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, petroleum regulations, 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.

6/1-7/3 8:00 AM-5:00 PM MTWRF $6000

Firefighter Academy

Information packets and admittance request forms will be located online starting May 1st
www.vernoncollege.edu/fast-track.

For further information contact: Robyn Wike (940)696-8752 ext. 3233 rwike@vernoncollege.edu

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
6/2-6/16 6:00 PM-8:00 PM TR $45

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
7/7-7/16 6:00 PM-8:00 PM TR $45

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.
6/18-6/30 6:00 PM-8:00 PM TR $45
Summer 2015 Continuing Education
Wichita Falls Schedule

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.

6/2-6/18 6:00 PM-9:00 PM TR $203

Office Management Boot Camp
Webinar Series
Need a better grip on using technology in the workplace? This is a six week webinar series that will focus on using technology more effectively.
1. Collaborate - Creating training videos
2. iPad/Tablets - There’s an app for that
   - Using Social Media in the workplace
3. Word - Making forms
   - Creating PDFs
4. Excel - Creating spreadsheets to track business expenses
   - Creating spreadsheets to track projects
5. More Excel
   - Tracking inventory
6. Create and Maintain Business Systems

6/3-7/8 3:00 PM-5:00 PM W $120
Register for all 6 sessions for $120 or take individual sessions for $30 each.

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
6/6-7/18 8:30 AM-10:30 AM 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.
7/25-8/29 8:30 AM-10:30 AM S $150

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 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.
6/1-6/23 8:00 AM-1:00 PM MTWR $204
7/6-7/16 8:00 AM-1:00 PM MTWR-Clinical $299
6/16-8/11 6:00 PM-10:00 PM TR $204
8/18-9/17 6:00 PM-10:00 PM TR-Clinical $299
7/6-8/12 1:00 PM-5:00 PM MWR $204
8/17-8/28 1:00 PM-5:00 PM MTWRF-Clinical $299
8/4-9/29 6:00 PM-10:00 PM TR $204
10/13-11/12 6:00 PM-10:00 PM TR-Clinical $299
8/24-9/29 1:00 PM-5:00 PM MTR $204
10/12-11/2 1:00 PM-5:00 PM MTR-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 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.
6/6 8:00 AM-3:00 PM S $65
6/13 8:00 AM-3:00 PM S $65
6/27 8:00 AM-3:00 PM S $65
7/11 8:00 AM-3:00 PM S $65
7/18 8:00 AM-3:00 PM S $65
7/25 8:00 AM-3:00 PM S $65
8/1 8:00 AM-3:00 PM S $65
8/8 8:00 AM-3:00 PM S $65
8/22 8:00 AM-3:00 PM S $65
Summer 2015 Continuing Education
Wichita Falls Schedule

**Workplace Safety CPR/First Aid**
This course is for anyone with limited or no medical training who needs a course completion card in first aid, CPR and AED use to meet job, regulatory or other requirements. Heartsaver® First Aid CPR AED is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such emergencies. This course also teaches adult CPR and AED use.

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**CPR Skills Check**
Prerequisites: Must have completed a classroom course in the past. After you complete an OnlineAHA course you can print your certificate:
1. Log in to your OnlineAHA account
2. Click My Courses
Need skills verification? 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 candidate who has completed the American Heart Association online course: Healthcare Providers BLS, PALS, Heartsaver First Aid, CPR AED, First Aid & CPR AED, Pediatric First Aid & CPR AED. It is conducted in-person after a student completes Part 1 online by an AHA instructor. Must bring Online AHA completion certificate to Skills Check session or skills cannot be performed & no refund will be allowed.

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**Psychiatric Nursing Assistant**
This course is designed 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 State Health Services (DSHS); client rights; behavior identification; personal safety; prevention of abuse and neglect and more.

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**Human Resources:**

**SHRM Essentials of Human Resource Management**
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:
6/17-6/24 | 8:00 AM-4:30 PM | W $375
Trainer: Penny Miller, SPHR, CEBS
Registration deadline: Wednesday, June 10th, 2015.

**Motorcycle:**

**All Motorcycle courses are held at the Skills Training Center**

**Basic Motorcycle Safety**
The basic motorcycle rider course is an 18 hour beginning course. After completion of this program students will be eligible to take the written motorcycle exam at DPS. Classes are Friday 5:30pm-9:00pm, Saturday and Sunday 8:00am-5:00pm. Motorcycles are provided and helmets are available if needed. The basic course is $190.00 and is held at the Vernon College Skills Training Center. (Limit 12 riders per course so register early!)

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**American Heart Association®**

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
Motorcycle:
Advanced Motorcycle
Prerequisites: All students must have current motorcycle license for six months before enrolling. Students must provide their own motorcycle, helmet and proof of insurance.
The advanced motorcycle course is for skilled riders. This course can be taken for discount on insurance, defensive driving, or in order to ride without a helmet.

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Professional Development:
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

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 hyper alimentation infusions, and risks of intravenous therapy for pediatric and elder populations.

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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.

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SUMMER HOURS ARE MONDAY – THURSDAY 8AM TO 5:30PM.
LOOKING FOR INTERACTIVE ONLINE INSTRUCTION? VISIT THE WEBSITE TO SEE WHAT WE HAVE TO OFFER YOU AT THE TIPS OF YOUR FINGERS!!

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

DEFENSIVE DRIVING: ONLINE
WWW.VERNONCOLLEGEDEFENSIVE
DRIVING.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. $30

KIDS COLLEGE SCHEDULES
AVAILABLE AT THE CONTINUING EDUCATION OFFICE OR ONLINE AT WWW.VERNONCOLLEGE.EDU/COURSE-SCHEDULES

INTERESTED IN DENTAL ASSISTING, MEDICAL ASSISTING, OR PHLEBOTOMY?
FALL ENROLLMENT PACKETS FOR THESE PROGRAMS WILL BE AVAILABLE JUNE 2015! CALL THE CONTINUING EDUCATION OFFICE FOR MORE INFORMATION REGARDING ALL OF THESE PROGRAMS! 940-696-8752 EXT. 3213

Vernon College will be CLOSED on the following dates:
ALL FRIDAYS STARTING MAY 22ND THROUGH JULY 31ST.
MONDAY MAY 25TH FOR MEMORIAL DAY.

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
Community Recreation

Summer Fitness Center Hours
Mon – Thurs 7am -8pm
Friday – 7am- 12pm
Saturday – 9am -1pm

Fitness Center Membership
Community Member
5/18-8/29 $50
This membership grants community members who are not students full access to the Fitness Center. (excludes fitness classes)

Continuing Education Student
5/18-8/29 $25

Gold 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)
5/18-8/29 $75

Gold Vernon 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)
5/18-8/29 $25

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.
6/01-8/26 7:00 PM-8:00 PM WM $55
6/02-8/27 7:00 PM-8:00 PM TR $55

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!
6/02-8/13 5:30 PM-6:30 PM TR $55

Boxing 101: Circuit Training
New and inspiring class to really make you sweat! Come try out our new Circuit Training designed workout plan. Boxing Instructor Christian Sanchez will get you fit and firm utilizing beginning boxing techniques. Lots of individualized training incorporated to allow every person to train at their own level! Sign up now, don’t miss out on getting a spot in this class!
6/08-8/12 5:30 PM-6:30 PM WM $55

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.
6/01-8/26 6:00 PM-7:00 PM MW $65
6/02-8/28 9:00 AM-10:00 AM FT $65

Senior Circuit Training
Fitness for seniors class includes a variety of strength training and circuit training stations led by an instructor. Build muscle strength, bone strength and further overall body health in this weight and body weight instructed class. Ideal for those over the age of 50 but anyone is welcome.
6/01-6/26 10:00 AM-11:00 AM MRF $20
6/29-7/24 10:00 AM-11:00 AM MRF $20
7/27-8/21 10:00 AM-11:00 AM MRF $20
**AQUATICS**

**Beginning Swim Lessons for age 5 and up - 8**

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.

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**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.

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**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.

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**Water Aerobics**

Challenge yourself in this non weight bearing water class that will work on cardio, muscle strength and flexibility. This water class is designed for those looking to improve overall health and might be perfect for those needing alternatives for running or impact sports!

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**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!

**Textbook required for this class.**

| 6/08-7/27 | 6:00 PM-8:00 PM | T | $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!

| 6/22-7/22 | 7:00 PM-8:00 PM | M | $25 |

**Basic Photography**

Basic Photography: 35 MM and Digital

The Beginning Photography course acquaints students with the principles of photography and the basic manual functions employed in the use of a 35mm or digital camera. Students must bring their own 35mm OR digital camera.

| 7/13-7/27 | 6:00 PM-8:00 PM | M | $90 |

**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 put 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.

| 7/6-7/13 | 6:00 PM-9:00 PM | M | $40 |

**Cake Decorating**

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

| 6/25 | 6:00 PM-8:00 PM | R | $40 |
| 8/27 | 6:00 PM-8:00 PM | R | $40 |

**Paint and Wine Party**

Paint and Wine Party! The ultimate night out for anyone wanting to practice your painting skills with your favorite bottle of wine! All painting equipment provided. Feel free to bring your favorite bottle of wine and leave with your own personal masterpiece. Check out CEU’s website for portrait to be painted. All classes located at the Midwestern State University Museum (next to the MSU lake)

| 6/19 | 6:00 PM-8:00 PM | F | $35 |
| 8/7 | 6:00 PM-8:00 PM | F | $35 |

**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 at 301 E. 5th Street in Burkburnett.

| 6/19 | 6:00 PM-9:00 PM | F | $30 (French) |
| 7/17 | 6:00 PM-9:00 PM | F | $30 (Steaks & Sauces) |
| 8/21 | 6:00 PM-9:00 PM | F | $30 (Indian) |