

Spring 2024 Continuing Education

Vernon Schedule – Vernon Campus

Computers

Basic Word

Basic Microsoft® Word provides thorough introductory training of Word. 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

2/5-2/15 7:00 PM-9:00 PM MTh \$45
POFI.1024.CE51

Intermediate Excel

Intermediate Microsoft® Excel provides thorough hands on training. Topics introduced include large worksheets and workbooks; tables; outlines; inserting clip art, pictures and SmartArt; templates; digital signatures; and more.

Textbook Required

2/19-2-29 7:00 PM-9:00 PM MTh \$45
ITSW.1046.CE51



Professional Development

Supervisors' Boot Camp

This workshop is a crash course in supervision, designed to teach supervisors how to handle the many difficult and common situations they will encounter with employees on a daily basis. Topics included in this seminar: Moving from peer to supervisor, supervisory roles and liability, employment law basics for supervisors, equal employment opportunity and sexual harassment, basic interviewing do's and don'ts, conducting performance feedback, disciplinary actions, lawful terminations, supervisor's roles in handling unemployment claims and effective meeting management.

TBD 8:30 AM-4:30 PM R \$99
BMGT.1020

PRE-REGISTRATION IS REQUIRED FOR ALL CLASSES.

CALL 940-552-6291 EXT. 2210

HEALTH CARE

Phlebotomy

REQUIREMENTS: Minimum age 18 with completed High School Diploma or High School Equivalency; No criminal convictions or probation. Be able to communicate effectively/ Instruction provided in English Manual dexterity / Good hygiene & health No artificial/sculptured nails or nail tips

Student must provide current shot records at time of enrollment, as required by the DEPARTMENT of STATE HEALTH SERVICES: MMR, TD, Varicella, TB and Hepatitis B (Series of 3)

Classroom Section: TBD
Clinical Section: TBD

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:

12/11/23-1/25/24	8:00 AM-5:00 PM	M-Th	\$4,000
1/29/24-2/29/24	8:00 AM-5:00 PM	M-Th	\$4,000
3/4/24-4/4/24	8:00 AM-5:00 PM	M-Th	\$4,000
4/8/24-5/9/24	8:00 AM-5:00 PM	M-Th	\$4,000
5/13/24-6/13/24	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

**VERNON COLLEGE
SPRING HOURS:
MONDAY – THURSDAY
8:00 AM – 6:00 PM
FRIDAY
8:00 AM – 12:00 PM**

Spring 2024 Continuing Education Vernon Schedule – Vernon Campus

Personal Enrichment Classes

DNA and Genealogy Workshop

Please join our expert, as she will help you discover your ancestors. The “hands-on” learning experience will provide you with the latest tips in genealogical research on the internet, family tree software applications, and maneuvering through ancestor websites. Also, learn about DNA – The Cutting Edge of Genealogical Research. Were you tested and have no idea what your results mean? Our expert will provide information on the three types of DNA testing; how to interpret your DNA results; and using DNA in genealogical research. Whether you’re interested in your ancestral origins and ethnicity; the migration of your people; or want to connect with long lost family, this three hours seminar will help you better understand and use your results to their fullest.

TBD 9:00 AM-2:00 PM S \$25
PERS.1704.CE01

Bake Shop

In this class, you will learn the basics of cake decorating from a very talented instructor. These basic instructions include icing techniques, borders, start tip techniques, shells, zig zags, writing and figure piping. You will also learn icing flowers, including the rose, utilizing various pastry tips.

1/30-3/5 7:00 PM-8:30 PM T \$55
PERS.0269.CE51 Classes held in Chaparral Room

Basic Welding

This is for the seeker of basic hobby welding. Students will perform welding operations using different joint designs. Skills in welding process and selection of materials and equipment will be stressed.

Students need to wear a long sleeve 100% cotton shirt, blue jeans and boots (preferably)

2/5-2/15 6:00 PM-10:00 PM MR \$125
WLDG.1003.CE51 Classes will be held at VHS Ag Bldg.

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.

4/4-4/25 7:30 PM-9:00 PM Th \$30
PERS.0339.CE51 VER-Courts

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Vernon College

Continuing Education-

Vernon Campus

<https://www.facebook.com/VCContinuingEd>

ONLINE DEFENSIVE DRIVING

The course is approved by the Texas Education Agency (TEA CP343) and it is available 24 hours a day, 7 days a week. The course may be taken to remove a traffic violation, reduce insurance costs, or for corporate needs. In all instances, the certificate of completion is sent directly to you by mail.

To REGISTER, visit us at:

www.VernonCollegeDefensiveDriving.com

SPRING 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 – 7 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: January 2nd – May 23rd

Individual: (For persons 16 years & up)	\$50
Husband & Wife:	\$75
Senior: (For persons 60 years & up)	\$25
Family:	\$100

(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.

3/19-5/9	5:30 PM-6:30 PM	TTh	\$40
PERS.0731.CE51			

Yoga

Whether you need a relaxation break from your busy lifestyles or are interested in using certain poses to de-stress, practicing yoga is a beautiful way to center yourself. The only thing better? When you can also use yoga to target exactly how you want to improve your body, too. Yoga works to make the spine supple and to promote circulation in all the organs, glands, and tissues. Hatha yoga postures also stretch and align the body, promoting balance and flexibility.

Students need to bring their own yoga mat

TBD
PERS.0104.CE51

The King Center will be closed on the following dates:

January 10 th	January 15 th
March 11 th –15 th	March 29 th - 31 st

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

SPRING 2024 Continuing Education

Vernon Schedule – King Center

Fitness and Aquatic continued:

Pre-Lifeguard Certification

This course consists of testing to determine whether a student is a candidate for Lifeguard Training. If the student does not pass the required tests, they will receive a refund for the Lifeguard Training portion of the class. Students are required to register for pre-certification and lifeguard training to be taken together.

4/26 6:00 PM-10:00 PM F \$25
PERS.2011.CE51

Red Cross Lifeguard Certification

This course teaches lifeguard candidates the skills and knowledge needed to prevent and respond to aquatic emergencies. The course content and activities prepare candidates to recognize and respond quickly and effectively to emergencies, and prevent drowning and injuries.

Prerequisites: Students must register for and complete the Pre-Lifeguard Certification before attending this course. Students not passing the Pre-Certification will be given a full refund for the Lifeguard Certification only.

Students are required to complete the online modules and attend ALL scheduled sessions.

5/3-5/5 6:00 PM-10:00 PM F \$200
 8:00 AM-5:00 PM SN
FITT1045V301213Q

**VERNON COLLEGE
SPRING HOURS:
MONDAY – THURSDAY
8:00 AM – 6:00 PM
FRIDAY
8:00 AM – 12:00 PM**

PLEASE READ THE FOLLOWING FOR DETAILED INFORMATION REGARDING THE LIFEGUARD COURSE

Lifeguard Pre-certification requirements include:

- Must be 15 years old on or before the final scheduled session of this course.
- Swim 300 yards continuously demonstrating breath control. Candidates must use approved strokes *Swim goggles may be used.
- Tread water for 2 minutes using only the legs
- Complete a timed event within 1 minute, 40 seconds. Starting in the water, swim 20 yards. The face may be in or out of the water. Swim goggles are not allowed. Surface dive, feet-first or head-first, to a depth of 7 to 10 feet to retrieve a 10-pound object. Return to the surface and swim 20 yards on the back to return to the starting point with both hands holding the object and keeping the face at or near the surface so they are able to get a breath.

STUDENTS ARE WELCOME AT THE KING CENTER POOL TO PRACTICE PRIOR TO THE START OF THE COURSE

***NO REFUNDS OFFERED FOR FAILURE TO ATTEND SCHEDULES CLASSES**

CONTACT CONTINUING EDUCATION AT 940-552-6291 EXT. 2292 WITH ADDITIONAL QUESTIONS

Spring 2024

Continuing Education Academies

Information packets and admittance request forms will be located online. Dates for the next Academy will be available mid-Spring, check out our website for dates. Tuition for the Academy is due at the time of registration. Tuition is approximately \$3,200. For further information contact Rusty Downs at 940-631-3260 or Andrea Sanchez at 940-696-8752 ext. 3211.

<https://www.vernoncollege.edu/fast-track>



The next Culinary Academy Last day to register will be January 12, 2024 at 12PM.

Located at the Culinary Academy in Burkburnett, TX. The Culinary Academy Certificate consists of a series of 8 courses that will teach students to not only prepare food, but understand restaurant management, nutrition and menu planning, human resources, and more. These classes must be taken in order and as a group. This program will also offer 5 certifications offered to earn a credential through the National Restaurant Association. Classes are held **Monday, Tuesday and Wednesdays from 6PM to 10PM.** Total tuition for the program is approximately \$3,700. Call Andrea Sanchez at 940-689-8752 Ext 3211 or email at asanchez@vernoncollege.edu for more information.



Spring 2024

Continuing Education Academies

Massage Therapy

Prerequisites: Minimum age 18, high school diploma or GED. No felony convictions. Must present updated shot records upon enrollment.

The next program for Massage Therapy will begin September 2024, look for registration information on our website in July. Tuition for the 10 month program is approximately \$3,700, with additional fees for books, scrubs, testing and application fees. Classes are held **Monday - Thursday 5PM - 9PM** at the Century City Fitness Center and include:

Anatomy and Physiology, Massage Kinesiology, Massage Hydrotherapy, Massage Health and Hygiene, Therapy Fundamentals, Workforce Development with Critical Thinking, Business Practices and Professional Ethics, Pathology, Massage Internship Experience



Police Academy



Application Process will begin in June of 2024. Keep an eye on the website for information and packets to be released at that time. Contact Mike Hopper at mhopper@vernoncollege.edu with questions. Check the website for packets and Academy details: <https://www.vernoncollege.edu/police-academy>

Spring 2024

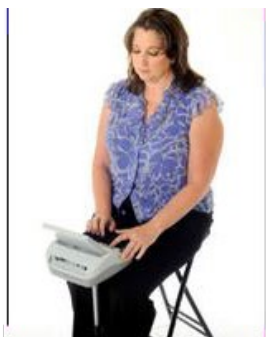
Continuing Education Academies

Court Reporting

Court Reporting is an 18 month* program consisting of 6 modules that meet 10 to 12 hours per week, as a synchronous online course. The cost of tuition for each module is \$1200 and there will be additional fees for books, software and machine costs. For more information, check out the website at

<https://www.vernoncollege.edu/court-reporter> or email Tina Duke at tduke@vernoncollege.edu

Start looking for the next Court Reporting dates to be announced in Summer 2024



***** Disclaimer:
Although exit speed levels of proficiency written accurately are expected to complete this program, speed-building is accomplished on an individualized basis and to some extent

self-paced and proved by how many hours are performed and, therefore, may not be attained in 18 months.

Truck Driving



The Transportation Industry is growing and there is a high demand for well-trained drivers. This five-week course utilizes state-of-the-art simulator training, classroom instruction, range and road driving, and practical application of skills used in the operation of a tractor-trailer. 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. Total tuition for the 5-week course is \$4,000. Program begins every 6 weeks. Keep an eye out for more dates to be added.

Spring 2024

Continuing Education Academies



Spring 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/language-programs/>

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

Enhance your Personal and Professional Skills ONLINE

Creating Web Pages
[Creating Web Pages | Vernon College \(ed2go.com\)](https://www.ed2go.com/vernoncollege/creating-web-pages/)

Start Your Own Small Business
[Start Your Own Small Business | Vernon College \(ed2go.com\)](https://www.ed2go.com/vernoncollege/start-your-own-small-business/)

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

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

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

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

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

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

Spring 2024 Continuing Education ONLINE

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

Medical Coding Basics

[Medical Coding Basics Bundle \(pmimd.com\)](https://www.pmimd.com)

Auditing - Standing Your Ground
With Payers

<https://www.pmimd.com/onlinetraining/productpage/index.php?prodID=273&aff=VERNON>

Hospital Coding and Billing
Documentation

[Hospital Coding and Billing Documentation \(pmimd.com\)](https://www.pmimd.com)

Click Here for more options:

<https://www.pmimd.com/wichitafalls/>



Continuing Education for K-12 Educators

Content applicable in
today's K-12 classroom



Take online professional development
courses through Vernon today!



Click Here:

https://www.virtualeduc.com/direct_accounts/index.php?uid=29

Texas Defensive Driving

Click Here:

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

EXPERIENCE THE BEST

REAL ESTATE EDUCATION

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Convenience at Your Fingertips

Their 100% online education is mobile-friendly, so you can complete your courses wherever you are, whenever you want, and on any device.



Join Your Region's Real Estate Facebook Group

Connect with fellow students and education experts to discuss all things real estate.



Customer Support 7 Days a Week With Extended Hours

The CE Shop's customer service team is available every day of the week to answer any questions you may have.



Agent Essentials Resource Page

Read up on industry trends, housing news, and tools to build your business.

Save 25% with promo code **SAVE25** when enroll today at
VernonCollege.TheCEShop.com

Spring 2024 Continuing Education

CCC - Schedule

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 180 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.

2/5-2/29 \$6000
8:00 AM - 5:00 PM MTWThF

Computers

Essential Computing Skills

Designed for the beginner, it's an easy, fun way for computer novices to learn how to use computers, components of a typical computer, computer concepts, controlling programs, managing files, the Internet, the Cloud, email basics & overview of common applications/software.

1/23-2/1 \$57
6:30 PM-9:00 PM TTh

Basic Word

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.

5/7-5/16 \$45
6:30 PM-8:00 PM TTh

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!

2/6-2/15 \$45
6:30 PM-8:30 PM TTh
4/2-4/11 \$45
6:30 PM - 8:30 PM TTh

Intermediate Excel

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

2/20-2/29 \$45
6:30 PM-8:30 PM TTh
4/16-4/25 \$45
6:30 PM-8:30 PM TTh

Health Care:

Certified Nurse Aide

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 classroom hours 44 clinical hours 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.

1/9-3/7 \$254
6:00 PM -10:00 PM TTh
3/26-4/30 Clinical \$332
6:00 PM - 10:00 PM TTh
1/17-3/25 \$254
6:00 PM -10:00 PM MW
4/1-5/6 Clinical \$332
6:00 PM - 10:00 PM MW
3/18-4/25 \$254
1:00 PM-5:00 PM MTTh
5/6-5/30 Clinical \$332
1:00 PM - 5:00 PM MTTh

Spring 2024 Continuing Education CCC - Schedule

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.

1/13	8:00 AM-3:00 PM	S	\$75
1/25	8:00 AM-3:00 PM	Th	\$75
2/10	8:00 AM-3:00 PM	S	\$75
2/22	8:00 AM-3:00 PM	Th	\$75
3/9	8:00 AM-3:00 PM	S	\$75
3/28	8:00 AM-3:00 PM	Th	\$75
4/13	8:00 AM-3:00 PM	S	\$75
4/25	8:00 AM-3:00 PM	Th	\$75
5/11	8:00 AM-3:00 PM	S	\$75
5/23	8:00 AM-3:00 PM	Th	\$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.

1/12	8:30 AM-12:30 PM	F	\$55
1/17	8:30 AM-12:30 PM	W	\$55
1/24	8:30 AM-12:30 PM	W	\$55
1/31	8:30 AM-12:30 PM	W	\$55
2/9	8:30 AM-12:30 PM	F	\$55
2/14	8:30 AM-12:30 PM	W	\$55
2/21	8:30 AM-12:30 PM	W	\$55
2/28	8:30 AM-12:30 PM	W	\$55
3/8	8:30 AM-12:30 PM	F	\$55
3/20	8:30 AM-12:30 PM	W	\$55
3/27	8:30 AM-12:30 PM	W	\$55
4/3	8:30 AM-12:30 PM	W	\$55
4/12	8:30 AM-12:30 PM	F	\$55
4/17	8:30 AM-12:30 PM	W	\$55
4/24	8:30 AM-12:30 PM	W	\$55
5/1	8:30 AM-12:30 PM	W	\$55
5/10	8:30 AM-12:30 PM	F	\$55

Spring 2024 Continuing Education CCC - Schedule

Certified Medication Aide

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.

2/12-5/9 \$679
6:00 PM-10:00 PM Hybrid

PHLEBOTOMY:

Phlebotomy Certification I

Prerequisites: Minimum age 18, high school diploma or GED. No felony convictions. Must present updated shot records upon enrollment. Good hygiene and health. No artificial/sculptured nails or nail tips.

The Phlebotomy Certification program is a marketable skills program that generates an institutional certificate.

1/16 - 3/7 \$290
6:00pm - 10:00pm TR

Phlebotomy Certification II

Prerequisites: Successful completion of Phlebotomy I.

The Phlebotomy Certification program is a marketable skills program that generates an institutional certificate. Upon completion of Phlebotomy I and II, you will have an opportunity to take a national certification exam.

3/20 - 6/5 \$561
6:00pm - 10:00pm W

Professional Development

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 as this class will be offered online.**

1/20	\$50
9:00 AM-4:00 PM	ONLINE
4/13	\$50
9:00 AM-4:00 PM	ONLINE

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.

Please call 940-696-8752 Ext. 3361 to set up a class.

ServSafe Certification Training

Prerequisites: Must read and study the Servsafe manual 7th edition prior to class. Must bring current ID to training - Driver's License, Military ID, student ID

The Servsafe program helps to prepare you for the ServSafe food protection manager certification exam.

SCHEDULE A GROUP BY CALLING 940- 696-8752 Ext. 3214

Spring 2023 Continuing Education CCC - Schedule

Communication Skills for Managers

Communication is a critical skill for managers. In this course we will review some the key communication skills and how to use them effectively. Among the topics covered:

- Understanding the communication process
- Barriers to understanding
- Effective listening
- Communicating goals and expectations
- Effective feedback
- Handling sensitive conversations
- Professional email
- Properly documenting disciplinary discussions

4/11
8:00AM - 12:00PM

\$60
T

Spring 2024 Continuing Education CCC - Schedule

SHRM Essentials of Human Resources

The SHRM Essentials of Human Resources Program offers a broad overview of the human resource functions. It covers today's most vital and timely topics, including employment law, selecting qualified employees, compensation, orientation and training, and the employee performance process. **Must register by March 5th at 5PM.**

3/20-3/27 \$500
8:00 AM-4:30 PM W

SHRM Learning System: HR Certification Test Prep

This intensive 12 week program combines expert instruction with the most current SHRM Learning System, so you will learn faster, retain more knowledge and stay on track as you prepare for the exam. **Must register by January 23rd at 5PM.**

1/31-4/24 \$1190
6:00 PM-9:00 PM W

Supervisors' Boot Camp

This workshop is a crash course in supervision, designed to teach supervisors how to handle the many difficult and common situations they will encounter with employees on a daily basis. Topics included in this seminar: Moving from Peer to Supervisor, Supervisory Roles and Liability, Employment Law Basics for Supervisors, Equal Employment Opportunity and Sexual Harassment, Basic Interviewing Do's and Don'ts, Conducting Performance Feedback, Disciplinary Actions, Lawful Terminations, Supervisor's Role in Handling Unemployment Claims, & Effective Meeting Management.

3/5 \$99
8:30AM-4:30PM T

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

4/3 - 4/27* \$200

ONLINE

MUST REGISTER BY 3/27/23



Spring 2024 Continuing Education CCC - Schedule



Miss Kids College during the school year? Check out our website for quarterly options coming Spring

<https://www.vernoncollege.edu/kids-college>

Vernon College will be closed the following dates:

**Christmas Break -
Dec. 16, 2023 - Jan. 1, 2024**

**Martin Luther King Day -
Jan. 15, 2024**

**Spring Break -
March 10 - March 16, 2024**

**Easter Weekend -
March 29 - March 31,
2024**

**Memorial Day -
May 27, 2024**

Spring 2023 Continuing Education CCC Fitness and Personal Enrichment



Spring Fitness Center Hours

Monday - Thursday

8AM - 8PM

Friday

8AM - 12PM

Saturday

9AM - 1PM

Yoga

Challenge your mind-body awareness in a multi-level Yoga class. Classes will practice a variety of asana and Pranayama with an emphasis on improving core and overall strength, flexibility, balance and focus. Appropriate for all fitness levels.

1/10 to 5/12

\$75

**MW
TF**

**6PM - 7PM
9AM - 10AM**



Community Membership

This membership grants community members who are not students full access to the Fitness Center.

(Excludes fitness classes).

1/10 to 5/12

\$50

Spring 2023 Continuing Education CCC Fitness and Personal Enrichment

Spring Personal Enrichment

30 Minutes with Chef

Want to learn how to make a delicious meal in 30 minutes like Rachel? Ready to learn simple ways to make a meal better? Join us for our newest cooking class, 30 Minutes with Chef and have Chef Colee show you how to make a meal from scratch, start to finish in 30 minutes. Then sit and enjoy the meal family style with your fellow cooks. Classes are held at

Burkburnett Culinary Academy
301 E. 3rd St
Burkburnett, TX 76354

1/19 \$35
6:00PM - 8:00PM R

2/16 \$35
6:00PM - 8:00PM R

Crafting for Beginners

Crafting for beginners is bringing new life to crafting! Projects will include making tumblers, door rounds (hangers), t-shirts & so much more. The basis of this class is geared toward navigating a Cricut machine. Although the machine is provided for the projects we will create, it is also encouraged to bring your own Cricut Machine and laptop to learn the software. Our instructor is

eager to demonstrate how to navigate through the software and how to create projects on your own! Come socialize and create with us this summer! Classes are held Saturday's from 9am-1pm.

TBD



**Keep an eye out for our Kids
College Saturdays coming
this Spring!
More information will be
released in January.**

Have a fun idea for a
Personal Enrichment class
and a desire to teach? Call
Continuing Education at
940-689-3879 and let's
brainstorm!