

Fall 2025 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

9/15-9/24 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

10/13-10/22 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. 3214 to set your date.

Certified Nurse Aide

Certified Nurse Aid will be offered at the Vernon Campus in Spring 2026

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:

- Tuition is due at time of registration
- Provide a copy of valid Drivers License.

Student must have a current and valid Driver License.

Course dates:

9/8/25-10/9/25 8:00 AM-5:00 PM M-Th \$4,000

10/20/25-11/20/25 8:00 AM-5:00 PM M-Th \$4,000

CVOP.1005 and CVOP.1013

Please contact Vernon College Truck Driving with questions at truckdriving@vernoncollege.edu

VERNON COLLEGE

HOURS:

MONDAY – THURSDAY

8:00 AM – 5:00 PM

FRIDAY

8:00 AM – 12:00 PM

Fall 2025 Continuing Education

Vernon Schedule – Vernon Campus

Personal Enrichment

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.

9/16-10/14 7:00 PM-8:30 PM T \$55

PERS 2002 CE51

Classes held in Chaparral Room

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.

9/30-10/9 7:30 PM-9:00 PM TTH

\$30

PERS 1339 CE51

VER-Courts

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)

10/6-10/16 6:00 PM-8:00 PM MTH \$125

WLDG1003 CE51

Classes will be held at VHS Ag Bldg.

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.

TBA 9:00 AM-2:00 PM

S

\$15

PERS 2001 CE 01

Room 428

Online 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

FALL 2025 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 2nd – December 18th

| | |
|--|--------------|
| 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.

| | | | |
|----------------|-----------------|-----|------|
| 9/2-11/13 | 5:30 PM-6:30 PM | TTH | \$65 |
| PERS 0731 CE51 | | | |

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.

| | | |
|----------------|-----------------|------------|
| 9/30-10/9 | 7:30 PM-9:00 PM | TTH |
| \$30 | | |
| PERS 1339 CE51 | | VER-Courts |

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

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 2025 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.

9/8 - 10/3 8:00 AM-5:00 PM MTWRF \$6000

Computers:



Vernon College offers Basic Word, Basic Excel, and Intermediate Excel courses. To inquire about scheduling a group by calling the Continuing Education Department at (940) 696-8752 Ext. 3214.

Professional Development:

Workforce Development with Critical Thinking

This course will focus on the development of leadership skills and critical thinking strategies that promote employment readiness, retention, advancement and promotion. Particular emphasis will be placed on Professionalism, Soft Skills, Self-Management Skills, and the Job Application Process. Students will complete the course with creating a cover letter and resume.

Registration is due the week before class begins.

Textbooks Required

9/15 – 10/10 Online \$266



Supervisors' Boot Camp

10/22/25 8:30am-4:30pm W \$129

This 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. Seminar topics include:

- Moving from Peer to Supervisor
- Supervisory Roles and Liability
- Employment Law Basics for Supervisors, including:
 - o Fair Labor Standards Act (Wage and Hour)
 - o Family Medical Leave Act
- 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
- Bargaining Rights for Non-Union Employee

ServSafe Manager: Food Safety Certification

9/6/25 8:00 AM – 5:00 PM S \$190

Requirements:

- **Must read & study latest edition of ServSafe manual prior to class**
- **Must bring current ID to training – Driver's License, Military ID, student ID**

The ServSafe® program provides food safety training, exams and educational materials to foodservice managers. Students can earn the ServSafe Food Protection Manager Certification, accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP). The program blends the latest FDA Food Code, food safety research and years of food sanitation training experience. Managers learn to implement essential food safety practices and create a culture of food safety. All content and materials are based on actual job tasks identified by foodservice industry experts. Trust the only food safety program with roots in the foodservice industry to help you protect customer health, improve employee performance and preserve business reputation.

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

Fall 2025 Continuing Education

Wichita Falls Schedule- CCC

Massage Therapy:

September 10, 2025 – June 18, 2026 \$3,531

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

Workforce Development
Anatomy & Physiology for Massage
Massage Health & Hygiene
Massage Therapy Fundamentals I
Pathology for Massage
Massage Therapy Fundamentals II
Massage Kinesiology
Massage Hydrotherapy / Therapeutic Modalities
Business Practices & Professional Ethics
Massage Internship
Hybrid Program: In-Class Dates on Tuesday / Thursday

Medical Assisting Program

9/15 – 5/28 \$3,350

Workforce Development
Medical Law & Ethics
Medical Terminology
Anatomy & Physiology for MA
Administrative Procedures
Phlebotomy
Electrocardiography
Pharmacology & Administration of Medication
Clinical: Medical Assisting
Hybrid Program: In-Class Dates on Tuesday / Thursday
Clinical: Minimum 6 hour each week requirement

Police Academy:

Application Process Begins June 16, 2025.
Contact Mike Hopper at (940) 766-3369 Ext. 7190 or e-mail CE@vernoncollege.edu.
Check out <https://www.vernoncollege.edu/police-academy> for the Academy application process and packet.

Tuition Cost: \$3,500

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.

| | | | |
|--------------|------------------|--------------|-------|
| 8/12 – 10/9 | 1:00 PM-5:00 PM | TTH | \$254 |
| 10/16 – 12/4 | 1:00 PM-5:00 PM | TTH-Clinical | \$332 |
| 9/15 – 11/12 | 6:00 PM-10:00 PM | MW | \$254 |
| 11/19 – 1/19 | 6:00 PM-10:00 PM | MW-Clinical | \$332 |

Certified Medication Aide - Hybrid

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.

| | | | |
|------------|----------------|----|-------|
| 9/11-11/20 | 6:00PM-10:00PM | Th | \$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.**

| | | | |
|------|-----------------|--------|------|
| 9/27 | 9:00 AM-4:00 PM | ONLINE | \$50 |
| 12/6 | 9:00 AM-4:00 PM | ONLINE | \$50 |

Fall 2025 Continuing Education Wichita Falls Schedule- CCC

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

Patient Care Technician

9/9 – 12/18 \$1,488

Prerequisite: Minimum age 18. Must present SS card, valid photo id and updated shot records upon enrollment. Must be CPR: Basic Life Support certified
Electrocardiography
PCT Classroom
PCT Clinical

Hybrid Program: In-Class Dates on Tuesday/Thursday

Clinical: 48 Hours Required (during business hours)

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)**

8/18 – 10/13 6:00 PM-10:00 PM TTh \$290

10/22 – 12/17 6:00 PM-10:00 PM W- Classroom \$561

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

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.

| | | | |
|-------|-----------------|---|------|
| 9/6 | 8:00 AM-3:00 PM | S | \$75 |
| 9/20 | 8:00 AM-3:00 PM | S | \$75 |
| 10/4 | 8:00 AM-3:00 PM | S | \$75 |
| 10/18 | 8:00 AM-3:00 PM | S | \$75 |
| 11/1 | 8:00 AM-3:00 PM | S | \$75 |
| 11/15 | 8:00 AM-3:00 PM | S | \$75 |
| 12/6 | 8:00 AM-3:00 PM | S | \$75 |

ALL SCHEDULES ARE SUBJECT TO CHANGE.

**VERNON COLLEGE
FALL HOURS:
MONDAY – THURSDAY
8:00 AM – 5:00 PM
FRIDAY
8:00 AM – 12:00 PM**

Fall 2025 Continuing Education Wichita Falls Schedule- CCC

CPR Skills Check

Need skills verification after complete 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 AHA online courses.

<https://elearning.heart.org/course/437>

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

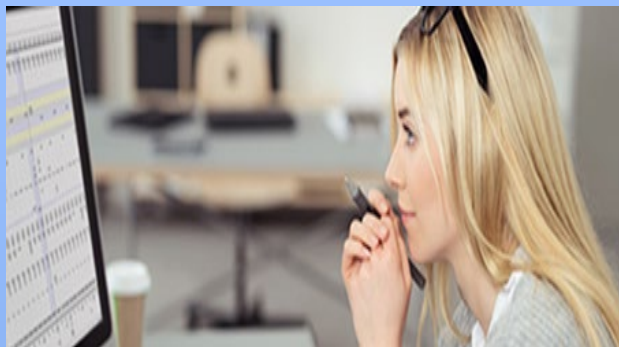
Requirement for any Medical Program. BLS Basic Life Support – BLS Healthcare Providers (#20-3553)

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

| | | | |
|-------|------------------|---|------|
| 9/3 | 8:30 AM-12:30 PM | W | \$55 |
| 9/10 | 8:30 AM-12:30 PM | W | \$55 |
| 9/17 | 8:30 AM-12:30 PM | W | \$55 |
| 9/24 | 8:30 AM-12:30 PM | W | \$55 |
| 10/1 | 8:30 AM-12:30 PM | W | \$55 |
| 10/8 | 8:30 AM-12:30 PM | W | \$55 |
| 10/15 | 8:30 AM-12:30 PM | W | \$55 |
| 10/22 | 8:30 AM-12:30 PM | W | \$55 |
| 10/29 | 8:30 AM-12:30 PM | W | \$55 |
| 11/5 | 8:30 AM-12:30 PM | W | \$55 |
| 11/12 | 8:30 AM-12:30 PM | W | \$55 |
| 11/19 | 8:30 AM-12:30 PM | W | \$55 |
| 12/3 | 8:30 AM-12:30 PM | W | \$55 |
| 12/10 | 8:30 AM-12:30 PM | W | \$55 |
| 12/17 | 8:30 AM-12:30 PM | W | \$55 |

FALL 2025 Continuing Education ONLINE

Explore Career Training Opportunities ONLINE



Vernon College, in partnership with Ed2Go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

Visit <https://careertraining.vernoncollege.edu> to learn more!

Real Estate

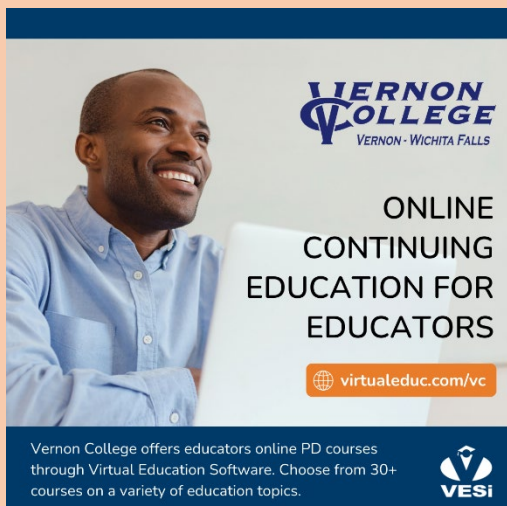
Click Here:

<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!

FALL 2025 Continuing Education ONLINE

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

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