

# Fall 2024 Continuing Education

## Vernon Schedule – Vernon Campus

### Computers

#### Basic Excel

Basic Microsoft® Excel 2013 provides thorough introductory training of Excel 2013. This course covers beginning-level skills, and is ideal for the newer computer user who wants to become well versed in Excel. Topics introduced include the Ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions; formatting cell contents; inserting and deleting columns, rows, and cells; charts; and more.

**Textbook Required**

9/16-9/25 7:00 PM-9:00 PM MW \$45  
ITSW 1022 CE51

#### Basic Word

Basic Microsoft® Word 2013 provides thorough introductory training of Word 2013. This course covers beginning-level skills, and is ideal for the newer computer user who wants to become well versed in Word. Topics introduced include the Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more.

**Textbook Required**

10/14-10/23 7:00 PM-9:00 PM MW \$45  
POFI 1024 CE51

### CPR NEEDED

Online options available in Vernon.  
CPR Skills Check

Prerequisites: Must have completed a classroom course in the past and feel comfortable with your skills. Must bring copy of AHA online course certificate.

1. Log in to your OnlineAHA account
  2. Click My Courses
- <http://www.onlineaha.org/>

Contact 940-552-6291 ext. 2256 to set your date.

### Certified Nurse Aide

**Certified Nurse Aid will be offered at the Vernon Campus in Spring 2025**

Please see requirements below to get prepared:

*Minimum age 16, screened for non-hirable offenses.*

*Must have no physical restrictions and be able to lift and move residents.*

**Students must provide valid photo ID, SS card, and up-to-date immunization records when registering.**

**Tuition: \$586**

### Truck Driving Program

The truck-driving course prepares students to complete the written exams and the driving exam necessary to receive a Class A Commercial Driver's License (CDL). The course meets all Federal Motor Carrier Safety Administration guidelines. Students who successfully complete the entire course will receive a class "A" Commercial Driver License, a certificate of completion and be qualified to secure an entry-level job as a Commercial Motor Vehicle driver. The course is 5 weeks long.

Registration to reserve a seat requires:

- Enrollment and payment of \$500 tuition/deposit
- Provide a copy of valid Drivers License.  
Student must have a current and valid Driver License.

#### Course dates:

8/19/24-9/19/24 8:00 AM-5:00 PM M-Th \$4,000

9/30/24-10/31/24 8:00 AM-5:00 PM M-Th \$4,000

11/11/24-12/19/24 8:00 AM-5:00 PM M-Th \$4,000

CVOP.1005 and CVOP.1013 **Please contact Vernon College Truck Driving with additional questions**  
[truckdriving@vernoncollege.edu](mailto:truckdriving@vernoncollege.edu)

#### VERNON COLLEGE

##### HOURS:

MONDAY – THURSDAY

8:00 AM – 6:00 PM

FRIDAY

8:00 AM – 12:00 PM



# FALL 2024 Continuing Education Vernon Schedule – King Center

## KING PHYSICAL EDUCATION CENTER

### GYM AND WEIGHT ROOM HOURS:

|                   |             |
|-------------------|-------------|
| MONDAY – THURSDAY | 8 AM – 8 PM |
| FRIDAY            | 8 AM – 6 PM |
| SATURDAY          | 12 PM -6 PM |
| SUNDAY            | CLOSED      |

### POOL HOURS:

|                   |              |
|-------------------|--------------|
| MONDAY – THURSDAY | 12 PM – 8 PM |
| FRIDAY            | 12 PM – 6 PM |
| SATURDAY          | 12 PM -6 PM  |
| SUNDAY            | CLOSED       |

FOR MORE INFORMATION CONTACT CONTINUING  
EDUCATION AT 940-552-6291 EXT. 2210

## Community Memberships

### King Center Memberships: September 3<sup>rd</sup> – December 19<sup>th</sup>

|  |              |
|--|--------------|
| <b>Individual:</b> (For persons 16 years & up) | <b>\$50</b>  |
| <b>Husband &amp; Wife:</b>                     | <b>\$75</b>  |
| <b>Senior:</b> (For persons 60 years & up)     | <b>\$25</b>  |
| <b>Family:</b>                                 | <b>\$100</b> |

(For persons living in the same household. Children under the age of 13 must have adult supervision in the pool. Members must be at least 16 years of age to use the weight room.)

If you are interested in becoming a member of the King Center here's what you need to do:

1. Register with Admissions located in the Osborne Administration Building, Monday- Thursday 8am-5:30pm (you will need the social security number of each person you wish to register)
2. Go to Business office to pay and have your Student I.D. made.
3. All members and students will be required to show their I.D. cards at the King Center for access every time.

## FITNESS & AQUATICS

A free King Center membership is included in the cost of tuition for all fitness classes.

### Water Aerobics

This class is designed for exercise in a less strenuous way. It is a great workout for any age.

|                       |                 |    |      |
|-----------------------|-----------------|----|------|
| 9/3-11/14             | 5:30 PM-6:30 PM | TR | \$65 |
| <b>PERS 0731 CE51</b> |                 |    |      |

### Pickleball for Beginners

Pickleball for beginners is a fun class that covers the basics of how to play, score, and serve in pickleball, a sport where two or four players use paddles to hit a ball back and forth. Pickleball is a relatively easy game to learn, but beginners may benefit from some tips and tricks, such as perfecting the dink shot, a shot that only reaches the kitchen area of the opponent's half of the ground. There are also some rules and equipment that beginners need to know, such as the underhand motion, the paddle size and weight, and the ridges or raised areas on the paddle surface. Bring your friends and come learn a fun new hobby.

|                       |                 |                   |      |
|-----------------------|-----------------|-------------------|------|
| 10/1-10/10            | 7:30 PM-9:00 PM | TR                | \$30 |
| <b>PERS 1339 CE51</b> |                 | <b>VER-Courts</b> |      |

The King Center will be closed on the following dates:  
October 1<sup>st</sup> until 5pm  
November 23<sup>rd</sup> - December 2<sup>nd</sup>

Any additional closures will be posted as soon as possible



Check with your insurance provider  
to see if you are eligible for the program.  
**ONLY FOR VERNON CAMPUS**

# Fall 2024 Continuing Education Wichita Falls Schedule- CCC

## Drilling Fluid Technician

**Prerequisites:** 21 Years of Age, Competent communication skills, Basic computer skills, Competent with the use of handheld scientific calculators, Pass math pre-test before course registration, Attendance is mandatory

In this entry level course, the Drilling Fluid Technician will gain the knowledge, skills and competencies essential to evaluate drilling fluids and systems. The 200 hour course topics include calculations, treatments and techniques, petroleum regulations, petroleum safety, chemical process technologies, fluid compositions, chemical safe handling practices, well control principles and fluid composition reporting and treatment recommendations.

9/9 - 10/4      8:00 AM-5:00 PM      MTWRF      \$6000



## Computers:

### **Basic Word**

An ideal course for the newer computer user who wants to become well versed in Word. Get hands on experience in a computer lab using Word to create invitations, fliers and brochures

10/8 – 10/17      6:00 PM-8:00 PM      TR      \$45

### **Basic Excel**

Basic Microsoft Excel provides thorough introductory training for beginning level skills. It is ideal for the new computer user to become better versed in Excel. Some topics include: entering and editing data, selecting cells and ranges, printing worksheets, creating formulas and much more! Sign up now to learn more!

9/10 – 9/19      6:00 PM-8:00 PM      TR      \$45

11/5 – 11/14      6:00 PM-8:00 PM      TR      \$45

### **Intermediate Excel**

Instruction in large worksheets and workbooks; tables; outlines; inserting clip art, pictures and SmartArt; templates; digital signatures; and much more.

9/24 – 10/3      6:00 PM-8:00 PM      TR      \$45

## Professional Development:

### **Bring Your A Game! – Workforce LEAD**

This course will focus on Work Ethic and the foundational skills that are the building blocks for success in our every day jobs. Attitude, Attendance, Appearance, Ambition, Acceptance, Appreciation and Accountability are the seven workplace skills identified through the U.S. Department of Labor as necessary skills for employment. Test your 'A' game in this competency course and earn a certificate from the Center for Work Ethic and Vernon College!

After completing this course, participants will take an exam for the Certificate of Work Ethic Proficiency. To earn the certification, the participant must demonstrate mastery of the work ethics concepts by earning 90% score or higher on the exam. **Registration is due the week before class begins.**

#### **Textbooks Required**

9/3 – 9/30      Online      \$210



## Culinary Academy:

9/9 – 6/2      \$3,800

- Workforce Development**
- Sanitation & Safety**
- Hospitality Facilities Management**
- Basic Food Preparation**
- Nutrition & Menu Planning**
- Principles of Food & Beverage Operation**
- Intermediate Food Preparation**
- Hospitality Human Resources Management**

**Class Meeting Dates: Monday/ Tuesday / Thursday**

# Fall 2024 Continuing Education

## Wichita Falls Schedule- CCC

### Health Care:

#### **Certified Nurse Aide/Nurse Aide for Healthcare**

**Prerequisite:** Minimum age 16, screened for non-hirable offenses. **Must present:** SS card, valid photo ID and updated shot records upon enrollment.

Must lift and move residents with no physical restrictions. Must complete 116 hours: 72 hours classroom and 44 hours of clinical in a nursing home. This program is preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities.

|              |                  |              |       |
|--------------|------------------|--------------|-------|
| 8/19 – 10/21 | 6:00 PM-10:00 PM | MW           | \$254 |
| 10/27 – 12/8 | 6:00 PM-10:00 PM | MW-Clinical  | \$332 |
| 11/5 – 1/23  | 6:00 PM-10:00 PM | TTh          | \$254 |
| 1/28 – 3/4   | 6:00 PM-10:00 PM | MTR-Clinical | \$332 |

#### **Certified Medication Aide**

Registration Opens July 15, 2024

**Prerequisites:** Minimum age 18, no criminal convictions or probation. No illegal drug use, High School diploma or High School Equivalency, and employed on the first day of class by a nursing home as a Nursing Assistant.

Students will be able to identify the Texas Department of Aging and Disability Services guidelines for non-licensed nursing personnel employed in licensed health care agencies regarding the roles and responsibilities associated with medication administration.

|          |                |            |       |
|----------|----------------|------------|-------|
| 9/2-12/2 | 6:00PM-10:00PM | HYBRID-MTR | \$679 |
|----------|----------------|------------|-------|

#### **Certified Medication Aide Update**

**Prerequisites:** Must bring license number to class. Intensive training in an identified pertinent area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. **Must have access to internet and valid email address as this class will be offered online.**

|       |                 |        |      |
|-------|-----------------|--------|------|
| 10/12 | 9:00 AM-4:00 PM | ONLINE | \$50 |
|-------|-----------------|--------|------|

#### **Intravenous Therapy-Theory & Techniques**

**Prerequisites:** Must be a LVN or healthcare professional. This course teaches the basic theory and techniques of venipuncture, continuous and intermittent intravenous infusions and intra-osseous infusion techniques. Emphasis is on medication administration techniques, venous system physiology, appropriate anatomical site selection, rapid identification of localized and systemic complications of intravenous therapy and methods to decrease infiltration, infection, and extravasation rates associated with intravenous therapy.

**SCHEDULE A GROUP BY CALLING Continuing Education**

#### **Medical Assisting Program**

9/9 – 3/31 \$3,350

Workforce Development

Medical Law & Ethics

Anatomy & Physiology for MA

Medical Terminology

Administrative Procedures

Phlebotomy

Electrocardiography

Pharmacology & Administration of Medication

Clinical: Medical Assisting

Hybrid Program: In-Class Dates on Tuesday / Thursday

Clinical: 16 hour each week requirement

#### **Patient Care Technician**

9/9 – 11/14 \$1,100

CPR: Basic Life Support

Electrocardiography

PCT Classroom

PCT Clinical

Hybrid Program: In-Class Dates on

Monday/Tuesday/Thursday

Clinical: 48 Hours Required

#### **Phlebotomy**

##### **LIST COURSE / DATES / PRICES**

8/27 – 10/17 6:00 PM-10:00 PM TTh \$290

10/22 – 12/11 6:00 PM-10:00 PM W- Classroom \$561

\*\*Clinical is scheduled M-F Business Hours

**ALL SCHEDULES ARE SUBJECT TO CHANGE.**



# Fall 2024 Continuing Education Wichita Falls Schedule- CCC

## CPR Basic Life Support (Healthcare Providers)

The Basic Life Support (BLS) for Healthcare Providers Classroom Course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. In the classroom, students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS Instructor to complete BLS skills practice and skills testing. Students also complete a written exam. American Heart Association BLS for Healthcare

Providers Course Completion Card is valid for two years.

|       |                 |   |      |
|-------|-----------------|---|------|
| 9/7   | 8:00 AM-3:00 PM | S | \$75 |
| 9/26  | 8:00 AM-3:00 PM | R | \$75 |
| 10/5  | 8:00 AM-3:00 PM | S | \$75 |
| 10/24 | 8:00 AM-3:00 PM | R | \$75 |
| 11/9  | 8:00 AM-3:00 PM | S | \$75 |
| 11/21 | 8:00 AM-3:00 PM | R | \$75 |
| 12/7  | 8:00 AM-3:00 PM | S | \$75 |

## CPR Skills Check

**Prerequisites: Must have completed a classroom course in the past and feel comfortable with your skills. Must bring copy of AHA online course certificate.**

**1. Log in to your OnlineAHA account**

**2. Click My Courses**

Need skills verification after completing an online course?

A skills session is the hands-on portion of an AHA eLearning course and includes Parts 2 and 3 skills practice and testing. This course is designed for the renewal candidates who have completed the AHA online courses <http://www.onlineaha.org/>

It is conducted in-person after a student completes Part 1 online.

**REQUIREMENT FOR ANY MEDICAL PROGRAM: BLS BASIC LIFE SUPPORT – BLS HEALTHCARE PROVIDERS (#20-3553)**

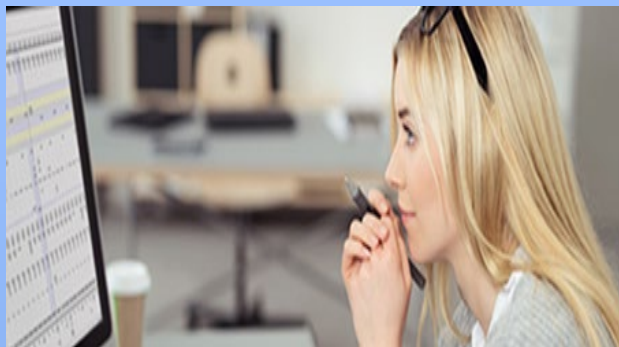
(2 HOUR ONLINE COURSE \$32.50)

Must bring Online AHA completion certificate to Skills Check session or skills cannot be performed and no refund will be allowed.

|       |                  |   |      |
|-------|------------------|---|------|
| 9/4   | 8:30 AM-12:30 PM | W | \$55 |
| 9/11  | 8:30 AM-12:30 PM | W | \$55 |
| 9/18  | 8:30 AM-12:30 PM | W | \$55 |
| 9/25  | 8:30 AM-12:30 PM | W | \$55 |
| 10/2  | 8:30 AM-12:30 PM | W | \$55 |
| 10/9  | 8:30 AM-12:30 PM | W | \$55 |
| 10/16 | 8:30 AM-12:30 PM | W | \$55 |
| 10/23 | 8:30 AM-12:30 PM | W | \$55 |
| 10/30 | 8:30 AM-12:30 PM | W | \$55 |
| 11/6  | 8:30 AM-12:30 PM | W | \$55 |
| 11/13 | 8:30 AM-12:30 PM | W | \$55 |
| 11/20 | 8:30 AM-12:30 PM | W | \$55 |
| 12/4  | 8:30 AM-12:30 PM | W | \$55 |
| 12/11 | 8:30 AM-12:30 PM | W | \$55 |

# FALL 2024 Continuing Education ONLINE

## Explore Career Training Opportunities ONLINE



**Adobe Certified Professional**  
<https://careertraining.ed2go.com/vernonedu/training-programs/adobe-certified-professional-vouchers-included/>

**Health and Fitness**  
<https://careertraining.ed2go.com/vernonedu/health-and-fitness-programs/>

**Computer Applications**  
<https://careertraining.ed2go.com/vernonedu/computer-applications-programs/>

**Writing**  
<https://careertraining.ed2go.com/vernonedu/construction-and-trades-programs/>

**Language**  
<https://careertraining.ed2go.com/vernonedu/business-programs/>

**Click Here for more options:**  
<https://careertraining.ed2go.com/vernonedu/>

## Enhance your Personal and Professional Skills ONLINE

**Computer Skills**  
<https://www.ed2go.com/vernonedu/online-courses/computer-courses/>

**Digital Photography**  
<https://www.ed2go.com/vernonedu/online-courses/discover-digital-photography/>

**Grant Writing**  
<https://www.ed2go.com/vernonedu/online-courses/grant-writing-a-to-z/>

**Sign Language**  
<https://www.ed2go.com/vernonedu/online-courses/learn-sign-language/>

**Speed Spanish**  
<https://www.ed2go.com/vernonedu/online-courses/learn-spanish-online/>

**Digital Marketing**  
<https://www.ed2go.com/vernonedu/online-courses/digital-marketing-courses/>

**Veterinary Assistant Series**  
<https://www.ed2go.com/vernonedu/online-courses/veterinary-assistant-series/>

**Click Here for more options:**  
<https://www.ed2go.com/vernonedu/>

# FALL 2024 Continuing Education ONLINE

## Vernon College Online Learning Resource Center for Medical Office Staff powered by PMI

A few certifications offered:  
Certified Medical Coder (CMC)

Certified Medical Insurance Specialist (CMIS)

Certified Medical Office Manager (CMOM)

Certified Medical Compliance Officer (CMCO)

Click Here for more options:  
<https://www.pmimd.com/wichitafalIs/>



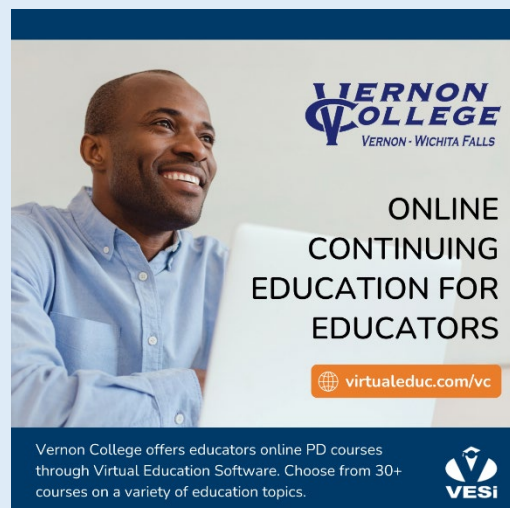
## Real Estate

Click Here:

<https://vernoncollege.theceshop.com/texas/pre-licensing/tx-salesperson-pre-licensing-cost>

Vernon College offers Real Estate courses through The CE Shop. Contact the Continuing Education Office to get started today!

## Continuing Education for K-12 Educators



Click Here:

<https://www.virtualeduc.com/directaccounts/index.php?uid=29>

## Texas Defensive Driving

Click Here:

[https://courses.ticketschool.com/TEX/register\\_2.asp?Aff=358](https://courses.ticketschool.com/TEX/register_2.asp?Aff=358)

This course is State approved by the TDLR as CP-090 and powered by ticketschool.com