The following questions are intended to guide you in your decision about whether an online course is a good match for you. If you are unsure, you may wish to take a web-enhanced course to determine if you are comfortable with online learning before taking a completely online course.

**ARE YOU READY AS A LEARNER?**
Assessing your learning style

Answer the following questions honestly to determine if online learning is a good match for your learning preferences. Circle Yes or No to each question.

I have excellent organizational skills. yes no
I am a very self-directed learner. yes no
I tend to get things done ahead of time rather than waiting until the last minute. yes no
I can figure out written instructions very well on my own. yes no
I am a very comfortable and skilled reader. yes no
I like engaging in written communication. yes no

If you answered Yes to most of these questions, it is a good sign that you have the learner characteristics needed to succeed in an online course.

If you answered No to most of these questions, it’s possible that taking a fully online course may not be your best option. You may wish to try online learning in a web-enhanced course or taking an online course after developing the computer skills mentioned in the questions above.

**ARE YOU READY AS A COMPUTER USER?**
Assessing your computer skills

Answer the following questions honestly to determine if online learning is a good match for your current level of computer skills. Circle Yes or No to each question.

I have frequent access to a computer and to the internet (both must be true). yes no
I can perform the following computer tasks:
- Turn my computer on, off, and reboot. yes no
- Comfortably use a mouse. yes no
I can perform or am aware of the following Internet skills:
- Use a URL (Universal Resource Locator) or web address. yes no
- Use the Refresher Reload button on my browser. yes no
- Search the web using a search engine. yes no
- Send and receive e-mail. yes no
- I currently have an email address. yes no
- I can participate in an online chat, listserv or bulletin board discussion. yes no

If you answered Yes to most of these questions, it is a good sign that you have the computer skills needed to succeed in an online course.

If you answered No to most of these questions, it’s possible that taking a fully online course may not be your best option. You may wish to try online learning in a web-enhanced course or taking an online course after developing the computer skills mentioned in the questions above.
HEALTH CARE:

CPR Basic Life Support (Healthcare Providers)
This course is provided to prepare the student to enter the field of mental health services as a Psychiatric Nursing Assistant. Topics covered will be the philosophy, goals and organizational practices of the Department of Health Services (DSHS), client rights, behavior identification, personal safety, prevention of abuse and neglect and more. This class meets at the North Texas State Hospital.

Psychiatric Nursing Assistant

STC STC STC STC SKILLS TRAINING CENTER STC STC STC
DENTAL ASSISTING:

Students wanting to enroll in the Dental Assisting Program must pick up or print an application. Application packets are due by August 8 by 5 pm. There will be informational meeting on August 13 at 6 pm in room 2311.

Dental Science

Prerequisites: Must be accepted in the dental assisting program. This course is the general overview of the Dental Assisting profession. Students will learn rules and regulations about being a dental assistant, infection control procedures, and other necessary tools of being a dental assistant.

9/24-12/10 6:00 PM-10:00 PM  T $297

Dental Materials

Prerequisites: Must be enrolled in Dental Assisting Program. Dental Materials is a hands-on class that will teach students to work with the dentist to make temporary crowns, molds, impressions, shape them, and understand the variety of tools and materials used.

9/26-12/30 6:00 PM-10:00 PM  R $767

Chairside Assisting

Prerequisites: Dental Science. In this class students will be able to demonstrate proficiency as a chairside assistant to a dentist. They will learn techniques, tools, and procedures used as an assistant.

1/4-4/29 6:00 PM-10:00 PM  T $393

Dental Radiology

Prerequisites: Dental Science, Dental Materials. Students enrolled in this course will be required to work in a dental office. Office rotations include a general practice dentist, orthodontist, pediatric dentist, and oral surgeon.

2/2-5/1 6:00 PM-10:00 PM  R $625

Clinical - Dental Assisting

Prerequisites: Dental Science, Dental Materials, and Chairside assisting. Student enrolled in the dental assisting program will be required to work in a dental office. Office rotations include a general practice dentist, orthodontist, pediatric dentist, and oral surgeon.

4/14-5/16 6:00 PM-10:00 PM  R $181

Basic PowerPoint

PowerPoint 2010 is a versatile tool designed for displaying and presenting a variety of work related information. Students will learn to design individual slides and to create and deliver professional presentations. Textbook Required.

8/4-8/15 6:00 PM-10:00 PM  R $45

Essential Computing Skills

Designed for the beginner, it's an easy, fun way for computer novices to learn how to use computers, component of a typical computer. Windows 7, the Internet, email basics, and some of the more common computer applications/software. Textbook required.

9/4-9/23 6:00 PM-8:00 PM  MW $45

11/11-12/2 3:00 PM-7:00 PM  R $45

Basic Word

Basic Microsoft Word 2010 provides thorough introductory training of Word 2010. 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.

9/30-10/9 6:00 PM-9:00 PM  MW $45

Intermediate Word


10/14-10/23 6:00 PM-8:00 PM  MW $45

Basic Excel

Basic Microsoft® Excel 2010 provides thorough introductory training of Excel 2010. 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.

10/28-11/19 6:00 PM-8:00 PM  MW $45

Intermediate Excel

Intermediate Microsoft Excel 2010 provides thorough hands-on training. Topics introduced include: large worksheets and workbooks; tables; outlines; inserting clip art; pictures; SmartArt; templates, digital signatures; and more. Textbook Required.

11/10-12/21 6:00 PM-8:00 PM  MW $45

COMPUTERS:

Child Development Associate (CDA)

Child Development Associate (CDA) Infant and Toddler and Pre K

Prerequisites: Must be 18 or older with HS diploma or GED; work in a center based, family child care, and have volunteer experience; held a job, be computer literate; have access to a CDA advisor.

The Vernon College Child Development Associate Certificate program teaches the essential components of quality early childhood education including both infant and toddler or preschool and the professional early childhood education. This program includes a well-balanced view of a child's developmental process as well as information on the importance of health safety and nutrition. The 120 hour program is taught 1/2 online and 1/2 in person.

9/5 -12/17 6:00 PM-9:00 PM  TR $350

Child Development Associate (CDA) II

10/22-11/17 TBA T $175

COMMUNITY RECREATION:

CENTURY CITY FITNESS CENTER

HOURS: M-Th 7AM-6PM, Fridays 8AM-12PM
MEMBERSHIPS: SEPTEMBER 3-DEC 20 MEMBERSHIPS
COMMUNITY MEMBERS $80.00
ACADEMIC CREDIT STUDENTS FREE WITH ID
COMMUNITY MEMBERS $25.00 WITH ID
ALL PERSONS ENROLLING IN A FITNESS CLASS OR USING THE FITNESS CENTER MUST GET A STUMIATION ID IN Order TO USE THE FITNESS CENTER.

TRY ANY CLASS FOR $5.00 PER SESSION!

JUST DROP IN AND PAY AT THE FITNESS CENTER.

Yoga

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

8/5-12/18 6:00 PM-7:00 PM  MW $45

8/5-12/18 9:00 AM-10:00 AM  TF $45

Ed2Go COURSE ONLINE LEARNING

GET TRAINED IN ONLY 6 WEEKS FOR JUST $89.00! ACCESS YOUR COURSE FROM ANYWHERE.

http://www.ed2go.com/vernon/ed

The following interactive (e-learning) online courses are offered through a partnership with Education 2 Go. In order to take these courses, you must have an e-mail address, access to the Internet; and in some cases the actual software for the program you are studying. Each course is 6 weeks (24 hour) long. Visit our joint website for course descriptions and registration information. Many of these may also be taken by MAC users. Hours of titles……such as

COMPUTER PROGRAMMING

TEACHING

BASIC COMPUTER LITERACY

COMPUTER APPLICATIONS

WEB DESIGN

COMPUTER PROGRAMMING

NETWORKING/SHOOTING

www.vernoncollege.edu/CE/ • (940) 696-8752 OR (940) 552-6291 EXT. 3213

Law Enforcement Academy Basic Peace Officer

Dates: September 9, 2013 through May 20, 2014
Times: Monday – Friday, 6pm to 10pm; some Saturdays 8am – 5pm
Tuition: $2225.00 (books, uniforms, and application fees not included)

PERSONAL ENRICHMENT

PERSONAL FINANCE

FAMILY & FRIENDS

TEACHING

EDUCATION

BOOKS

BUSINESS COURSES

Test PREP

Digital Photography

Family & Friends

Languages Art, History, Math, & More

Law & Legal Careers

Personal Finance

Getting ready for a wedding, for holiday parties, or just to dance the night away? Learn the most commonly practiced, enjoyed and useful general social dances! We teach basic techniques common to multiple dances to make learning easier and more enjoyable.

8/19-9/30 6:30 PM-7:30 PM  M $25

8/7-11/11 6:30 PM-7:30 PM  M $25

Beginning Swim Lessons

Prerequisites: Age 2 and older.

Learn to swim for beginners. Age 2 and older.

9/4-10/14 6:20 PM-6:50 PM  MW $25

Mommy and Me Swimming

Prerequisites: Infants MUST wear swim diapers.

Parents help get your children comfortable in the water! Every day, clothed in cute little swim diapers!

Of course, two years old children aged 1 or younger. Drowning ranks fifth among the leading causes of unintentional injury death in the United States. Have a certified instructor teach you and your child safe methods to gain confidence in the water.

9/4-10/14 5:45 PM-6:15 PM  MW $25

PERSONAL TRAINING OPTIONS BY OMEGA LIFESTYLE HEALTH AND FITNESS

ELIAS AGUERRRE, OR MIkyHA MARTIN

CALL 940-552-6291 FOR COURSE INFORMATION ABOUT THESE THREE TRAINERS WHO CAN HELP YOU REACH YOUR PERSONAL FITNESS GOALS RIGHT HERE AT VERNON COLLEGE.

Spin

This indoor group fitness activity in which each participant rides a specially designed stationary bike for 45 minutes. Classes will ride 4-5 times a week, 1 hour class lasting at least 30 minutes. The class combines high intensity, non-impact training and will leave your legs feeling strong and your heart, lungs, and overall health feeling like they have never been worked before! A free fitness center membership included for the duration of the course.

9/3-11/5 12:00 PM-1:00 PM  TR $52

Beginning Painting
The korean martial art of Taekwondo is more than just a form of exercise, meditation, and combat. Through this class individuals will learn how to confidently protect themselves in various situations, which may occur in our everyday lives. This class will give every attendee a well-rounded base of self-defense and self-esteem.
9/14-10/5
9:00 AM-10:00 AM M $50
How To Buy & Sell on eBay
Timing is everything! Learn when to bid if buying and when to post if selling. Students will learn how to set up accounts and auctions, how to take marketable pictures, and how to get those pictures to work. Other subjects to be covered are: where to find valuable items or find out where you can look to find the value of your item. Learn about market research what’s hot and what’s not, and how to tell the difference.
9/3-11/15
9:00 AM-10:00 AM M $30
Conflict Management for Supervisors & Managers
Is workplace conflict taking time away from important tasks? Taking your focus off providing high quality products and services for your customers? With a few basic tools, you can greatly improve your ability to get a handle on your employees' behaviors before they cause you money and give you a headache.
Topics:
- The costs of conflict
- Basic conflict resolution techniques
- Basic skills managers need to deal with conflict
- Basic mediation skills all managers need
-Judiciously selecting the proper technique for a better problem solving
Through case studies and classroom exercises, attendees will work through common workplace conflict situations and will leave with a plan to improve their workplace conflict management. Presented by Penny Miller and Don Swift.
10/9
6:00 PM-9:00 PM T $140
PouR & PAIReR: WIne 101 with Wichita Falls Vineyards and Winery
White, red, blush – which is your favorite? Come visit a local family owned winery and enjoy learning all about wine. A light lunch should be ordered to enjoy while tasting. A tour of the winery will follow.
9/30
7:00 PM-9:00 PM F $30
Heat Pump Troubleshooting & Duct Design
In this entry level course, the Drilling Fluid Technician will gain the knowledge and skills necessary in order to prepare to be an effective field technician. In this course, the student will become familiar with the various types of drilling fluid and the ability to identify when the type of fluid being used is the appropriate type. The student will learn to setup the proper weight of mud as well as the ability to measure the appropriate solids addition to the mud. The student will learn the various methods to decrease infiltration, infection, and extravasation rates of continuous and intermittent intravenous infusions and intra-osseous infusion techniques. Emphasis is on medication administration techniques, venous system physiology, appropriate intravenous site selection, identification of localized and systemic complications of intravenous therapy and management of these complications. Visit us today at OnlineDefensiveDriving.com and complete the course all of your own pace. The course is approved by the Texas Education Agency (TEA No. 41334) and 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.
9/28-10/21
6:00 PM-8:00 PM M $110
Intravenous Therapy-Theory & Techniques
This workshop is a crash course in supervision, designed to teach supervisors how to facilitate the many different and common situations they will encounter with employees on a daily basis. Presented by Penny Miller.
10/16
8:00 AM-10:00 AM W $99
COnfIdEntialTy & SExuAl aRmEnT:
We no longer have to learn how to run or sound effects for your church, click, or just yourself! Continue your quest to learn sound and lighting for the stage, church, or school events. Vernon College has teamed up with the sound and lighting engineers at the Wichita Theatre to bring the North Texas area an opportunity for training to prep you for sound/lighting moves to create a one-of-a-kind fitness program that will blow you away!
9/4-9/17
6:00 PM-9:00 PM M $40
Zumba
The Zumba® program fuses hypnotic Latin rhythms and easy-to-follow moves to create a one-of-a-kind fitness program that will blow you away.
9/4-9/17
6:00 PM-9:00 PM M $40
CAnCer: dEFeNse & bEneFITs:
Enjoy an evening cooking up tasty creations state of the art kitchen with Chef Francisco Cordero. Enjoy your creations family-style as you learn to cook with charity.
9/28
6:00 PM-9:00 PM M $110
DRILLING FLUID TECHNICIAN:
10/16
8:00 AM-4:00 PM W $99
WELLINGTON CONFERENCE CENTER
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$90 nonmember
$90 WFRMA member
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Late Registration: $85 WFRMA member
$95 nonmember

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www.wellingtonconferencecenter.com
8:00 AM - 4:00 PM

SEPTEMBER 18, 2013
FALL HUMAN RESOURCE CONFERENCE
CREATING A CULTURE OF PEACE

FALL HUMAN RESOURCE CONFERENCE
CREATING A CULTURE OF PEACE
WEDNESDAY, SEPTEMBER 18, 2013
8:00 AM - 4:30 PM

WELLINGTON CONFERENCE CENTER
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Sponsored by WICHITA FALLS HUMAN RESOURCES MANAGEMENT ASSOCIATION, VERNON COLLEGE, & THE WICHITA FALLS CHAMBER OF COMMERCE