

Continuing & Workforce Education
Schedule of Classes
Spring/Summer 2018



PHARMACY TECHNICIAN
PROGRAM
Coming Fall 2018
see page 3

TRINITY VALLEY COMMUNITY COLLEGE



Continuing & Workforce Education
Athens Campus/903-675-6212 1-866-TVCCYES (1-866-882-2937)
Palestine Campus/903-729-0256 Terrell Campus/972-563-9573

www.tvcc.edu/continuinged email: conted@tvcc.edu fax: 903-675-6388

General Information

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ACCREDITATION

Trinity Valley Community College (TVCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, at <http://www.sacscoc.org> for questions about the accreditation of TVCC. SACSCOC is to be contacted only if there is evidence that appears to support the College's significant non-compliance with a requirement or standard. All other inquiries about TVCC, such as admission requirements, financial aid, educational programs, etc., should be directed to the College at 100 Cardinal Drive, Athens, Texas 75751 or by calling 903-675-6200. TVCC received initial accreditation to award associate degrees from SACSCOC in 1952, and received its last reaffirmation of accreditation in 2017 and has no sanctions or negative actions.

The Department of Education (DOE) recognizes the Accreditation Commission for Education in Nursing for TVCC's Associate Degree Nursing Program that received its last reaffirmation of accreditation in 2017 and has no sanctions or negative actions.

BUILDING ABBREVIATIONS

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

ATHENS TVCC Campus (100 Cardinal Drive)

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

KAUFMAN HEALTH SCIENCE CENTER TVCC Campus

(800 Hwy 243 West)

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

PALESTINE TVCC Campus (2970 North State Hwy. 19)

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

TERRELL TVCC Campus (1200 East I-20)

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

COMMON ACRONYMS

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

TVCC MISSION STATEMENT

Trinity Valley Community College is a learning-centered college that provides quality academic, workforce, college preparatory, student support and community service programs that prepare and empower students for success and promote and enhance life-long learning for all communities served.

CONTINUING & WORKFORCE EDUCATION PURPOSE

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

IMPORTANT INFORMATION FOR STUDENTS IN CERTAIN COURSES

For students in certain courses and programs who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

Financial Aid

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

Financial Aid

- PELL grants (credit classes)*
- TPEG (TX Public Educ. Grant)**
- Community Services Grant**
- Student Loans (credit/non-credit)
- TVCC Foundation Scholarships**

PELL Grant Funding

* Students must complete the Free Application for Federal Student Aid (www.fafsa.ed.gov). PELL funding may be available for qualified students enrolled in Medical Nursing Assistant program.

STUDENTS SHOULD COMPLETE THE FAFSA AS SOON AS POSSIBLE PRIOR TO THE START OF CLASSES. For additional information, contact the Financial Aid office or Community Services office.
TVCC SCHOOL CODE: 003572

**Students applying for TPEG, Continuing ed Grant or TVCC Foundation funding should:

Step 1: Complete FAFSA application at www.fafsa.ed.gov

Step 2:
Complete Continuing Ed financial aid application (www.tvcc.edu/continuing-education)

Step 3:
Register for class & pay remaining balance of tuition. Tuition is due at time of enrollment.

FINANCIAL AID AVAILABLE

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

Medical/Nursing Assistant Program

Nurse Aide

Medication Aide

Phlebotomy Technician

Business & Computer Skills

Welding

Pharmacy Technician

Commercial Driver License (CDL)

... and other workforce training

TVCC Continuing & Workforce Education
Liberal Arts Building
Room 115
903-675-6212 or visit
www.tvcc.edu/continuing-education



Pharmacy Technician Program

PHARMACY TECHNICIAN PROGRAM

CLASSES START FALL OF 2018

PROGRAM DESCRIPTION

This program prepares the student to support professional/licensed pharmacists in various practice settings.

PROGRAM TRAINING OUTCOMES

- Graduate with a Texas and TVCC level 1 Workforce Education Certificate in Pharmacy Technology
- Completion provides the opportunity to participate in state and national certification.

HIGHSCHOOL DUAL CREDIT

The prerequisites for this class can be taken as high school dual credit.

LOCATION

Continuing & Workforce Education on Athens Campus in the Liberal Arts Building

STUDENT & FAMILY INFO EVENTS

- Open to everyone
- No prior registration
- 4 p.m. on the first Wednesday of each month
- TVCC Athens campus in the Learning Resource Center (library)

FINANCIAL AID

Financial aid is available for qualified students. For more information about grants, loans and scholarships, contact the Financial Aid office at 903-675-6233.

COST

See current TVCC catalog

EMPLOYMENT

Salary expectations range from \$10 to \$20 per hour. Expected growth due to regulation changes.

For students who may have a criminal background, be advised that the background could keep you from being licensed by the State of Texas or from qualifying for employment. If you have a question about your background contact TVCC advising at 903-675-6350. You also have the right to request a criminal history evaluation letter from the PTCB certification group.

HOW DO I START

1. Attend a student family info event
2. Make application to enter the college-Registrars office
3. Verify that immunizations are up to date-TVCC CWE dept. 903-675-6212
4. Take TSI entrance exam-Must be TSI complete
5. Complete Medical Terminology and Body Systems or A&P course
6. Complete and submit application packet.

APPLICATION PROCESS

- Must have graduated from high school or obtained a GED
- Apply for admission into TVCC
- Student admitted through competitive application process-due by June 15
- Complete prerequisites, immunizations, criminal history check, be TSI complete
- Committee selection process
- Maximum of 15 students selected
- Students must participate in July student enrollment and orientation sessions

LIST OF REQUIRED CLASSES

Prerequisites

MDCA 1313 Medical Terminology (online or in the classroom)

BIOL 2404 Anatomy & Physiology (online or in classroom), **NURA 1407** Body Systems (online or in classroom) or High School A&P

Course	Description	Credits
PHRA 1301	Intro to Pharm.	3
PHRA 1264	Practicum I	2
PHRA 1313	Community Pharm. Practice	3
PHRA 1309	Pharmaceutical Math	3
PHRA 1305	Drug Classifications	3
PHRA 1102	Pharm. Law	1
PHRA 1345	Compounding Sterile Pract.	3
PHRA 1349	Intuitional Pharm. Pract.	3
PHRA 1414	Pharmacy Drug Therapy & Treatment	4
PHRA 2364	Practicum II	3
	Total	28

Online Registration Update

TVCC CONTINUING & WORKFORCE ED. (CWE) APPLICATION & REGISTRATION ONLINE INSTRUCTIONS

GETTING TO THE ONLINE FORM

Visit <https://www.tvcc.edu/continuing-education/?d=276> and click the register link at the bottom of the page.

APPLYING FOR ADMISSION

For new students click the Application form under "Online Registration" to apply for acceptance into the Non-Credit CWE part of the college fill out the form that pulls up.

STEPS

1. Enter your social security number
 - a. You will only need to enter this once after you have been accepted in to the non-credit CWE part of the college you will be assigned a TVIN. This number will be sent to you by e-mail keep up with it because it will be used to find your information in the future.
 - b. Your TVIN will also be used by the credit side of the college as well but to register for credit classes you need to follow the credit application and registration processes that are in place.
2. Enter you County of Residence
3. Enter your Last Name, First Name, and/or Middle Initial
4. Enter you Mailing Address.
5. Enter at least one phone number.
6. Enter an E-mail address
 - a. Make sure that this is an e-mail you check regularly as all communication for this process is done by e-mail.
7. Answer the two question at the bottom of the form to start the submittal process.
8. Finally do the two part Identity confirmation process to accept the Terms & Conditions to submit and review your application.
9. Once submitted you will be sent an e-mail by a non-credit CWE staff member giving you your assigned TVIN and informing you of your acceptance into the non-credit CWE side of the college.
10. Once you have received the e-mail confirmation from a non-credit CWE staff member giving you your TVIN.
11. Congratulations you have applied to the TVCC non-credit CWE side of the college and are ready to register for a non-credit class.
12. To register for a class click the link https://webapps.tvcc.edu/cwe_reg/ sent to you in your acceptance e-mail and follow step 3 in this manual.

REGISTERING FOR A CLASS

For returning students click the Registration form under "Online Registration" to register for a Non-Credit CWE class and students who are registering for a class from the email link both please fill out the form that pulls up. This will have to be done for each CWE non-credit class that you want to enroll in.

STEPS

1. Enter you TVIN
 - a. This was assigned to you when you applied and got accepted into the college.
 - b. It was either emailed to you or was given to you when you applied at the college.
2. Enter your Birth date
3. Enter your last name, first name, and/or middle initial.
4. Enter an E-mail address
 - a. Make sure that this is an e-mail you check regularly as all communication for this process is done by e-mail.
5. Enter your contact phone number.
6. Select your gender
7. Select an ethnic origin from the drop down list.
8. Enter the course name or the section number you got from the CWE published schedule or web site.
9. Enter the start date that is in the CWE published schedule or on the website.
10. Do the identity confirmation
11. Read and Acknowledge the terms and conditions.
12. Review and submit you registration
13. Once a CWE staff member begins to process you registration you will receive an invoice informing you of the tuition and fees due, the start date and end date, day(s) the class will take place, time the class starts and ends, and finally the location of the class.
 - a. Tuition and fees must be paid in full before the CWE staff member will register you in the class.
 - b. The payment instructions will be on the invoice sent to you by a CWE staff member.
14. Once the payment is received by the cashier the CWE staff member will finish your enrollment and you will be registered in the class.
 - a. On some occasion payment will not be able to be receipted in the cashiers' office until the next business day. When this occurs the CWE staff member will send you a temporary receipt number to inform that you payment was received and will be processed the next business day. When the payment is processed in the cashiers' office the CWE staff member will send you an updated receipt number.
15. You will receive an e-mail letting you know that you have been registered in the class and your registration has been closed.
16. Congratulations you are now registered in a non-credit CWE class.



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

All students enrolled in Medical and Pharmacy Technician Training that involves patient contact must provide written documentation of the required immunization prior to any clinical experience or Phlebotomy Lab.

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

DON'T WAIT—START NOW!

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

List available online at
www.tvcc.edu/Continuing-Education

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

Coming Fall 2018!

PHARMACY TECHNICIAN

FOR MORE INFORMATION

**Continuing & Workforce Education
Trinity Valley Community College**

100 Cardinal Drive

Athens, TX 75751

Phone: 903-675-6212

Fax 903-675-6388

E-mail: conted@tvcc.edu

www.tvcc.edu/continuing-education

PARTNERS

IN WORKFORCE TRAINING

TVCC AND

LOCAL ISDS

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

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

Certified Nurse Aide

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

Body Systems

Students learn basic anatomy and physiology for medical/nursing assistant as a career.

Pharmacology

Students learn about medications and their effect on body systems.

Medical Terminology

Students seeking medical careers learn the vocabulary associated with the medical field.

Medical Law & Ethics

Students review laws and regulations and explore medical ethic issues.



Online Courses



Online Training



**ENROLL IN AN
ONLINE COURSE
TODAY!**

www.ed2go.com/tvcc

New Classes Begin Each Month

Jan. 17, Feb. 14, Mar. 14, Apr. 11,

May 16, June 13, July 18, & Aug. 15



Online Training

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

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

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



Convenient, Affordable, and Effective.

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

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

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

NEW CLASSES BEGIN EACH MONTH

May 17, June 14, July 12, August 16, September 13, October 18, November 7 & December 13

ONLINE LEARNING COURSES:

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

HOW TO GET STARTED:

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

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

www.ed2go.com/tvcc

Online Training

Course	Days	Tuition	Course	Days	Tuition
ACCOUNTING			CAREERS		
Accounting Fundamentals	W/F	\$130	ENTERTAINMENT INDUSTRY		
Accounting Fundamentals II	W/F	\$130	Breaking Into Sitcom Writing	W/F	\$130
Introduction to Microsoft Excel	W/F	\$130	Get Funny!	W/F	\$130
Intermediate Microsoft Excel	W/F	\$130	Music Made Easy	W/F	\$130
Introduction to QuickBooks	W/F	\$130	LAW & LEGAL		
Perform Payroll in QuickBooks	W/F	\$130	Business Law for the Small Business	W/F	\$130
QuickBooks for Contractors	W/F	\$130	Employment Law Fundamentals	W/F	\$130
ART			Evidence Law	W/F	\$130
Drawing for the Absolute Beginner	W/F	\$130	Introduction to Criminal Law I	W/F	\$130
Music Made Easy	W/F	\$130	Legal Nurse Consulting	W/F	\$130
Introduction to Guitar	W/F	\$130	LSAT Preparation- Part 1	W/F	\$130
BUSINESS ADMINISTRATION & MANAGEMENT			LSAT Preparation- Part 2	W/F	\$130
Administrative Asst. Fundamentals	W/F	\$130	Paralegal Preparation Program 1	W/F	\$210
Administrative Asst. Applications	W/F	\$130	Real Estate Law	W/F	\$130
Building Teams That Work	W/F	\$130	Workers Compensation	W/F	\$130
Distribution & Logistics Management	W/F	\$130	PERSONAL & CAREER DEVELOPMENT		
Employment Law Fundamentals	W/F	\$130	Achieving Success w/ Difficult People	W/F	\$130
Fundamentals Supervision/Management	W/F	\$130	Administrative Asst. Fundamentals	W/F	\$130
Fundamentals Supervision/Management II	W/F	\$130	Become a Physical Therapy Aide	W/F	\$130
High Speed Project Management	W/F	\$130	Becoming a Veterinary Assistant	W/F	\$130
Managing Customer Service	W/F	\$130	Become an Optical Assistant	W/F	\$130
Manufacturing Applications	W/F	\$130	Building Teams that Work	W/F	\$130
Manufacturing Fundamentals	W/F	\$130	Computer Skills for the Workplace	W/F	\$130
Mastery of Business Fundamentals	W/F	\$130	Effective Business Writing	W/F	\$130
PMP Certification Prep 1	W/F	\$160	Everyday Math	W/F	\$130
PMP Certification Prep 2	W/F	\$160	Get Assertive!	W/F	\$130
Project Management Applications	W/F	\$130	Get Funny!	W/F	\$130
Introduction to Business Analysis	W/F	\$130	Grammar Refresher	W/F	\$130
Project Management Fundamentals	W/F	\$130	Homeschool with Success	W/F	\$130
Purchasing Fundamentals	W/F	\$130	Individual Excellence	W/F	\$130
Six Sigma: Total Quality Applications	W/F	\$130	Interpersonal Communication	W/F	\$130
Supply Chain Mgmt. Fundamentals	W/F	\$130	Introduction to Journaling	W/F	\$130
Total Quality Fundamentals	W/F	\$130	Keys to Effective Communication	W/F	\$130
Understanding the HR Function	W/F	\$130	Leadership	W/F	\$130
PLANNING & ENTREPRENEURIAL			Listen to Your Heart/Success	W/F	\$130
Creating a Successful Business Plan	W/F	\$130	Mastery of Business Fundamentals	W/F	\$130
Growing Plants for Fun and Profit	W/F	\$130	Merrill Ream Speed Reading	W/F	\$130
Learn to Buy and Sell on eBay	W/F	\$130	Resume Writing Workshop	W/F	\$130
Mktg. Your Business on the Internet	W/F	\$130	Skills for Making Great Decisions	W/F	\$130
Publish Yourself: Start/Oper. Publ Bus	W/F	\$130	Twelve Steps to Successful Job Search	W/F	\$130
Secrets of the Caterer	W/F	\$130	COMPUTERS		
Start and Operate Home-Based Bus	W/F	\$130	BASIC COMPUTER LITERACY		
Start Your Own Arts and Crafts Bus.	W/F	\$130	Computer Skills for the Workplace	W/F	\$130
Start Your Own Consulting Practice	W/F	\$130	Introduction to Windows 7	W/F	\$130
Start Your Own Small Business	W/F	\$130	Introduction to Windows 8	W/F	\$130
Wow, What a Great Event!	W/F	\$130	Keyboarding	W/F	\$130
SALES & MARKETING			CERTIFICATION PREP		
Business Marketing Writing	W/F	\$130	Advanced Comp TIA A+ Cert Prep	W/F	\$160
Effective Selling	W/F	\$130	Basic Comp TIA A+ Certification Prep	W/F	\$160
Managing Customer Service	W/F	\$130	CompTIA Security +Certification Prep	W/F	\$160
Marketing Your Bus. On the Internet	W/F	\$130	Intermediate Comp TIA+Cert Prep	W/F	\$160
Professional Sales Skills	W/F	\$130	Network Comp TIA+ Cert Prep	W/F	\$160
			PMP Certification Prep 1	W/F	\$160
			PMP Certification Prep2	W/F	\$160

Online Training



Course	Days	Tuition	Course	Days	Tuition
COMPUTER APPLICATIONS			WEB PAGE DESIGN		
Advanced Microsoft Excel	W/F	\$130	Achieving Top Search Eng. Positions	W/F	\$130
Intermediate Microsoft Access	W/F	\$130	Creating a Classroom Web Site	W/F	\$130
Intermediate Microsoft Excel	W/F	\$130	Creating Web Pages	W/F	\$130
Intermediate Microsoft Word	W/F	\$130	Designing Effective Websites	W/F	\$130
Intro Microsoft Excel	W/F	\$130	Intro to Dreamweaver 8	W/F	\$130
Intro to Microsoft Access	W/F	\$130	Intro to Dreamweaver CS6	W/F	\$130
Intro to Microsoft Outlook	W/F	\$130	Intermediate CSS and XHTML	W/F	\$130
Intro to Microsoft Project	W/F	\$130	Intermediate Dreamweaver CS6	W/F	\$130
Intro to Microsoft Publisher	W/F	\$130	Intro to Flash 8	W/F	\$130
Intro to Microsoft Word	W/F	\$130	Introduction to CSS and XHTML	W/F	\$130
Intro to QuickBooks	W/F	\$130			
Perform Payroll in QuickBooks	W/F	\$130	WEB PROGRAMMING		
DATABASE MANAGEMENT & PROGRAMMING			Intermediate C# Programming	W/F	\$130
High Speed Project Management	W/F	\$130	Intermediate Java Programming	W/F	\$130
Intermediate C# Programming	W/F	\$130	Intermediate PHP and MySQL	W/F	\$130
Intermediate Microsoft Access	W/F	\$130	Introduction to Ajax Programming	W/F	\$130
Intermediate Oracle	W/F	\$130	Introduction to ASP.Net	W/F	\$130
Introduction Microsoft Access	W/F	\$130	Introduction to C# Programming	W/F	\$130
Introduction to ASP.NET	W/F	\$130	Introduction to C++ Programming	W/F	\$130
Introduction to C# Programming	W/F	\$130	Introduction to Java Programming	W/F	\$130
Introduction to C++ Programming	W/F	\$130	Introduction to PHP and MySQL	W/F	\$130
Introduction to Database Development	W/F	\$130	Introduction to Python 2.5 Prog.	W/F	\$130
Introduction to Oracle	W/F	\$130	Introduction to Visual Basic 2005	W/F	\$130
Introduction to SQL	W/F	\$130	Introduction to XML	W/F	\$130
Introduction to Visual Basic	W/F	\$130	FAMILY		
GRAPHIC DESIGN			CHILD CARE & PARENTING		
Intro to Illustrator CS6	W/F	\$130	Enhancing Language Dev Childhood	W/F	\$130
Intro to Microsoft Publisher	W/F	\$130	Home School with Success	W/F	\$130
THE INTERNET			Ready, Set, Read!	W/F	\$130
Achieving Top Search Eng. Positions	W/F	\$130	Understanding Adolescents	W/F	\$130
Intro to Microsoft Outlook	W/F	\$130	Working Successfully with Learning Disabled Students	W/F	\$130
Navigating the Internet	W/F	\$130	LANGUAGES		
Learn to Buy and Sell on eBay	W/F	\$130	An Introduction to Teaching ESL/EFL	W/F	\$130
PC TROUBLESHOOTING, NETWORKING, & SECURITY			Beginning Conversational French	W/F	\$130
Intermediate Networking	W/F	\$130	Conversational Japanese	W/F	\$130
Intro to Networking	W/F	\$130	Grammar for ESL	W/F	\$130
Intro to PC Security	W/F	\$130	Instant Italian	W/F	\$130
Intro to PC Troubleshooting	W/F	\$130	Spanish in the Classroom	W/F	\$130
Wireless Networking	W/F	\$130	Spanish for Medical Professionals	W/F	\$130
WEB GRAPHICS & MULTIMEDIA			Spanish for Law Enforcement	W/F	\$130
Creating Web Graphics w/PS CS3	W/F	\$130	Speed Spanish II	W/F	\$130
Drawing for the Absolute Beginner	W/F	\$130	Speed Spanish III	W/F	\$130
Intro to Corel DRAW X3	W/F	\$130	Speed Spanish	W/F	\$130
Intro to Flash 8	W/F	\$130	Writing for ESL	W/F	\$130
Intermediate Flash CS5	W/F	\$130	MATH		
Intro to Flash MX 2004	W/F	\$130	Everyday Math	W/F	\$130
			Introduction to Algebra	W/F	\$130
			Medical Math	W/F	\$130

Online Training



Course	Days	Tuition	Course	Days	Tuition
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HEALTH CARE, NUTRITION, & FITNESS

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

FAMILY & PERSONAL ENRICHMENT

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



FINANCE & WEALTH BUILDING

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

PHOTOGRAPHY & DIGITAL VIDEO

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

TEACHERS

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

Online Training

Course	Days	Tuition	Course	Days	Tuition
TEST PREPARATION			BUNDLES		
Prepare for the GED® Test	W/F	\$130	A to Z Grant Writing Series	W/F	\$174
Prepare for the GED® Math Test	W/F	\$130	Accounting Fundamentals Series	W/F	\$174
GMAT Preparations	W/F	\$130	Administrative Assistant Suite	W/F	\$261
Grammar for ESL	W/F	\$130	Adobe Value Suite	W/F	\$261
GRE Preparation - Part 1	W/F	\$130	Basic Computer Skills Suite	W/F	\$261
GRE Preparation - Part 2	W/F	\$130	C# Programming Series	W/F	\$174
LSAT Preparations - Part 1	W/F	\$130	Computer Networking Suite	W/F	\$261
LSAT Preparations - Part 2	W/F	\$130	Creating WordPress Websites Series	W/F	\$174
Prepare for the GED Math Test	W/F	\$130	Creative Writing Value Suite	W/F	\$261
SAT/ACT Prep Course - Part 1	W/F	\$130	Digital Marketing Suite	W/F	\$261
SAT/ACT Prep Course - Part 2	W/F	\$130	Educator's Fundamentals Series	W/F	\$261
WRITING			Entrepreneurship Suite	W/F	\$261
Advanced Fiction Writing	W/F	\$130	Explore a Career in Healthcare Suite	W/F	\$261
Becoming a Grant Writing Consultant	W/F	\$130	Grammar Refresher Series	W/F	\$174
Beginner's Guide to Getting Published	W/F	\$130	Grant Writing Suite	W/F	\$261
Business Marketing Writing	W/F	\$130	GRE Prep Series	W/F	\$174
Effective Business Writing	W/F	\$130	HTML and CSS Series	W/F	\$261
Fundamentals of Technical Writing	W/F	\$130	Human Physiology Series	W/F	\$174
Grammar Refresher	W/F	\$130	Java Programming Series	W/F	\$174
Introduction to Internet Writing Mkts	W/F	\$130	Leadership Suite	W/F	\$349
Introduction to Journaling	W/F	\$130	Medical Spanish Series	W/F	\$174
Mystery Writing	W/F	\$130	Medical Terminology Series	W/F	\$174
Research Methods for Writers	W/F	\$130	Microsoft Access 2016 Series	W/F	\$174
Resume Writing Workshop	W/F	\$130	Microsoft Excel 2016 Series	W/F	\$324
The Craft of Magazine Writing	W/F	\$130	Microsoft Office 2016 Suite	W/F	\$324
The Keys of Effective Editing	W/F	\$130	Microsoft Word 2016 Series	W/F	\$225
Travel Writing	W/F	\$130	Nonprofit Suite	W/F	\$261
Write Fiction like a Pro	W/F	\$130	Oracle Series	W/F	\$174
Write & Publish Your Nonfiction Book	W/F	\$130	Photography Suite	W/F	\$261
Write Your Life Story	W/F	\$130	PHP and MySQL Series	W/F	\$174
Writerific: Creativity Train. /Writers	W/F	\$130	PMP Prep Series	W/F	\$183
Writing Essentials	W/F	\$130	Presentation Skills Suite	W/F	\$261
Writing for Children	W/F	\$130	Project Management Fundamentals Series	W/F	\$174
Writing for ESL	W/F	\$130	Project Management Suite	W/F	\$261
Writing Great Technical Documents	W/F	\$130	QuickBooks 2016 Series	W/F	\$199
GRANT WRITING & NONPROFIT MANAGEMENT			Reading Strategies Suite	W/F	\$349
A to Z Grant Writing	W/F	\$130	Real Estate Suite	W/F	\$261
Advanced Grant Proposal Writing	W/F	\$130	Sales Training Suite	W/F	\$261
Becoming a Grant Writing Consultant	W/F	\$130	SAT/ACT Prep Series	W/F	\$174
Starting Your Own Nonprofit	W/F	\$130	Soft Skills Suite	W/F	\$349
Get Grants!	W/F	\$130	Speed Spanish Series	W/F	\$261
Introduction to Nonprofit Mgmt.	W/F	\$130	SQL Series	W/F	\$174
Marketing Your Nonprofit	W/F	\$130	Stock Trading Suite	W/F	\$261
Wow, What a Great Event!	W/F	\$130	Supervision and Management Series	W/F	\$174
Writing Effective Grant Proposals	W/F	\$130	Supply Chain Suite	W/F	\$261
			Teaching ESL Series	W/F	\$349
			Veterinary Assistant Series	W/F	\$261
			Visual Basic Series	W/F	\$174
			Web Design Value Suite	W/F	\$261
			Workplace Law Essentials Value Suite	W/F	\$174
			Writing and Editing Value Suite	W/F	\$261

**TODAY'S
PREPARATION...
TOMORROW'S
SUCCESS!**



Business, Careers, Computers & Financial

for The Results Employees

TVCC OCCUPATIONAL SKILLS AWARD OFFERED FOR THE RESULTS COMPANY-EMPLOYEES

The Continuing and Workforce Education Department of TVCC has entered into a partnership with The Results Company of Palestine to assist in the training of their employees to earn an Occupational Skills Award in:

CUSTOMER EXPERIENCE AND SALES CERTIFICATION.

The classes are offered through TVCC at TRC. Upon taking the four courses listed below, TVCC will award each individual an Occupational Skills Award and they will have earned 27.20 CEU's.

The courses are as follows:

MRKG 1000-CUSTOMER SERVICE:

An introduction of techniques to create excellent customer service. 8.0 CEU's

BMGT 1008-COMMUNICATIONS IN MANAGEMENT:

Basic theory and process of communication skills necessary for the management of an organizations workforce. 6.4 CEU's

EECT 1000-TECHNICAL CUSTOMER SERVICE:

General principles of customer service within a technical environment. Topics include internal/external customer relationships, time management, best practices, and verbal and non-verbal communications skills. 6.4 CEU's

MRKG 1003-CUSTOMER RELATIONSHIP MANAGEMENT:

General principles of customer relationship management including skills, knowledge, attitudes and behaviors. 6.4 CEU's

The program takes approximately 12 months to complete as each of these courses are offered in 3 month or quarter blocks. Upon completion of the program, the employee will receive a TVCC Occupational Skills Award at a graduation ceremony hosted by The Results Company and coordinated by Trinity Valley Community College.

Business, Careers, Computers & Financial

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

ELECTRICAL

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



JOURNEYMAN ELECTRICIAN EXAM REVIEW

ELPT 2001 (ELPT 2014)

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. Textbooks are required. Students should purchase: Texas Electricians Practice Exams & Study Guide 2017 Textbook NECRay Holder, Author ISBN 978-1-935834-14-4. Non-programmable calculator with square root key is also required. Small classes mean personal attention to you toward passing the electrical exam. This class is not a continuing education class for license renewal. (32 hours)

Section	Day	Time	Dates	Location	Tuition	Instructor
19934	T	6 to 8:30 p.m.	Jan. 23 to Apr. 24	Terrell/LA 101	\$225	Werning
20672	T	6 to 9 p.m.	June 5 to Aug. 14	Kaufman/TBA	\$225	Werning

MASTER ELECTRICIAN EXAM REVIEW

ELPT 1001 (ELPT 2015)

A study of electrical theory, code calculations, and interpretations applicable to becoming a master electrician. This is not a basic electrical course. Emphasis is on residential, commercial, and industrial installations rules and laws using the current edition of the National Electric Code (NEC) and local ordinances. Students will use circuit analysis techniques to solve for unknowns in direct current (DC) and alternating current (AC) circuits; utilize the NEC to size conductors, raceways, over-current protection, and other equipment for branch circuits; utilize the NEC to size services for single-family dwellings, multi-family dwellings, offices, stores, schools, mobile homes, recreational vehicles, commercial cooking equipment, and motors; and differentiate the rules and regulations of different cities relating to meeting the requirements for taking the Master Electrician's Exam and identify important test-taking skills. Textbooks are required. Students should purchase: Texas Electricians Practice Exams & Study Guide 2017 Textbook NECRay Holder, Author ISBN 978-1-935834-14-4 Small classes mean personal attention to you toward passing the electrical exam. A calculator is required. This class is not a continuing education class for license renewal. (32 hours)

Section	Day	Time	Dates	Location	Tuition	Instructor
19936	T	6 to 8:30 p.m.	Jan. 23 to Apr. 24	Terrell/LA 101	\$225	Werning
20692	T	6 to 9 p.m.	June 5 to Aug. 14	Kaufman/TBA	\$225	Werning

Business, Careers, Computers & Financial

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

INTRODUCTION TO COMPUTERS-WINDOWS 10

ITSC 1006 (ITSC 2037)

This introductory course will provide the student with hands-on computer lab experience in learning basic computer components, terminology, and the Windows Operating Systems. Student mastery of pc navigations, web browsing, and proper file management. Students will also be introduced to Microsoft Office on a basic level. No textbook required, but the following resource is highly recommended: Welcome to Computer Basics Microsoft Windows 10 and Office Online. ISBN: 978-1-59136-791-8-Labyrinth Publishing. (Textbook not available in the TVCC bookstore).

Section	Day	Time	Dates	Location	Tuition	Instructor
19932	M/W	5 to 6:30 p.m.	Jan. 17 to Feb. 12	Athens/TBA	\$150	Brittain
20663	M/W	5 to 6:30 p.m.	Mar. 19 to Apr. 11	Terrell/TBA	\$150	Brittain

INTRODUCTION TO MS OFFICE

ITSC 1012 (ITSC 1079)

This introductory course will provide the student with an overview of typical computer systems, assist them in describing how computers are used in today's business environment and a review of software productivity. Students will learn fundamental tasks utilizing business applications via Microsoft Office. Textbooks will be provided.

Section	Day	Time	Dates	Location	Tuition	Instructor
20664	M/W	5 to 6:30 p.m.	June 4 to 18	Athens/TBA	\$200	Brittain

FINANCIAL PLANNING

FUNDAMENTALS OF RETIREMENT

BUSG 1029 (BUSG 1022)

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

Section	Day	Time	Dates	Location	Tuition	Instructor
19938	T	6 to 8:45 p.m.	Jan. 16 to 30	Athens/TBA	\$30	Conner
19938	T	6 to 8:45 p.m.	Sept. 12 to 26	Athens/TBA	\$30	Conner



GOLD CARD Especially for Seniors One Lifetime Payment of \$10

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

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

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



Drivers Ed Training, Student & Adult

Drivers Ed Training/Student & Adult

STUDENT DRIVER'S TRAINING

DRIVERS EDUCATION

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

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

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

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

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

Contact the Department of Public Safety to clarify any questions regarding eligibility prior to enrollment. **FAILURE TO PROVIDE THE DOCUMENTS THAT DPS REQUIRES AT THE APPROPRIATE TIME AFTER CLASS BEGINS WILL PREVENT THE STUDENT FROM CONTINUING CLASS. ANY QUESTIONS REGARDING STATE LAW OR REGULATIONS SHOULD BE DIRECTED TO DEPARTMENT OF PUBLIC SAFETY.** Tuition is not refundable after classes have started.

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

TRADITIONAL CLASSROOM CLASSES

COMPLETE COURSE

DETC1406

ATHENS CAMPUS

Section	Day	Time	Dates	Location	Tuition	Instructor
20665*	M-TH	5 to 7 p.m.	Feb. 5 to Mar. 1	GS 112	\$400	Parker
20666*	M-TH	5 to 7 p.m.	Apr. 2 to 26	GS 112	\$400	Parker
20667*	M-TH	9 to 11 a.m.	June 4 to 28	GS 112	\$400	Parker
20668*	M-TH	9 to 11 a.m.	July 9 to Aug. 2	GS 112	\$400	Parker

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

PALESTINE CAMPUS

19892*	M-TH	5 to 7 p.m.	Feb. 5 to Mar. 1	C 111	\$400	Parker
19893*	M-TH	5 to 7 p.m.	Apr. 2 to 26	C 111	\$400	Parker
20669*	M-TH	9 to 11 a.m.	June 4 to 28	C 111	\$400	Parker
19895*	M-TH	9 to 11 a.m.	July 9 to Aug. 2	C 111	\$400	Parker

* Required driving time (14hours) will be scheduled outside of classroom hours which may include nights after class, other week nights when class is not scheduled and weekend hours.

CLASSROOM ONLY

DETO1407

ATHENS CAMPUS

19896	M-TH	5 to 7 p.m.	Feb. 5 to Mar. 1	GS 112	\$250	Parker
19897	M-TH	5 to 7 p.m.	Apr. 2 to 26	GS 112	\$250	Parker
19898	M-TH	9 to 11 a.m.	June 4 to 28	GS 112	\$250	Parker
19899	M-TH	9 to 11 a.m.	July 9 to Aug. 2	GS 112	\$250	Parker

PALESTINE CAMPUS

19900	M-TH	5 to 7 p.m.	Feb. 5 to Mar. 1	C 111	\$250	Parker
19901	M-TH	5 to 7 p.m.	Apr. 2 to 26	C 111	\$250	Parker
19902	M-TH	9 to 11 a.m.	June 4 to 28	C 111	\$250	Parker
19903	M-TH	9 to 11 a.m.	July 9 to Aug. 2	C 111	\$250	Parker

Drivers Ed Training/Student & Adult



BEHIND THE WHEEL CLASSES

BEHIND THE WHEEL/SIMULATOR ONLY*

DETO1409

ATHENS CAMPUS

Section	Day	Time	Dates	Location	Tuition	Instructor
20670	M-TH	5 to 7 p.m.	Feb. 5	GS 112	\$325	Parker
19905	M-TH	5 to 7 p.m.	Apr. 2	GS 112	\$325	Parker
19906	M-TH	9 to 11 a.m.	June 4	GS 112	\$325	Parker
20671	M-TH	9 to 11 a.m.	July 9	GS 112	\$325	Parker

*Student will meet with the instructor at this time to schedule driving and simulator time. Required driving (8 hours) and simulator (12 hours) time will be scheduled outside of classroom hours including nights after class, other week nights when class is not scheduled and weekend hours.

BEHIND THE WHEEL ONLY *

DETO1408

PALESTINE CAMPUS

19917	M-TH	5 to 7 p.m.	Feb. 5	C 111	\$325	Parker
19919	M-TH	5 to 7 p.m.	Apr. 2.	C 111	\$325	Parker
19916	M-TH	9 to 11 a.m.	June 4	C 111	\$325	Parker
19921	M-TH	9 to 11 a.m.	July 9	C 111	\$325	Parker

*Student will meet with the instructor at this time to schedule driving time. Required driving time (14hours) will be scheduled outside of classroom hours which may include nights after class, other week nights when class is not scheduled and weekend hours.



ONLINE DRIVERS ED STUDENT DRIVERS ED

DETO 1407

Drivers education online is a full narrative and interactive option to attending drivers ed in the traditional classroom setting. It offers the same amount of material and knowledge of the face to face course and is fully approved by the Texas Department of Licensing and Regulation and TEA. This is the classroom only portion of the program so the student will still need to enroll in one of the driving portions listed above. **Classes start each month they cost \$100 and run Monday thru Friday until finished.**

ADULT DRIVERS EDUCATION FOR AGES 18-24

DETO 1410

This course is required for driver's license applicants who are ages 18-24. This course does not include behind the wheel instruction – only the mandated 6 hours required by state law. **Classes start each month they cost \$40 and run Monday thru Friday until finished.**



Truck Drivers Training

Truck Drivers Training



PROFESSIONAL TRUCK DRIVER I

CVOP 1013 (CVOP 1017)

This course provides classroom instruction on the basic operation of a commercial truck and incorporates the curricular requirements of the U. S. Department of Transportation's Federal Highway Administration's Office of Motor Carriers Model Curriculum. Includes preparation for mastery of the Commercial Drivers License written examination, general truck driving skills with hands-on component, and instruction coordinated with the Department of Transportation.

Tuition includes drug screen and testing fee. The class can be taken alone for a tuition of \$2,125 or in combination with Professional Truck Driver II.

PROFESSIONAL TRUCK DRIVER II

CVOP 1040 (CVOP 1041)

A continuation of Professional Truck Driver I, this course provides Behind The Wheel Training in preparation for the Commercial Driver's License test. Includes vehicle maintenance, speed management, night driving, emergency maneuvers, handling cargo, hazardous materials, vehicle systems and more.

Class can be taken alone for a tuition of \$2,125 or in combination with Professional Truck Driver I.

Section	Day	Time	Dates	Location	Tuition	Instructor
20705/20706	M-F	8 a.m. to 7 p.m..	Dec. 11 to Jan. 5	Athens/LA 110	\$4250	Ashbreck
20707/20708	M-F	8 a.m to 7 p.m.	Jan. 8 to Feb.22	Athens/LA110	\$4250	Ashbreck

SCHOOL BUS DRIVING SKILLS

CVOP 1011

This training covers complete driving of the school bus including pre-trip, backing skills including straight backing, off-set backing and parallel parking. Cost includes up to 3 drivers test dates.

Section	Day	Time	Dates	Location	Tuition	Instructor
20712	M-F	8 a.m. to 5 p.m..	Jan. 8 to 12	Athens/TBA	\$1500	Ashbreck
20713	M-F	8 a.m. to 5 p.m.	Apr. 9 to 13	Athens/TBA	\$1500	Ashbreck
20714	M-F	8 a.m. to 5 p.m.	July 9 to 13	Athens/TBA	\$1500	Ashbreck

CLASS B WRITTEN TEST STUDY

CVOP 1015

This training is preparation for the federally mandated Commercial Drivers License Class B examination and covers state and federal requirements for school bus drivers. Includes Practice Test.

Section	Day	Time	Dates	Location	Tuition	Instructor
20716	M-F	8 a.m. to 5 p.m..	Jan. 15 to 17	Athens/TBA	\$950	Ashbreck
20717	M-F	8 a.m. to 5 p.m.	Apr. 16 to 18	Athens/TBA	\$950	Ashbreck
20715	M-F	8 a.m. to 5 p.m.	July 16 to 18	Athens/TBA	\$950	Ashbreck

Industry & Safety



Industry & Safety

COMPETENT PERSON FALL PROTECTION

(8 hrs.)

OSHT 1015 (OSHT 1007)

Competent Person Fall Protection training is designed for workers who are exposed to heights in Construction and General Industry. Based on CFR 1926 Subpart M.

The term "Competent Person" is used in many OSHA standards and documents. An OSHA "competent person" is defined as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them" [29 CFR 1926.32(f)]. By way of training and/or experience, a competent person is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, and has the authority to correct them. Some standards add additional specific requirements which must be met by the competent person.

Tuition includes booklet, wallet card, writing utensils, and notepads.

Schedule and location to be determined. See website www.tvcc.edu/continuing-education for further information as it becomes available or call 903-675-6212.

This training can be customized for specific industry needs and offered on site. Tuition \$375



COMPETENT PERSON FALL PROTECTION

(16 hrs.)

OSHT 1015 (OSHT 1006)

Competent Person Fall Protection training is designed for workers who are exposed to heights in Construction and General Industry. Based on CFR 1926 Subpart M.

The term "Competent Person" is used in many OSHA standards and documents. An OSHA "competent person" is defined as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them" [29 CFR 1926.32(f)]. By way of training and/or experience, a competent person is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, and has the authority to correct them. Some standards add additional specific requirements which must be met by the competent person. Tuition includes booklet, wallet card, writing utensils, and notepads.

Schedule and location to be determined. See website www.tvcc.edu/continuing-education for further information as it becomes available or call 903-675-6212.

This training can be customized for specific industry needs and offered on site. Tuition \$625

FORKLIFT - POWERED INDUSTRIAL TRUCK TRAINING (P.I.T.) BASIC RECERTIFICATION

OSHT 1010

Basis recertification to fulfill the requirement for maintaining current forklift operators certification.

8 hrs.

Schedule and location to be determined. See website www.tvcc.edu/continuing-education for further information as it becomes available or call 903-675-6212.

This training can be customized for specific industry needs and offered on site. Tuition \$200

FORKLIFT - POWERED INDUSTRIAL TRUCK TRAINING

CNSE 1003

Forklift operation consisting of OSHA 1910.178 Standards for safe operation of Powered Industrial Truck (forklift). Includes operation fundamentals of Powered Industrial trucks. Skills testing including driving, loading, backing, turning, fueling and load manipulation along with stacking and traveling with loads.

Tuition includes 29 CFR 1910.178 Pamphlet.

Schedule and location to be determined. See website www.tvcc.edu/continuing-education for further information as it becomes available or call 903-675-6212.

This training can be customized for specific industry needs and offered on site. Tuition \$300

Industry & Safety

OSHA 10 HOUR GENERAL INDUSTRY

OSHA 1015

The 10 hour General Industry training is intended to provide an entry level worker's general awareness on recognizing and preventing hazards in a general industry setting. This course is designed for entry level general industry workers. Upon completion of this course, a wallet card will be issued certifying the student has completed 10 hours of OSHA training for General Industry. 10 hrs.

Schedule and location to be determined. See website www.tvcc.edu/continuing-education for further information as it becomes available or call 903-675-6212.

This training can be customized for specific industry needs and offered on site. Tuition \$200

OSHA 30 HOUR GENERAL INDUSTRY

OSHT 1015 (OSHT 1016)

The OSHA 30 hours General Industry training is a comprehensive safety program designed for anyone involved in general industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues. EM385 Compliant. Tuition includes 30 hr. guidebook

Schedule and location to be determined. See website www.tvcc.edu/continuing-education for further information as it becomes available or call 903-675-6212.

This training can be customized for specific industry needs and offered on site. Tuition \$450

OSHA CONFINED SPACE BASIC ENTRY – Non-Permit

OSHT 1003

Non Permit. Provides basic understanding of OSHA 1910.146 Rules, regulations, basic monitoring techniques, ventilation, non-permit entry practices. 8 hrs.

Schedule and location to be determined. See website www.tvcc.edu/continuing-education for further information as it becomes available or call 903-675-6212.

This training can be customized for specific industry needs and offered on site. Tuition \$400

PERMIT REQUIRED CONFINED SPACE

OSHT 1000

Training includes detailed understanding of Confined Space. Requirements and practices and procedures to protect employees who will work in areas designated as Confined Space Permit Required. Acceptable entry conditions, various duties of designated employees or entrants. Entry, Entry Permit, Entry Supervisor, Hazardous Atmosphere Conditions, Permit Programs, Permit Systems, Respiratory Usage, Rescue Techniques and Evaluations. 24 hrs.

Tuition includes all booklets, testing equipment, respirators, and qualitative certificate.

Schedule and location to be determined. See website www.tvcc.edu/continuing-education for further information as it becomes available or call 903-675-6212.

This training can be customized for specific industry needs and offered on site. Tuition \$725

CERTIFIED ENVIRONMENTAL SPECIALIST

EPCT 1025

Wastewater control, storm water clean-up, drainage and other site specific task that involve the waste water process. 24 hr. basic certification.

Schedule and location to be determined. See website www.tvcc.edu/continuing-education for further information as it becomes available or call 903-675-6212.

This training can be customized for specific industry needs and offered on site. Tuition \$600

HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE STANDARD (HAZWOPPER)

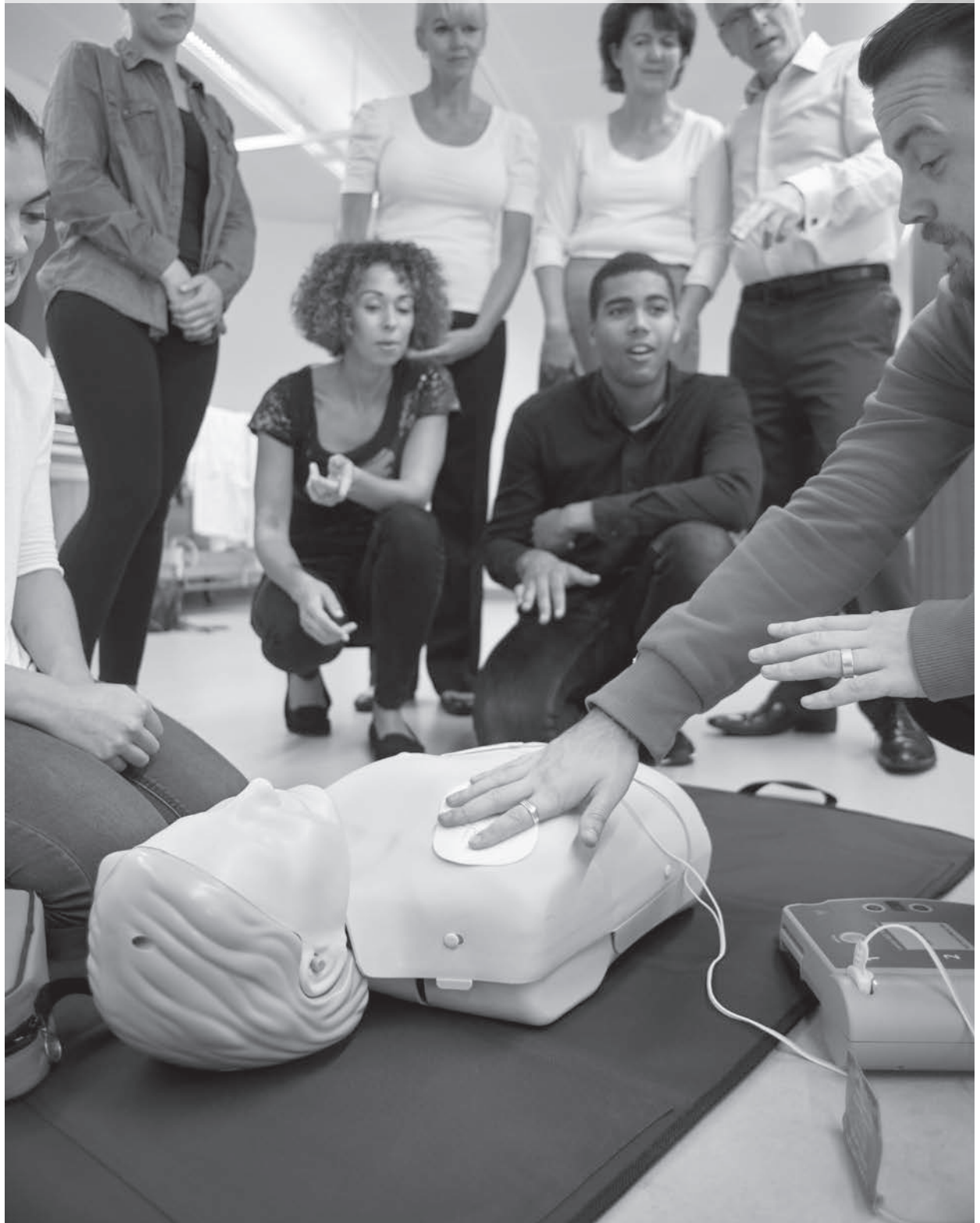
EPCT 1001

Hazardous waste and environmental clean up to consist of Basic Knowledge of Personal Protective Equipment and Self Contained Breathing Apparatus, Respiratory and Waste Disposal. 40 hrs.

Schedule and location to be determined. See website www.tvcc.edu/continuing-education for further information as it becomes available or call 903-675-6212.

This training can be customized for specific industry needs and offered on site. Tuition \$1,125

Community & Public Services



Community & Public Service

DRUG & ALCOHOL AWARENESS

STUDENT DRUG VIOLATION CLASS (TVCC Students Only)

SDVC1002

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

Section	Days	Time	Dates	Location	Tuition	Instructor
20699	M-F	See Instructor	January	Athens/Online	\$85	Berry
20700	M-F	See Instructor	February	Athens/Online	\$85	Berry
19923	M-F	See Instructor	March	Athens/Online	\$85	Berry
19924	M-F	See Instructor	April	Athens/Online	\$85	Berry
19925	M-F	See Instructor	May	Athens/Online	\$85	Berry
19926	M-F	See Instructor	June	Athens/Online	\$85	Berry
19927	M-F	See Instructor	July	Athens/Online	\$85	Berry
19928	M-F	See Instructor	August	Athens/Online	\$85	Berry

ALCOHOL AWARENESS/MINOR IN POSSESSION

MIPO 1502

Alcohol education approved Texas Commission on Alcohol and Drug Abuse. Classes are 6 hours (two 3 hour classes, plus and individual exit interview. Depending on the number of students enrolled, exit interviews 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 the age of 16 years must be accompanied by a parent/ guardian for REGISTRATION. (6 hours).

Section	Day	Time	Dates	Location	Tuition	Instructor
20210	T/W	5 to 8 p.m.	Feb. 20 to 21	Athens/TC319	\$50	Berry

EMERGENCY MANAGEMENT



FIRST RESPONDER (EMERGENCY CARE ATTENDANT) TRAINING

EMSP 1005

First Responders are trained to provide basic emergency medical care and are likely to be the first person to arrive at the scene of an incident. Many volunteer firefighters, police officers, and other emergency workers are trained to this level. The First Responders represent the first component of the EMS system. Students who successfully complete this training are eligible to apply for certification with the Texas Department of Health as a First Responder. Textbook required but not available in TVCC bookstore: Emergency Medical Responder 10th Edition – First on Scene Textbook. ISBN-13: 978-0133943306. The study guide is optional but not required. Scholarships are available to qualified Henderson County firefighters while funds are available. Schedule and location to be determined. See website www.tvcc.edu/continuing-education for further information as it becomes available.

Tuition \$150.

Community & Public Service



FINANCIAL PLANNING FUNDAMENTALS OF RETIREMENT

BUSG 1029 (BUSG 1022)

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

Section	Day	Time	Dates	Location	Tuition	Instructor
19938	T	6 to 8:45 p.m.	Jan. 16 to 30	Athens/TBA	\$30	Conner

EDUCATORS

LEARNING COMMUNITY: TECHNOLOGY INTEGRATION

IMED 1091

Integrating technology strategically will improve the teaching and learning experience for students and teachers. The technology integration process seeks to align technology tools with learning objectives for purposeful and effective use. Through strategic technology integration, teachers can utilize planning and reflection time to ensure technology is contributing to enhanced learning experiences.

This course will teach the Technology Integration Planning model mixing in the SAMR model for teachers to make deliberate changes to their pedagogy with instructional technology.

Instructor, Holly Collier is the Director of Distance Learning at Trinity Valley Community College and a teacher with 7 years of experience helping other educators integrate technology to improve teaching and learning. Her professional experiences include having served as Director of Digital Learning at UT Tyler, a visiting Assistant Professor with Tarleton State University, and a Doctoral Research Assistant with the American Clearinghouse on Educational Facilities.



Enrollment is limited.

Section	Days/Time	Dates	Location	Tuition	Instructor
20710	Self-Paced	Jan. 29 to Apr. 2	Online	\$150	Collier



Medical Classes

Fast Track Bundles

Co-Enrollment Required. Students pay one tuition.

These classes are designed to finish in a shorter time frame.

Nurse Aide For Health Care (CNA) NURA 1001 (Classroom/Lab) NURA 1028 (Clinical)

This is Classroom/lab/ clinical training to prepare entry level nursing assistant's for employment to provide basic care at long-term care facilities and for other medical industry employers. This training covers resident's rights, communication, safety, observation, reporting and assisting patients in maintaining basic comfort and safety and all other criteria set out by the State of Texas CNA certification oversight agency. Focus is on effective interaction with members of the health care team. Instruction is detailed, work-based with direct patient care clinical training. Certified Nurse Aides (CNAs) are often employed by hospitals, clinics, assisted living facilities or other related entry level medical industries. This training is 106 clock hours/128 contact hours.

Phlebotomy Certification PLAB 1025 (Classroom/Lab) PLAB 1066 (Clinical)

This is rigorous academic and skill training that provides students with didactic and skills practice needed for employment to draw blood and work as part of the medical team with doctors, nurses, hospital staff, and patients. Prepares the technician to provide basic point of care testing such as for glucose levels, draw blood from patients for clinic/hospital testing and laboratory analysis, draw blood from blood donors; communicate positively with patients about phlebotomy procedures, maintain safety standards, verify patient/donor identity, maintain written record including confidentiality of records. Students will use correct medical terminology and applicable concepts of anatomy and physiology. Safety issues are emphasized and practiced along with blood collection procedures. Students participate in hands-on skill practice with manikins and perform live sticks and blood draws from each other. Emphasis Students will demonstrate skills that include vacuum collection devices, syringes, capillary skin puncture, butterfly needles, and blood cultures and specimen collections on adults, children and infants. Students will learn the basics for medication injections. Emphasis is on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalisms, ethics, checking medication dosage and medical terminology. Safety issues are emphasized along with blood collection procedures.

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

Trinity Valley Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 100 Cardinal Drive, Athens, TX 75751, 903-675-6215, humanresources@tvcc.edu.

Medical Classes

OCCUPATIONAL SKILLS AWARDS (Associated with Medical Nursing Assistant Courses)

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

PHLEBOTOMY – OCCUPATIONAL SKILLS AWARD

PLAB 1323 – Phlebotomy	3 Credits
PLAB 1164 – Practicum-Phlebotomy	1 Credit
NURA 1407 – Body Systems	4 Credits
Elective: From Medical Nursing Assistant Courses	2 Credits
Total	10 Credits

NURSE AIDE FOR HEALTH CARE – OCCUPATIONAL SKILLS AWARD

NURA 1401 – Nurse Aide for Health Care	4 Credits
NURA 1160 – Clinical-Nursing Assist/Patient Care/Aide	1 Credit
NURA 1407 – Body Systems	4 Credits
Elective: From Medical Nursing Assistant Courses	1 Credit
Total	10 Credits

NURSING ASSISTANT -- OCCUPATIONAL SKILLS AWARD

NURA 1401 – Nurse Aide for Health Care	4 Credits
PLAB 1323 – Phlebotomy	3 Credits
MDCA 1360 –Clinical – Medical/Clinical Assistant	3 Credits
HITT 1249 – Pharmacology	2 Credits
MDCA 1313—Medical Terminology*	3 Credits
Total	14 Credits



For more information visit our website at www.tvcc.edu/continuing-education or call 903-675-6212.

Medical Classes

TVCC MEDICAL/NURSING ASSISTANT CERTIFICATE

This level one certificate can be earned in one year, depending on student scheduling when courses are available.

NURA	1401	Nurse Aide for Healthcare	4 Semester Hours
NURA	1160	Clinical-Nursing Assistant/Aide and Patient Care Assistant/Aide.....	1 Semester Hour
PLAB	1323	Phlebotomy.....	3 Semester Hours
HITT	1249	Pharmacology	2 Semester Hours
NURA	1407	Body Systems.....	3 Semester Hours
HPRS	1205	Essentials of Medical Law/Ethics for Health Professionals	2 Semester Hours
POFM	1317	Medical Administrative Support.....	3 Semester Hours
MDCA	1313	Medical Terminology	3 Semester Hours
MDCA	1317	Procedures in a Clinical Setting.....	3 Semester Hours
MDCA	1360	Clinical-Medical/Clinical Assistant	3 Semester Hours

Recommended Electives

POFT	1120	Job Search Skills	1 Semester Hour
PLAB	1164	Phlebotomy Practicum (for certification)	1 Semester Hour
NURA	1161	Clinical - Nursing Assist/Aide & PCT (Hospital Setting)	1 Semester Hour

(Pre-requisite NURA 1401 and 1160)

Additional courses/elective may be substituted with approval from the Dean of Continuing & Workforce Ed

Total Semester Hours Required.....27 Semester Hours

Successful completion of this course prepares students for NHA Certified Clinical Medical Assistant (CCMA) certification.

Block scheduling to complete the program in one year

Minimum total of 27 credits

Fall Semester

NURA	1401	Nurse Aide/Health Care*	4 Credits
PLAB	1323	Phlebotomy**	3 Credits
NURA	1407	Body Systems.....	3 Credits
HPRS	1205	Medical Law and Ethics.....	2 Credits
HITT	1249	Pharmacology	2 Credits
MDCA	1317	Procedures/ Clinical Setting	2 Credits
Total		16 Credits	

*Articulation of State of Texas Nurse Aide Certification (CNA) accepted

**Articulation of National Health Careers (NHA) or American Society for Clinical Pathology (ASCP) phlebotomy certification accepted

Spring Semester

NURA	1160	Clinical-Nursing Assist/ Patient Care/Aide*	1 Credit
POFM	1317	Medical Administrative Support.....	3 Credits
MDCA	1360	Clinical – Medical/Clinical Assistant.....	3 Credits
MDCA	1313	Medical Terminology.....	3 Credits
Total		12 Credits	

*Articulation of State of Texas Nurse Aide Certification (CNA) accepted

Suggested/Approved Electives for MNA

PLAB	1164	Practicum – phlebotomy*
POFT	1120	Job Search

*Phlebotomy Certification preparation requires PLAB 1323 and PLAB 1164

Medical Classes

FREQUENTLY ASKED QUESTIONS

WHO CAN ENROLL IN THE PROGRAM?

1. Full time or part time students can participate.
2. Students at least 16 years of age with the academic ability for success in college training can enroll in most of the Medical/Nursing Assistant courses. Students in high school should work with ISD counselors. Students not in high school should work with TVCC Department of Continuing and Workforce Education.
3. Students who have graduated from high school are eligible to enroll in all courses.
4. Students completing their GED are eligible to enroll in all courses.
5. Some courses can be taken for non-credit without high school graduation or GED completion.
6. Some courses require TSI scores of 346 for reading and 340 for math.
7. ISD Dual credit students must have passed their 10th grade End of Course Exams or have TSI scores of 346 for reading and 340 for math.

HOW DO I ENROLL IN THE MEDICAL/NURSING ASSISTANT PROGRAM?

1. ISD Dual credit students work through their ISD counselor.
2. Adult students (credit and non-credit) apply for and be accepted for admission to the college.
3. Be advised by a college advisor/counselor or a Medical/Nursing Assistant departmental advisor.
4. Credit students can enroll on-line through the TVCC web site. Students should check course pre-requisites and course syllabus requirements prior to enrolling.
5. Student who currently owe money to TVCC are blocked from enrolling.

HOW DO I ENROLL AS A NON-CREDIT STUDENT?

1. Some medical training courses are available as non-credit and they:
 - a. Meet in conjunction with credit courses (piggybacked). Follow college semester credit schedule.
 - b. Meet on fast track schedules—not on the same schedule as college credit courses.
2. Enrollment process is completed in the TVCC Continuing and Workforce Education Department. Departmental staff are available to assist students.

IS FINANCIAL AID AVAILABLE FOR THIS TRAINING?

Yes. Financial aid is available from several sources for qualified students. Contact the TVCC Continuing and Workforce Education Department at 903-675-6211.

WHERE WILL I TRAIN?

1. All courses are available on the TVCC Athens Campus.
2. There is a Phlebotomy class in Palestine.
3. Some courses are available periodically at community training facilities. Contact TVCC Continuing and Workforce Education Department about current training locations. 903-675-6212.
4. Some courses are available on line as distance education.
5. Many courses are available as hybrid courses. This mean that about half of the training is face to face in a training situation and about half can be done as distance learning.
6. Some courses are clinical in nature and require the student to have a flexible schedule to participate in training activities at community medical facilities.
7. Students can check the TVCC web site for current course syllabus for locations, scheduling, and requirements.

ACADEMIC REQUIREMENTS:

1. Students should be able to function at a college level academically, physically and mentally.
2. The program adheres to the community college open door policy when accepting students.
3. Students are given the opportunity to acquire needed academic performance levels while in training. Generally students should be TSI complete or reach an intermediate level of 346 in reading and 340 in math.
 - a. Courses leading directly to industry certification testing require the intermediate level TSI scores to test for certifications.
 - b. Completion and graduation from the Medical/Nursing Assistant Program requires the intermediate level TSI scores.

Students with disabilities should contact TVCC Student Success/Student Disabilities Services.

DRUG SCREENING:

1. All students are subject to random drug testing. For complete drug screen policy visit: <https://www.tvcc.edu/Continuing-Education>.
2. Students testing positive for drugs can be dropped from the course(s)

IMMUNIZATIONS:

1. All students are required to provide complete immunizations before participating in clinicals or lab activities with invasive procedures. For complete information visit: <https://www.tvcc.edu/Continuing-Education>.
2. Students in courses requiring immunization that do not have them completed by the date specified in the course syllabus can be dropped from the course(s).

Medical Classes

CRIMINAL BACKGROUND CHECKS:

All students enrolling in medical training are subject to criminal background checks. Check the individual course description in this schedule (for non-credit) and in the college catalog (for credit).

GENERAL SUPPLIES REQUIRED:

1. Maroon scrubs
2. Watch with a second hand
3. Closed toed & non-absorbent shoes
4. Gait belt
5. Stethoscope
6. Textbooks
7. TVCC ID badge
8. Transportation to all training
9. Childcare for flexible schedules
10. Computer with internet access (can use TVCC labs)

TUITION DUE:

Non-credit full tuition due at time of enrollment
Credit follows TVCC credit procedures

MEDICAL CREDIT SCHEDULE OF CLASSES MEDICAL/NURSING ASSISTANT (MNA) CERTIFICATE SPRING CREDIT SCHEDULE OF CLASSES

(January 17 - May 8)



ATHENS CAMPUS

Course	Description	Also required	Time	Days	Room	Instructor
Lecture						
HPRS.1205.2384	Med Law/Ethics HP		3:05 to 4:20 p.m.	M/W	LA105	Fritz
MDCA.1360.2380	Clinic Med Assist.		9:25 a.m. to 12:05 p.m.	M-Th	LA106	Turner
MDCA.1313.4133	Medical Term		1:40 to 2:55 p.m.	M/W	TBA	Turner
NURA.1160.3900	Nurse Aid Clinical		6 a.m. to 2 p.m.	F	TBA	Fritz
NURA.1160.3903	Nurse Aid Clinical		6 a.m. to 2 p.m.	S	TBA	Fritz
NURA.1401.3902	Nurse Aid	NURA.1401.3934	9:25 a.m. to 12:05 p.m.	M	TBA	Fritz
NURA.1407.4134	Body Systems	NURA.1407.4135	Online	Online	Online	Turner
PLAB.1323.2372	Phlebotomy Basic	NURA.1323.3929	1:40 to 4:20 p.m.	T	LA106	Turner
POFM.1317.4139	Med. Adm. Support	POFM.1317.4140	1:40 to 4:20 p.m.	T	TBA	Fritz
POFT.1120.4137	Job Search Skills	POFT.1120.4138	12:15 to 1:30 p.m.	M	TBA	Fritz
Lab						
NURA.1401.3934	Nurse Aid	NURA.1401.3902	9:25 a.m. to 12:05 p.m.	W	TBA	Fritz
NURA.1407.4135	Body Systems	NURA.1407.4134	Online	Online	Online	Turner
PLAB.1164.3910	Pract. Phlebotomy		6 to 8:30 p.m.	M/W	LA106	Turner
PLAB.1323.3929	Phlebotomy Basic	PLAB.1323.2372	1:40 to 4:20 p.m.	Th	TBA	Turner
POFM.1317.4140	Med. Adm. Support	POFM.1317.4139	1:40 to 4:20 p.m.	Th	TBA	Fritz
POFT.1120.4138	Job Search Skills	POFT.1120.4137	12:15 to 1:30 p.m.	W	TBA	Fritz

PALESTINE CAMPUS

Lecture						
PLAB.1323.2387	Phlebotomy	PLAB.1323.3936	6 to 8:30 p.m.	T	PWEC	Steubing
Lab						
PLAB.1323.3936	Phlebotomy	PLAB.1323.2387	6 to 8:30 p.m.	TH	PWEC	Steubing

Medical Classes

MEDICAL NON-CREDIT SCHEDULE OF CLASSES

BASIC LIFE SUPPORT (BLS) FOR HEALTHCARE PROVIDERS

EMSP 1019 (EMSP 1021)

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

Section	Day	Time	Date	Location	Tuition	Instructor
20693	F	9 a.m. to 1 p.m.	Mar. 2	Athens/GS 207	\$50	Miles

MEDICATION ADMINISTRATION

NURA 1013 (NURA 1015)

NURA1091 (NURA1016)

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

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

Section	Day	Time	Dates	Location	Tuition	Instructor
20684	T/TH	5 to 9 p.m.	Jan. 16 to May 8	Athens/LA 112	\$625	Fritz
20683	T/TH	5 to 9 p.m.	Jan. 16 to May 22	Palestine/TBA	\$625	Tutt

MEDICATION AIDE UPDATE

NURA 1041 (NURA 1042)

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

Section	Day	Time	Dates	Location	Tuition	Instructor
20675	S	9 a.m. to 5 p.m.	Jan. 20	Athens/LA 106*	\$60	Barber
20676	S	9 a.m. to 5 p.m.	Feb. 17	Palestine/PWEC	\$60	Tutt
20677	S	9 a.m. to 5 p.m.	Mar. 23	Kaufman/TBA*	\$60	Barber
20678	S	9 a.m. to 5 p.m.	Apr. 21	Athens/LA 106	\$60	Tutt
20679	S	9 a.m. to 5 p.m.	May 26	Palestine/PWEC*	\$60	Tutt
20680	S	9 a.m. to 5 p.m.	June 16	Kaufman/TBA	\$60	Barber
20681	S	9 a.m. to 5 p.m.	July 21	Athens/LA 106	\$60	Barber
20682	S	9 a.m. to 5 p.m.	Aug. 11	Palestine/PWEC	\$60	Tutt

*These classes are guaranteed to make. Students must register at least one week prior to the class date in order for the class to be guaranteed.

NURSING MATH

RNSG 1093 (RNSG 1095)

This course is the study of the pharmacology conversions and calculations necessary to be able to safely figure medication dosages for the AND program. The course will involve textbook assignments, review of math concepts, and demonstration of math concepts, drill, practice and testing. Required textbook: Pickar, D. (2004) Dosage Calculations (7th Edition), St. Louis: Mosby. Sign-up in Health Science Center Office or Continuing Education Department. (10 hours)

Section	Day	Time	Dates	Location	Tuition	Instructor
20673	TH	1 to 3 p.m.	July 5 to 26	Kaufman/TBA	\$25	Reid
20674	TH	1 to 3 p.m.	July 6 to 27	Online	\$25	Reid

Medical Classes

BODY SYSTEMS

NURA 1029 (NURA 1007)

This course focuses on the basic study of the structures and functions of the human body. At the end of the course the students should be able to do the following: Identify the structures of the major body systems; describe the functions of each system; and discuss correlation among body systems.

Section	Day	Time	Dates	Location	Tuition	Instructor
20698	M-F	8 a.m. to 12 p.m.	Jan. 16 to May 8	Online	\$352	Turner

MEDICAL CLASSROOM/LAB & CLINICAL BUNDLES

(Co-enrollment required all Classes pay one tuition)

NURSE AIDE FOR HEALTH CARE (FAST TRACK)

NURA 1001 (Classroom/Lab)

NURA 1060 (NURA 1028) (Clinical)

This is Classroom/lab/ clinical training to prepare entry level nursing assistant's for employment to provide basic care at long-term care facilities and for other medical industry employers. This training covers resident's rights, communication, safety, observation, reporting and assisting patients in maintaining basic comfort and safety and all other criteria set out by the State of Texas CNA certification oversight agency. Focus is on effective interaction with members of the health care team. Instruction is detailed, work-based with direct patient care clinical training. Certified Nurse Aides (CNAs) are often employed by hospitals, clinics, assisted living facilities or other related entry level medical industries. This training is 106 clock hours/128 contact hours.

Student Requirements for Training:

- Must be at least 16 years of age to enroll in the training.
- Attendance at all class sessions (no excused absences or make-up sessions).
- Transportation required to travel to off campus clinical sites which can be up to 50 miles away.
- Criminal background check
- Student is responsible for costs related to injury/ illness/hospitalization related to training.
- Submit to random drug test(s) and have a negative results. (Positive drug test will result in student being dropped from the course with no refund.)
- Students being dropped from CNA training for any reason and seeking re-entry must start over with a new training course. Students cannot enroll in clinical only.

**Immunizations required: Tetanus/Diphtheria, MMR, Varicella, and Hepatitis B. (Students needing the Hep B series should request the fast track TwinRix series to be completed in one month.) Students not having completed immunizations prior to clinicals, will be dropped from the course with no refund. Students dropped from CNA training and seeking re-entry must start over with a new training course. Students cannot enroll in clinical only.

Required Student Materials:

- Maroon scrubs,
- Closed toed, leather or vinyl shoes,
- Watch with a second hand,
- Gait belt (available in TVCC bookstore),
- Stethoscope (available in TVCC bookstore),
- Textbook and workbook (available in TVCC bookstore)
- State of Texas CNA Curriculum (provided free for students to download from web site. Instructor will provide information.)
- Purchase of \$30+/- account with CastleBranch, a records retention company to manage your immunizations, HIPAA completion records, etc. This account remains yours' to use during job search
- Certification Testing:
- Successful students* meeting TVCC and State of Texas requirements are eligible to participate in state nurse aide certification testing.
- Testing vouchers for successful students are provided by TVCC and must be claimed from the TVCC CWE department on the Athens Campus within 10 working days of the end of training.
- State certification requirements: Students must meet the requirements listed at 94.3(k)(2) & (3) of the Licensing Standards for Nurse Aides and must not be deemed unemployable on the Employee Misconduct Registry (EMR) or have been found to have a conviction of criminal offense listed in the Texas Health and Safety Code, 250.006. Student must complete the state skills check-off and pass the TVCC practice written and skills tests to be eligible for testing. State written exam can be taken as an oral exam if applied for and approved in advance. Upon passing both the written and skills state exams the student will be placed on the Texas Nurse Aide Registry provided by the Texas Department of Health and Human Services.

Section	Day	Time	Dates	Location	Tuition	Instructor
20686*	F-Sun.	6 to 9 p.m.	Jan. 12 to Mar. 4	Athens/LA106		
20687*	Sat.	8 a.m. to 5 p.m.	Mar. 9 to 18	TBA	\$713	Davis
20688*	F-Sun.	5 to 9 p.m.	May 25 to July 22	Athens/LA105		
20689*	Sat.	8 a.m. to 5 p.m.	July 28 to Aug. 5	TBA	\$713	Davis
20690*	F-Sun.	5 to 9 p.m.	Aug. 31 to Oct. 21	Athens/LA105		
20691*	Sat.	8 a.m. to 5 p.m.	Oct. 26 to Nov. 4	TBA	\$713	Davis

*All entering students are not guaranteed that they will be referred for certification testing—only students successful in training.

Medical Classes

PHLEBOTOMY CERTIFICATION (FAST TRACK-ENTRY LEVEL)

PLAB 1023 (Classroom/Lab)

PLAB 1064 (Clinical)

Students successfully completing this training will be eligible for participating in the national phlebotomy testing/certification process. This is a rigorous 152 clock hours of training that provides students with didactic and skills practice needed for employment to draw blood and work as part of the medical team with doctors, nurses, hospital staff, and patients.

Minimum age for the course is 18 years old without exception.

Students must be committed to rigorous academic work both in class and outside of the classroom. This is a fast track course and requires continuous student application to learning. Rigorous and rigid student standards of 80% or higher grade on didactic work with no more than 1 absence to be eligible to participate in live sticks and blood draws to progress to, the advanced (practicum) portion of the training and certification testing. 10 of 30 successful sticks will be required from the first phases of the training to progress to the advance portion of the training.



Learning Outcomes Description: This course prepare the technician in training to: work with a medical professional team to provide basic point of care testing such as for glucose levels, draw blood from patients for clinic/hospital testing and laboratory analysis, draw blood from blood donors; communicate positively with patients about phlebotomy procedures, maintain safety standards, verify patient/donor identity, maintain written record including confidentiality of records. Applicable medical terminology and applicable concepts of anatomy and physiology are taught. Skills labs include vacuum collection devices, syringes, capillary skin puncture, butterfly needles, and blood cultures and specimen collections on adults, children and infants. Students participate in hands-on skill practice with manikins and perform live sticks and blood draws from each other. Emphasis is on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. Safety issues are emphasized along with blood collection procedures.

Progression to the Practicum and approval for to sit for the state exam are determined by the instructor.

Requirement for course participation:

- Complete immunizations prior to the first live stick which happens in the second week of training- www.tvcc.edu/Continuing-Education. This includes a current TB test and a current flu shot.
- Students are subject to random drug screening. TVCC drug screen policy - www.tvcc.edu/Continuing-Education.
- Students are required to wear professional medical scrubs (maroon), closed toed and non-porous shoes (leather or vinyl)
- An easy to read watch with a second hand.
- Students will be required to purchase the text book from a TVCC bookstore with resource access to learning materials.
- Students are required to be 18 years of age or older (without exception)
- Basic reading, writing and math skills showing a functioning level of at least 10 grade. (level and ability will be determined by the teacher through testing and coursework)
- Students must meet essential standards for visual acuity, auditory perception with corrective devices, appropriate physical ability and stamina including manual dexterity of gross motor and fine motor skills and coordination needed for training and employment (as determined by disability services).

Physical and special needs students should contact Disability Services for assistance.

Section	Day	Time	Dates	Location	Tuition	Instructor
20261*	T/TH	1:40 to 5:40 p.m.	Nov. 14 to Jan. 11	Athens/TBA		Logan
20262*	T/TH	1:40 to 4:20 p.m.	Jan. 16 to May 11	Athens/TBA	\$750	Turner
20701*	T/TH	1:40 to 5:40 p.m.	July 24 to Aug. 23	Athens/TBA		Logan
20702*	T/TH	1:40 to 4:20 p.m.	Aug. 28 to Dec. 11	Athens/TBA	\$750	Turner
20718	W/F	2 to 6 p.m.	Apr. 4 to June 29	Athens/TBA	\$750	Logan/Brown
20819	M/W	5:30 to 9:30 p.m.	July 23 to Aug. 22	Athens/LA105		Logan
----	M/W	TBA	Aug. 27 to Dec. 7	Athens/TBA	\$750	Turner

*Tutorials are available for students needing improvement for reading and study skills. Contact 903-675-6212, or contact the counseling office at your campus.

Learning for Living Academy

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

PIGGYBACKED/AUDIT/MIRRORED CLASS INFORMATION

Students who would like to enroll in college credit classes as part of the Learning for Living Academy can choose from a variety of classes available in the credit schedule. A complete list of classes offered is available in the Summer 2017 or the Fall 2017 credit schedule or visit www.tvcc.edu. The cost of an LLA class is the same as the cost of the credit class it mirrors and is calculated on in-district tuitions and fees. For more information please contact us at 903-675-6212.

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

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

Guidelines

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

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

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



FOR MORE INFORMATION, CONTACT TVCC CONTINUING & WORKFORCE EDUCATION

903.675.6212

www.tvcc.edu/continuinged

Learning for Living Academy

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

ACCOUNTING

INTRODUCTION TO ACCOUNTING

ACNT 1003 (ACNT 8003)

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

ART

DRAWING II

ARTS 8016

A beginning course investigating a variety of media, techniques, and subjects, including still life, landscape, and architectural subjects, and exploring perceptual and descriptive possibilities with consideration of drawing as a developmental process as well as an end in itself. The course is designed for art majors as well as for the student who wishes to increase his/her powers of observation and drawing skills for personal enjoyment. (96 hours) *

PAINTING II

ARTS 9016

(PREREQUISITE: ARTS 1316 (8016) AND ARTS 1311(8011), OR APPROVAL OF INSTRUCTOR)

An exploration of the potentials of painting media with emphasis on color and composition. Expression is unrestricted as well as subject matter. Course is designed for art majors as well as for the student who wishes to learn or improve painting techniques. *

CERAMICS

ARTS 9046

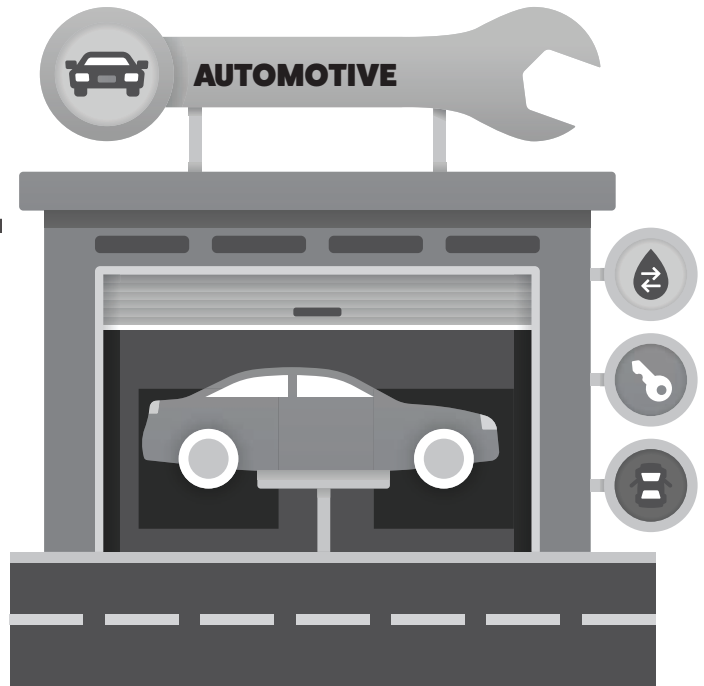
Ceramics I is an introduction to the ceramic process, including basic materials and techniques. Hand-building is emphasized with an introduction to the use of the potter's wheel. Glazing and other surface treatments and stacking and firing of the kiln will be taught. This course is individualized to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

SCULPTURE I



ARTS 9026

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



MANUAL DRIVE TRAIN AND AXLES

AUMT 2013 (AUMT 9013)

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

ENGINE PERFORMANCE ANALYSIS I

AUMT 2017 (AUMT 9017)

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

AUTOMATIC TRANSMISSION AND TRANSAXLE

AUMT 2025 (AUMT 9025)

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

ENGINE PERFORMANCE ANALYSIS II

AUMT 2034 (AUMT 9034)

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

BUSINESS & OFFICE ADMINISTRATION

INTRODUCTION TO BUSINESS

BUSG 1001 (BUSG 8001)

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

Learning for Living Academy

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

COMPUTER SCIENCE

BUSINESS COMPUTER APPLICATION

POFI 1001 (COSC 8001)

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

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

OTHER BASIC COMPUTER CLASSES ARE ALSO AVAILABLE THROUGHOUT THE SEMESTER

DRAFTING



BASIC COMPUTER AIDED DRAFTING

DFTG 1009 (DFTG 8009)

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

TECHNICAL DRAFTING

DFTG 1005 (DFTG 8005)

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

PARAMETRIC MODELING

DFTG 1045 (DFTG 8045)

(PREREQUISITE: ENGR 1004 (8004) AND DFTG 1009 (8009) OR APPROVAL FROM THE INSTRUCTOR.

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

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

PHOTOGRAPHY

PHOTOGRAPHY I

COMM 1018 COMM 8018

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

INTERMEDIATE PHOTOGRAPHY

PHTC 2001 (PHTC 8001)

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

SPANISH

BEGINNING CONVERSATIONAL SPANISH

SPAN 8000

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

WELDING

INTRODUCTION TO LAYOUT & FABRICATION

WLDG 1017 (WLDG 8017)

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

INTRODUCTION TO GAS METAL ARC WELDING

WLDG 1030 (WLDG8030)

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

INTRODUCTION TO PIPE WELDING

WLDG 1035 (WLDG 8035)

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

ADVANCED SHIELD METAL ARC WELDING

WLDG 2043 (WLDG 9043)

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

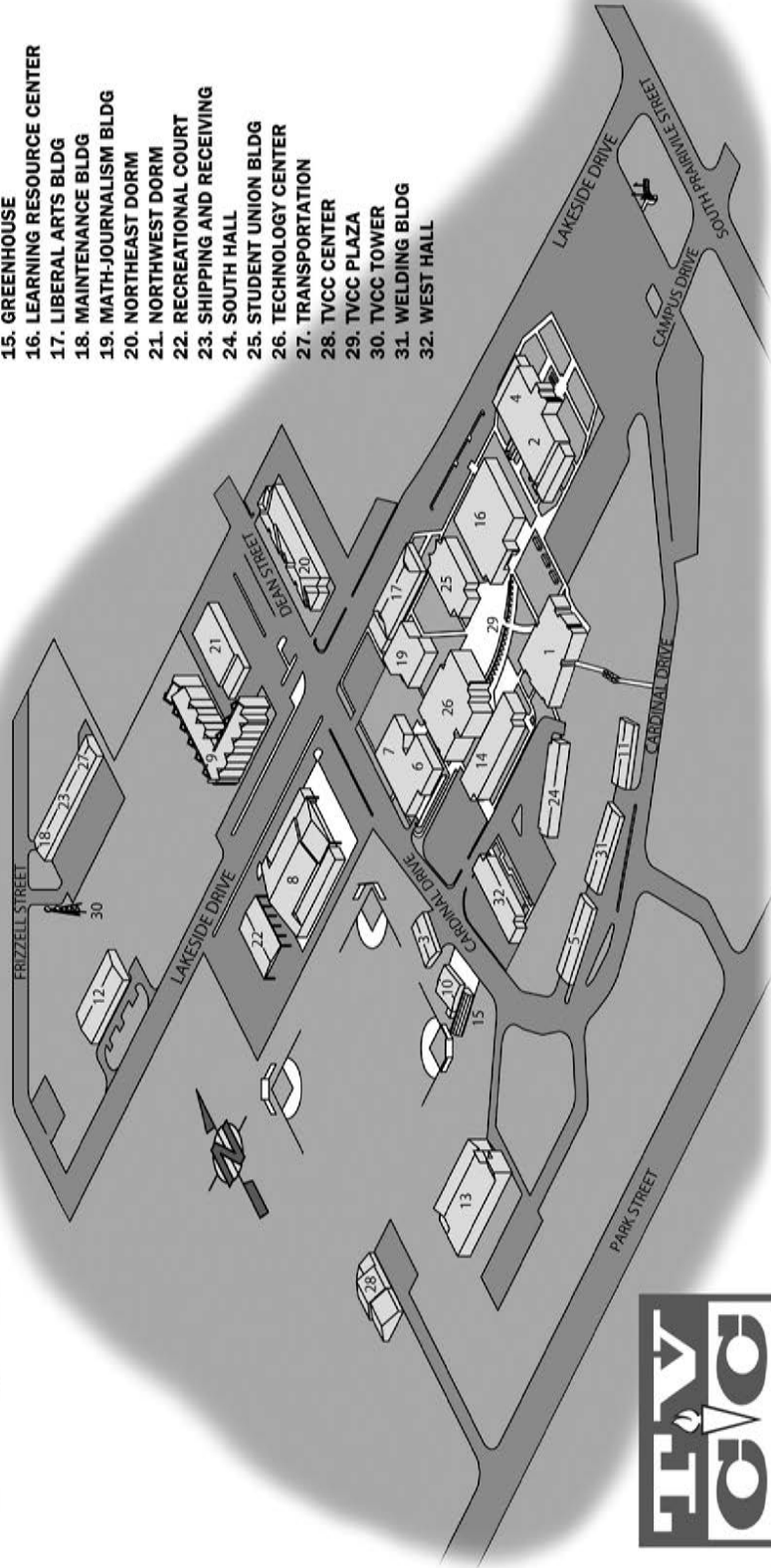
Additional credit courses may be piggybacked or "mirrored" as non-credit courses through the Learning for Living Academy. For more information please contact us at 903-675-6212.

***The cost of this class is the same as the cost of the credit class it mirrors. It is calculated to be the same as the current in-district rate for tuition, general fees, and lab fees.**

Trinity Valley Community College

**HENDERSON COUNTY CAMPUS
ATHENS, TEXAS**

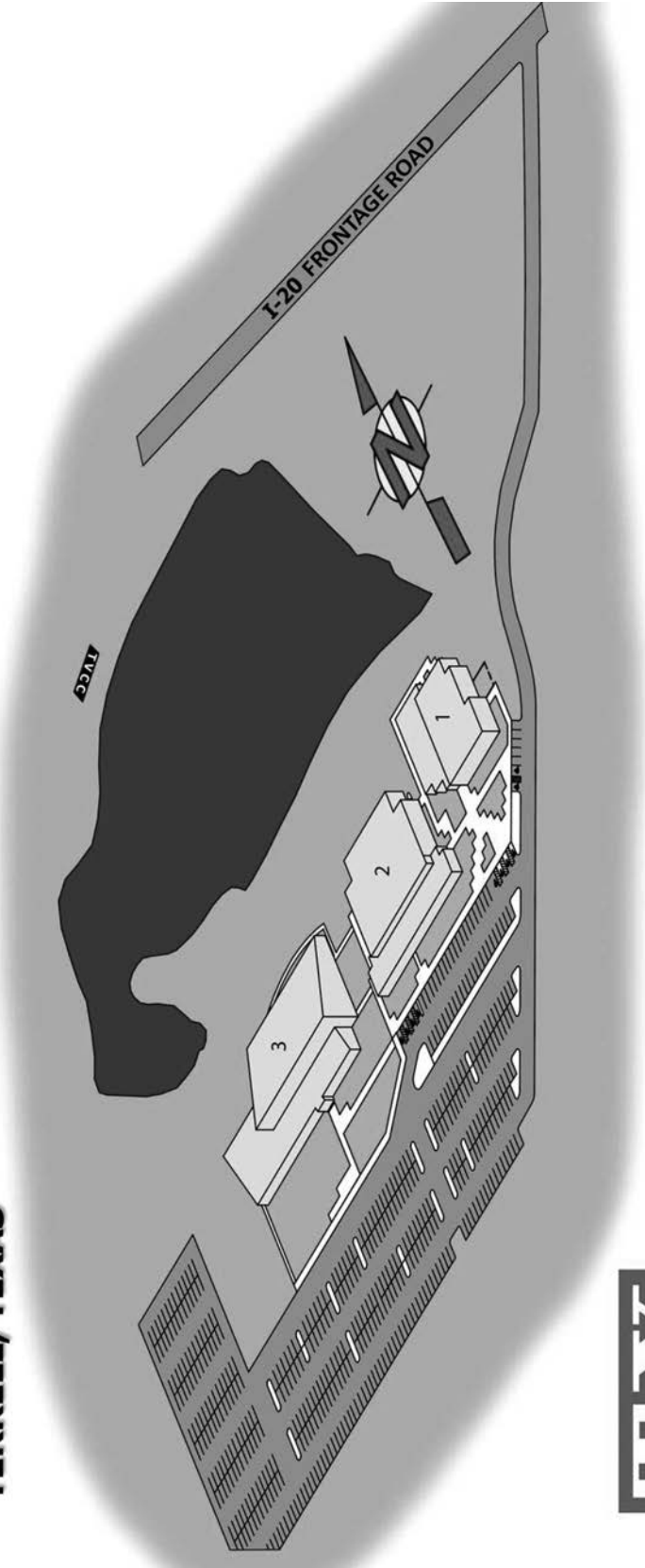
- BUILDING KEY**
1. ACADEMIC BLDG
 2. ADMINISTRATION BLDG
 3. AGRICULTURE CENTER
 4. AUDITORIUM
 5. AUTO MECHANICS BLDG
 6. BOOKSTORE
 7. CAFETERIA
 8. CARDINAL GYMNASIUM
 9. CARDINAL HALL
 10. CLASSROOM BLDG / NAIL TECH
 11. COSMETOLOGY
 12. FIELD HOUSE
 13. FINE ARTS BLDG
 14. GENERAL STUDIES CENTER
 15. GREENHOUSE
 16. LEARNING RESOURCE CENTER
 17. LIBERAL ARTS BLDG
 18. MAINTENANCE BLDG
 19. MATH-JOURNALISM BLDG
 20. NORTHEAST DORM
 21. NORTHWEST DORM
 22. RECREATIONAL COURT
 23. SHIPPING AND RECEIVING
 24. SOUTH HALL
 25. STUDENT UNION BLDG
 26. TECHNOLOGY CENTER
 27. TRANSPORTATION
 28. TVCC CENTER
 29. TVCC PLAZA
 30. TVCC TOWER
 31. WELDING BLDG
 32. WEST HALL



- BUILDING KEY**
- 1. ADMINISTRATION BLDG
 - 2. EDUCATION BLDG
 - 3. LEARNING RESOURCE CENTER

Trinity Valley Community College

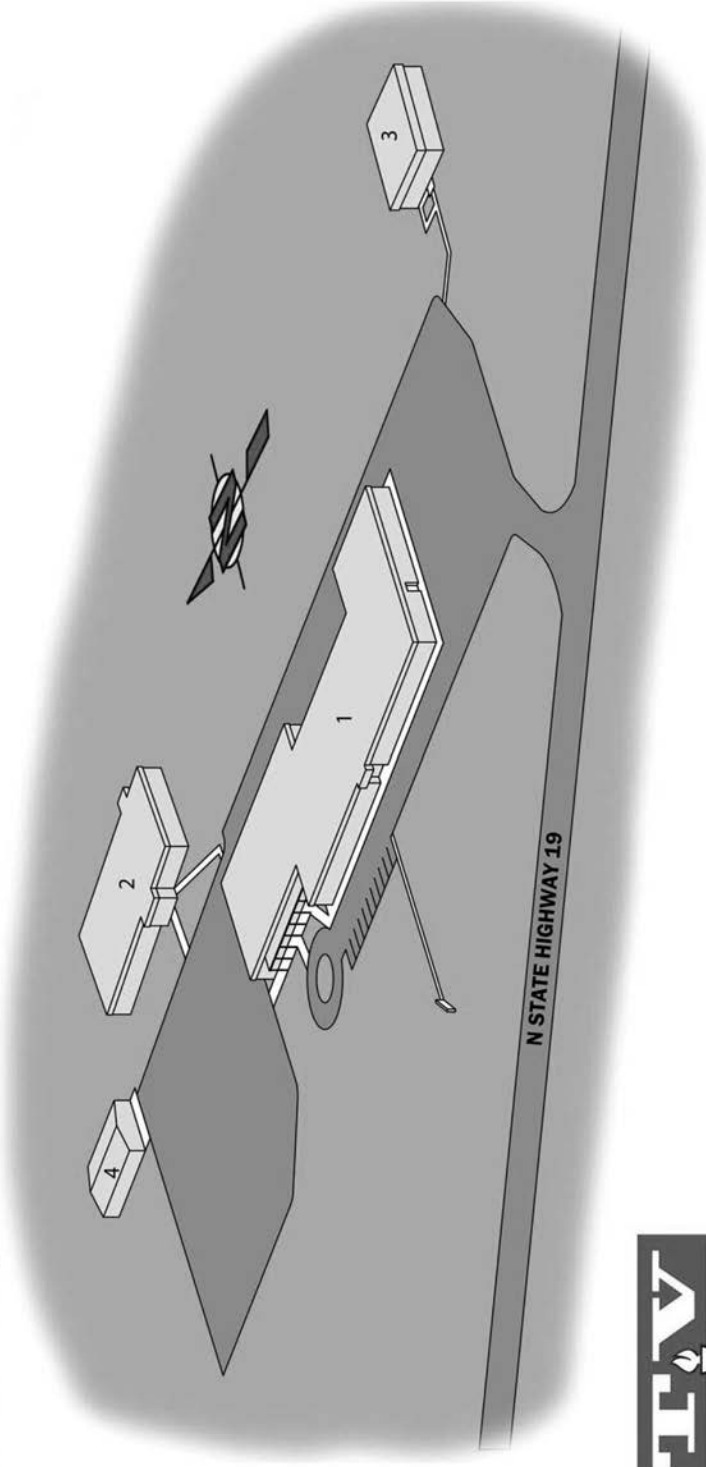
**KAUFMAN COUNTY CAMPUS
TERRELL, TEXAS**



- BUILDING KEY**
- 1. ANDERSON BLDG
 - 2. CALHOUN BLDG
 - 3. ECRC BLDG
 - 4. MAINTENANCE BLDG

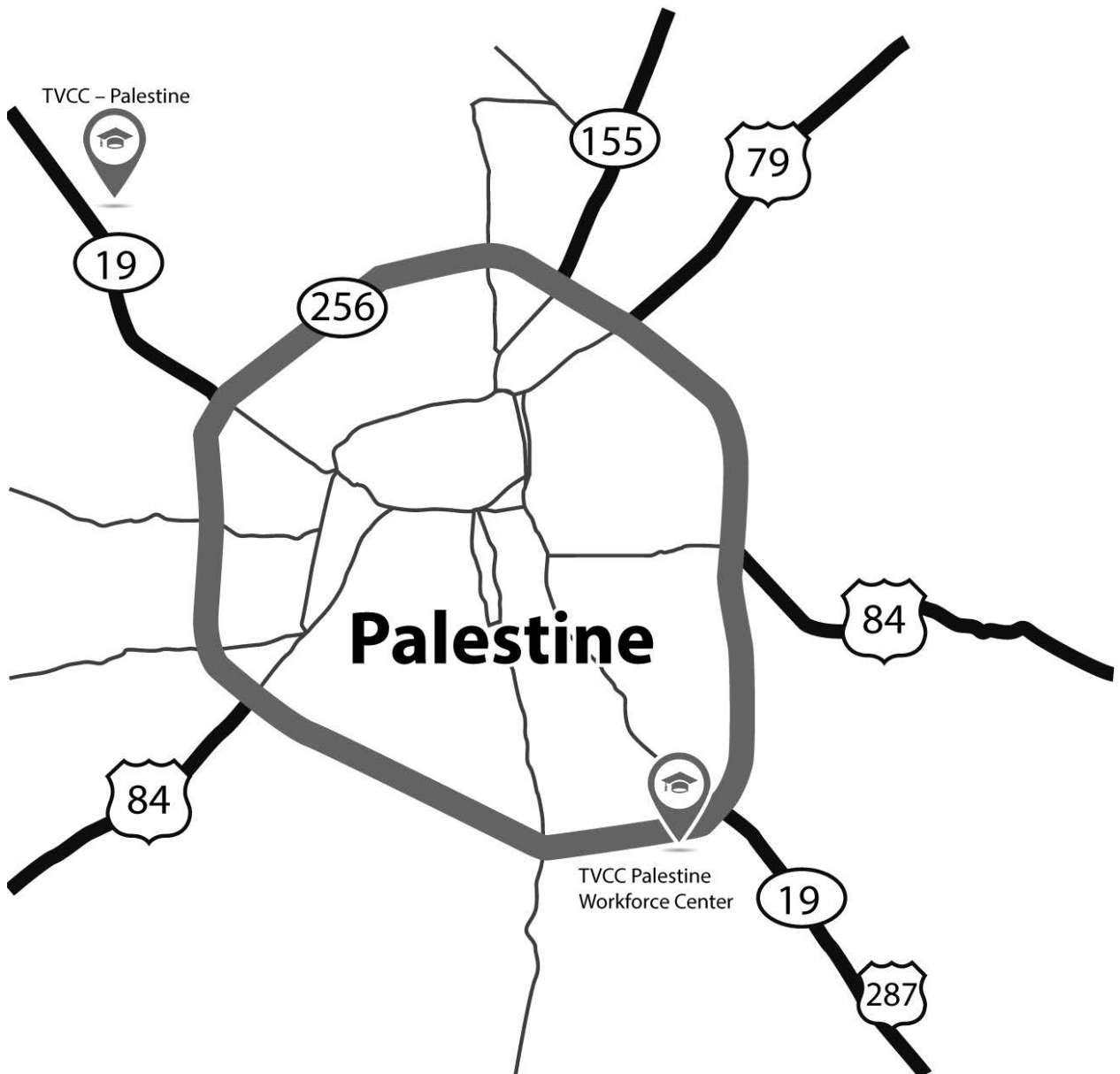
Trinity Valley Community College

**ANDERSON COUNTY CAMPUS
PALESTINE, TEXAS**



Trinity Valley Community College

Palestine Workforce Education Center



TVCC Spring 2018 Calendar

January 3	Administration returns from holiday break
January 3	Division chairs return from holiday break
January 3 - 22	Fast track semester
January 8	Faculty return
January 10	Residential hall operations resume at 9 a.m.; Campus dining services resume at 11 a.m.
January 10	Last day to register for spring semester and spring eight-week I
January 11	TVCC faculty/staff in-service (Athens Campus)
January 15	MLK holiday
January 16	Spring semester & spring eight-week I classes begin
January 16	Registration for spring eight-week II continues
January 17	Last day of schedule changes/adding course for spring and spring eight-week I; 9 a.m. – 3 p.m.
January 19	Last day to pay tuition/fees for spring and spring eight-week I
January 23	Official spring eight-week I semester census date. Students reinstated after the official census must pay a \$100 reinstatement fee
January 31	Official spring semester census date. Students reinstated after the official census must pay a \$100 reinstatement fee
February 2	Learning day (Athens campus)
February 23	Last day to drop spring eight-week I course and receive a grade of “W”
March 8 - 9	Final exams spring eight-week I
March 9	Last day to register for spring eight-week II
March 9	Last day to make application for spring graduation; registrar’s office and Cardinal Connection
March 9	Spring break begins after evening classes. Campus dining closes after lunch; residential halls close
March 12 - 16	Spring break
March 18	Residential halls open at 2 p.m.
March 19	Classes resume after spring break
March 19	Spring semester eight-week II classes begin
March 26	Official spring semester eight-week II census date. Students reinstated after the official census must pay a \$100 reinstatement fee
March 30	Easter holiday
April 1	Financial aid priority deadline for summer 1/all-summer 2018 semesters
April 6	Last day to drop spring courses and receive a grade of “W”
April 9	Summer 2018 registration begins
April 15	General and foundation scholarship application deadline for fall 2018
April 23	Fall 2018 registration begins
May 4	Last day to drop spring eight-week II course and receive a grade of “W”
May 1 – 7	Final exams (see final exam schedule)
May 3 – 7	Final exams spring eight-week II
May 7	Campus dining closes after dinner meal
May 7	Residential halls close at noon (except for graduates)
May 8	Grades due in registrar’s office at noon
May 10	Spring Associate Degree Nursing graduation
May 11	Spring Associate of Applied Science, Certificate and Associate of Arts graduation
May 14	Four-day college schedule begins Monday-Thursday (7:30 a.m. - 4:30 p.m.)

TVCC Summer 2018 Calendar

FIRST SUMMER SESSION

April 1	Financial aid priority deadline for summer 2 2018 semester
May 23	Last day to register for summer I – six-week/summer mini – twelve-week
May 23	Residential halls open 9 a.m.; Campus dining opens at lunch
May 28	Memorial day holiday
May 29	Summer I – 6 week semester (May 29 – July 5) classes begin
May 29	Summer Mini – twelve-week semester (May 29 – August 14) classes begin
May 30	Last day of schedule changes/adding a course summer I – six-week and summer mini – twelve-week 9 a.m. -3 p.m.
May 30	Last day to pay tuition/fees summer I – six-week and summer mini – 12 week
June 4	Official summer I – six-week semester census date Students reinstated after the official census must pay a \$100 reinstatement fee
June 21	Last day to make application for summer graduation – registrar’s office and Cardinal Connection
June 21	Last day to drop summer I – six-week course and receive a grade of “W”
July 1	Financial aid priority deadline for fall 2018 semester
July 2 -3	Final exam summer I – six-week
July 4	Fourth of July holiday
July 5	Campus dining closes after dinner meal
July 5	Residential halls close noon
July 5	Grades due in registrar’s office at noon

SECOND SUMMER SESSION

June 1	Financial aid priority deadline for summer 2 2018 semesters
July 9	Last day to register for summer II – six-week
July 9	Residential halls open at 9 a.m.; meal services resume at lunch
July 10	Summer II – six-week (July 10 – August 14) classes begin
July 11	Last day of schedule changes/adding a course summer II – six-week 9 a.m. – 3 p.m.
July 11	Last day to pay tuition and fees for summer II – six-week
July 16	Official summer II – six-week semester census date Students reinstated after the official census must pay a \$100 reinstatement fee
August 9	Last day to drop summer II – six-week/summer mini twelve-week course and receive a grade of “W”
August 13	Five day college Monday-Friday schedule (8 a.m. - 4:30 p.m.) begins
August 13 - 14	Final exam summer II – six-week & summer mini – twelve-week
August 14	Campus dining closes after dinner meal
August 14	Residential halls closed at noon (except for graduates)
August 15	Grades due in registrar’s office at noon
August 17	Summer graduation
August 17	New employee/faculty orientation

General Information

REGISTRATION AND PAYMENT OF FEES

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

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

Students may register:

- 1. IN PERSON:** at TVCC campuses in Athens, Palestine, and Terrell.*
- 2. BY MAIL:** Continuing & Workforce Education, 100 Cardinal Drive, Athens, Texas 75751 (Send check or credit card information. See page 54 of this schedule.)*
- 3. BY FAX:** Fax registration form to 903-675-6388. You may use the form at the back of this schedule. (Fax credit card information. See page 54 of this schedule.)*

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

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

How to Enroll in Non-Credit Courses

1. Complete a registration form

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

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

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

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

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

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

How to Enroll in the Medical Assistant Program as a credit student:

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

Classrooms

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

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.

Refund Policy

FOR NON-CREDIT COURSES

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

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

FOR CREDIT COURSES

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

RETURNED TUITION

Please allow 10-14 business days for a refund.

Cancellation Policy

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

Continuing Education Units (CEUs)

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

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

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

General Information

Grades, Attendance and Withdrawal Policy

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

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

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

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

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

Parking

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

Transcript Request

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

FOR CREDIT COURSES

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

Contract Training

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

In-District Tuition for Credit Classes

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

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

Student Conduct

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

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

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

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

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

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

General Information

Honesty Policy

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

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

Family Education Rights and Privacy Act of 1974

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

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

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

Grievance Procedure

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

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

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

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

Technology & Social Media Policy

TECHNOLOGY - LECTURE

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

TECHNOLOGY - CLINICAL/SKILLS LAB

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

SOCIAL MEDIA

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

Financial Aid

Continuing Education Loans and Grants

PELL GUIDELINES

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

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

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

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

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

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

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

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

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

Local Agencies

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

Texas Workforce Centers

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

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

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

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

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

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

FINANCIAL AID POLICIES:

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

Immunization Requirements

TRINITY VALLEY COMMUNITY COLLEGE CONTINUING & WORKFORCE EDUCATION COURSES

IMMUNIZATION REQUIREMENTS REFERENCE SHEET

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

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

1. **TETANUS/DIPHTHERIA (Immunization)** Students must have proof of tetanus/diphtheria immunization within last 10 years.
2. **RUBELLA (Immunization or blood test)** All students must have proof of one dose of rubella vaccine administered on or after their 1st birthday OR serologic confirmation of rubella immunity or serologic evidence of infection.
3. **MEASLES (Immunization or blood test)** All students born after January 1, 1957 must have proof of two doses of measles vaccines administered on or after their 1st birthday at least 30 days apart OR proof of immunity to measles (serologic confirmation). At least one dose must be completed prior to patient contact. Measles is also known as rubella.
4. **MUMPS (Immunization or blood test)** All students born after January 1, 1957 must have proof of one dose of mumps vaccine administered on or after their 1st birthday OR proof of mumps immunity (serologic confirmation).
5. **VARICELLA (Immunization or blood test)** All students must have one dose of varicella vaccine after their 1st birthday if the vaccine was received prior to the 13th birthday, or two doses of varicella vaccine if the vaccine was received after the 13th birthday. Serologic confirmation (blood test) of varicella immunity is also acceptable.
6. **HEPATITIS B (Immunization or blood test)** Effective February 15, 2007, all students in TVCC Continuing & Workforce Education classes that involve direct patient contact or clinicals, will be required to have all three doses of the Hepatitis B vaccine or serologic confirmation (blood test) of immunity. **(Students needing all three Hep B vaccines may wish to consult their healthcare provider about the TWINRIX a fast track series of this immunization.)**
7. **Current TB Test or QuantiFERON.** No older than one year prior to class start date.
8. **Current Flu Shot.** Flu shots are required each Fall or before student may attend clinicals or perform invasive procedures. Students entering classes in the Spring or Summer will need to have a flu shot that is no older than the Fall semester. Students returning in the Fall semester will need to have a current flu shot prior to attending clinicals.

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

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

Copies of records from physician's offices, public health department, public schools, other colleges and the military are acceptable. **Students should provide the college with a copy of the records. Please do not turn in the originals. RECORDS MUST BE COMPLETE PRIOR TO PARTICIPATION IN CLINICALS.**

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

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

Students with medical or conscientious circumstances may request consideration of a request for waiver by putting their request in writing to the Dean of Continuing & Workforce Education.

Rev. 2/2017

Criminal History

TRINITY VALLEY COMMUNITY COLLEGE

CONTINUED & WORKFORCE EDUCATION DIVISION

POLICY FOR CRIMINAL HISTORY AND MEDICAL/NURSING ASSISTANT ENROLLMENT



Students who are enrolling in Nurse Aide Classes (CNA) will be subject to a Department of Public Service background check prior to the beginning of training. These students are required to purchase the document tracker provided by Castle Branch. The cost for this is \$30.00. **Once the background check is complete it will be effective for 2 years.**

Students enrolling in the courses below will be required to provide a more thorough criminal background check through Castle Branch. It must be complete and provided by the date that is listed in the course syllabus. These students are required to purchase the background check and document tracker provided by Castle Branch. The cost for this is \$61.40. Once the background check is complete it will be effective for 2 years.

- PLAB 1323 Phlebotomy – (includes non-credit students)
- MDCA 1317 Procedures in a Clinical Setting
- MDCA 1360 Clinical/Medical Assistant
- NURA 1161 Clinical/Nursing Assistant/Aide in a Hospital Setting (includes non-credit students)
- PLAB 1164 Phlebotomy Practicum (includes non-credit students)

Students enrolled in the courses listed above should initiate a background **AS SOON AS POSSIBLE** after the start of class. Students deemed ineligible by the deadline listed in the syllabus should withdraw from the course to prevent course failure. **“Make up clinicals” will not be available.**

Castle Branch Information: (a third party vendor)

Visit www.castlebranch.com to create an account when signing up. The following information is needed:

- Valid credit card
- FULL legal name (first, middle, last)
- Date of birth
- Social security number
- Current address including zip code
- Phone Number
- Email Address

Payment: At the end of the online process you will be prompted to enter your Visa or Master Card information. Money orders are also accepted but will result in an additional \$10 fee and additional turn-around-time.

Students with unacceptable background checks can be dropped from the course/training. The Continuing & Workforce Ed. Dept. will keep confidential all information obtained from these background checks. Students with histories which cause exclusion from training will likely find that they are excluded from many medical related careers. Therefore, early completion of this background check process is in the best interest of any student.

Rev. 3/7/2017



Trinity Valley Community College – Medical Nursing Assistant

How to Place Order

Welcome to **my** 

To place your order go to:

<https://portal.castlebranch.com/TK58>

Package Name (if applicable):

TK58 – Background Check & Medical Document Manager Package \$61.40

TK58im – Medical Document Manager ONLY Package \$30.00

TK58bg – Background Check ONLY Package \$30.00

Place Order

Select
Program

Select
Package

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- View order results
- Upload documents
- Manage requirements
- Place additional orders
- Complete tasks

Please have ready personal identifying information needed for security purposes.

The email address you provide will become your username.

Contact Us: **888.914.7279** or servicedesk.cu@castlebranch.com

Drug Screening

POLICY FOR DRUG SCREENING

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

1. After enrollment in these TVCC Continuing & Workforce Education medical courses, a drug screen will be performed.
 - a. Clinical training activities
 - b. Invasive procedures in lab activities
 - c. Any work related medical activity in the community, or a medical facility, where the student or employee is in contact with patients or workplace clients—including observations and/or visitations as part of training.
2. The college will make arrangements for a company that follows National Institute on Drug Abuse (NIDA) guidelines to come to the college campus for drug screening. At least one drug screening time will be scheduled for each appropriate course (class section). Upon instruction, the student will provide a photo ID (Texas driver's license is preferred) and an unobserved collection of urine. The company will perform a Substance Abuse Panel 10 ("SAP 10") with integrity checks for creatinine and pH levels. SAP test results that fall outside any of the acceptable ranges will be considered presumptive-positive tests and will automatically be sent for a separate confirmatory test by a gas chromatography mass spectrometry (GCMS) method. If the results remain non-negative, the Community Services Department will be notified. A Medical Review Officer (MRO) will call the student to determine if there is a valid prescription for the drug in question. There may be an extra charge for the MRO services. Please note that taking someone else's prescription medication is illegal and will result in a positive drug screen. If a valid prescription exists, the test result is deemed to be "negative" and acceptable. If a specimen is not testable for any reason, the student may be required to provide an observed collection of urine.
3. The student must complete drug screening at the scheduled time. If a student is absent when the drug screening is performed, he/she will be notified. The student must call the drug testing company to make arrangements to get tested at a designated location within 24 hours. This may result in an extra fee, depending on the location of the collection site. Failure to do so will be interpreted as a refusal for drug testing and the student will either need to drop the course or will fail the course.
4. The cost of the initial drug screen is included in the student's lab fee.
5. All drug screen results will be submitted to the Continuing & Workforce Education Department's designated coordinator or director. The department will keep confidential all information obtained from the drug screens. All drug screen results will be kept in a separate file until the students have graduated or have not been enrolled in a TVCC Continuing & Workforce Education medical course for 1 year or the faculty member is no longer employed at TVCC and the records will be destroyed.
6. The drug screen will be honored by all TVCC clinical affiliates for the duration of the student's participation in the course.
7. A student or faculty with a positive drug screen will not be allowed to attend any clinical agency/rotation for the current semester. There will be no re-testing. The student will be required to withdraw from the clinical course or not allowed to participate in a course requiring invasive procedures.
8. Some facilities may not allow students who use nicotine products at all to be in their facility. Students and faculty are expected to respond honestly when queried about use of nicotine. Should a collaborating facility not permit a student who is using nicotine to be in their facility then there is a possibility that the student may have to forfeit their opportunity to complete a clinical or externship experience, unless another accepting facility can be located for that student during that semester with time to complete the training assignment. It is possible that the student will not pass the course, should this happen.
9. TVCC Continuing & Workforce Education Department may elect to conduct drug screening in any course at any time. Students are required to submit to these random drug tests. 20% of each class roster could be subject to testing. These will be randomly selected through a drawing process conducted by the department and the judicial officer. Students testing positive will be subject to the provisions of the Continuing & Workforce Education Department policy for drug screening.
10. Students may be subject to further drug screen testing if required by a clinical facility or if the student is suspected of substance abuse at any time during their enrollment in medical courses. The TVCC Continuing & Workforce Education Policy for Drug Screening will be followed.
11. Should drug screens be performed by a clinical/externship site partnering with the TVCC Continuing & Workforce Education Department, and a student or faculty member is found with a positive drug result, then the TVCC Continuing & Workforce Education Policy for Drug Screening will apply and be followed.
12. Personal physician statements will not be accepted instead of the TVCC scheduled drug test.

Adopted: July , 2013

Bacterial Meningitis

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

What are the symptoms?

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

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

How is bacterial meningitis diagnosed?

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

How is the disease transmitted?

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

How do you increase your risk of getting bacterial meningitis?

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

What are the possible consequences of the disease?

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

Can the disease be treated?

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

How can I find out more information?

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

CHANGES TO BACTERIAL MENINGITIS IMMUNIZATION REQUIREMENTS

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

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

Contact Us

Continuing & Workforce Education

Continuing & Workforce Education Department
(903) 675-6212/FAX (903) 675-6388
www.tvcc.edu/continuing email: conted@tvcc.edu

Mailing Address, TVCC – Athens:

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

Dean..... Gayla Roberts/ groberts@tvcc.edu
Coordinator Program Development..... Sharon Barrett/ sbarrett@tvcc.edu
Coordinator/ Class Manager Ginger Blurton
ginger.blurton@tvcc.edu Phone: 903-675-6314
Medical/Nursing Assistant Instructor..... Janith Fritz
janith.fritz@tvcc.edu 903-675-6212
Medical/Nursing Assistant Instructor..... Angel Turner
angel.turner@tvcc.edu 903-675-6212

Athens Office Staff

Administrative Assistant to the Dean..... Joseph Brewer
joseph.brewer@tvcc.edu Phone: 903-670-2622
TANF Grant Assistant Brenda Ledesma
brenda.ledesma@tvcc.edu 903-675-6275
Dept. Administrative Assistant April Brown
april.brown@tvcc.edu 903-675-6212

TVCC – Palestine Office Staff

Mandi Richardson
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Phone: 903-729-0256
Fax: 903-729-2325
2970 N. St. Hwy. 19
P.O. Box 2530
Palestine, Texas 75802

TVCC – Terrell Office Staff

Linda White
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Phone: 972-563-9573
Fax: 972-563-1667
I-20 at Wilson Road
P.O. Box 668
Terrell, Texas 75160

Health Science Center – Kaufman Office Staff

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

Conversion of CE/CEU Hours to SCH Credits

Conversion of CE/CEU (continuing education units) hours to SCH (semester credit hours) is only available for those students seeking SCH credit for WECM (Workforce Education Course Manual) courses/programs. TVCC will adhere to the guidelines set forth from the THECB (Texas Higher Education Coordinating Board) and the SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) regarding these conversions. CEU conversions will be fully documented to show that the student has met the same or similar objectives, rigor, course evaluation process and course competencies as those in the equivalent credit course. In addition, faculty qualification standards must be the same as those required in the equivalent credit course(s). Access to this policy will be available only to currently enrolled students or those applicants for the immediately upcoming term who have completed all eligibility requirements of admission to the College and who have met ability to benefit requirements. When applied to an AAS degree requirements, at least 25% of graduating degree plan requirements must be earned through regular SCH instruction or Credit by Exam procedures. Conversion of CE/CEU hours to SCH credits must be accomplished within the first semester of major program enrollment.

Procedure for Conversion of CE/CEU to SCH Credits

1. Requests for SCH credit for continuing education (CE) hours or CEU's will be made to the Division Chair of the appropriate WECM technical program in which the courses reside.
2. The Division Chair, along with the instructor of record will review the CE course to match competencies with the THECB and SACS standards through the use of the CE to SCH Evaluation Form.
3. If the Division Chair and instructor approve, he/she submits the approved form to the Associate Vice President for Workforce Education for review and approval.
4. Upon approval by the Associate VP for Workforce Education, the form is submitted for approval by the Vice President of Instruction.
5. Upon VP of Instruction approval, he/she submits the form to the Registrar's office for processing.
6. Students must then pay a \$60 fee for the conversion.
7. The Registrar's office will record awarded SCH credits on the student's official transcript.
8. Students denied SCH conversion may appeal their case before the VP of Instruction whose judgment in each case will be final.
9. CEU's not awarded SCH conversion through this process will be considered as the basis for Credit by Exam procedures of the College at the student's choosing and related expenses as per policy.

Conversion of CE/CEU Hours to SCH Credits



Trinity Valley Community College

CEU/SCH Conversion Form

The following information will be used to process the conversion from a continuing education class credit (CEU) to a semester credit hour credit (SCH). This conversion only applies to workforce education courses and does not apply to academic courses. In order for this conversion request to be complete, college personnel must attest to all of the required components listed in the check off sheet below. Upon completion of this form, the registrar's office will forward a copy of this form along with an official copy of the student's transcript. **The fee for this conversion is \$60, payable to Trinity Valley Community College.** Additional information may be found in the procedure entitled "TVCC Conversion of CE/CEU Hours to SCH Credits."

Name of Student: _____ TVIN#: _____

CEU Course: _____ Semester/Yr Attended: _____

SCH Course: _____

To be completed by the Instructor and verified by their supervisor:

_____ The CE course met the same number of class hours as the corresponding credit course.

_____ The student has met the same or similar objectives, rigor, course evaluation process and course competencies as those in the equivalent credit course.

_____ The instructor met the instructional credential criteria specified from the Southern Association of Colleges and Schools and Texas Higher Education Coordinating Board to be able to teach the workforce semester credit hour course.

_____ The student passed the course with a minimum grade of "B" or better.

Note: Please attach a copy of the CE transcript from TVCC showing the course name and CEU's awarded. Articulated credit will be awarded and posted on the transcript. No course grade will be assigned.

_____ Instructor	_____ Date	_____ Associate VP for Workforce Education	_____ Date
_____ Division Chair	_____ Date	_____ Vice President for Instruction	_____ Date

TVCC CE/CEU 3/27/09

Student Articulation Approval



TRINITY VALLEY COMMUNITY COLLEGE STUDENT ARTICULATION APPROVAL

Individuals can apply for articulated credit of license and certifications to apply to specific college degree programs or college certificates. Steps:

1. Complete this form
2. Attach a copy of the license/certification
3. Attach a copy of the TVCC Business Office receipt for \$40.00
4. Submit for authorization signatures
5. When fully approved, the TVCC Registrar will apply the credits

TO BE COMPLETED BY STUDENT:

NAME OF STUDENT _____ TVIN# _____

ADDRESS _____ CITY _____, TX

ZIP CODE _____ Phone# _____ Email Address _____

TVCC PROGRAM AREA TO BE ARTICULATED _____

LICENSE OR CERTIFICATION(S) SUBMITTED FOR ARTICULATION

STUDENT SIGNATURE _____ DATE _____

TO BE COMPLETED BY DEPARTMENT CHAIR OR PROGRAM COORDINATOR AND FORWARD

RECOMMENDED FOR ARTICULATION CREDIT:

EQUIVALENT COLLEGE COURSE	CREDIT HOURS AWARDED
---------------------------	----------------------

COURSE NUMBER	COURSE TITLE	
_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____

DEPARTMENT CHAIR OR COORDINATOR _____ DATE _____

ASSOC.V.P. FOR WORKFORCE ED. _____ DATE _____

VICE PRESIDENT FOR INSTRUCTION _____ DATE _____

REGISTRAR _____ DATE _____

* Please note articulated courses may not transfer to certain universities.
(Revised: March 2017)

Application Form



Trinity Valley Community College Continuing & Workforce Education Application Form

Please provide complete information. (Please print)

Social Security # _____ County of Residence: _____

Name: _____
Last First Middle Initial

Mailing Address: _____
Street City State Zip

Phone Number: _____
Home Cell Work

Email Address: _____

Would you like to sign up for our email list? Yes _____ No _____

(If yes you will receive information about our upcoming classes by email.)

Do you have a high school diploma or GED? Yes _____ No _____

(If no, administrative approval is required for enrollment in some classes.)

Student Signature _____

Date

When applying by mail, email, or fax please send to:

Mailing: TVCC-Continuing & Workforce Education 100 Cardinal drive Athens, TX 75751
Phone: 903-675-6212 **Fax:** 903-675-6388 **Email:** conted@tvcc.edu

Trinity Valley Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 100 Cardinal Drive, Athens, TX 75751, 903-675-6215, humanresources@tvcc.edu.

Revised: November 8, 2016

Registration Form



Trinity Valley Community College Continuing & Workforce Education Class Registration Form

Section # _____

Receipt # _____

Please provide complete information. (Please print)

TVIN # _____ Name: _____
Last First M

Birth Date: _____ Gender: Male _____ Female _____

Ethnic Origin:

(1) White, not Hispanic	(2) Black, not Hispanic	(3) Hispanic
(4) Asian/Pacific Islander	(5) American Indian/Alaskan Native	(6) Non-Resident Alien

Name of Course: _____ Start Date: _____

Enrollment is complete when tuition is received.

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

PLEASE READ AND SIGN:

I hereby release Trinity Valley Community College (the local Independent School District or other cooperating sponsor when applicable) and the instructor from all responsibility in case of an accident.

I confirm that I received a copy of "Important Information About Bacterial Meningitis" which is required by Texas law to be given to each person enrolling in state supported colleges and universities.

I agree to abide by all policies as published by TVCC.

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

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

1) Enrollment is on a space-available basis with TVCC approval. Students may be "bumped" by students enrolled in the class for credit.

2) Students should not open textbooks or software until they know that they will not be "bumped" from the class. Opened items are not eligible for a full refund from the bookstore. 3) LEARNING FOR LIVING COURSES CANNOT BE CONVERTED TO CREDIT HOURS WITHOUT TVCC APPROVAL. STUDENTS WISHING TO RECEIVE SEMESTER CREDIT HOURS SHOULD REGISTER AS A CREDIT STUDENT.

Student Signature _____

Date _____

When applying by mail, email, or fax please send to:

Mailing: TVCC-Continuing & Workforce Education 100 Cardinal drive Athens, TX 75751
Phone: 903-675-6212 **Fax:** 903-675-6388 **Email:** conted@tvcc.edu

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Revised: November 8, 2016

Credit Card Form

Trinity Valley Community College – Continuing & Workforce Education
100 Cardinal Drive
Athens, TX 75751
Telephone: (903) 675-6212
Fax: (903) 675-6388
Email: conted@tvcc.edu

Authorization for One Time Debit/Credit Card Use

PRINT AND COMPLETE THIS AUTHORIZATION AND RETURN.
All information will remain confidential

Name on Card: _____

Billing Address: _____

Phone Number: _____

Credit Card Type: Visa MasterCard Discover AmEx

Credit Card Number: _____

Expiration Date: _____

Card Identification Number: _____ (last 3 digits located on the back of the credit card)

Amount to Charge: \$ _____ (USD)

Student's Name: _____

Student's SSN: _____ (last 4 digits)

Name of Class/YR: _____

I authorize **Trinity Valley Community College** to charge the amount listed above to the credit card provided herein. I agree to pay in accordance with the issuing bank cardholder agreement.

Cardholder – Please Sign and Date

Signature: _____ Date: _____

Print Name: _____

Return the completed and signed form to the TVCC Continuing Education Office.

You can find this form at www.tvcc.edu/Continuing-Education



TRINITY VALLEY COMMUNITY COLLEGE
100 Cardinal Drive
Athens, TX 75751

COMMUNITY SERVICES

NON-CREDIT CLASSES

ENROLL IN A CONTINUING EDUCATION CLASS

Learn New Skills / Enrich Your Life / Enjoy Hobbies

Update Your Job Skills / Just Have Fun

EDUCATION CAN HELP OPEN DOORS

GED Preparation / THEA Preparation / Workforce Skills

Computer Skills / Education & Career Counseling

FININCIAL AID AVAILABLE

to qualified individuals