CULINARY ARTS/HOSPITALITY

Introduction to Hospitality Industry
Introduction to the elements of the hospitality industry. Identify the segments and career opportunities in the hospitality industry; discuss current issues facing the hospitality industry; and discuss the impact of customer service.

9/1-10/31 6:00pm - 8:00pm MTR $335

Sanitation and Safety
A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. Identify causes of and prevention procedures for food-borne illness, intoxication, and infection; demonstrate good personal hygiene and safe food handling procedures; describe food storage and refrigeration techniques; explain sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal; and discuss Occupational Safety and Health Administration (OSHA) requirements and effective workplace safety programs. ServSafe certification included.

9/1-10/10 8:00pm – 10:00pm MTR $299

Basic Food Preparation
A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. Demonstrate skills in knife, tool and equipment handling, and operate equipment safely and correctly; demonstrate proficiency in dry and moist heat cooking methods; produce a variety of food products applying principles of food handling and preparation; and implement professional standards in food production.

10/11-1/30 8:00pm – 10:00pm MTR $875

Nutrition and Menu Planning
Application of principles of nutrition in planning menus for the food service industry. Trace the changes in nutritional requirements of the human body throughout the lifecycle; associate nutrients to their related food groups; identify foods in the food pyramid; recognize substitutions in the food exchange program; and prepare a menu for a target group assuring nutritional needs are met.

11/1-1/30 6:00pm – 8:00pm MTR $400

Hospitality Facilities Management
Identification of building systems, facilities and sustainability management, and security and safety procedures. Describe the role and function of the engineering and maintenance department of lodging and food service establishments; describe the purpose of security procedures for guest protection, internal control, and ADA building requirements; and analyze the selection factors for contract maintenance services.

2/2-3/9 6:00pm – 8:00pm MTR $200

Intermediate Food Preparation
Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Master the identification of spices, oils, and vinegars; discuss and prepare various protein foods; discuss and prepare various fruits, vegetable, starches, and farinaceous dishes; and discuss and prepare sandwiches and salads.

2/2-5/11 8:00pm – 10:00pm MTR $850

Hospitality Human Resources Management
Principles and procedures of human resource management in the hospitality industry. Describe the procedures involved in recruiting, interviewing, selecting, hiring, training, developing, and terminating employees; and describe federal and state laws and regulations relating to human resources management.

3/20-5/1 6:00pm – 8:00pm MTR $300

CULINARY REGISTRATION OPEN NOW. STOP BY CONTINUING EDUCATION AT CENTURY CITY TO GET YOUR SPOT FOR THE 2016-2017 CULINARY PROGRAM NOW!
Fall 2016 Continuing Education
Wichita Falls 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 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. Scientific calculator required on first day of class.

9/12-10/14  8:00am - 5:00pm  MTWRF  $6000

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.
Textbook Required
9/10-10/8  9:00 AM-11:00 AM  S  $57

QuickBooks
Crunch the numbers. Don’t let the numbers crunch you. This introductory course of the QuickBooks Pro accounting software uses hands-on exercises to cover the basics of using this popular accounting program. Set up a company chart of accounts, make deposits, write checks, create invoices and cash sales receipts, receive payments, enter and pay bills, and reconcile accounts.
Required: Textbook & flash drive
9/10-10/15  11:00 AM – 1:00 PM  S  $150

QuickBooks II
Get familiar with the Online Banking Center and how it works. Process Payroll and payroll taxes and necessary forms for IRS. Generate Estimates, Track Billable Expenses, Progress Invoicing and Class Tracking. Customize templates and reports, and create QuickBooks letters.
Required: Textbook & flash drive
10/22-12/3  11:00 AM – 1:00 PM  S  $150

Excel for Business Use
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.

10/15-11/5  9:00 AM – 11:00 AM  S  $45

FIREFIGHTER ACADEMY
LOOK FOR MORE INFORMATION SPRING 2017!

MOTORCYCLE SAFETY CLASSES OFFERED THROUGH LONESTAR BIKERS. CONTACT JASON MARTIN AT 940-594-8144 OR GO TO WWW.LONESTARBIKERS.COM

WWW.VERNONCOLLEGE.EDU/CE/  (940)-696-8752 OR (940) 552-6291 EXT. 3213
M=Monday  T=Tuesday  W=Wednesday  R=Thursday  F=Friday  S=Saturday  N=Sunday
Word for Business Use
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.

11/12-12/10  9:00 AM – 11:00 AM  S  $45

Basic SolidWorks/3D Drawing
Prerequisites: Basic computing skills
This course utilizes 3D modeling and SolidWorks software, students will be able to read 3D drawings and sketches, describe symbols, read layouts/designs, and differentiate between 2D and 3D. Upon completion of this course, trainees will be able to create and modify 3D parts, create and modify 3D assembly drawings and explore 2D sketching and 3D features.

11/8-11/22  6:00 PM – 9:00 PM  TR  $203

HEALTH CARE:
Certified Medication Aide
Certified Medication Administration for the Nurse Aide
Prerequisites: Minimum age 18 and no criminal convictions or probation. No illegal drug use, High School diploma or GED, and employed on the first day of class by a nursing home as a Nursing Assistant. Instruction in preparation and administration of designated medications by non-licensed nursing personnel employed in licensed health care agencies including the responsibilities associated with such administration. 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.

8/10-12/7  6:00pm – 9:30pm  MWS  $574

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 108 hours: 68 hours classroom and 40 hours of clinicals 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.

8/08-10/12  8:00 AM – 12:00 PM  MW  $254
10/24-11/30  8:00 AM – 12:00 PM  MW-Clinical  $299
9/8-10/20  1:00 PM – 5:00 PM  MTR  $254
9/31-11/22  1:00 PM – 5:00 PM  MTR-Clinical  $299
10/06-12/13  6:00 PM – 10:00 PM  TR  $254
1/10/17-2/14/17  6:00 PM – 10:00 PM  TR-Clinical  $299

CPR Basic Life Support (Healthcare Providers)
Prerequisites: Please wear appropriate clothing to be on floor.
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.

9/10  8:00 AM-3:00 PM  S  $70
9/24  8:00 AM-3:00 PM  S  $70
10/08  8:00 AM-3:00 PM  S  $70
10/15  8:00 AM-3:00 PM  S  $70
11/05  8:00 AM-3:00 PM  S  $70
11/19  8:00 AM-3:00 PM  S  $70
12/03  8:00 AM-3:00 PM  S  $70

American Heart Association®
CPR Recertification Skills Check
Need skills verification after completing online course?  
A skills session is the hands-on portion of an AHA eLearning course & includes Parts 2 and 3 skills practice & 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 by an AHA instructor after a student completes Part 1 online.  
**REQUIREMENT FOR ANY MEDICAL PROGRAM:**  
BLS BASIC LIFE SUPPORT - HeartCode BLS (#15-1400)  
(2 hour online course $25.00)  
Must bring two copies of Online AHA completion certificate to Skills Check session or skills cannot be performed & no refund will be allowed.  
Must register by noon the Monday prior to the preferred class date.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Day</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/6</td>
<td>8:00 AM-12:00 PM</td>
<td>T</td>
<td>$50</td>
</tr>
<tr>
<td>9/13</td>
<td>8:00 AM-12:00 PM</td>
<td>T</td>
<td>$50</td>
</tr>
<tr>
<td>9/20</td>
<td>8:00 AM-12:00 PM</td>
<td>T</td>
<td>$50</td>
</tr>
<tr>
<td>9/27</td>
<td>8:00 AM-12:00 PM</td>
<td>T</td>
<td>$50</td>
</tr>
<tr>
<td>10/4</td>
<td>8:00 AM-12:00 PM</td>
<td>T</td>
<td>$50</td>
</tr>
<tr>
<td>10/11</td>
<td>8:00 AM-12:00 PM</td>
<td>T</td>
<td>$50</td>
</tr>
<tr>
<td>10/18</td>
<td>8:00 AM-12:00 PM</td>
<td>T</td>
<td>$50</td>
</tr>
<tr>
<td>10/25</td>
<td>8:00 AM-12:00 PM</td>
<td>T</td>
<td>$50</td>
</tr>
<tr>
<td>11/1</td>
<td>8:00 AM-12:00 PM</td>
<td>T</td>
<td>$50</td>
</tr>
<tr>
<td>11/8</td>
<td>8:00 AM-12:00 PM</td>
<td>T</td>
<td>$50</td>
</tr>
<tr>
<td>11/15</td>
<td>8:00 AM-12:00 PM</td>
<td>T</td>
<td>$50</td>
</tr>
<tr>
<td>11/22</td>
<td>8:00 AM-12:00 PM</td>
<td>T</td>
<td>$50</td>
</tr>
<tr>
<td>11/29</td>
<td>8:00 AM-12:00 PM</td>
<td>T</td>
<td>$50</td>
</tr>
<tr>
<td>12/6</td>
<td>8:00 AM-12:00 PM</td>
<td>T</td>
<td>$50</td>
</tr>
<tr>
<td>12/13</td>
<td>8:00 AM-12:00 PM</td>
<td>T</td>
<td>$50</td>
</tr>
</tbody>
</table>

**Dental Science**  
Prerequisite: Must be enrolled in Dental 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Day</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/30-12/13</td>
<td>6:00pm-9:00pm</td>
<td>T</td>
<td>$347</td>
</tr>
</tbody>
</table>

**Dental Materials**  
Prerequisites: Must be enrolled in Dental 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Day</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1-1/26</td>
<td>6:00pm-9:30pm</td>
<td>R</td>
<td>$817</td>
</tr>
</tbody>
</table>

**Chairside Assisting**  
Prerequisite: 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Day</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/10/17-5/23/17</td>
<td>6:00pm-9:30pm</td>
<td>T</td>
<td>$443</td>
</tr>
</tbody>
</table>

**Dental Radiology**  
Prerequisites: Dental Science, Dental Materials  
Students enrolled in this program will receive firsthand knowledge of radiation. They will be able to x-ray exposures on a panoramic and intra oral x-ray, develop x-rays, and be prepared for the radiology portion of the registration exam.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Day</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2-5/4</td>
<td>6:00pm-9:45pm</td>
<td>R</td>
<td>$675</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Day</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/20-5/22</td>
<td>6:00pm-7:00pm</td>
<td>M</td>
<td>$236</td>
</tr>
</tbody>
</table>
# Fall 2016 Continuing Education
## Wichita Falls Schedule

### Medical Assisting:

**Anatomy and Physiology for Medical and Dental Assistants**
This course is for students enrolled in the dental or medical assistant program. Students will identify and correlate cells, tissues, organs, and systems of the human body: differentiate normal from abnormal structures and functions; and differentiate all body systems, their organs, and relevant pathophysiology.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Days</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/7-12/14</td>
<td>6:00pm – 9:30pm</td>
<td>MW</td>
<td>$650</td>
</tr>
</tbody>
</table>

**Basic Medical Assisting**
Prerequisite: Must be enrolled in Medical Assisting Program
This is an introduction to the medical office operations, equipment, procedures, and human relations skills.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Days</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1-10/4</td>
<td>6:00pm – 9:00pm</td>
<td>TR</td>
<td>$450</td>
</tr>
</tbody>
</table>

**Advanced Medical Assisting**
Prerequisite: Basic Medical Assisting
Advanced medical assisting entails students assessing concepts related to professional conduct, ethical behavior, and patient confidentiality; recognize patient questions and requests that should be referred to the office manager, nurse, or doctor; demonstrate filing and updating records; maintain clinical and examination areas.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Days</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/6-12/15</td>
<td>6:00pm – 9:30pm</td>
<td>TR</td>
<td>$669</td>
</tr>
</tbody>
</table>

**Medical Terminology**
Students will study medical terms through word origin and structure. This introduction will give students the ability to identify, pronounce, and spell medical terms. Students will also learn how to analyze medical terms, translate abbreviations and interpret symbols.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Days</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/22-12/12</td>
<td>3:00pm – 4:30pm</td>
<td>M</td>
<td>$290</td>
</tr>
</tbody>
</table>

### Pharmacology for Health Professions
This course is for medical assisting students to give a basic knowledge in the field of pharmacology. A basic study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Days</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3-5/9</td>
<td>6:00pm – 9:00pm</td>
<td>T</td>
<td>$300</td>
</tr>
</tbody>
</table>

**Phlebotomy Certification I (MA)**
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Days</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/11-3/1</td>
<td>6:00pm – 9:00pm</td>
<td>W</td>
<td>$290</td>
</tr>
</tbody>
</table>

**Clinical Medical Assisting**
Prerequisites: Must be enrolled in Medical Assisting Program
Students will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within the occupation and the business/industry. Students will work to gain 112 hours of clinical experience covering all aspects of the job.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Days</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/6-5/22</td>
<td>5:00pm – 6:00pm</td>
<td>M</td>
<td>$604</td>
</tr>
</tbody>
</table>

**Electrocardiography for Healthcare**
Prerequisites: Must be enrolled in Medical Assisting program
Students will learn to describe the anatomy and physiology of the cardiovascular system; perform basic electrocardiography procedures; interpret basic dysrhythmias; and demonstrate appropriate treatments.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Days</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/5-3/30</td>
<td>6:00pm – 9:00pm</td>
<td>R</td>
<td>$410</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Days</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/29-10/24</td>
<td>6:00pm – 9:00pm</td>
<td>MW</td>
<td>$290</td>
</tr>
</tbody>
</table>

---

**WWW.VERNONCOLLEGE.EDU/CE/**

(940)-696-8752 OR (940) 552-6291 EXT. 3213

M=Monday  T=Tuesday  W=Wednesday  R=Thursday  F=Friday  S=Saturday  N=Sunday
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.

10/31-12/14 6:00p – 9:00pm MW $518

HUMAN RESOURCES:
SHRM Essentials of Human Resource Management
Prerequisites: Must be registered 1 week before start date.
The SHRM Essentials of Human Resource Management course 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. SHRM Essentials of Human Resource Management material included in tuition.

9/27-10/4 8:00 AM-4:30 PM T $375
Trainer: Penny Miller, SPHR, CEBS, SHRM-CP

SHRM Learning System: HR Certification Test Prep
Prerequisites: Must be registered 1 week before start date.
This intensive 12 week program combines expert instruction with the 2015 SHRM Learning System, so you will learn faster, retain more knowledge and stay on track as you prepare for the exam. This certification preparation program covers four knowledge domains: People, Organization, Workplace and Strategy as well as eight behavioral competencies; leadership & navigation, ethical practice, business acumen, relationship management, consultation, critical evaluation, global and cultural effectiveness, and communication.
SHRM Learning System material is included in tuition.

9/13-11/15 6:00 PM-10:00 PM T $270

PROFESSIONAL DEVELOPMENT:

Basic Quality Control: Inspection & Test & Statistical Process Control
Quality Control and the Relationship with Inspection and Test
- Understanding customers’ requirements and the critical control characteristics involved
- Quality Engineering activities in developing inspection and test requirements
- Understanding process/machine capability and its relationship to inspection activities
- Gage selection and R&R requirements per measurements to be made
- Creating the Quality Plan
- Training and the Quality Plan
Process Control and the Relationship to Inspection and Test
- Understanding variation
- Understanding variation and machine/process capability
- Capability studies
- Determining process control within six sigma limits
- Designing the Statistical Process Control Application
- Implementing the Application
- Monitoring and Sustaining the Application

9/13-11/15 6:00 PM-10:00 PM T $270

Basics of Quality Management Workshop
In this workshop we will discuss the basics of Quality Assurance. Topics will include: Quality Science, language of quality, quality management system and standards, corrective and preventative actions, quality improvement and lean tools, human side of quality, and American Society of Quality.

10/12 9:00 AM-4:00 PM W $249
Special rate for 2 or more from same company $239
Trainer: Don Swift
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 disruptive behaviors before they cause you money and give you a headache.

Topics:
- The cost of conflict
- Basic Conflict resolution techniques
- Basic skills managers need to deal with conflict
- Basic mediation skills managers need
- Harnessing the power of positive conflict for 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 skills in managing workplace conflict.

11/1 9:00 AM-4:00 PM  T  $169
Special rate: 2 or more from same company  $150
Presented by Penny Miller, SPHR, CEBS, SHRM-CP

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.

10/22 8:00 AM-5:00 PM  S  $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. Special focus upon electrolytes, blood and blood product, lipid and hyperalimentation infusions, and risks of intravenous therapy for pediatric and elder populations.

9/17 9:00 AM-5:00 PM  S  $72

HVAC CEU:
State Codes, Laws and 2015 International Energy Conservation Code (TDLR #14710)
Professional Development - Vernon College will offer 8 hour CEU course to meet TDLR requirements.

10/26 8:00 AM-5:00 PM  STC-311  W  $115
Must register by noon Friday 10/21/16

Leadership Skills for Women
Whether you are a woman building your leadership skills or the manager of a woman you’re coaching on leadership, this course is for you. In this course, we will examine some of the specific issues that typically hold women back in the workplace and how to overcome them.

Topics include:
- Leadership Basics
- The need to develop leadership skills in our employees, no matter their gender
- Common stereotypes and issues that hold women back
- Assertive or aggressive?
- Gender differences in communication
- Important communication skills
- Managing conflict
- Giving and receiving feedback
- Taking charge of your leadership development
- Putting together your personal leadership development plan

9/15 9:00 AM-4:00 PM  W  $129

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.

10/26 8:30 AM-4:30 PM  W  $99
Special rate: 2 or more from the same company; $89
Time Management for the Harried and Harrassed

It seems there are never enough hours in the day to get everything done. But get it done it must. In this workshop we will discuss tools, tips and techniques to be more effective and efficient.

Training includes:

- Being efficient versus being effective
- The myth of multi-tasking
- Essential skills for getting them most out of the day
- Time-tested tips, tools and techniques
- Adapting project management practices to your work
- The digital age: foe or silly?

This training is appropriate for anyone who wants to get more done with less stress.

9/20 8:00 AM – 12:00 PM  T  $60

Providing WOW! Customer Service

Great customer service seems to be missing in many organizations and yet, it isn’t hard (in concept) and it doesn’t have to be expensive. So why is great customer service so hard to find? What makes customers say “WOW! What great customer service!” and recommend your company to others? Whether you cater to internal customers, the general public or are a business to business provider, this workshop has lots of great tips, many of which can be implemented right away.

Training includes:

- Know what your customers want
- Build a customer service culture
- Specific customer service behaviors
- Essential skills for serving customers
- It takes a team to provide exceptional customer service
- Problem-solving techniques

This training is appropriate for front-line customer service workers, their supervisors and business owners.

10/25 8:00 AM – 12:00 PM  T  $60

Six Sigma Green Belt Training: Certification Prep Based on ASQ

This course provides an introduction to process measurement regarding capability, productivity, and first pass yield metrics. This course includes a general discussion on process measurement and its importance on operational improvement as well as financial improvement of a company and a case study on various process measurement tools and metrics along with their direct and indirect effects on financial metrics.

8/25-12/1 6:00 PM – 9:00 PM  R  $470

ServSafe Certification

Prerequisites: Must have and read/study ServSafe manual 6th edition prior to class

Must bring current ID to training – Driver’s License, Military ID, student ID

The ServSafe program helps prepare you for the ServSafe Food Protection Manager Certification exam. Training covers these concepts:

- The Importance of Food Safety
- Good Personal Hygiene
- Time and Temperature Control
- Preventing Cross-Contamination
- Cleaning and Sanitizing
- Safe Food Preparation
- Receiving and Storing Food
- Methods of Thawing, Cooking, Cooling and Reheating Food
- HACCP (Hazard Analysis and Critical Control Points)
- Food Safety Regulations
- And more . . .

9/24 9:00 AM – 4:00 PM  S  $136
10/29 9:00 AM – 4:00 PM  S  $136

Vernon College will be closed on the following dates:

September 5, 2016
October 13, 2016
November 23–26, 2016
December 19, 2016 – January 2, 2017
LOOKING FOR INTERACTIVE ONLINE INSTRUCTION? VISIT THE WEBSITE TO SEE WHAT WE HAVE TO OFFER YOU AT THE TIPS OF YOUR FINGERS!!

New Career Training Programs available online! Looking for effective web-based learning for your respective field? Or maybe you just want a wedding/event planning or computer class! Click now to find your favorite option!

Ed2Go: http://www.ed2go.com/vernonedu/
OR http://careertraining.ed2go.com/vernonedu/

DEFENSIVE DRIVING: ONLINE WWW.VERNONCOLLEGEDEFENSIVEDRIVING.COM

The course is approved by the Texas Education Agency (TEA CP343) Remove a traffic violation, reduce insurance costs, or for corporate needs. The certification of completion is sent directly to you by mail.
Fitness Center
Community Member
9/01-12/17 $70
This membership grants community members who are not student’s full access to the Fitness Center. (excludes fitness classes)

Fitness Center
Continuing Education Student
9/01-12/17 $25

Premium Community Membership
This membership will be the community rate for members looking to have full access to the CC fitness center and to ALL fitness classes being offered throughout the semester in session. (excluding ballroom dancing and kids swim)
9/01-12/17 $95

Premium Student Membership
This membership is available for VERNON COLLEGE student, staff, employees, and family of employees. This membership allows attendance to any fitness class being offered in the current semester. (excluding ballroom and kids swim)
9/01-12/17 $50

Zumba
The Zumba® program fuses hypnotic Latin rhythms and easy-to-follow moves to create a one-of-a-kind fitness program. Zumba is a patented fitness class format offered by certified Zumba instructors that combines Latin dancing with interval and resistance training for a full-body, rhythmic workout. Zumba focuses on creating a party-like workout environment.

9/01-12/14 7:00 PM-8:00 PM  
9/01-12/15 7:00 PM-8:00 PM
MW $75

Spin
Spin your wheels to a healthy you! Spin classes are designed for the beginner to the elite athlete. Instructors are equipped to make each session for any level. You will increase heart rate and improve overall strength in this class. Looking to improve cardio or strengthen muscles? These spin classes will help you to attain your overall goals by riding to a new you!

9/01-12/15 5:30 PM-6:30 PM  
TR $75

Total Body Sculpt
Total Body Sculpt is a challenging and dynamic whole body muscle conditioning class using different resistance methods. Exercises will be modified to accommodate all fitness levels. Be prepared to work all your muscles!

9/01-12/15 6:30 PM-7:00 PM  
TR $75

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 and overall strength, flexibility, balance and focus. Appropriate for all fitness levels.

9/07-12/14 6:00 PM-7:00 PM  
9/1-12/15 9:00 AM-10:00 AM  
MW $75
FT $75

Visit us on Facebook!
Facebook.com/VCFitnessCenter
AQUATICS

Beginning Swim Lessons
for ages 5 and up

Beginning Swim class is geared towards ages 5 and up. Your child will learn to become comfortable in the water and continue to progress to proper breathing techniques and swim movements while having fun in the pool! Parents or guardians invited to be in the water if necessary. Swimming can save lives, help teach your child now.

9/26-10/19 6:00 PM-6:30 PM MW $30
11/16-12/14 6:00 PM-6:30 PM MW $30

Mommy and Me Swimming

Parents, get comfortable in the water! Every day, about ten people die from unintentional drowning. Drowning ranks fifth among the leading causes of unintentional injury death in the United States. This parent/child class will enable you to help your child discover the swimming pool! Instruction involves parent/child interaction to further encourage safety in the pool. Infants to age 4 are encouraged to attend. Swim diapers are required.

9/26-10/19 5:30 PM-6:00 PM MW $30
11/16-12/14 5:30 PM-6:00 PM MW $30

Senior Water Aerobics

Get fit in the pool with low impact senior water aerobics! When it comes to the best exercise for seniors, aqua aerobics or water exercise is an excellent choice. These exercises are done in a swimming pool and do not require swimming skills. Water exercise is safe and beneficial to seniors with a variety of fitness levels.

9/02-9/30 9:00 AM-10:00 AM MWF $40
10/03-10/28 9:00 AM-10:00 AM MWF $40
10/31-11/21 9:00 AM-10:00 AM MWF $40
11/28-12/16 9:00 AM-10:00 AM MWF $40
9/01-9/29 6:00 PM-7:00 PM TR $40
10/04-10/27 6:00 PM-7:00 PM TR $40
11/01-12/13 6:00 PM-7:00 PM TR $40
Conversational Sign Language

This is a wonderful class for students who want to begin to learn sign language. American Sign Language will be taught. The instructor can accommodate many skill levels. Books will be provided for the duration of the class. Come and learn how to communicate by signing in this beginner’s level class!

10/03-11/21 6:00 PM-8:00 PM M $110

Ballroom Dancing

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 moves and techniques common to multiple dances to make learning easier and more exciting!

9/12-10/17 7:00 PM-8:00 PM M $25
Private lessons may also be available upon request

Culinary Around the World

Enjoy an evening cooking up tasty creations. Have a blast in the state of the art kitchen while preparing an appetizer, entrée, and dessert. Enjoy your creations family-style as you conclude your evening. Classes are held at the Culinary Academy in Burkburnett, TX.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Day</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/16</td>
<td>6:00 PM-9:00 PM</td>
<td>F</td>
<td>$30</td>
</tr>
<tr>
<td>9/17</td>
<td>10:00 AM-1:00 PM</td>
<td>S</td>
<td>$30</td>
</tr>
<tr>
<td>10/21</td>
<td>6:00 PM-9:00 PM</td>
<td>F</td>
<td>$30</td>
</tr>
<tr>
<td>11/18</td>
<td>6:00 PM-9:00 PM</td>
<td>F</td>
<td>$30</td>
</tr>
<tr>
<td>12/9</td>
<td>6:00 PM-9:00 PM</td>
<td>F</td>
<td>$30</td>
</tr>
<tr>
<td>12/16</td>
<td>6:00 PM-9:00 PM</td>
<td>F</td>
<td>$30</td>
</tr>
</tbody>
</table>

http://www.newschannel6now.com/story/31263168/culinary-around-the-world

Culinary Around the World Fall Menu

September – French Pastries
Éclair, cream puffs, Madeleine’s Palmiers, Mille-feuilles, apple tart, and cream horns.

October – Chinese/Oriental
Orange Chicken, egg rolls, fried rice, vegetable lo mein, almond jelly with seasonal fruit.

November – Thai Menu
Thai chicken lettuce wraps, chicken satay with peanut sauce, Thai coconut rice, Thai Basil Beef, Black sticky rice dessert.

December – Fun with Cookies (9th)
Iced Sugar Cookies and Gingerbread people

December – Cajun cuisine (16th)
Seafood Gumbo with rice, Shrimp Etouffee, Dirty Rice, Maque Choux (smothered corn), bread pudding with hard sauce.

Cake Decorating

In this class we will use icing and other materials to create a masterpiece cake you can serve at your favorite holiday or family party! Some of the classes may require fondant for detail that will be provided depending on the cake design. Some classes may require cakes to be brought to class. Check the CC Fitness Center for fliers on the most current cake designs!

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Day</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/26</td>
<td>6:00 PM-8:00 PM</td>
<td>W</td>
<td>$40</td>
</tr>
<tr>
<td>12/07</td>
<td>6:00 PM-8:00 PM</td>
<td>W</td>
<td>$40</td>
</tr>
</tbody>
</table>

Basic Dog Obedience

A well trained dog is a happy dog. All it takes is a little teamwork! In this 8 week course, we will cover the basic commands of Sit, Down, Stay, and Heel. These are the foundations for a well behaved dog and any advanced training. Unlike most obedience courses, we will also cover the basics of First Aid and CPR for your furry family member. This will enable you to better care for them if the need ever arises. All dogs are different. There is no cookie cutter approach. So in our course, a highly experienced and certified dog trainer will work individually with you to find out what training style will work best for you and your pet. Both puppies and adult dogs are welcome. During the week, you will need to work with your pet for a minimum of 15 minutes a day to be prepared for the next week.

10/6-12/1 5:30 PM-7:00 PM R $95