

Workforce Training & Personal Enrichment

Let us help you be successful



**Trinity Valley
Community College**

Community Services/Continuing Education/Adult Education
Athens Campus/903-675-6212 1-866-TVCCYES (1-866-882-2937)
Palestine Campus/903-729-0256 Terrell Campus/972-563-9573
www.tvcc.edu/conted email: conted@tvcc.edu fax: 903-675-6388



TAKE CONTROL
OF YOUR COMPUTER
PAGES 12-14

Spring 2006 Class Schedule



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

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 5,14*)

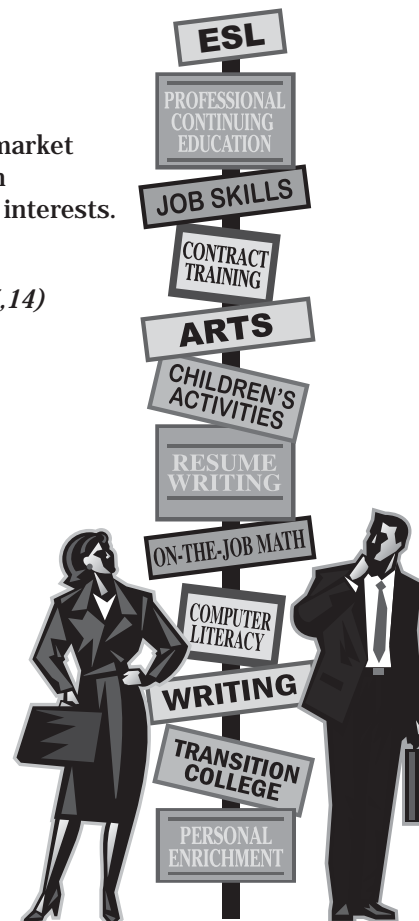
✓ **Job Skills** (*including Computer Literacy and classes that help students transition to college*)

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

✓ **Children's Learning Experiences**

✓ **Professional Continuing Education**

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





TVCC Travel Page

Stay Tuned . . . Exciting Trips
Are Being Planned
for the Near Future

Call 903.675.6212 for more information

Frustrated? Need Tutoring?

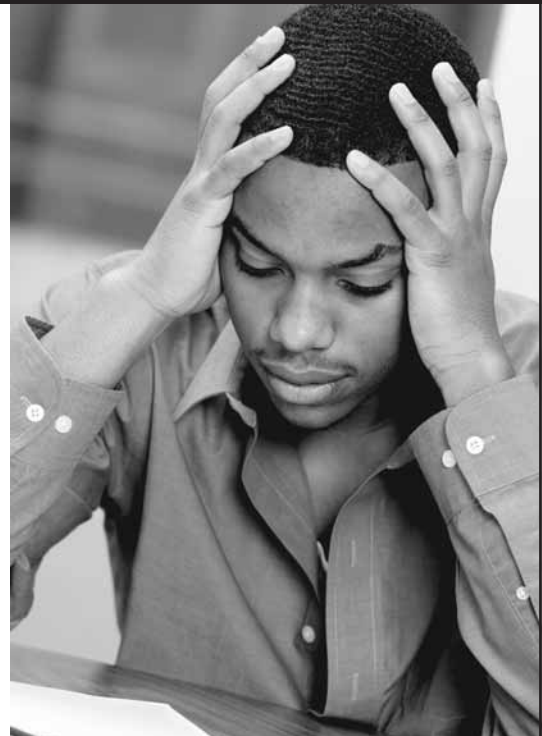
INDIVIDUAL CUSTOMIZED TRAINING

8 hours — \$150

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.



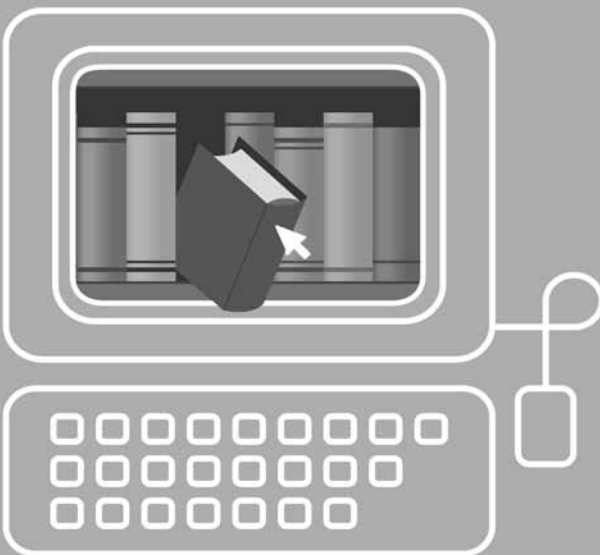
English as a Second Language (ESL)

- 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

See Page 33 for Registration Schedule and Class Locations



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.)

January 18	April 19
February 15	May 17
March 15	June 21

www.ed2go.com for requirements, demonstrations and additional information

SOVNY Seniors

presents ...

Spring 2006 Classes

Join us the first Tuesday of the month (see schedule below)

February 7: "Medicare Part D"

Speaker: Emily Taylor, Benefits Counselor for the Area Agency on Aging

March 7: "Family Violence and the Elderly"

Speaker: Theresa Leftwich, Director of Programs for East Texas Crisis Center

April 4: "Living Wills, Probate, Medical Directives, Trusts, Power of Attorney"

Speaker: Henry (Hank) Skelton, JD, Attorney at Law

May 2: "Identifying Abuse/Neglect/Exploitation"

Speaker: Bettye Mitchell, Regional Director for Adult Protective Services

June 6: "Long-Term Care"

Speaker: Billie Newman, RN

August 1: "Scams—Don't Be a Victim"

Speaker: Rusty Workman, East Texas Division Manager for Franklin Bank

- Breakfast meetings will be held from 9:00 a.m. until 11:30 a.m. Breakfast reservations may be made by calling 903-675-6212

- Location: Trinity Valley Community College Community Services Center (off Park Street to the right—before you reach the Country Club entrance), Classroom #3.

- The cost is \$10 per person per month for seniors, family, friends and caretakers of seniors. \$20 per person per month for those needing CEUs such as agency employees, counselors and financial advisors.

Spring Conference

May 16 Conference on "Elderly Abuse" provided by the Department of Aging, Call 903-675-6212 for more information.

Hosted jointly by Trinity Valley Community College Community Services Department; Region 4 Adult Protective Services; Area Agency on Aging (AAA) and American Association of Retired persons (AARP)

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Building Abbreviations

ATHENS TVCC Campus (100 Cardinal Drive)

- A Gibbs Academic Building
 - AGC Agriculture Building
 - CCP Cain Center Pool
 - 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
 C1 Truck Driver Training

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
 - T ECRC 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
 - L Library (on campus)
- 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							
CAIL1002.9514	Computer Aided Instruction	T	9:00am/12:00noon	Jan 17/Feb 7	A/LA102	\$50	Black
CAIL1002.9510	Computer Aided Instruction	M	6:00pm/9:00pm	Jan 23/Feb 6	A/LA106	\$50	Staff
CAIL1002.9515	Computer Aided Instruction	T	9:00am/12:00noon	Feb 14/Mar 7	A/LA102	\$50	Black
CAIL1002.9511	Computer Aided Instruction	M	6:00pm/9:00pm	Feb 13/Mar 6	A/LA106	\$50	Staff
CAIL1002.9516	Computer Aided Instruction	T	9:00am/12:00noon	Mar 21/Apr 11	A/LA102	\$50	Black
CAIL1002.9512	Computer Aided Instruction	M	6:00pm/9:00pm	Mar 20/Apr 10	A/LA106	\$50	Staff
CAIL1002.9517	Computer Aided Instruction	T	9:00am/12:00noon	Apr 18/May 9	A/LA102	\$50	Black
CAIL1002.9513	Computer Aided Instruction	M	6:00pm/9:00pm	Apr 17/May 8	A/LA106	\$50	Staff
CAIL1002.9528	Computer Aided Instruction (ESL)	W	6:00pm/9:00pm	Jan 18/Feb 8	P/C108	\$50	Sneed
CAIL1002.9529	Computer Aided Instruction (ESL)	W	6:00pm/9:00pm	Feb 15/Mar 8	P/C108	\$50	Sneed
CAIL1002.9552	Computer Aided Instruction	T	6:00pm/9:00pm	Jan 17/Feb 7	T/E101	\$50	Hopper
CAIL1002.9553	Computer Aided Instruction	T	6:00pm/9:00pm	Feb 14/Mar 7	T/E101	\$50	Hopper
CAIL1002.9554	Computer Aided Instruction	T	6:00pm/9:00pm	Mar 21/Apr 11	T/E101	\$50	Hopper
CAIL1002.9555	Computer Aided Instruction	T	6:00pm/9:00pm	Apr 18/May 9	T/E101	\$50	Hopper
BUSINESS APPLICATIONS							
POFI1003.9491	Intro to Business Applications I	M	1:00pm/4:00pm	Jan 23/Mar 6	A/LA102	\$100	Jeffus
POFI1003.9493	Intro to Business Applications I	M	6:00pm/9:00pm	Jan 23/Mar 6	A/LA102	\$100	Griffin
POFI1003.9492	Intro to Business Applications I	M	1:00pm/4:00pm	Mar 20/May 8	A/LA102	\$100	Jeffus
POFI1003.9494	Intro to Business Applications I	M	6:00pm/9:00pm	Mar 20/May 8	A/LA102	\$100	Griffin
ITSW1028.9495	Intro to Business Applications II	M	1:00pm/4:00pm	Jan 23/Mar 6	A/LA102	\$100	Jeffus
ITSW1028.9497	Intro to Business Applications II	M	6:00pm/9:00pm	Jan 23/Mar 6	A/LA102	\$100	Griffin
ITSW1028.9496	Intro to Business Applications II	M	1:00pm/4:00pm	Mar 20/May 8	A/LA102	\$100	Jeffus
ITSW1028.9498	Intro to Business Applications II	M	6:00pm/9:00pm	Mar 20/May 8	A/LA102	\$100	Griffin
WRITING							
POFT1015.9389	Writing/Comm for Business Careers I	M/W	10:30am/12:00noon	Jan 18/Mar 8	A/LA106	\$100	Jeffus
POFT1015.9391	Writing/Comm for Business Careers I	T/Th	7:30pm/9:00pm	Jan 17/Mar 9	A/LA106	\$100	Aubuchon
POFT1015.9390	Writing/Comm for Business Careers I	M/W	10:30am/12:00noon	Mar 20/May 10	A/LA106	\$100	Jeffus
POFT1015.9392	Writing/Comm for Business Careers I	T/Th	7:30pm/9:00pm	Mar 21/May 11	A/LA106	\$100	Aubuchon
POFT1034.9393	Writing/Comm for Business Careers II	M/W	8:45am/10:15am	Jan 18/Mar 8	A/LA106	\$100	Jeffus
POFT1034.9395	Writing/Comm for Business Careers II	T/Th	5:45pm/7:15pm	Jan 17/Mar 9	A/LA106	\$100	Aubuchon
POFT1034.9394	Writing/Comm for Business Careers II	M/W	8:45am/10:15am	Mar 20/May 10	A/LA106	\$100	Jeffus
POFT1034.9396	Writing/Comm for Business Careers II	T/Th	5:45pm/7:15pm	Mar 21/May 11	A/LA106	\$100	Aubuchon
POFT1015.9536	Workplace Writing I	W	5:30pm/8:30pm	Jan 18/Mar 8	K/KHS	\$100	Poe
POFT1015.9538	Workplace Writing I	W	5:30pm/8:30pm	Mar 22/May 10	K/KHS	\$100	Poe
POFT1015.9530	Workplace Writing I	M	6:00pm/9:00pm	Jan 23/Mar 6	P/C101	\$100	Johnson
POFT1015.9532	Workplace Writing I	M	6:00pm/9:00pm	Mar 20/May 8	P/C101	\$100	Johnson
POFT1015.9540	Workplace Writing I	W	8:30am/11:30am	Jan 18/Mar 8	T/E110	\$100	Skaggs
POFT1015.9541	Workplace Writing I	W	8:30am/11:30am	Mar 22/May 10	T/E110	\$100	Skaggs
POFT1034.9537	Workplace Writing II	W	5:30pm/8:30pm	Jan 18/Mar 8	K/KHS	\$100	Poe
POFT1034.9539	Workplace Writing II	W	5:30pm/8:30pm	Mar 22/May 10	K/KHS	\$100	Poe
POFT1034.9531	Workplace Writing II	M	6:00pm/9:00pm	Jan 23/Mar 6	P/C101	\$100	Johnson
POFT1034.9533	Workplace Writing II	M	6:00pm/9:00pm	Mar 20/May 8	P/C101	\$100	Johnson
POFT1034.9542	Workplace Writing II	W	1:00pm/4:00pm	Jan 18/Mar 8	T/E110	\$100	Skaggs
POFT1034.9543	Workplace Writing II	W	1:00pm/4:00pm	Mar 22/May 10	T/E110	\$100	Skaggs
READING							
READ1007.9534	Reading Strategies for GED/THEA	M	5:30pm/8:30pm	Jan 23/Mar 6	K/KHS	\$100	Poe
READ1007.9535	Reading Strategies for GED/THEA	M	5:30pm/8:30pm	Mar 20/May 8	K/KHS	\$100	Poe
READ1008.9385	Basic Reading for Adults	T/Th	5:45pm/7:15 pm	Jan 17/Mar 9	A/A103	\$100	Reeder
READ1008.9386	Basic Reading for Adults	T/TH	5:45pm/7:15 pm	Mar 21/May 11	A/A103	\$100	Reeder
READ1011.9387	Intermediate Reading	T/Th	5:45pm/7:15pm	Jan 17/Mar 9	A/A103	\$100	Reeder
READ1011.9388	Intermediate Reading	T/Th	5:45pm/7:15pm	Mar 21/May 11	A/A103	\$100	Reeder
MATH							
TECM1003.9524	Workplace Math I	W	6:00pm/9:00pm	Jan 18/Mar 8	P/C108	\$100	Johnson
TECM1003.9526	Workplace Math I	W	6:00pm/9:00pm	Mar 22/May 10	P/C108	\$100	Johnson
TECM1003.9544	Workplace Math I	M	8:30am/11:30am	Jan 23/Mar 6	T/E110	\$100	Skaggs
TECM1003.9546	Workplace Math I	M	6:00pm/9:00pm	Jan 23/Mar 6	T/E110	\$100	Irgo
TECM1003.9545	Workplace Math I	M	8:30am/11:30am	Mar 20/May 8	T/E110	\$100	Skaggs
TECM1003.9547	Workplace Math I	M	6:00pm/9:00pm	Mar 20/May 8	T/E110	\$100	Irgo
TECM1017.9525	Workplace Math II	W	6:00pm/9:00pm	Jan 18/Mar 8	P/C108	\$100	Johnson

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COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
TECM1017.9527	Workplace Math II	W	6:00pm/9:00pm	Mar 22/May 10	P/C108	\$100	Johnson
TECM1017.9548	Workplace Math II	M	12:30pm/3:30pm	Jan 23/Mar 6	T/E110	\$100	Skaggs
TECM1017.9550	Workplace Math II	W	6:00pm/9:00pm	Jan 18/Mar 8	T/E110	\$100	Irigo
TECM1017.9549	Workplace Math II	M	12:30pm/3:30pm	Mar 20/May 8	T/E110	\$100	Skaggs
TECM1017.9551	Workplace Math II	W	6:00pm/9:00pm	Mar 22/May 10	T/E110	\$100	Irigo
TECM1097.9467	Career Math – Level I	M/W	8:45am/10:15am	Jan 18/Mar 8	A/LA102	\$100	Black
TECM1097.9469	Career Math – Level I	T/Th	5:45pm/7:15pm	Jan 17/Mar 9	A/LA102	\$100	White
TECM1097.9468	Career Math – Level I	M/W	8:45am/10:15am	Mar 20/May 10	A/LA102	\$100	Black
TECM1097.9470	Career Math – Level I	T/Th	5:45pm/7:15pm	Mar 21/May 11	A/LA102	\$100	White
TECM1099.9487	Career Math – Level II	M/W	10:30am/12:00pm	Jan 18/Mar 8	A/LA102	\$100	Black
TECM1099.9489	Career Math – Level II	T/Th	7:30pm/9:00pm	Jan 17/Mar 9	A/LA102	\$100	White
TECM1099.9488	Career Math – Level II	M/W	10:30am/12:00pm	Mar 20/May 10	A/LA102	\$100	Black
TECM1099.9490	Career Math – Level II	T/Th	7:30pm/9:00pm	Mar 21/May 11	A/LA102	\$100	White

APPLIED LABS

TECM1192.9501	Trades Apps (Lab)	W	6:00pm/9:00pm	Jan 18/Mar 8	A/CSC3	\$100	White
TECM1192.9500	Trades Apps (Lab)	W	6:00pm/9:00pm	Mar/22/May 10	A/CSC3	\$100	White
TECM1193.9502	Medical Apps (Lab)	W	6:00pm/9:00pm	Jan 18/Mar 8	A/CSC1	\$100	Staff
TECM1193.9503	Medical Apps (Lab)	W	6:00 pm/9:00pm	Mar 22/May 10	A/CSC1	\$100	Staff

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

Theme Park Engineering	Online	Online			Online	\$100	
Everyday Math	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

ACNT1003.9431	Intro to Accounting	T	7:00pm/9:40pm	Jan 17/May 9	T/E109	\$105	Quattlebaum
ACNT1003.9432	Intro to Accounting	W	6:00 pm/8:40 pm	Jan 18/May 10	A/T206	\$105	Quattlebaum

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	
Intermediate Microsoft Excel 2003	Online	Online			Online	\$100	
Advanced Microsoft Excel 2003	Online	Online			Online	\$100	
Introduction to QuickBooks 2005	Online	Online			Online	\$100	
QuickBooks for Contractors	Online	Online			Online	\$100	
Performing Payroll in QuickBooks	Online	Online			Online	\$80	

ALCOHOL & DRUG AWARENESS

MIPO1501.9404	Alcohol Awareness/Minor In Possession	T/Th	6:00pm/9:00pm	Jan 24/Jan 26	A/CSC3	\$80	Nolley
MIPO1501.9405	Alcohol Awareness/Minor In Possession	T/Th	6:00pm/9:00pm	Feb 14/Feb 16	P/A119	\$80	Nolley
MIPO1501.9456	Alcohol Awareness/Minor In Possession	S	8:00am/11:00am	Feb 25/Mar 4	T/E109	\$80	Jaacks
MIPO1501.9406	Alcohol Awareness/Minor In Possession	T/Th	6:00pm/9:00pm	Mar 28/Mar 30	A/CSC3	\$80	Nolley
MIPO1501.9407	Alcohol Awareness/Minor In Possession	T/Th	6:00pm/9:00pm	Apr 18/Apr 20	P/A119	\$80	Nolley
MIPO1501.9408	Alcohol Awareness/Minor In Possession	T/Th	6:00pm/9:00pm	May 16/May18	A/CSC3	\$80	Nolley
MIPO1501.9457	Alcohol Awareness/Minor In Possession	S	8:00am/11:00am	May 13/May 20	T/E109	\$80	Jaacks

ANIMAL CARE

SAAP1000.9653	Intro to Small Animal Acupressure	S	9:00am/5:00pm	Jan 28	T/TBA	\$60	Underwood
SAAP1000.9654	Intro to Small Animal Acupressure	S	9:00am/5:00pm	Feb 11	A/TBA	\$60	Underwood

ART

ARDR1001.9459	5 Easy Steps to Drawing Anything	S	10:00am/2:00pm	Jan 21	A/CSC3	\$80	Tarrance
ARDR1001.9460	5 Easy Steps to Drawing Anything	S	10:00am/2:00pm	Feb 18	A/CSC3	\$80	Tarrance
ARDR1001.9461	5 Easy Steps to Drawing Anything	S	10:00am/2:00pm	Mar 4	A/CSC3	\$80	Tarrance
ARDR1001.9462	5 Easy Steps to Drawing Anything	S	10:00am/2:00pm	Apr 15	A/CSC3	\$80	Tarrance
ARDR1001.9463	5 Easy Steps to Drawing Anything	S	10:00am/2:00pm	May 20	A/CSC3	\$80	Tarrance
CERM4504.9433	Ceramics I	T/Th	9:30am/12:20pm	Jan 17/May 9	A/FA108	\$125	Wallace
CERM4504.9434	Ceramics I	T/Th	1:30pm/4:20pm	Jan 17/May 9	A/FA108	\$125	Wallace
CERM4506.9435	Ceramics II	T/Th	9:30am/12:20pm	Jan 17/May 9	A/FA108	\$125	Wallace
CERM4506.9436	Ceramics II	T/Th	1:30pm/4:20pm	Jan 17/May 9	A/FA108	\$125	Wallace
CESC4505.9437	Sculpture I	T/Th	9:30am/12:20pm	Jan 17/May 9	A/FA108	\$125	Wallace

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COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
CEC4505.9438	Sculpture I	T/Th	1:30pm/4:20pm	Jan 17/May 9	A/FA108	\$125	Wallace
CEC4506.9439	Sculpture II	T/Th	9:30am/12:20pm	Jan 17/May 9	A/FA108	\$125	Wallace
CEC4506.9440	Sculpture II	T/Th	1:30pm/4:20pm	Jan 17/May 9	A/FA108	\$125	Wallace
FMKT1091.9458	Basic Floral Design	T	6:00pm/8:00pm	Jan 31/Mar 9	A/TBA	\$80	O'Shaughnessy

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	

BUSINESS

POFT2011.9612	Business Office Skills Capstone	Th	6:00pm/9:00pm	Mar 23/May 11	A/TBA	\$230	Staff
POFT1022.9614	Front Office Skills/Office Mgt - Business	T/Th	6:00pm/9:00pm	Mar 21/May 11	A/TBA	\$275	Staff
POFI1003.9491	Intro to Business Applications I	M	1:00pm/4:00pm	Jan 23/Mar 6	A/LA102	\$100	Jeffus
POFI1003.9493	Intro to Business Applications I	M	6:00pm/9:00pm	Jan 23/Mar 6	A/LA102	\$100	Griffin
POFI1003.9492	Intro to Business Applications I	M	1:00pm/4:00pm	Mar 20/May 8	A/LA102	\$100	Jeffus
POFI1003.9494	Intro to Business Applications I	M	6:00pm/9:00pm	Mar 20/May 8	A/LA102	\$100	Griffin
ITSW1028.9495	Intro to Business Applications II	M	1:00pm/4:00pm	Jan 23/Mar 6	A/LA102	\$100	Jeffus
ITSW1028.9497	Intro to Business Applications II	M	6:00pm/9:00pm	Jan 23/Mar 6	A/LA102	\$100	Griffin
ITSW1028.9496	Intro to Business Applications II	M	1:00pm/4:00pm	Mar 20/May 8	A/LA102	\$100	Jeffus
ITSW1028.9498	Intro to Business Applications II	M	6:00pm/9:00pm	Mar 20/May 8	A/LA102	\$100	Griffin
POFT1015.9389	Writing/Comm for Business Careers I	M/W	10:30am/12:00noon	Jan 18/Mar 8	A/LA106	\$100	Jeffus
POFT1015.9391	Writing/Comm for Business Careers I	T/Th	7:30pm/9:00pm	Jan 17/Mar 9	A/LA106	\$100	Aubuchon
POFT1015.9390	Writing/Comm for Business Careers I	M/W	10:30am/12:00noon	Mar 20/May 10	A/LA106	\$100	Jeffus
POFT1015.9392	Writing/Comm for Business Careers I	T/Th	7:30pm/9:00pm	Mar 21/May 11	A/LA106	\$100	Aubuchon
POFT1034.9393	Writing/Comm for Business Careers II	M/W	8:45am/10:15am	Jan 18/Mar 8	A/LA106	\$100	Jeffus
POFT1034.9395	Writing/Comm for Business Careers II	T/Th	5:45pm/7:15pm	Jan 17/Mar 9	A/LA106	\$100	Aubuchon
POFT1034.9394	Writing/Comm for Business Careers II	M/W	8:45am/10:15am	Mar 20/May 10	A/LA106	\$100	Jeffus
POFT1034.9396	Writing/Comm for Business Careers II	T/Th	5:45pm/7:15pm	Mar 21/May 11	A/LA106	\$100	Aubuchon
TECM1097.9467	Career Math – Level I	M/W	8:45am/10:15am	Jan 18/Mar 8	A/LA102	\$100	Black
TECM1097.9469	Career Math – Level I	T/Th	5:45pm/7:15pm	Jan 17/Mar 9	A/LA102	\$100	White
TECM1097.9468	Career Math – Level I	M/W	8:45am/10:15am	Mar 20/May 10	A/LA102	\$100	Black
TECM1097.9470	Career Math – Level I	T/Th	5:45pm/7:15pm	Mar 21/May 11	A/LA102	\$100	White
TECM1099.9487	Career Math – Level II	M/W	10:30am/12:00pm	Jan 18/Mar 8	A/LA102	\$100	Black
TECM1099.9489	Career Math – Level II	T/Th	7:30pm/9:00pm	Jan 17/Mar 9	A/LA102	\$100	White
TECM1099.9488	Career Math – Level II	M/W	10:30am/12:00pm	Mar 20/May 10	A/LA102	\$100	Black
TECM1099.9490	Career Math – Level II	T/Th	7:30pm/9:00pm	Mar 21/May 11	A/LA102	\$100	White
BUSI1000.9454	E-Commerce Preview	S	10:00am/12:00pm	Jan 28	A/CSC1	FREE	Smith
ITSC1034.9455	Start Your Own Business/Web Devel.	T	6:00pm/8:00pm	Feb.7/Mar 7	A/TBA	\$150	Smith

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	
Hire Smart	Online	Online			Online	\$100	
Customer Service Fundamentals	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
	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	
ONLINE SALES AND MARKETING (See Page 5 for Available Class Dates)							
	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

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

	Administrative Assistant Fundamentals	Online	Online		Online	\$100	
	Mastery of Business Fundamentals	Online	Online		Online	\$100	
	Twelve Steps to Successful Job Search	Online	Online		Online	\$100	
	Resume Writing Workshop	Online	Online		Online	\$100	
	Goodbye to Shy	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	
	Interpersonal Communication	Online	Online		Online	\$100	
	Ind Excellence: Secrets Career Success	Online	Online		Online	\$100	
	Keys to Effective Communication	Online	Online		Online	\$100	
	Listen to Your Heart/Success will Follow	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	
	Introduction to Criminal Law II	Online	Online		Online	\$100	

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COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
	Evidence Law	Online	Online		Online	\$100	
	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

ITSC1016.9508	Computer Literacy/Keyboarding	W	6:00pm/9:00pm	Jan 18/Mar 8	A/LA102	\$100	Harraid
ITSC1016.9509	Computer Literacy/Keyboarding	W	6:00pm/9:00pm	Mar 22/May 10	A/LA102	\$100	Harraid
ITSC1016.9588	Computer Literacy/Keyboarding	Th	6:00pm/9:00pm	Jan 19/Mar 9	T/E101	\$100	Smith
ITSC1016.9589	Computer Literacy/Keyboarding	Th	6:00pm/9:00pm	Mar 23/May 12	T/E101	\$100	Smith
ITSC1034.9455	Start Your Own Business/Web Devel.	T	6:00pm/8:00pm	Feb.7/Mar 7	A/TBA	\$150	Smith

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	
Creating Web Pages II	Online	Online			Online	\$100	
Designing Effective Websites	Online	Online			Online	\$80	
Intro to Dreamweaver MX 2004	Online	Online			Online	\$100	
Intro to Flash 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	
Achieving Top Search Engine Positions	Online	Online			Online	\$80	

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

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 2004	Online	Online			Online	\$100	
Drawing for the Absolute Beginner	Online	Online			Online	\$100	

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

Introduction to PHP and MySQL	Online	Online			Online	\$100	
JavaScript 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 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	
Intermediate Microsoft Word 2003	Online	Online			Online	\$100	
Advanced Microsoft Word 2003	Online	Online			Online	\$100	
Intro Microsoft Excel 2003	Online	Online			Online	\$100	

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COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
	Intermediate Microsoft Excel 2003	Online	Online		Online	\$100	
	Advanced Microsoft Excel 2003	Online	Online		Online	\$100	
	Intro to Microsoft Access 2003	Online	Online		Online	\$100	
	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	
	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 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	
	QuickBooks for Contractors	Online	Online		Online	\$100	
	Performing Payroll in QuickBooks	Online	Online		Online	\$80	
	Intro to Microsoft Outlook 2003	Online	Online		Online	\$100	
	Intro to Microsoft Outlook 2002	Online	Online		Online	\$80	

ONLINE DESKTOP PUBLISHING AND IMAGING (See Page 5 for Available Class Dates)

	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 CS2 for the Digital Photog	Online	Online		Online	\$100	
	Introduction to Adobe FrameMaker 7.1	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	

ONLINE COMPUTER TROUBLESHOOTING AND NETWORKING

(See Page 5 for Available Class Dates)

	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	

ONLINE COMPUTER PROGRAMMING AND DATABASE MANAGEMENT

(See Page 5 for Available Class Dates)

	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	
	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	
	Project Management @ e-Speed	Online	Online		Online	\$100	
	Managing Technical Professionals	Online	Online		Online	\$100	
	Introduction to Visual Basic 6.0	Online	Online		Online	\$80	
	Creating User Requirements Docs	Online	Online		Online	\$80	

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COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
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 Prep 2-Exam 70-270	Online	Online		Online	\$140	
	MCSE Cert Prep1- Exam 70-210	Online	Online		Online	\$140	

CONSTRUCTION TRADES

TECM1091.9467	Career Math – Level I	M/W	8:45am/10:15am	Jan 18/Mar 8	A/LA102	\$100	Black
TECM1091.9469	Career Math – Level I	T/Th	5:45pm/7:15pm	Jan 17/Mar 9	A/LA102	\$100	White
TECM1091.9468	Career Math – Level I	M/W	8:45am/10:15am	Mar 20/May 10	A/LA102	\$100	Black
TECM1091.9470	Career Math – Level I	T/Th	5:45pm/7:15pm	Mar 21/May 11	A/LA102	\$100	White
TECM1099.9487	Career Math – Level II	M/W	10:30am/12:00pm	Jan 18/Mar 8	A/LA102	\$100	Black
TECM1099.9489	Career Math – Level II	T/Th	7:30pm/9:00pm	Jan 17/Mar 9	A/LA102	\$100	White
TECM1099.9488	Career Math – Level II	M/W	10:30am/12:00pm	Mar 20/May 10	A/LA102	\$100	Black
TECM1099.9490	Career Math – Level II	T/Th	7:30pm/9:00pm	Mar 21/May 11	A/LA102	\$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

COSMETOLOGY

COSM1000.9605	It's All About Style	M	9:00am/12noon	May 15	P/T-1	\$20	Boyd
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DRAFTING

DFTG1009.9442	Basic Computer Aided Drafting	M	4:20pm/9:40pm	Jan 23/May 8	A/T207	\$125	Driskell
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DRIVER'S TRAINING

DETC1405.9570	Drivers Ed-Complete Course	M/T/W	5:00pm/7:00pm	Jan 23/Feb 23*	A/CSC4	\$295	Davis
DETO1402.9571	Drivers Ed-Classroom Only	M/T/W	5:00pm/7:00pm	Jan 23/Feb 23*	A/CSC4	\$100	Davis
DETO1404.9572	Drivers Ed-Behind the Wheel Only	M/T/W	5:00pm/7:00pm	Jan 23/Feb 23*	A/CSC4	\$225	Davis
DETO1405.9573	Drivers Ed-Behind the Wheel/Simulator	M/T/W	5:00pm/7:00pm	Jan 23/Feb 23*	A/CSC4	\$225	Davis
DETC1405.9574	Drivers Ed-Complete Course	M/T/W	5:00pm/7:00pm	Mar 27/Apr 27*	A/CSC4	\$295	Davis
DETO1402.9575	Drivers Ed-Classroom Only	M/T/W	5:00pm/7:00pm	Mar 27/Apr 27*	A/CSC4	\$100	Davis
DETO1404.9576	Drivers Ed-Behind the Wheel Only	M/T/W	5:00pm/7:00pm	Mar 27/Apr 27*	A/CSC4	\$225	Davis
DETO1405.9577	Drivers Ed-Behind the Wheel/Simulator	M/T/W	5:00pm/7:00pm	Mar 27/Apr 27*	A/CSC4	\$225	Davis

*Note: Last class date is on Thursday, all others are M/T/W

ELECTRICAL

ELPT1001.9606	Master Electrician Exam Review	S	8:00am/12:00noon	Jan 21/Apr 8	T/A104	\$150	Werning
ELPT1001.9647	Master Electrician Exam Review	S	1:00pm/5:00pm	Jan 21/Apr 8	T/A104	\$150	Werning
ELPT1001.9608	Master Electrician Exam Review	T/Th	6:00pm/9:30pm	Jan 31/Mar 7	T/L101	\$150	Werning
ELPT2001.9607	Journeyman Electrician Exam Review	S	8:00am/12:00noon	Jan 21/Apr 1	T/A104	\$150	Werning
ELPT2001.9648	Journeyman Electrician Exam Review	S	1:00pm/5:00pm	Jan 21/Apr 1	T/A104	\$150	Werning
ELPT2001.9609	Journeyman Electrician Exam Review	T/Th	6:00pm/9:30pm	Jan 31/Mar 2	T/L101	\$150	Werning

ENGLISH AS A SECOND LANGUAGE (ESL)

COMM1000.9518	Workplace Communication I (ESL)	M	6:00pm/9:00pm	Jan 23/Mar 6	A/LA106	\$200	Aguilar
COMM1000.9519	Workplace Communication I (ESL)	M	6:00pm/9:00pm	Mar 20/May 8	A/LA106	\$200	Aguilar
COMM1000.9569	Workplace Communication I (ESL)	M	9:00am/12:00noon	Jan 23/May 8	P/ACLC	\$200	Campbell
COMM1000.9583	Workplace Communication I (ESL)	T	5:30pm/8:30pm	Jan 24/ May 9	P/ACLC	\$200	WC/JH/DD
COMM1000.9586	Workplace Communication I (ESL)	Th	9:00am/12:00noon	Jan 26/May 11	P/ACLC	\$200	WC/Hippert
COMM1000.9591	Workplace Communication I (ESL)	W	6:00pm/9:00pm	Jan 25/May 3	T/Library	\$200	D. Johnson
COMM1001.9582	Workplace Communication II (ESL)	M	9:00am/12:00noon	Jan 23/May 8	P/ACLC	\$200	Hankla
COMM1001.9584	Workplace Communication II (ESL)	T	5:30pm/8:30pm	Jan 24/May 9	P/ACLC	\$200	Murray
COMM1001.9585	Workplace Communication II (ESL)	T	5:30pm/8:30pm	Jan 24/May 9	P/ACLC	\$200	Hankla
COMM1002.9522	Workplace Communication III (ESL)	M	6:00pm/9:00pm	Jan 23/Mar 6	A/LA110	\$200	Horton
COMM1002.9523	Workplace Communication III (ESL)	M	6:00pm/9:00pm	Mar 20/May 8	A/LA110	\$200	Horton
COMM1002.9587	Workplace Communication III (ESL)	Th	9:00am/12:00noon	Jan 26/May 11	P/ACLC	\$200	Hankla
COMM1002.9592	Workplace Communication III (ESL)	W	6:00pm/9:00pm	Jan 25/May 3	T/Library	\$200	D. Johnson
ESLC1011.9590	ESL/Citizenship	M	6:00pm/9:00pm	Jan 23/May 1	T/PkAnx	\$200	Bundy

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COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
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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
Guiding Kids on the Internet	Online Online	Online	\$100

FITNESS

AROB2405.9444	Aerobics	M	7:00pm/9:40pm	Jan 23/May 8	A/GYM	\$75	Mettetal
FITA1001.9625	Aqua Action	W	5:20pm/6:10pm	Feb 1/Feb 22	A/Cain Ctr	\$25	Norvell
FITA1001.9627	Aqua Action	M	5:20pm/6:10pm	Feb 6/Feb 27	A/Cain Ctr	\$25	Norvell
FITA1001.9630	Aqua Action	M	5:20pm/6:10pm	Mar 6/Mar 27	A/Cain Ctr	\$25	Norvell
FITA1001.9633	Aqua Action	W	5:20pm/6:10pm	Apr 5/Apr 26	A/Cain Ctr	\$25	Norvell
FITA1001.9631	Aqua Action	M	5:20pm/6:10pm	Apr 3/Apr 24	A/Cain Ctr	\$25	Norvell
FITA1003.9626	Aqua Action	M/W	5:20pm/6:10pm	Feb 1/Feb 27	A/Cain Ctr	\$40	Norvell
FITA1003.9629	Aqua Action	M/W	5:20pm/6:10pm	Mar 1/Mar 29	A/Cain Ctr	\$40	Norvell
FITA1004.9628	Aqua Action	W	5:20pm/6:10pm	Mar 1/Mar 29	A/Cain Ctr	\$25	Norvell
FITA1004.9634	Aqua Action	M	5:20pm/6:10pm	May 1/May 29	A/Cain Ctr	\$25	Norvell
FITA1004.9635	Aqua Action	W	5:20pm/6:10pm	May 3/May 31	A/Cain Ctr	\$25	Norvell
FITA1005.9632	Aqua Action	M/W	5:20pm/6:10pm	Apr 3/Apr 26	A/Cain Ctr	\$40	Norvell
FITA1006.9636	Aqua Action	M/W	5:20pm/6:10pm	May 1/May 31	A/Cain Ctr	\$40	Norvell
YOGA1000.9616	Basic Yoga	T/Th	4:30pm/5:30pm	Feb 2/Feb 28	A/Cain Ctr	\$40	Wood
YOGA1000.9617	Basic Yoga	T/Th	5:30pm/6:30pm	Feb 2/Feb 28	A/Cain Ctr	\$40	Wood
YOGA1000.9618	Basic Yoga	T/Th	4:30pm/5:30pm	Mar 2/Mar 28	A/Cain Ctr	\$40	Wood
YOGA1000.9619	Basic Yoga	T/Th	5:30pm/6:30pm	Mar 2/Mar 28	A/Cain Ctr	\$40	Wood
YOGA1000.9620	Basic Yoga	T/Th	4:30pm/5:30pm	Apr 4/Apr 27	A/Cain Ctr	\$40	Wood
YOGA1000.9621	Basic Yoga	T/Th	5:30pm/6:30pm	Apr 4/Apr 27	A/Cain Ctr	\$40	Wood
YOGA1000.9622	Basic Yoga	T/Th	4:30pm/5:30pm	May 2/May 25	A/Cain Ctr	\$40	Wood
YOGA1000.9623	Basic Yoga	T/Th	5:30pm/6:30pm	May 2/May 25	A/Cain Ctr	\$40	Wood
FITN1000.9637	Walking/Jogging Conditioning Class	M/W	TBA	Mar 1/Mar 29	A/Cain Ctr	\$40	Norvell
FITN1001.9639	Walking/Jogging Conditioning Class	T/Th	TBA	Mar 7/Mar 30	A/Cain Ctr	\$40	Norvell
FITN1001.9640	Walking/Jogging Conditioning Class	M/W	TBA	Apr 3/Apr 26	A/Cain Ctr	\$40	Norvell
FITN1001.9642	Walking/Jogging Conditioning Class	T/Th	TBA	Apr 4/Apr 27	A/Cain Ctr	\$40	Norvell
FITN1003.9643	Walking/Jogging Conditioning Class	M/W	TBA	May 1/May 31	A/Cain Ctr	\$40	Norvell
FITN1002.9645	Walking/Jogging Conditioning Class	T/Th	TBA	May 2/May 30	A/Cain Ctr	\$40	Norvell
FITN1005.9638	Walking/Jogging Conditioning Class	M-Th	TBA	Mar 6/Mar 30	A/Cain Ctr	\$70	Norvell
FITN1005.9641	Walking/Jogging Conditioning Class	M-Th	TBA	Apr 3/Apr 27	A/Cain Ctr	\$70	Norvell
FITN1005.9644	Walking/Jogging Conditioning Class	M-Th	TBA	May 1/May 25	A/Cain Ctr	\$70	Norvell
FITT1096.9624	Water Fitness Instructor Training	S	9:45am/4:00pm	TBA	A/Cain Ctr	\$189	Norvell

GED/THEA TEST PREPARATION

GEDT1000.9504	GED Practice Test	S	9:00am/4:00pm	Mar 4	A/LA105	\$25	Irigo
GEDT1000.9505	GED Practice Test	S	9:00 am/4:00pm	May 13	A/LA105	\$25	Irigo
WFBS5012.9593	GED Cram Session	M/W	6:00pm/8:00pm	Feb 6/May 17	C/CISD	\$200	Hopper

ONLINE TEST PREP (See Page 5 for Available Class Dates)

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
SAT/ACT Preparation – Part I	Online Online	Online	\$100
SAT/ACT Preparation – Part II	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

HALT2015.9443	Landscape Maintenance	M	4:20pm/6:55pm	Jan 23/May 8	A/AG107	\$140	Staff
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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
LANGUAGE							
COSP3301.9360	Conversational Spanish	T/Th	7:00pm/9:00pm	Jan 24/Feb 9	A/TBA	\$60	Cortez
COSP3301.9361	Conversational Spanish	M/W	6:00pm/8:00pm	Mar 6/Mar 29	P/C100	\$60	Cortez
COSP3301.9362	Conversational Spanish	T/Th	7:00pm/9:00pm	Apr 4/Apr 20	A/TBA	\$60	Cortez
SPNL1091.9402	Conversational Spanish	T	6:30pm/9:00pm	Jan 24/May 9	C/CISD	\$110	Fisher

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 (see also "Professional Nursing Conference" on page 20)

MDCA1091.9409	Anatomy/Physiology-Bag of Bones	T	6:00pm/8:00pm	Jan 17/Feb 14	A/TBA	\$50	Unger
MDCA1000.9646	Assisting Physician and Nurse	M/W	6:00pm/9:00pm	Apr 3/May 8	A/TBA	\$225	Staff
CPRF1210.9445	Basic Life Supp. for Provider(Renewal)	W	8:00am/12:00 pm	May 3	K/HSC	\$12	Cook
EMSP1019.9446	Basic Life Supp. for Healthcare Providers	Th	8:00am/4:00 pm	May 4	K/HSC	\$33	Cook
NURA1001.9418	CNA with Hospital Clinical	M/W	6:00pm/9:00pm	Jan 18/Mar 29	C/CISD	\$520	Wetherholt
NURA1001.9419	CNA with Hospital Clinical	T/Th	5:00pm/9:00pm	Jan 31/Mar 30	A/CSC1	\$520	Giannotti
NURA1001.9420	CNA with Hospital Clinical	M/F	9:00 am/5:00 pm	May 22/Jun 23	P/C111	\$520	Tutt
ECRD1011.9598	EKG Technician Certification	M/W	6:00pm/9:30pm	Mar 6/May 1	A/CSC2	\$999	Staff
ECRD1011.9599	EKG Technician Certification	M/W	6:00pm/9:30pm	Mar 6/May 1	T/L101	\$999	Staff
POFT2022.9615	Front Off Skills/Off Mgt (Medical)	T/Th	6:00pm/9:00pm	Mar 21/May 11	A/TBA	\$275	Staff
POFT2025.9613	Medical Back Office Capstone	Th	6:00pm/9:00pm	Mar 23/May 11	A/TBA	\$230	Staff
MDCA1043.9600	Medical Billing and Coding Cert	T/Th	6:00pm/9:30pm	Mar 7/May 2	A/TBA	\$1299	Staff
POFT2024.9611	Medical Front Office Capstone	Th	6:00pm/9:00pm	Mar 23/May 11	A/TBA	\$230	Staff
MDCA1013.9423	Medical Terminology	M	6:00pm/8:40pm	Jan 23/May 8	A/T103	\$105	Ooten
POFM1031.9430	Medical Transcription I	Th	7:00pm/9:40pm	Jan 19/May 4	A/A106	\$125	Kelly
NURA1013.9421	Medication Administration (CMA)	T/W	5:00pm/9:00pm	Jan 17/May 31	P/C111	\$350	Tutt
NURA1041.9581	Medication Administration (CMA)	M/W/F	9:00am/1:00pm	Jan 23/Apr 19	T/L101	\$350	Mallow
NURA1013.9422	Medication Administration (CMA)	T/Th	12:30pm/4:30 pm	Jan 24/May 30	A/CSC1	\$350	Pierce
NURA1041.9410	Med Aide Update	S	8:00am/4:00pm	Jan 21	P/A116	\$50	Tutt
NURA1041.9411	Med Aide Update	S	8:00am/4:00pm	Mar 11	A/CSC4	\$50	Tutt
NURA1041.9412	Med Aide Update	S	8:00am/4:00pm	May 13	P/A116	\$50	Tutt
NURA1041.9578	Med Aide Update	Th	9:00am/5:00pm	Jan 12	T/L101	\$50	Mallow
NURA1041.9579	Med Aide Update	T	9:00am/5:00pm	Mar 21	T/L101	\$50	Mallow
NURA1041.9580	Med Aide Update	Th	9:00am/5:00pm	May 4	T/L101	\$50	Mallow
POFT2012.9610	PCT/Medical Capstone	Th	6:00pm/9:00pm	Mar 23/May 11	A/TBA	\$230	Staff
PLAB1023.9413	Non-Certification Basic Phlebotomy	Th	6:00pm/9:00pm	Jan 19/Apr 20	A/CSC2	\$249	Hanes
PLAB1023.9414	Non-Certification Basic Phlebotomy	T	6:00 pm/9:00 pm	Feb 2/May 4	P/A101	\$249	Allen
PLAB1023.9415	Non-Certification Basic Phlebotomy	M	6:00pm/9:00pm	Mar 6/June 5	A/CSC2	\$249	Butts
PLAB1023.9461	Non-Certification Basic Phlebotomy	Th	6:00pm/9:00pm	Apr 6/June 29	T/TBA	\$249	Staff
PLAB1062.9417	Phlebotomy Certification	S	9:00am/4:30pm	Mar 25/Jun 10	A/CSC2	\$400	Staff
PHRA1001.9601	Pharmacy Technician Certification	T/Th	6:00pm/9:30pm	Jan 24/Mar 14	C/CISD	\$999	Staff
PHRA1001.9602	Pharmacy Technician Certification	M/W	6:00pm/9:30pm	Feb 13/Apr 10	P/A101	\$999	Staff
PHRA1001.9603	Pharmacy Technician Certification	T/Th	7:00pm/10:00pm	Mar 7/May 9	A/CSC3	\$999	Staff
PHRA1001.9604	Pharmacy Technician Certification	T/TH	6:00pm/9:30pm	Mar 7/May 2	T/L111	\$999	Staff
TECM1097.9467	Career Math – Level I	M/W	8:45am/10:15am	Jan 18/Mar 8	A/LA102	\$100	Black
TECM1097.9469	Career Math – Level I	T/Th	5:45pm/7:15pm	Jan 17/Mar 9	A/LA102	\$100	White
TECM1097.9468	Career Math – Level I	M/W	8:45am/10:15am	Mar 20/May 10	A/LA102	\$100	Black
TECM1097.9470	Career Math – Level I	T/Th	5:45pm/7:15pm	Mar 21/May 11	A/LA102	\$100	White
TECM1099.9487	Career Math – Level II	M/W	10:30am/12:00pm	Jan 18/Mar 8	A/LA102	\$100	Black
TECM1099.9489	Career Math – Level II	T/Th	7:30pm/9:00pm	Jan 17/Mar 9	A/LA102	\$100	White
TECM1099.9488	Career Math – Level II	M/W	10:30am/12:00pm	Mar 20/May 10	A/LA102	\$100	Black
TECM1099.9490	Career Math – Level II	T/Th	7:30pm/9:00pm	Mar 21/May 11	A/LA102	\$100	White

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

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

MUSIC

PIBE3705.9447	Easy Piano	M	6:00pm/9:00pm	Feb 20	K/TBA	\$55	Maddock
PIBE3704.9448	Piano by Ear	T	6:00pm/9:00pm	Feb 21	K/TBA	\$55	Maddock
PIBE3703.9449	Easy Piano Workshop	M/T	6:00pm/9:00pm	Feb 20/Feb 21	K/TBA	\$95	Maddock
PIBE3705.9450	Easy Piano	M	6:00pm/9:00pm	Feb 27	T/L111	\$55	Maddock
PIBE3704.9451	Piano by Ear	T	6:00pm/9:00pm	Feb 28	T/L111	\$55	Maddock
PIBE3703.9452	Easy Piano Workshop	M/T	6:00pm/9:00pm	Feb 27/Feb 28	T/L111	\$95	Maddock

PERSONAL ENRICHMENT

ONLINE 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	
	Luscious, Low-Fat, Lightning-Quick Meals	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	
	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	

PHOTOGRAPHY

PHTC1011.9441	Photography I	M/W/F	12noon/12:50pm	Jan 18/May 10	A/MJ101	\$125	Teague
PHTC1011.9441L	Photography I (Lab)	TBA	TBA	Jan 18/May 10	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 CS2/Digital Photog	Online	Online		Online	\$100	

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COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
	Photoshop Elements Projects	Online	Online		Online	\$100	
	Photograph People w/Digital Camera	Online	Online		Online	\$100	
	Digital Photography OUTPUT!	Online	Online		Online	\$80	
	Making Movies with Windows XP	Online	Online		Online	\$100	
	Intro to Macromedia Director MX2004	Online	Online		Online	\$100	

PUBLIC SPEAKING

COMM1006.9479	Low Key Public Speaking	M	6:00pm/9:00pm	Jan 30	C/TBA	\$50	Geddie
COMM1006.9480	Low Key Public Speaking	S	9:00am/12:00noon	Feb 4	C/TBA	\$50	Geddie
COMM1006.9481	Low Key Public Speaking	M	6:00pm/9:00pm	Feb 27	A/TBA	\$50	Geddie
COMM1006.9482	Low Key Public Speaking	S	9:00am/12:00noon	Mar 4	A/TBA	\$50	Geddie
COMM1006.9483	Low Key Public Speaking	W	6:00pm/9:00pm	Apr 5	P/A119	\$50	Geddie
COMM1006.9484	Low Key Public Speaking	S	9:00am/12:00noon	Apr 8	P/A119	\$50	Geddie
COMM1006.9485	Low Key Public Speaking	W	6:00pm/9:00pm	May 3	T/A104	\$50	Geddie
COMM1006.9486	Low Key Public Speaking	S	9:00am/12:00noon	May 6	T/A104	\$50	Geddie

SAVVY SENIORS

GERS1000.9649	Savvy Seniors I	T	9:00am/11:30am	Feb 7/Apr 4	A/CSC3	\$10/mo	Sheridan
GERS1000.9650	Savvy Seniors I (for Professional CEU)	T	9:00am/11:30am	Feb 7/Apr 4	A/CSC3	\$20/mo	Sheridan
GERS1000.9651	Savvy Seniors II	T	9:00am/11:30am	May 2/Aug 1	A/CSC3	\$10/mo	Sheridan
GERS1000.9652	Savvy Seniors II (for Professional CEU)	T	9:00am/11:30am	May 2/Aug 1	A/CSC3	\$20/mo	Sheridan
GERS1001.9655	Department of Aging Conference	T	8:00am/5:00pm	May 16	A/TBA	\$TBA	Staff

SCUBA DIVING

FITT1096.9464	Scuba Diver Certification	W/TH	6:00pm/9:00pm	Feb 2/Mar 1	A/CSC4	\$235	Lockhart
FITT1000.9465	“Try Scuba”	W	6:30pm/9:00pm	Feb 15	A/CCP	FREE	Lockhart
FITT1000.9466	“Try Scuba”	W	6:30pm/9:00pm	Feb 22	A/CCP	FREE	Lockhart

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	
The Creative 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	
Creating Web Pages	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	

TRUCK DRIVER TRAINING

CVOP1013.9363	Professional Truck Driver	M-F	8:00 am/5:00pm	Jan 9/Feb 3	C1	\$3,000	Sheffield
CVOP1013.9364	Professional Truck Driver	M-F	8:00am/5:00pm	Jan 16/Feb 10	C1	\$3,000	Sheffield
CVOP1013.9365	Professional Truck Driver	M-F	8:00am/5:00pm	Jan 23/Feb 17	C1	\$3,000	Sheffield
CVOP1013.9366	Professional Truck Driver	M-F	8:00am/5:00pm	Jan 30/Feb 24	C1	\$3,000	Sheffield
CVOP1013.9367	Professional Truck Driver	M-F	8:00am/5:00pm	Feb 6/Mar 3	C1	\$3,000	Sheffield
CVOP1013.9368	Professional Truck Driver	M-F	8:00am/5:00pm	Feb 13/Mar 10	C1	\$3,000	Sheffield
CVOP1013.9369	Professional Truck Driver	M-F	8:00am/5:00pm	Feb 20/Mar 17	C1	\$3,000	Sheffield
CVOP1013.9370	Professional Truck Driver	M-F	8:00am/5:00pm	Feb 27/Mar 24	C1	\$3,000	Sheffield
CVOP1013.9371	Professional Truck Driver	M-F	8:00am/5:00pm	Mar 6/Mar 31	C1	\$3,000	Sheffield
CVOP1013.9372	Professional Truck Driver	M-F	8:00am/5:00pm	Mar 13/Apr 7	C1	\$3,000	Sheffield
CVOP1013.9373	Professional Truck Driver	M-F	8:00am/5:00pm	Mar 20/Apr 14	C1	\$3,000	Sheffield
CVOP1013.9374	Professional Truck Driver	M-F	8:00am/5:00pm	Mar 27/Apr 21	C1	\$3,000	Sheffield
CVOP1013.9375	Professional Truck Driver	M-F	8:00am/5:00pm	Apr 3/Apr 28	C1	\$3,000	Sheffield
CVOP1013.9376	Professional Truck Driver	M-F	8:00am/5:00pm	Apr 10/May 5	C1	\$3,000	Sheffield
CVOP1013.9377	Professional Truck Driver	M-F	8:00am/5:00pm	Apr 17/May 12	C1	\$3,000	Sheffield
CVOP1013.9378	Professional Truck Driver	M-F	8:00am/5:00pm	Apr 24/May 19	C1	\$3,000	Sheffield
CVOP1013.9379	Professional Truck Driver	M-F	8:00am/5:00pm	May 1/May 26	C1	\$3,000	Sheffield
CVOP1013.9380	Professional Truck Driver	M-F	8:00am/5:00pm	May 8/June 2	C1	\$3,000	Sheffield
CVOP1013.9381	Professional Truck Driver	M-F	8:00am/5:00pm	May 15/June 9	C1	\$3,000	Sheffield

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COURSE/NUMBER	COURSE TITLE	DAYS	CLASS TIMES	DATES	LOC/RM	FEE	INSTRUCTOR
CVOP1013.9382	Professional Truck Driver	M-F	8:00am/5:00pm	May 22/June 16	C1	\$3,000	Sheffield
CVOP1013.9383	Professional Truck Driver	M-F	8:00am/5:00pm	May 29/June 23	C1	\$3,000	Sheffield

WELDING

WLDG1017.9424	Introduction to Layout & Fabrication	M/W	2:30 pm/4:10 pm	Jan 18/May 10	A/WELD	\$105	Montrose
WLDG1017.9425	Introduction to Layout & Fabrication	M/W	5:00 pm/6:15 pm	Jan 18/May 10	A/WELD	\$105	Montrose
WLDG1030.9426	Gas Metal Arc Welding	T/Th	5:30 pm/9:20 pm	Jan 17/May 9	A/WELD	\$195	Montrose
WLDG1030.9427	Gas Metal Arc Welding	T/Th	12:00 pm/4:00pm	Jan 17/May 9	A/WELD	\$195	Montrose
WLDG2043.9428	Advanced Metal Arc Welding	M/W/F	12:00 pm/2:30 pm	Jan 18/May 10	A/WELD	\$195	Montrose
WLDG2043.9429	Advanced Metal Arc Welding	M/W	6:15 pm/10:00 pm	Jan 18/May 10	A/WELD	\$195	Montrose

WRITING

COMM1007.9471	Creative Writing: 10 Essential Elements	M	6:00pm/9:00pm	Jan 23	A/TBA	\$50	Geddie
COMM1007.9472	Creative Writing: 10 Essential Elements	S	9:00am/12:00noon	Jan 28	A/TBA	\$50	Geddie
COMM1007.9473	Creative Writing: 10 Essential Elements	W	6:00pm/9:00pm	Feb 22	P/A138	\$50	Geddie
COMM1007.9474	Creative Writing: 10 Essential Elements	S	9:00am/12:00noon	Feb 25	P/A138	\$50	Geddie
COMM1007.9476	Creative Writing: 10 Essential Elements	S	9:00am/12:00noon	Mar 25	T/A104	\$50	Geddie
COMM1007.9475	Creative Writing: 10 Essential Elements	W	6:00pm/9:00pm	Mar 29	T/A104	\$50	Geddie
COMM1007.9477	Creative Writing: 10 Essential Elements	S	9:00am/12:00noon	Apr 1	CISD	\$50	Geddie
POFT1015.9389	Writing/Comm for Business Careers I	M/W	10:30am/12:00noon	Jan 18/Mar 8	A/LA106	\$100	Jeffus
POFT1015.9391	Writing/Comm for Business Careers I	T/Th	7:30pm/9:00pm	Jan 17/Mar 9	A/LA106	\$100	Aubuchon
POFT1015.9390	Writing/Comm for Business Careers I	M/W	10:30am/12:00noon	Mar 20/May 10	A/LA106	\$100	Jeffus
POFT1015.9392	Writing/Comm for Business Careers I	T/Th	7:30pm/9:00pm	Mar 21/May 11	A/LA106	\$100	Aubuchon
POFT1034.9393	Writing/Comm for Business Careers II	M/W	8:45am/10:15am	Jan 18/Mar 8	A/LA106	\$100	Jeffus
POFT1034.9395	Writing/Comm for Business Careers II	T/Th	5:45pm/7:15pm	Jan 17/Mar 9	A/LA106	\$100	Aubuchon
POFT1034.9394	Writing/Comm for Business Careers II	M/W	8:45am/10:15am	Mar 20/May 10	A/LA106	\$100	Jeffus
POFT1034.9396	Writing/Comm for Business Careers II	T/Th	5:45pm/7:15pm	Mar 21/May 11	A/LA106	\$100	Aubuchon
POFT1015.9536	Workplace Writing I	W	5:30pm/8:30pm	Jan 18/Mar 8	K/KHS	\$100	Poe
POFT1015.9538	Workplace Writing I	W	5:30pm/8:30pm	Mar 22/May 10	K/KHS	\$100	Poe
POFT1015.9530	Workplace Writing I	M	6:00pm/9:00pm	Jan 23/Mar 8	P/C101	\$100	Johnson
POFT1015.9532	Workplace Writing I	M	6:00pm/9:00pm	Mar 20/May 9	P/C101	\$100	Johnson
POFT1015.9540	Workplace Writing I	W	8:30am/11:30am	Jan 18/Mar 8	T/E110	\$100	Skaggs
POFT1015.9541	Workplace Writing I	W	8:30am/11:30am	Mar 22/May 10	T/E110	\$100	Skaggs
POFT1034.9537	Workplace Writing II	W	5:30pm/8:30pm	Jan 18/Mar 8	K/KHS	\$100	Poe
POFT1034.9539	Workplace Writing II	W	5:30pm/8:30pm	Mar 22/May 10	K/KHS	\$100	Poe
POFT1034.9531	Workplace Writing II	M	6:00pm/9:00pm	Jan 23/Mar 6	P/C101	\$100	Johnson
POFT1034.9533	Workplace Writing II	M	6:00pm/9:00pm	Mar 20/May 8	P/C101	\$100	Johnson
POFT1034.9542	Workplace Writing II	W	1:00pm/4:00pm	Jan 18/Mar 8	T/E110	\$100	Skaggs
POFT1034.9543	Workplace Writing II	W	1:00pm/4:00pm	Mar 22/May 10	T/E110	\$100	Skaggs

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
Introduction to Adobe FrameMaker 7.1	Online	Online	Online	\$100
The Keys of Effective Editing	Online	Online	Online	\$100
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
Mystery 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

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
	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	
ONLINE GRANT WRITING AND NONPROFIT MANAGEMENT (See Page 5 for Available Class Dates)							
	Creating Your Own Non-Profit	Online	Online		Online	\$100	
	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	
	Making the Connection: Nonprofits & Technology	Online	Online		Online	\$100	



Professional Nursing Conference
(Medical CEUs provided)

March 14, 2006

Registration begins at 8:30 a.m.
Conference hours: 9 a.m. until 5 p.m.
Lunch provided

Pre-registration: \$60
At the door: \$75

Location: TVCC-Athens

Bio Terrorism Training/Gerontology/Twelve Lead EKG/Nurse Friendly Hospitals
Call 903-675-6212 for more information

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) Full Adult Education Scholarships available to qualified students.

POFI1003 INTRODUCTION TO BUSINESS APPLICATIONS I – A project-based introduction to Word and Excel as used in a variety of business applications. Level I and Level II classes will introduce students to a basic working knowledge of computer based office functions, as well as enhancing communication and applied math skills. Students mastering all required components will receive a certificate showing completion of workforce skills in Word and Excel. Appropriate for students who are preparing for GED/THEA. Full Adult Education Scholarships available to qualified students. Approved Lab for Career Math or Business Writing.

ITSW 1028/1022 INTRODUCTION TO BUSINESS APPLICATIONS II – Pre-requisite – Introduction to Business Applications I – A project-based introduction to Word and Excel as used in a variety of business applications. 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. Students mastering all required components will receive a certificate showing completion of workforce skills in Word and Excel. Appropriate for students who are preparing for GED/THEA. Full Adult Education Scholarships available to qualified students. Approved Lab for Career Math or Business Writing.

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 to qualified students. (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 to qualified students. (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 to qualified students.

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 to qualified students.

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 Scholarships available to qualified students.

READ1008 BASIC READING FOR ADULTS -For adults who are just beginning to read, this class will focus on phonics and word recognition. The class is limited to no more than 10 participants to allow plenty of time for individual interaction with the teacher. Concurrent registration in Computer Aided Instruction is highly recommended. Recommended for students with TABE Level L or E Reading placement scores below 470. Full Adult Education Scholarships available to qualified students.. (24 hours)

READ1011 INTERMEDIATE READING FOR ADULTS – Continuation of skills introduced in Basic Reading, expanding to include development of reading comprehension and critical thinking skills. Recommended for students with E or M level TABE reading placement scores 425-500. Full Adult Education Scholarships available to qualified students.

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 to qualified students. Appropriate for students preparing for GED or THEA.

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 to qualified students. Appropriate for students preparing for GED or THEA.

TECM 1097/1091 CAREER 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 workforce 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 to qualified students.

TECM 1099/1013 CAREER 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 workforce setting. Full Adult Education Scholarships available to qualified students.

TECM1192 TRADES APPLICATIONS LAB - Hands on application of basic math and communication skills as used in the trades and industrial workplace. Students will have hands-on instruction in measurement and documentation. Appropriate for students who are preparing for GED/THEA. Full Adult Education Scholarships available to qualified students. Approved Lab for Career Math or Business Writing.

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

MIP01501 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. (6 hours)

ANIMAL CARE

SAAP1000 INTRODUCTION TO SMALL ANIMAL ACUPRESSURE – Students will learn how to participate actively in their dog's well-being by performing an acupressure treatment. This class combines classroom lecture with hands-on experience that will enable the student to locate the Bladder Meridian, Association points and Source points on the dog. (7 hours)

ART

ARDR1001 5 EASY STEPS TO DRAWING ANYTHING IN THE WORLD – Learn 5 Easy Steps to conquer the nuts and bolts of drawing anything in the world! Let professional artist Margaret Tarrance show you how easy it is! Supplies needed: pencils, eraser, watercolor sketch pad, small Prang semi-moist watercolor set, brushes (2-3), ultra-fine Black Sharpie. Bring a sack lunch. (4 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)

FMKT1091 BASIC FLORAL DESIGN/HOLIDAY DECORATIONS USING ARTIFICIAL FLOWERS – Learn current techniques to create dazzling floral designs utilizing artificial flowers. Special holiday decorations will be introduced. Learn basic information on the business side of floral design. (12 hours)

BUSINESS

POFT2011 BUSINESS OFFICE SKILLS 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. (24 hours)

BUSI1000 E-COMMERCE PREVIEW – learn about the exciting world of E-Commerce from an experienced entrepreneur. (2 hours)

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

POFI1003 INTRODUCTION TO BUSINESS APPLICATIONS I – A project-based introduction to Word and Excel as used in a variety of business applications. Level I and Level II classes will introduce students to a basic working knowledge of computer based office functions, as well as enhancing communication and applied math skills. Students mastering all required components will receive a certificate showing completion of workforce skills in Word and Excel. Appropriate for students who are preparing for GED/THEA. Full Adult Education Scholarships available. Approved Lab for Career Math or Business Writing.

ITSW 1028/1022 INTRODUCTION TO BUSINESS APPLICATIONS II – Pre-requisite – Introduction to Business Applications I – A project-based introduction to Word and Excel as used in a variety of business applications. 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. Students mastering all required components will receive a certificate showing completion of workforce skills in Word and Excel. Appropriate for students who are preparing for GED/THEA. Full Adult Education Scholarships available to qualified students. Approved Lab for Career Math or Business Writing.

ITSC1034 START YOUR OWN BUSINESS/WEB DEVELOPMENT – Learn the latest techniques on creating your own business as well as an effective, useful, and attractive web page for your individual business needs. (10 hours)

COMPUTER

ITSC1016 COMPUTER LITERACY / KEYBOARDING - An introduction to basic computer use with Windows XP. Includes creating, saving and managing files, hardware, and troubleshooting techniques. Recommended for students with very limited computer experience. Students will learn appropriate keyboarding technique and will work on building speed to the level expected in the workplace. Appropriate for students who are preparing for GED/THEA. Full Adult Education Scholarships. Approved Lab for Career Math or Business Writing. (24 hours)

ITSC1034 START YOUR OWN BUSINESS/WEB DEVELOPMENT – Learn the latest techniques on creating your own business as well as an effective, useful, and attractive web page for your individual business needs. (10 hours)

COSMETOLOGY

COSM1000 IT'S ALL ABOUT STYLE - Everyone has STYLE! Take your style to the next level by implementing handy techniques from across the country. Learn to execute these methods, making them your own. Walk away confident, knowing you have learned innovative cutting and coloring techniques that will enable you to bring in new clients and keep your present clients up on STYLE! (3 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 DRIVER'S 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.

ELECTRICAL

ELPT2002 JOURNEYMAN ELECTRICIAN EXAM REVIEW - Preparation for journeyman electrician licensure with emphasis on calculations and the National Electrical Code (NEC). Students taking this course should have some electrical experience. Students will be able to recognize and properly utilize formulas used to solve problems for direct current and alternating current application including single-phase and three-phase; describe proper materials and wiring methods used for wiring; explain license requirements of various jurisdictions and the procedures for applying and testing for licensure; and identify important test-taking skills. This is not a beginning electrical course. Textbook is required. Students should also purchase the 2005 National Electrical Code Book. Non-programmable calculator with square root key is also required. (33 hours)

ELPT1001 MASTER ELECTRICIAN EXAM REVIEW - A study of electrical theory, code calculations, and interpretations applicable to becoming a master electrician. This is not a basic electrical course. Emphasis is on residential, commercial, and industrial installations rules and laws using the current edition of the National Electric Code (NEC) and local ordinances. Students will use circuit analysis techniques to solve for unknowns in direct current (DC) and alternating current (AC) circuits; utilize the NEC to size conductors, raceways, over-current protection, and other equipment for branch circuits; utilize the NEC to size services for single-family dwellings, multi-family dwellings, offices, stores, schools, mobile homes, recreational vehicles, commercial cooking equipment, and motors; and differentiate the rules and regulations of different cities relating to meeting the requirements for taking the Master Electrician's Exam. 2005 National Electrical Code book is required. (39 hours)

ENGLISH AS A SECOND LANGUAGE (ESL)

COMM1000 WORKFORCE COMMUNICATION I – Emphasis on oral communication and literacy level reading and writing skills for students new to the English language. Focus is on developing vocabulary for basic communication, especially in a workplace setting. Full Adult Education Scholarships available to qualified students.

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 – Emphasis on oral communication and literacy level reading and writing skills for students new to the English language. Focus is on developing vocabulary for basic communication, especially in a workplace setting. Full Adult Education Scholarships available.

ENGLISH AS A SECOND LANGUAGE (ESL)

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.

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)

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)

FITA1005 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. (8 hours)

FITA1006 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. (10 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)

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)

FITN1005 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! (16 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. Upon enrollment, students will be sent course material that is to be completed prior to class. Partial scholarships are available – call 903-675-6212 for information. (7 hours)

GED/THEA TEST PREPARATION

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)

WFBS5012 GED CRAM SESSION – General Academic Skills. 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.

HORTICULTURE/GARDENING

HALT2015 LANDSCAPE MAINTENANCE – A study of the procedures and practices used in the horticulture industry for proper landscape maintenance; demonstrate proper lawn and landscape maintenance practices; and demonstrate proper pruning techniques. (96 hours).

LANGUAGE

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

SPNL 1091 – CONVERSATIONAL SPANISH (SPECIAL TOPICS) – Learn basic written and verbal Spanish for travel and employment use. Learn numbers, physical well-being phrases, common phrases, and related retail and travel phrases. (32 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 – An introduction to medical office operations, office equipment, office procedures, management responsibilities, human relations, receiving patients and communications. (32 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 random drug screen (for more details see Drug Screen Policy, page 31).

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. This course includes 8 hours of lecture and experience in the hospital setting. (96 hours)

EMSP1019 BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS - For new nursing students and transition students. Instruction in lifesaving skills for respiratory (choking and drowning) and cardiac emergencies involving adults, children and infants. Must meet requirements of certifying agency. Students must pre-register and purchase book so it can be read before class. Book is \$15 plus tax and is available at the Health Science Center in Kaufman. Mask is optional. (8 hours)

CPRF1210 BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS (RENEWAL) - 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. (50 hours)

POFT2022 FRONT OFFICE SKILLS/OFFICE MANAGEMENT – MEDICAL – Instruction in basic office skills including filing, communications (written and verbal) and human relations. (48 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. (24 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. (24 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. (50 hours)

POFT1006 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. (24 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)

POFM1031 MEDICAL TRANSCRIPTION I - Fundamentals of medical transcription including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis on development of speed and accuracy. Tuition includes \$20 lab fee. (64 hours)

NURA1013 MEDICATION ADMINISTRATION (Certified Medication Aide) - 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 a U.S. high school diploma.

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, STAFFING AGENCIES, OR CITY-COUNTY JAILS. (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 MEDICATION 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. (24 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). (80 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. (50 hours)

MUSIC

PIBE3705 "EASY PIANO" - Guaranteed fun for music-lovers! Learn to play the piano faster, easier, and have a lot more fun doing it! That's the Chord Approach Way! This is your backstage pass to the magic of music. Free-style pop piano playing made exciting for beginners as well as the classically trained. Learn how to avoid reading the bass clef entirely, how chords work, how to chord from the church hymnal, and how to speed read sheet music. Course Fee - Covers registration, take-home materials, and future workshops are FREE! (3 hours)

PIBE 3704 PIANO BY EAR WORKSHOP - Solve one of music's deepest mysteries: how to play songs without relying on music. A very practical presentation of music theory that includes predicting chord progressions, picking out melodies, determining the key of any song – all expressed in everyday language. This is an ideal follow-up to "Instant Piano" and is open to anyone who has a basic understanding of chords on any instrument. Expand your musical horizons, free yourself from sheet music dependence, and be the life of the party! Fee- Covers registration, take-home materials, and future workshops are FREE! (3 hours)

PIBE3703 PIANO WORKSHOP – Both "Easy Piano" and "Piano By Ear Workshop" classes. (6 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)

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)

SAVVY SENIORS

GER1000 SAVVY SENIORS I – Monthly breakfast meetings for seniors and family, friends and caretakers of seniors that are interested in current topics affecting seniors. This session includes: February 7--Medicare Part D (Prescription Drug Coverage), March 7--Family Violence and the Elderly, and April 4--Living Wills, Probate, Medical Directives, Trust and Power of Attorney. Breakfast reservations are requested please call 903-675-6212 for more information. (7 hours)

GER1000 SAVVY SENIORS I (for Professional CEUs) – Monthly breakfast meetings for individuals such as agency employees, counselors, financial advisors who are interested in current topics affecting seniors. This session includes: February 7--Medicare Part D (Prescription Drug Coverage), March 7--Family Violence and the Elderly, and April 4--Living Wills, Probate, Medical Directives, Trust and Power of Attorney. (0.7 CEUs will be awarded.) Breakfast reservations are requested please call 903-675-6212 for more information. (7 hours)

GER1000 SAVVY SENIORS II– Monthly breakfast meetings for seniors and family, friends and caretakers of seniors that are interested in current topics affecting seniors. This session includes: May 2—Identifying Abuse/Neglect/Exploration, June 6—Long-Term Care, (skipping July), August 1—Scams-Don't be a Victim. Breakfast reservations are requested please call 903-675-6212 for more information. (7 hours)

GER1000 SAVVY SENIORS II (for Professional CEUs) – Monthly breakfast meetings for individuals such as agency employees, counselors, financial advisors who are interested in current topics affecting seniors. This session includes: May 2—Identifying Abuse/Neglect/Exploration, June 6—Long-Term Care, (skipping July), August 1—Scams-Don't be a Victim. 0.7 (CEUs will be awarded.) Breakfast reservations are requested please call 903-675-6212 for more information. (7 hours)

GER1001 DEPARTMENT OF AGING CONFERENCE – “ELDERLY ABUSE”

SCUBA DIVER CERTIFICATION

FITT1000 “TRY SCUBA” – Discover scuba. This “no charge” course is designed to allow potential Scuba Diver Certification students the opportunity to learn equipment functions and safety rules in a “dry class” and then to experience breathing underwater, which will help them decide if scuba is right for them. Upon completion of each Discover Scuba session, the instructor evaluates each student's progress and eligibility to continue in the Scuba Diver Certification course. Though this is a “no charge” class, enrollment is required. (2.5 hours)

FITT1096 SCUBA DIVER CERTIFICATION - This course introduces students to the theory and practice of Skin and SCUBA (Self-contained Underwater Breathing Apparatus) diving. This class includes classroom, confined-water and open water dives. Successful students will receive Scuba Diver Certification with the National Association of Underwater Instructors (NAUI). All lecture classes will be held at Trinity Valley Community College and all confined water sessions will be held at the Cain Center. Classroom lecture is on Thursday nights; confined water sessions (in-pool training) are on Wednesday nights.

For successful completion, student must also attend a two-day session at a diving site at his/her expense to perform required objectives in order to qualify for the available certifications. All objectives must be mastered in order to receive certification. This is a pass/fail course. Additional park entry fees will be required of the student for entrance into the dive sites. Open water dive sites include: Athens Scuba Park, \$25 per day, Clear Springs Scuba Park, \$20 per day, and Tyler State Park \$3 per day. The location of the open water certification dive site will be decided the first night of class.

NAUI books will be provided by the instructor. If students desire, they can purchase PADI books from the instructor. All materials should be picked up prior to the first night of class. All equipment is provided. For more information, call instructor, Steve Lockhart at 903-593-7033.

Health Form & Considerations: Use of compressed air (e.g. scuba) requires special training and may not be appropriate for all individuals. Students are required to complete a health form and waiver for this class. The health form identifies predisposing factors known to affect divers. You may pick up this form from the instructor or from the Continuing Education registration office in the Orval Pirtle Administration building, located on the Trinity Valley Community College campus. It is up to the instructor's discretion to determine, after reviewing the health form, if a student is at risk taking this course. You may be asked by the instructor to have a physical exam and written waiver from your physician before participating in this course. Health forms must be turned in two business days prior to the class start date to the Continuing Education office. (46 hours)

TRUCK DRIVING

CVOP1013 PROFESSIONAL TRUCK DRIVER - 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. (160 hours)

WELDING

WLDG1017 INTRODUCTION TO LAYOUT AND FABRICATION - A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. (48 hours)

WLDG1030 GAS METAL ARC WELDING - A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs. Tuition includes \$20 lab fee. (144 hours)

WLDG2043 ADVANCED METAL ARC WELDING - Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Tuition includes \$20 lab fee. (144 hours)

WRITING

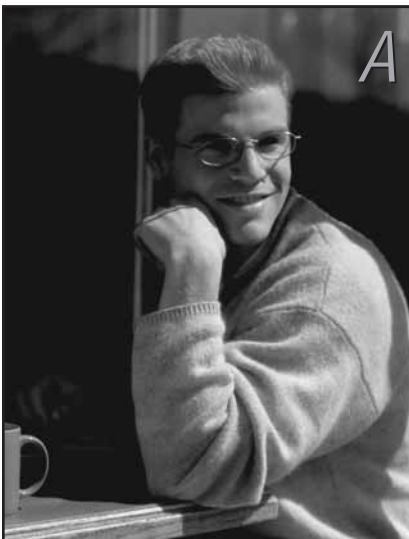
COMM1007 10 ELEMENTS OF CREATIVE EXPRESSION – The 10 basic elements of creative expression apply to any kind of art, but for this class the focus is on bringing the written word to life through clear, focused thinking, through keen observation, and through our own imaginations. (3 hours)

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)

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 or recommendation of instructor*. (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

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 or recommendation of instructor.



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 receipted. 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. Spring hours: Monday-Friday (beginning January 9th) 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 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 email: conted@tvcc.edu

Mailing Address:

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

- Dean**Gayla Roberts
groberts@tvcc.edu
- Coordinator**Sharon Barrett
sbarrett@tvcc.edu
- Coordinator**Leslee McKinney
lmckinney@tvcc.edu Phone: 903-675-6314 Fax: 903-670-2623
- Coordinator**Cindy Sims
csims@tvcc.edu
- Adult Education Director**Barbara Gosnell
bgosnell@tvcc.edu
- ESL Coordinator**.....Judy Bundy
2jbundy@tvcc.edu Phone: 903-675-6288
- Recruitment and Retention Coordinator**.....Sherry Nash
2snash@tvcc.edu Phone: 903-675-6275
- Adult Education Advisor**.....Lawanda Robertson
2lrobertson@tvcc.edu Phone: 903-670-2622
- Adult Education Athens Office**.....Davina Smith
dsmith@tvcc.edu Phone: 903-675-6398 Fax: 903-670-2614
- Athens Office Staff**JoAnn Johnson, jjohnson@tvcc.edu
 Pam Dotson, 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 Phone 903-729-0256 Fax 903-729-2325
- Terrell Office Staff**Linda White
lwhite@tvcc.edu Phone 972-563-9573 Fax 972-563-1667
- Kaufman Office**Kathy Fowler
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-school¹ adults, 18 years and older² 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:

ACADEMIC PREPARATION

ATHENS –

Thursday, February 16	LA 112	9am-12 noon
Thursday, February 16	LA 112	6pm-9pm
Thursday, April 20	LA 112	9am-12 noon
Thursday, April 20	LA 112	6pm-9pm

CANTON –

Tuesday, January 24	CISD classroom	6pm-9pm
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PALESTINE –

Tuesday, February 14	C 108	6pm-9pm
Tuesday, April 18	C 108	6pm-9pm

TERRELL –

Thursday, February 16	E 110	6pm-9pm
Thursday, April 20	E 110	6pm-9pm

ENGLISH AS A SECOND LANGUAGE

ATHENS –

Thursday, January 5	LA 102	6pm-9pm
Tuesday, January 10	LA 102	6pm-9pm
Wednesday, March 8	TBA	6pm-9pm

TERRELL –

Wednesday, January 11	Terrell Library*	6pm-9pm
Wednesday, January 18	Terrell Library*	6pm-9pm

* Terrell Library: 301 N. Rockwall, Terrell, TX 75160

PALESTINE –

January 9-19 by appointment, Anderson County Literacy Council, 1101 N. Fowler, Palestine, TX 75801. Call (903)729-7703

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 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

TACE Scholarship Fund

By application through the Community Services Department. Award amounts up to \$300 per student dependent upon eligibility and availability of funds.

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	Rains County 209 E. Quitman St. Emory, TX 75440-2608 903-473-8757
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Henderson County 205 N. Murchison St 101 Athens, TX 75751-2110 903-677-3521	Van Zandt County 1760 N. Trade Days Blvd. Canton, TX 75103-9772 903-567-47006
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Kaufman County
109 Tejas Drive, Suite 300
Terrell, TX 75160
972-563-7271

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?

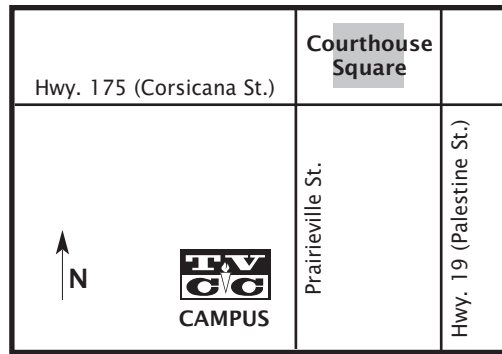
- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

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.

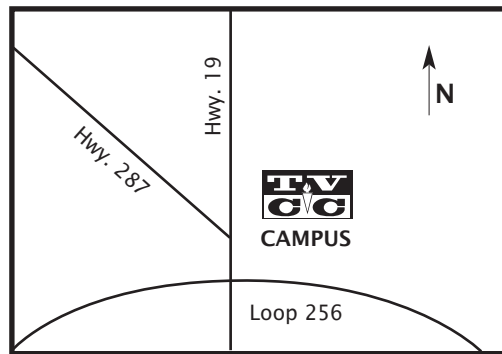
How can I find out more information?

- 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; www.acha.org



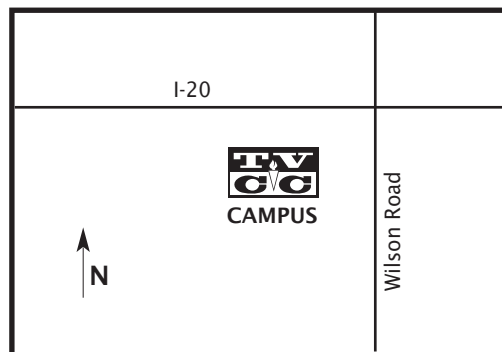
ATHENS CAMPUS

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



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Athens, Texas 75751

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