apply to any kind of art, but for this class the focus is on bringing the written word to life through clear, focused thinking, through keen observation and through our own imaginations. (3 hours)

**ETWR1091 SCREENWRITING I** – This course will cover how to find a story, writing creative screenplays, effective character development and marketing your script. (16 hours)



## A Word About Waiting...

Have you ever signed up for a class only to find it cancelled three days before the starting date?

Did you find out later that a friend wanted to take it, too, but hadn't registered?

Or maybe you planned to take a class, but waited until the day before it started to register... only to find out it was cancelled due to lack of enrollment?

### Here are 3 ways to help ensure you get the classes you want:

Register early—do it today. Each class has a minimum required enrollment. That minimum must be reached prior to the first class session to avoid cancellation.

Encourage a friend to enroll in class with you. Sometimes two or three people make the difference between a class “making” or “cancelling”.

Don't throw away this schedule. Share it with a friend or co-worker, or pass it on to someone when you are finished with it. Your friend may “make” the class.

## 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 and money orders. TVCC charges a fee for insufficient checks.

Students may register:

- 1. IN PERSON:** In the administration building at TVCC campuses in Athens, Palestine, and Terrell.\*
- 2. BY MAIL:** Community Services, 100 Cardinal Drive, Athens, Texas 75751 (*Send check or credit card information. See page 35 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 35 of this schedule.*)\*

Staff is available to counsel prospective students about course offerings in person, by phone or by e-mail during normal business hours. Fall hours: Monday-Friday (beginning August 15th) 8:00 a.m.-4:30 p.m. Extended hours Monday only until 5:30 p.m.

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

## How to Enroll

- 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.
- Pay tuition fee

## How to Withdraw

Notify the Continuing 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.

## 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.

## Refund Policy

Full tuition refunds are available for students who notify the Continuing Education Office by 12 noon the business day before the class begins. Means of notification include: phone or voice mail (903-675-6212); 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.

## Grading Policy

Students may receive Pass (P), Fail (F), or Withdraw (W) or a letter grade (dependent upon course content).

## Classroom Assignments

All classroom assignments 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.

## 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.

## Honesty Policy

It is the policy of Trinity Valley Community College's Community Services 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.

## Continuing Education Units (CEUs)

TVCC provides Continuing Education Units on permanent transcripts for courses offered through the Community Services/Continuing 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.

## 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 temporary parking permit. Should you receive a parking ticket while attending a Community Services/Continuing Education course, please send it to us along with your name and the course you were taking. There will be no charge.

**Contract Training**

The TVCC Department of Community 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 Community Services at 903-675-6212.

**Concurrent Enrollment**

The Continuing Education Division works closely with the credit programs to offer concurrent enrollment in some credit classes. This is sometimes referred to as "piggyback classes". Space is limited for concurrent participants.

Participants in concurrent courses are expected to attend class regularly, complete assignments, and participate in class. Concurrent Continuing Education (piggyback) class hours cannot be converted to credit hours. If you wish to receive semester credit hours you must register as a credit student.

**Transcript Request**

Students may request in writing a copy of their non-credit CEU transcript by providing the TVCC Community Services Department with their name and social security number. Contact the office at 903-675-6212 for specific information and transcript request form.

**How to Contact Us**

**COMMUNITY SERVICES/CONTINUING EDUCATION DEPARTMENT** .....(903) 675-6212  
[www.tvcc.edu/conted](http://www.tvcc.edu/conted) email: [conted@tvcc.edu](mailto:conted@tvcc.edu)

**Mailing Address:**

Trinity Valley Community College, Community Services Dept.  
 100 Cardinal Drive, Athens, Texas 75751

- Dean** .....Gayla Roberts  
[groberts@tvcc.edu](mailto:groberts@tvcc.edu)
  - Coordinator** .....Sharon Barrett  
[sbarrett@tvcc.edu](mailto:sbarrett@tvcc.edu)
  - Coordinator** .....Leslee McKinney  
[lmckinney@tvcc.edu](mailto:lmckinney@tvcc.edu) Phone: 903-675-6314 Fax: 903-670-2623
  - Coordinator** .....Cindy Sims  
[csims@tvcc.edu](mailto:csims@tvcc.edu)
  - Adult Education Director** .....Barbara Gosnell  
[bgosnell@tvcc.edu](mailto:bgosnell@tvcc.edu)
  - ESL Coordinator**.....Judy Bundy  
[2jbundy@tvcc.edu](mailto:2jbundy@tvcc.edu) Phone: 903-675-6288
  - Recruitment and Retention Coordinator**.....Sherry Nash  
[2snash@tvcc.edu](mailto:2snash@tvcc.edu) Phone: 903-675-6275
  - Adult Education Advisor**.....Lawanda Robertson  
[2lrobertson@tvcc.edu](mailto:2lrobertson@tvcc.edu) Phone: 903-670-2622
  - Adult Education Athens Office** .....Davina Smith  
[dsmith@tvcc.edu](mailto:dsmith@tvcc.edu) Phone: 903-675-6398 Fax: 903-670-2614
  - Athens Office Staff** .....Terri Hudson, [thudson@tvcc.edu](mailto:thudson@tvcc.edu)  
 Pam Dotson, [pdotson@tvcc.edu](mailto:pdotson@tvcc.edu)  
 Phone 903-675-6212 Toll Free 1-866-822-2937 Fax 903-675-6388
  - Palestine Office Staff** .....Laura Coleman  
[lcoleman@tvcc.edu](mailto:lcoleman@tvcc.edu) Phone 903-729-0256 Fax 903-729-2325
  - Terrell Office Staff** .....Linda White  
[lwhite@tvcc.edu](mailto:lwhite@tvcc.edu) Phone 972-563-9573 Fax 972-563-1667
  - Kaufman Office** .....Kathy Fowler  
[kfowler@tvcc.edu](mailto:kfowler@tvcc.edu) Phone 972-932-4309 Fax 972-932-5010
- ATHENS** ..(903) 677-TVCC (8822) or 1-866-TVCC-YES (882-2937)  
**PALESTINE** .....(903) 729-0256  
**TERRELL** .....(972) 563-9573  
**KAUFMAN** .....(972) 932-4309

**Drug Screen Policy**

In order for clinical affiliates to comply with Joint Commission standards pertaining to due diligence and competency assessment of all individuals whose assignments bring them into contact with patients or employees, employee pre-screening requirements such as drug screens are extended to clinical students. All TVCC Continuing Education health occupation students and faculty must have a negative drug screen before starting clinical rotations.

After the first day of class, prior to clinical experiences, unannounced drug screens will be performed.

TVCC will make arrangements for a company that follows the National Institute on Drug Abuse (NIDA) guidelines for drug screening. At least one unannounced drug screening time will be scheduled for each class. Upon instruction, the student will provide a photo ID (TX Driver's License is preferred) and an unobserved collection of urine. The collection techniques will adhere to strict guidelines following chain-of-custody protocol. 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 TVCC Community Services Division 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. If a valid prescription exists, the test result is deemed to be "negative" and acceptable.

The student must complete drug screening at the time scheduled by TVCC. It is the student's responsibility to contact TVCC when absent to inquire about any missed class responsibilities, including checking to see if a drug screening date was missed. In case of an absence, the student must call the drug testing company to make arrangements to get tested at a designated location within 24 hours. The number to call for a drug screen is 1-888-828-5508 or 1-972-633-1388, Ext. 101, and the student must identify themselves as a TVCC/Continuing Education student. This means that each and every student must have the announced drug screening fee available at each class to pay for the screening. Failure to have the fee will be treated the same as an absence. Failure to make arrangements for a make-up drug screen will be interpreted as a refusal for drug testing and the student will be withdrawn from the class.

The cost of the unannounced drug screen will be the student's responsibility at the time of testing and is to be paid only with money order or cash.

Drug screen results will be submitted to the TVCC Community Services Department. The student's information (includes minor's information) obtained from the drug screen will be kept confidential and will only be released to third parties by written permission from the student.

The drug screen will be honored for six months by TVCC for Continuing Education classes. Students will be issued a TVCC Continuing Education Drug Screen ID card to document this validity period. TVCC cannot issue replacement cards should the student lose their card. In such a case, the student will need to re-take the drug screen. The student will be responsible for paying the cost at the time of re-testing (money order or cash).

A positive result on a drug test will result in the student being withdrawn from class with no tuition refund. Cheating on a drug screening will be considered the same as a positive result.

This policy is subject to periodic updates. Students may request a current copy from the Community Services Division Office in the Orval Pirtle Administration Building on the Athens Campus or by calling 903-675-6212.

**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.

**Mission Statement**

The Community Services Department of Trinity Valley Community College provides quality workforce, personal enrichment and continuing education programs to meet the educational needs of residents of our service area.

*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, Sherry Nusko at Trinity Valley Community College, 100 Cardinal Drive, Athens, TX 75751, (903) 675-6215.*

**Distance Learning Programs Online Classes and Learning**

**WHAT IS DISTANCE LEARNING?**

Distance learning allows a student the opportunity to pursue his or her educational goals without the need to attend regularly scheduled classes.

Course work is completed on a computer which has access to the Internet - usually at home, at a public library or learning center. Assignments are made and completed almost entirely by computer.

**IS DISTANCE EDUCATION RIGHT FOR YOU?**

Distance Learning is not the best option for many students. To determine whether Distance Learning would work for you, answer the questions below as honestly as possible.

1. Do you have a specific goal you are trying to reach in a short period of time? (*Students with well-defined, short-term goals are most successful with Distance Learning.*)
2. Are you comfortable working alone rather than in a classroom with a teacher?
3. Are you excited about the idea of using the computer on a regular basis?
4. Are you willing to ask for help when you need it? (*In order to be successful, distance students must be willing to contact the instructor or ask a librarian when they have a problem.*)
5. Do you have the self-discipline to stick to a schedule?

If you answered "YES" to these questions, TVCC Online may be the answer you are looking for.

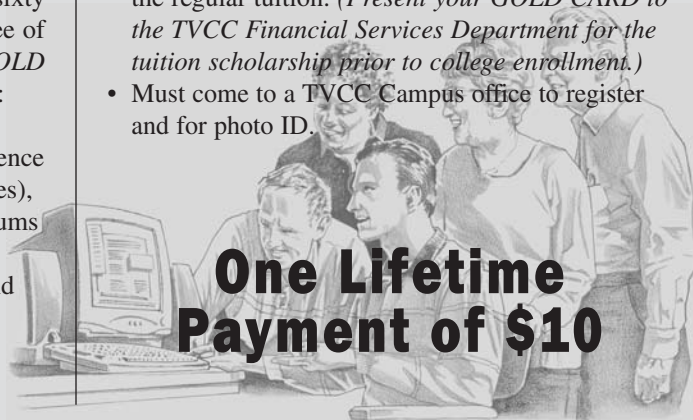
If you answered "NO" to some of these questions, you would probably be more comfortable in one of the traditional community services classes.

**LIFE LONG LEARNING**  
**Especially for Seniors**

Trinity Valley Community College offers the **GOLD CARD** to residents in the tax district who are sixty (60) years of age or older. 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.
- A 10% discount on cafeteria meals (*Athens Campus*).

- Registration for college credit courses at one half the regular tuition. (*Present your GOLD CARD to the TVCC Financial Services Department for the tuition scholarship prior to college enrollment.*)
- Must come to a TVCC Campus office to register and for photo ID.



**Financial Aid**

Financial Aid for most academic or job-related classes is available from a variety of sources.

**Adult Education Scholarships:**

Adult Education funds are available to assist out-of-school<sup>1</sup> adults, 18 years and older<sup>2</sup> whose primary goal is to improve basic academic skills or to learn the English language. Preference in allotting funds will be given to those pursuing stated work-related objectives. Students qualifying for these funds must complete orientation, placement testing, the Learning to Learn workshop and academic advising. Alternate enrollment procedures will be available for ESL students. Information available at posted registration dates and sites.

Qualifying students must enroll in at least 40 hours of instruction in at least one academic area (either reading, writing/communication or math.) Placement testing must indicate readiness for classes before the scholarship will be approved.

1. Funds are not available to current college credit students.
2. Special rules apply to minors 16 and 17 years of age.  
Contact the Adult Education office for details.

Required orientation for students applying for these funds will be held on the following schedule:

**ATHENS –**

Wednesday, July 20	East Texas Workforce Center	1pm/4pm
Wednesday, July 27	LA-102, Athens Campus	9am/12noon
	LA-112, Athens Campus	6pm/9pm
Thursday, September 1	LA-102, Athens Campus	9am/12noon
	LA-112, Athens Campus	6pm/9pm
Thursday, September 29	LA-102, Athens Campus	9am/12noon
	LA-112, Athens Campus	6pm/9pm
Thursday, October 27	LA-102, Athens Campus	9am/12noon
	LA-112, Athens Campus	6pm/9pm
Thursday, December 1	LA-102, Athens Campus	9am/12noon
	LA-112, Athens Campus	6pm/9pm

**PALESTINE –**

Tuesday, July 26	C-108, Palestine Campus	6pm/9pm
Tuesday, August 30	C-108, Palestine Campus	6pm/9pm
Tuesday, September 27	C-108, Palestine Campus	6pm/9pm
Tuesday, November 1	C-108, Palestine Campus	6pm/9pm
Tuesday, November 29	C-108, Palestine Campus	6pm/9pm

**TERRELL –**

Thursday, July 28	E-110, Terrell Campus	6pm/9pm
Thursday, September 1	E-110, Terrell Campus	6pm/9pm
Thursday, September 29	E-110, Terrell Campus	6pm/9pm
Thursday, October 27	E-110, Terrell Campus	6pm/9pm
Thursday, December 1	E-110, Terrell Campus	6pm/9pm

**Continuing Education Loans and Scholarships:**

**LOANS AND SCHOLARSHIPS**

**Texas Public Education Grant (TPEG) Scholarship**

A limited amount of scholarship funds is available through TPEG. TPEG scholarships are awarded for up to half of the tuition of a qualifying workforce-related class, not to exceed \$300.

In order to access TPEG funds, 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) on the web);

2. Come to the Community Services Division service window on the Athens campus or the Continuing Education office on the Terrell, Palestine or Kaufman campuses.
3. Register for the selected, qualifying class and complete the TPEG application;
4. Take the completed TPEG application to the Financial Aid Office for approval;
5. Return approved TPEG application to the Community Services (or Continuing Education) office for completion of scholarship transaction;
6. Pay balance of tuition.

**Cancer Survivor Scholarships**

P. O. Box 792  
Missouri City, TX 77459  
218-437-7142

**The Career Training Loan**

A Sallie Mae Loan  
Salliemae.com  
1-800-272-5543

**LOCAL AGENCIES**

**Department of Assistive and Rehabilitative Services (DARS)  
Division of Rehabilitation Services**

607 E. Tyler St.  
Athens, TX 75751  
903-675-5706

**Henderson County Help Center**

903-675-4357  
(provides child care assistance)

**Henderson County Community Services**

Contact: Rebel Grey  
903-675-6160  
(If income eligible and denied Pell, will help pay for tuition, books, GED testing and non-credit classes.)

**TEXAS WORKFORCE CENTERS**

Contact your local Workforce Center to inquire about eligibility.

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

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

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

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

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

For information on other possible financial aid resources, call 903-675-6212.

**BACTERIAL MENINGITIS**

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
- Rash or purple patches on skin
- Light sensitivity
- Confusion and sleepiness
- Lethargy
- Severe headache
- Vomiting
- Stiff neck
- Nausea
- 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?**

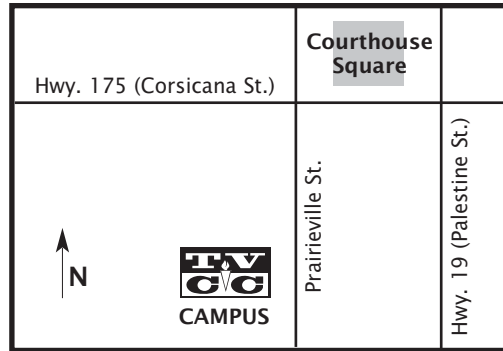
- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

**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.

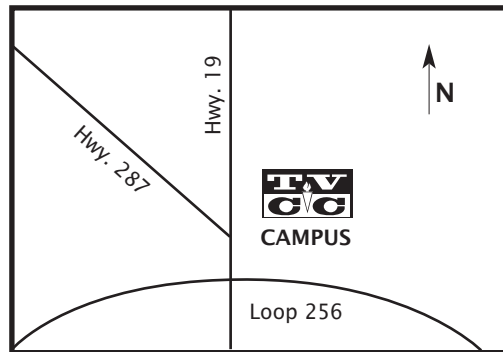
**How can I find out more information?**

- 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)



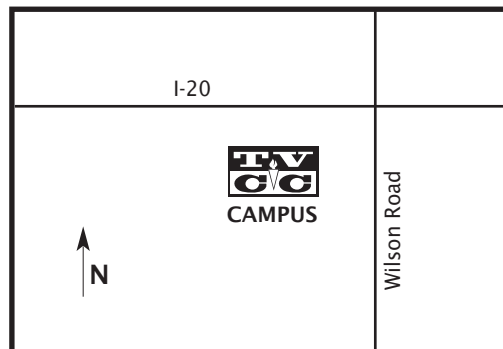
**ATHENS CAMPUS**

100 Cardinal Drive Athens, TX 75751  
 Phone: (903) 675-6212  
 Fax: (903) 675-6388  
 Toll-Free: 866-TVCCYES



**PALESTINE CAMPUS**

Hwy. 19 North at 287 P.O. Box 2530  
 Palestine, Texas 75802  
 (903) 729-0256



**TERRELL CAMPUS**

I-20 at Wilson Road P.O. Box 668  
 Terrell, Texas 75160  
 (972) 563-9573

**TRINITY VALLEY COMMUNITY COLLEGE  
COMMUNITY SERVICES REGISTRATION FORM  
(Continuing Education/Adult Education)**

Class # \_\_\_\_\_

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

**Please Provide Complete Information (Please Print):**

Today's Date: \_\_\_\_\_ County of Residence: \_\_\_\_\_

Social Security #: \_\_\_\_\_ (If applicable: Med-Aide Permit # \_\_\_\_\_)

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State ZIP

Home Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Work/Other Phone: \_\_\_\_\_ Alt Phone/Fax: \_\_\_\_\_

"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.

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_  Male  Female

Ethnic Origin:  (1) White, Not Hispanic  (2) Black, Not Hispanic  (3) Hispanic  
 (4) Asian/Pacific Islander  (5) American Indian/Alaskan  (6) Non-Resident Alien

**Liability Release**  
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.

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

**Enrollment is complete when tuition is received.  
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 Community Services 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.

**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

Community Services Department contact information  
Phone: 903-675-6212 Fax: 903-675-6388

**Make Your Check Payable to TVCC**

**Trinity Valley Community College Credit Card Payment Form  
Continuing Education**

If you wish to pay by credit card, by fax or mail, please complete the following information:

Student Name: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ Social Security No. \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Amount to be charged: \$ \_\_\_\_\_ on  Visa  MasterCard  Discover

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Credit Card (Please Print): \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_ Date: \_\_\_\_\_

# TRINITY VALLEY COMMUNITY COLLEGE



## ENROLL IN A CONTINUING EDUCATION CLASS

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

## EDUCATION CAN HELP YOU OPEN DOORS

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



TRINITY VALLEY COMMUNITY COLLEGE  
100 Cardinal Drive  
Athens, Texas 75751

NON PROFIT ORG  
U.S. POSTAGE  
PAID  
TYLER, TX  
PERMIT NO. 240