WCE

Workforce & Continuing Education

Spring 2020 Schedule

MEDICATION AIDE UPDATE
Conveniently Offered Online

WEEKEND COMPUTER CLASSES
Microsoft Word & Excel

LUNCH & LEARN
Improving Performance Series

TAKE A LEAP
How to Register

ONLINE
VictoriaCollege.edu/WCE

PHONE
(361) 582-2528

MAIL
Complete WCE registration form and mail with a check, money order, or credit card information to the address below.*
Access application: VC homepage > Programs & Courses > Workforce & Continuing Education > 4 Ways to Register > WCE Registration Form link

IN PERSON
VC Emerging Technology Complex
Conference & Education Center
Workforce & Continuing Education, Suite 309
7403 Lone Tree Road, Victoria, TX 77905

HEALTH CAREERS COURSES
See course listings with pre-registration requirements.

PAYMENT OPTIONS
Registration is not complete until payment has been made.
Victoria College payment options are:
- cash
- check*
- money order
- debit/ATM card
- credit card
  (Visa, Mastercard, Discover, or American Express)

Please do not send cash through the mail.
*If payment is made by check, the driver’s license number of the person signing the check is required.
Welcome to our Workforce & Continuing Education (WCE) Spring 2020 schedule.

Our short-term classes are designed to give you the knowledge and hands-on skills to get you into the workplace quickly. From training that offers nationally recognized certificates/state credentials (like Welding and CDL training), to computer classes (like Microsoft Excel), to Allied Health classes (like Certified Nurse Aide), to online personal enrichment classes (like Photography), we offer something for everyone!

No matter your goals, we can help you take a leap and gain the skills necessary to meet these goals.

HOW TO READ THE SCHEDULE
Below is an explanation of how to read the course offerings in the schedule.

| Course Title | Microsoft Word–Basics–$45 | Course Fee |
| Rubric & Course Number | POFI CE01 |
| Course Description | Learn to use the most widely used and recognized word processing software from Microsoft Office Word 2016. Students will receive an overview of the production of documents, tables, and graphics. Course topics will include word processing terminology and concepts; editing functions; formatting options; special text options; and tables/graphics. All course materials included. 4 contact hours |
| Start & End Dates | Nov. 12–14 |
| Term | 202015 |
| Start & End Times | Mon. & Wed. • 6–8 p.m. |
| Location | VC Emerging Technology Complex Conference and Education Center, Room 307 |

VC HOLIDAYS (COLLEGE CLOSED)
Classes will not be held on the following days.

- New Year's Day: Jan. 1
- Martin Luther King, Jr. Day: Jan. 20
- Spring Break: March 15-21
- Good Friday: April 10
- Memorial Day Holiday: May 25
- Independence Day: July 4
The following are Victoria College locations that Workforce & Continuing Education courses are held.
Choose Your Path to Success

GET A GOOD-PAYING JOB by following our Career & Technical Education Path leading to industry-recognized credentials, certificates, and associate degrees in Business & Technology, Health Careers, Industrial Trades, and Public Service.

### Business & Technology

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<th>WCE</th>
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### Industrial Trades

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<tr>
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### Health Careers

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<tr>
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### Public Service

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**NONCREDIT TRAINING COURSES** can lead to an industry-recognized credential and a good-paying job.

**CREDIT PROGRAMS** lead to a degree, certificate, or academic transfer.

*Additional admission requirements are necessary for this course or program. **This is a selective admissions program. Please refer to the VC Catalog.

SAVE MONEY Take your basics at Victoria College and transfer to any public university in Texas to earn your bachelor's degree. VC offers guided pathways to make transferring as seamless as possible. The top five transfer institutions for VC students are University of Houston-Victoria, Texas State University, Texas A&M University, Texas A&M University-Corpus Christi, and The University of Texas at San Antonio.

1. UNIVERSITY OF HOUSTON - VICTORIA
2. TEXAS STATE UNIVERSITY - The rising STAR of Texas
3. TEXAS A&M UNIVERSITY
4. TEXAS A&M UNIVERSITY CORPUS CHRISTI
5. THE UNIVERSITY OF TEXAS AT SAN ANTONIO
The Improving Performance series is designed for individuals who want to improve their performance to ensure their company’s success and achieve their career goals.

**Each class is $30. Register for all three for only $75.**

_We’ll provide lunch and dessert!_

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**Thursday, Feb. 13, 2020**
11:30 a.m.–1 p.m.
VC Emerging Technology Complex
Conference & Education Center, Room 302

Register by Monday, Feb. 10 at Noon

**Difficult People**
When dealing with difficult people, explore how the best defense is a good offense – including empathetic listening, the platinum rule, how to confront the brutal facts, and win/win solutions.

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**Thursday, March 12, 2020**
11:30 a.m.–1 p.m.
VC Emerging Technology Complex
Conference & Education Center, Room 302

Register by Monday, March 9 at Noon

**Resolving Problems**
Increase productivity, efficiency, and accountability by learning to methodically dissect and reach resolutions on your problems, before they become contentious, utilizing a four-step process.

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**Thursday, April 16, 2020**
11:30 a.m.–1 p.m.
VC Emerging Technology Complex
Conference & Education Center, Room 302

Register by Monday, April 13 at Noon

**Effective Communication**
Communication today is done mostly with email and text – but are those always the best means? We will discuss the practicality of various forms of communication along with the impact of words, body language, and tone. In addition, we will discuss the importance of diplomacy and how to effectively influence people.

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**REGISTER TODAY!**

VictoriaCollege.edu/WCE
(361) 582-2528
VC Emerging Technology Complex
Conference & Education Center
Workforce & CE, Suite 309
7403 Lone Tree Road, Victoria, TX 77905

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For more information, please contact the Workforce & Continuing Education department at (361) 582-2528.
Victoria College partners with The Center for Legal Studies to offer a variety of training for legal support personnel. The Center for Legal Studies has trained more Paralegals, Legal Secretaries, Legal Investigators, Mediators, and other legal support professionals than any other legal education training facility in the country.

We understand the constraints that face today's adult students. Free time is scarce and busy people need options. Our curriculum is available in an instructor-led Online Format. Students are able to log on anytime, anywhere to complete weekly assignments, tests, and quizzes. To register, visit https://www.legalstudies.com/vendor/victoria/. For additional information, call 1 (800) 522-7737.

The US Department of Labor projects an 18% rise in the profession by 2026. The national median earnings for paralegals is currently $44,480.00/year and freelance paralegal professionals average significantly more across the board.

PARALEGAL CERTIFICATE COURSE®
$1595 + Textbooks & WESTLAW® access
This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of law in which paralegals are in most demand.

OTHER AFFORDABLE COURSES:
• Advanced Legal Research & Writing $995
• Employment Law $995
• Legal Investigation $995
• Legal Nurse Consultant $1195
• Legal Secretary $995
• Medical Professional Legal Consultant $1295
• Software Essentials for the Law Office $995

UPCOMING COURSE DATES:
• Jan. 13-Feb. 28, 2020
• March 9-April 24, 2020
• May 4-June 19, 2020

Once registered, your password and access information will be sent via email prior to the start of class.

Textbooks and WESTLAW® subscriptions are not included in tuition pricing. All required materials are listed on the CLS website and can be purchased online or over the phone.
The schedule is subject to change. Classes may be added, canceled, or postponed. Visit VictoriaCollege.edu/WCE to view the current schedule.

**Business & Technology**

**Computer Literacy–$150**
ITSC 1012

No prior experience necessary. Included in this remarkable beginner course is computer literacy, Windows 7, Internet, and e-mail. Students will get hands-on instruction and practice. Topics will include computer terminology, computer hardware and software, Windows operating system, file management, World Wide Web, discussions on how computers are used in today's world and an overview of Microsoft Office productivity suite (word processing, spreadsheets, and presentation software). All course materials included. Provided textbook: Computer Literacy. Facilitated by Dr. Janet Weaver (Victoria) and Cindy Finch (Gonzales). 15 contact hours

**Registration deadline:** Jan. 30, 2020 at Noon (Victoria) and Jan. 23, 2020 at Noon (Gonzales)

**VICTORIA**
Feb. 11-27  Term: 202025
Tues. & Thurs. • 5:30-8 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

**GONZALES**
Feb. 4-14  Canceled  Term: 202025
Tues. & Thurs. • 5:30-8 p.m.
VC Gonzales Center, Room 120

**Difficult People–$30**
Register for the Lunch & Learn Series for only $75 (page 6).
BMGT CE09

When dealing with difficult people, explore how the best defense is a good offense – including empathetic listening, the platinum rule, how to confront the brutal facts, and win/win solutions. All course materials included. Lunch will be provided. Facilitated by Hank Sheeran. 1.5 contact hours

**Registration deadline:** Feb. 10, 2020 at Noon

**VICTORIA**
Feb. 13  Term: 202025
Thurs. • 11:30 a.m.-1 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 302

**Effective Communication–$30**
Register for the Lunch & Learn Series for only $75 (page 6).
BMGT CE09

Communication today is done mostly with email and text – but are those always the best means? We will discuss the practicality of various forms of communication along with the impact of words, body language, and tone. In addition, we will discuss the importance of diplomacy and how to effectively influence people. All course materials included. Lunch will be provided. Facilitated by Hank Sheeran. 1.5 contact hours

**Registration deadline:** April 13, 2020 at Noon

**VICTORIA**
April 16  Term: 202035
Thurs. • 11:30 a.m.-1 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 302

**Microsoft Excel–$200**
ITSW 1022

This course includes hands-on instruction and practice with Excel, the spreadsheet program from Microsoft Office. Students will understand basic concepts of spreadsheet (Excel) functions, create formulas, charts, graphs, and generate reports. Course topics will include an introduction to terminology and machine use; program parameters; display characteristics; mathematical functions and formatting features, and printing. You'll also learn how to create informative, eye-catching charts and harness the power of Excel's data analysis and filtering tools. All course materials included. Provided textbook: Excel 2016 Complete. Facilitated by Dr. Janet Weaver. 21 contact hours

**Registration deadline:** March 12, 2020 at Noon

**VICTORIA**
March 24-April 14  Term: 202035
Tues. & Thurs. • 5:30-8:30 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

**Microsoft Excel Level 1 in a Day–$95**
ITSW 1022

This course includes hands-on instruction and practice with Excel, the spreadsheet program from Microsoft Office. Students will understand basic concepts of spreadsheet (Excel) functions, create formulas, charts, graphs, and generate reports. All course materials included. Provided textbook: Excel 2016 Level 1. Facilitated by Dr. Janet Weaver. 8 contact hours

**Registration deadline:** March 25, 2020 at Noon

**VICTORIA**
April 4  Term: 202035
Sat. • 8 a.m.-5 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

**EMPLOYEE TRAINING**
Invest in your business with training solutions customized to fit your needs.

FOR MORE INFORMATION OR TO SCHEDULE TRAINING:
Rachel Nessel
(361) 582-2575 or (877) 843-4369 or Rachel.Nessel@VictoriaCollege.edu
www.VictoriaCollege.edu/CustomizedTraining

**Revised 01/22/2020**
Microsoft Excel Level 2 in a Day—$95
ITSW 1022

Prerequisite: Successful completion of Microsoft Excel and/or Microsoft Excel Level 1 in a Day training. This course builds on the basic concepts learned in our Level 1 course to provide more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel 2016: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. All course materials included. Provided textbook: Excel 2016 Level 2. Facilitated by Dr. Janet Weaver. 8 contact hours

Registration deadline: April 15, 2020 at Noon

VICTORIA
April 25
Sat. • 8 a.m.-5 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

Microsoft Word Basics in a Day—$45
POFI CE01

Learn to use the most widely used and recognized word processing software from Microsoft Office. Students will receive an overview of the production of documents, tables, and graphics. Course topics will include word processing terminology and concepts; editing functions; formatting options; special text options; and tables/graphics. All course materials included. Provided reference: Word 2016 Introduction Quick Reference Guide. Facilitated by Dr. Janet Weaver. 4 contact hours

Registration deadline: Feb. 26, 2020 at Noon

VICTORIA
March 7
Sat. • 1-5 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

QuickBooks Desktop Version—$200
ACNT 1010

Prerequisite: Basic bookkeeping knowledge strongly preferred. In this QuickBooks class, you will learn to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports. Course topics will include lists and bank accounts/using other accounts in QuickBooks; entering sales information and setting up inventory; entering and paying bills/receiving payments and making deposits; analyzing financial data and tracking and paying sales tax. All course materials, including QuickBooks textbook and handouts, provided. Facilitated by Debbie McClanahan, Certified QuickBooks ProAdvisor. 21 contact hours

Registration deadlines: Feb. 7, 2020 at Noon & April 29, 2020 at Noon

VICTORIA
Feb. 12–March 4
Mon. & Wed. • 5:30-8:30 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 305

May 4 – 27*
Mon. & Wed. • 5:30-8:30 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 305
*(Class will not be held May 25)

Resolving Problems—$30
Register for the Lunch & Learn Series for only $75 (page 6).
BMGT CE09

Increase productivity, efficiency, and accountability by learning to methodically dissect and reach resolution on your problems, before they become contentious, utilizing a four-step process. All course materials included. Lunch will be provided. Facilitated by Hank Sheeran. 1.5 contact hours

Registration deadline: March 9, 2020 at Noon

VICTORIA
March 12
Thurs. • 11:30 a.m.-1 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 302

Can’t find a time that works with your schedule? Try an online course. See page 23.

DO YOU OWN A SMALL BUSINESS?
You may be eligible to receive funds from the Texas Workforce Commission to train your employees.

Through the Texas Workforce Commission (TWC) Skills for Small Business Program, up to $2 million per year has been dedicated to the backbone of the Texas business community – small employers. Small businesses can apply to TWC for training offered by Victoria College. TWC processes the applications and works with the College to fund the specific courses selected by businesses for their employees. This program supports businesses with fewer than 100 employees and emphasizes training for new workers. It has the additional ability to upgrade the skills of incumbent workers.

For more information, contact Rachel Nessel at (361) 582-2575 or Rachel.Nessel@VictoriaCollege.edu.
Allied Health Continuing Education

Medical Assisting
MDCA 1091 and 1061

Medical assistants work alongside physicians, mainly in outpatient or ambulatory care facilities, such as medical offices and clinics. Medical assistants are cross-trained to perform administrative and clinical duties. Duties vary from office to office depending on location, size, specialty, and state law.

For admission requirements, visit VictoriaCollege.edu/HealthcareProfessions.

Medical Coding/Billing
HITT 1013

Medical coders identify different classification systems and assign codes using appropriate rules, principles, guidelines, and conventions. Coders describe and explain the differences and similarities among insurance plans.

For admission requirements, visit VictoriaCollege.edu/HealthcareProfessions.

Medication Aide for Nurse Aide
HITT 1013

A medication aide is a certified nursing assistant (CNA) that has completed additional classroom training to be certified to dispense medications to patients while working under the supervision of a registered nurse.

For admission requirements, visit VictoriaCollege.edu/HealthcareProfessions.

Phlebotomy
PLAB 1023 and PLAB 1060

Phlebotomist draw blood from patients, collect a variety of other specimen samples as well as label the blood vials. Phlebotomist are also responsible for delivering all blood and specimen samples to the laboratory either in the hospital or locally in the area.

For admission requirements, visit VictoriaCollege.edu/HealthcareProfessions.

Veterinary Assistant
VTHT 1008 and 1011

Veterinary assistants assist the veterinarian during examinations. Students will learn about the care of animals as well as how to recognize signs of illness and disease as well as skills necessary to maintain an efficient front office.

For admission requirements, visit VictoriaCollege.edu/HealthcareProfessions.

Medication Aide Update—$55
NURA 1041

Pre-Registration is required. For admission requirements, visit VictoriaCollege.edu/HealthcareProfessions. Registration and payment deadline is the Monday prior to class at Noon. Tuition includes renewal.

Intensive training in an identified area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. Medication Aides MUST renew their permit annually. This includes taking this 7 hour WCE course and paying the $15 fee to the Department of Aging and Disability Services (DADS). First year permit holders may renew by paying the DADS fee only. Permits that have lapsed for one year or more CANNOT be renewed. The 7 hour continuing education class should be taken at least three months before your permit expires. A medication aide is also a nurse aide and must receive nurse aide continuing in-service documentation.

ONLINE COURSE DATES:
Feb. 5
April 1
June 3
Aug. 5

Nurse Aide
NURA 1001 and NURA 1060

Certified Nursing Assistants (CNAs) provide intimate, hands-on healthcare to patients in medical settings, helping with bathing, dressing and the basic activities of life.

For admission requirements, visit VictoriaCollege.edu/HealthcareProfessions.

Pharmacy Technician
PHRA 1001

Pharmacy technicians review dosage calculations, drug classifications, dispensing of prescriptions, billing and reimbursement in a retail or other pharmacy setting. They work in pharmacies, including those found in grocery and drug stores, and in hospitals.

For admission requirements, visit VictoriaCollege.edu/HealthcareProfessions.

All classes are tentative and subject to change according to enrollment. Seating is limited.
EMS Training

Advanced Cardiac Life Support—$170
EMSP 2035 • All prices subject to change.
Textbook—$40

Pre-Registration is required. Visit VictoriaCollege.edu/EMSTraining
Registration deadline is the Thursday prior to the class by Noon.

Prerequisite: Current BLS for Healthcare Provider Card
This course was developed by the American Heart Association and is based on the recommendations of the National Conference on Cardiopulmonary Resuscitation and Emergency Cardiac Care. The course is intended for physicians, nurses, paramedical personnel, respiratory therapists, and other critical/emergency care professionals who have a need to understand the recommended treatments for critical cardiac patients prior to, during, and post arrest. Participants successfully completing the course requirements will be issued a course completion card. 16 training hours

VICTORIA
Feb. 22 & 23
May 16 & 17
Aug. 29 & 30
All classes are:
Sat. & Sun. • 8 a.m.-5 p.m.
Allied Health Building, Room 112

First Aid, CPR, and AED—$40
EMSP 1026 • All prices subject to change.
Textbook—$20

Pre-Registration is required. Visit VictoriaCollege.edu/EMSTraining
Registration deadline is the Thursday prior to the class by Noon.

First Aid, CPR, and AED classes are non-Healthcare Provider CPR and First aid classes. Example: School teachers, athletic trainers, baby sitters, day care centers, volunteer responders, industrial and construction safety personnel, and other lay rescuers.
This course includes lecture, discussion, and skills practice following the current American Heart Association guidelines for CPR, cardiac arrest recognition, cardiac compressions, first aide, and use of Automated External Defibrillator. 8 training hours

VICTORIA
Jan. 25
April 25
July 25

All classes are:
Sat. • 8 a.m.-5 p.m.
Allied Health Building, Room 112

Advanced Cardiac Life Support Recertification—$110
EMSP 2036 • All prices subject to change.
Textbook—$40

Pre-Registration is required. Visit VictoriaCollege.edu/EMSTraining
Registration deadline is the Thursday prior to the class by Noon.

Prerequisites: Current ACLS card
This course includes lecture, discussion and skill stations designed to review and update knowledge and skills of the ACLS provider. 8 training hours

VICTORIA
Feb. 22
May 16
Aug. 29
All classes are:
Sat. • 8 a.m.-5 p.m.
Allied Health Building, Room 112

CPR Basic Life Support for Healthcare Providers—$65
Initial & Recertification
EMSP 1019 • All prices subject to change.
Textbook—$20

Pre-Registration is required. Visit VictoriaCollege.edu/EMSTraining
Registration deadline is the Thursday prior to the class by Noon.

This course includes lecture, discussion and skills practice in recognition and management of infant, child, and adult patients experiencing airway obstruction, respiratory arrest and cardiac arrest. This course also demonstrates the use of the Automated External Defibrillator. Healthy living and a discussion of the risk factors for heart disease is included. Participants successfully completing the course requirements will be issued a course completion card. 8 training hours

VICTORIA
Jan. 11  May 2
Feb. 1  June 6
March 7  July 11
April 4  Aug. 1

All classes are:
Sat. • 8 a.m.-5 p.m.
Allied Health Building, Room 112

Pediatric Advanced Life Support—$170
EMSP 1047 • All prices subject to change.
Textbook—$45

Pre-Registration is required. Visit VictoriaCollege.edu/EMSTraining
Registration deadline is the Thursday prior to the class by Noon.

This course gives healthcare professionals the knowledge and skills to better recognize and treat critically ill infants and children. The course uses a scenario-based, team approach to teach pediatric emergency management of pediatric patients approaching or already in respiratory or cardiac arrest. Topics include recognition and treatment of infants and children at risk for cardio-pulmonary arrest, the systematic approach to pediatric assessment, effective respiratory management, defibrillation and synchronized administration, intraosseous access and fluid bolus administration and effective resuscitation team dynamics. 16 training hours

VICTORIA
March 21 & 22
June 27 & 28

Pediatric Advanced Life Support Recertification—$95
EMSP 1047 • All prices subject to change.
Textbook—$45

Pre-Registration is required. Visit VictoriaCollege.edu/EMSTraining
Registration deadline is the Thursday prior to the class by Noon.

Prerequisites: Current PALS card
This course includes lecture, discussion and skill stations designed to review and update knowledge and skills of the PALS provider. 8 training hours

VICTORIA
March 21
June 27

All classes are:
Sat. • 8 a.m.-5 p.m.
Allied Health Building, Room 112

All classes are tentative and subject to change according to enrollment. Seating is limited.
INDUSTRIAL TRADES

National Center for Construction Education & Research (NCCER) offers training, assessment, certification, and career development for construction and maintenance craft professionals.

NCCER’s industry-recognized credentials provide students and craft professionals with national portability of skills. Victoria College partners with IMSEF, the Industrial Merit Shop Education Foundation, an NCCER Accredited Training Sponsor, NCCER Accredited Assessment Center and NCCER Authorized Assessment Site, to provide NCCER certification to all students who successfully complete our Core Curriculum, Electrical, HVAC, Millwright, Pipefitting, Plumbing, Power Line Worker, Scaffolding, or Welding training.

Visible Emissions Training

Victoria College hosts Visible Emissions Observation Evaluation Training which includes Methods 9, 22, 203A, 203B, and 203C in the spring and fall.

Initial certifications and recertifications available.

Call (361) 582-2590 for details, including costs and upcoming dates.

DID YOU KNOW?

The number of electricians needed for the Golden Crescent region is anticipated to grow 23% by 2028 with the median salary of $20.61/hour, depending on skill level.

Data source: US Department of Labor
Industrial Trades are Big Business in the Crossroads

Currently more than 200 companies in Victoria College’s seven-county service area employ over 7,100 skilled craftsmen.

Victoria College’s Workforce & Continuing Education offers training courses that lead to career opportunities and job growth potential in a number of industrial trade paths, including:

- **Pipefitter (Level 1-4)**
  Lay out, assemble, install, or maintain pipe systems, pipe supports, or related hydraulic or pneumatic equipment.
  - $30k - $46k
  - 12 weeks per level

- **Plumber (Level 1-3)**
  Assemble, install, or repair pipes, fittings, or fixtures of heating, water, or drainage systems, according to specifications or plumbing codes.
  - $30k - $46k
  - 12 weeks per level

- **Power Line Worker (Level 1-3)**
  Install or repair cables or wires used in electrical power or distribution systems. May erect poles and light- or heavy-duty transmission towers.
  - $37k - $69k
  - 12 weeks per level

- **Electrician (Level 1-4)**
  Install and maintain electrical and powering systems in homes, businesses, and factories. Ensure that work is in accordance with relevant codes.
  - $33k - $43k
  - 16 weeks per level

- **HVAC Technician (Level 1-4)**
  Install, service, or repair heating and air conditioning systems in residences or commercial establishments.
  - $25k - $45k
  - 16 weeks per level

- **Millwright (Level 1-5)**
  Install, dismantle, or move machinery and heavy equipment according to layout plans, blueprints, or other drawings.
  - $28k - $67k
  - 12 weeks per level

- **Welder (Level 1-3)**
  Use hand-welding or flame-cutting equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.
  - $31k - $54k
  - 18 weeks per level

- **Truck Driver**
  Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial driver’s license.
  - $33k - $52k
  - 6 weeks

Annual salaries shown are for the Golden Crescent region.
Source: Labor Market & Career Information Department, Texas Workforce Commission and Area Employers.
ELECTRICAL

CNBT 1091

Prerequisite: Basic reading and math skills
Core Curriculum: Introductory Craft Skills is common to all NCCER Training Programs and is required for NCCER Certification for all Level 1 courses. No prior experience necessary. This course provides an introduction to basic safety, construction math, hand tools, power tools, blueprints, rigging, communication skills, and basic employability skills. All course materials, including textbook, provided. 40 contact hours

VICTORIA
Jan. 27-Feb. 19  Term: 202025
First 2 weeks: Mon., Wed. & Fri. • 6-10 p.m.
Last 2 weeks: Mon. & Wed. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 223

Electrical Level 1–$750
ELPT 1019

Prerequisite: Successful completion of Core Curriculum: Introductory Craft Skills
This course provides an introduction to the electrical trade; introduction to electrical circuits, theory, and safety; introduction to the National Electrical Code®; conductors and cable, device boxes, hand bending; residential electrical services. All course materials, including textbook and National Electric Code book, provided. 96 contact hours

VICTORIA
Feb. 11-June 4*  Term:  202025
Mon. & Wed. • 6-10 p.m.
VC Gonzales Workforce Training Center, Room 204
*(Class will not be held on Jan. 20)

Intermediate: Industrial Electrician Skills–$900
ELPT 1020

Prerequisite: Successful completion of Electrical Level 1
This course is a study in alternating current; motors theory and application; phase control; basic switching devices; transformer principles; basic electrical calculations; transformer grounding; motor protection; motor operation and maintenance; medium-voltage terminations/splices; specialty transformers. All course materials, including textbook, provided. 96 contact hours

VICTORIA
Feb. 12-June 10  Term:  202025
Mon. & Wed. • 6-10 p.m.
VC Gonzales Workforce Training Center, Room 201
*(Class will not be held March 16-20)

Electrical Level 2–$650
ELPT 1020

Prerequisite: Successful completion of Electrical Level 1
This course is a study in alternating current; motors theory and application; circuit breakers and fuses; conductor installations, terminations and splices; conduit bending; grounding and bonding; pull and junction boxes. All course materials, including textbook, provided. 96 contact hours

VICTORIA
Feb. 10-June 8*  Term:  202025
Mon. & Wed. • 6-9 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 222
*(Class will not be held March 16-20 or May 25)

GONZALES
Feb. 10-June 8*  Term:  202025
Mon. & Wed. • 6-9 p.m.
VC Gonzales Workforce Training Center, Room 201
*(Class will not be held March 16-20 or May 25)

Industrial Electrician Certified Plus Performance Verification–$400
ELPT CE01

Prerequisite: Successful completion of Knowledge Verification for Industrial Electrician through the Industrial Merit Shop Education Foundation (IMSEF) within the last 12 months. To take the written exam for Industrial Electrician Knowledge Verification, contact Shelley Callaway, Director of Education for IMSEF, at (361) 485-6839 or Shelley.Callaway@VictoriaCollege.edu.

NCCER's Certified Plus certification requires both knowledge and performance verification. Participants will be tested on hands-on skills associated with their craft.

Industrial Electrician Certified Plus Performance Verifications will be scheduled on an as needed basis. Please contact (361) 582-2528 for scheduling options.

This course is offered at the VC Emerging Technology Complex, Industrial Training Center, Room 121. Course length will depend on experience level, with a maximum of 4 hours allowable.

Classes fill quickly, register early!
HEATING, VENTILATION, & AIR CONDITIONING (HVAC)

Core Curriculum: Introductory Craft Skills—$285
CNBT 1091
Prerequisite: Basic reading and math skills
Core Curriculum: Introductory Craft Skills is common to all NCCER Training Programs and is required for NCCER Certification for all Level 1 courses. No prior experience necessary. This course provides an introduction to basic safety, construction math, hand tools, power tools, blueprints, rigging, communication skills, and basic employability skills. All course materials, including textbook, provided. 40 contact hours

VICTORIA
Apr. 14-May 14 Term: 202035
Tue. and Thur. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 223

GONZALES
Jan. 6-Feb. 10* Term: 202025
Mon. & Wed. • 6-10 p.m.
VC Gonzales Workforce Training Center, Room 204
*(Class will not be held on Jan. 20)

EPA Technician Certification—$175
HART 1091
Must be at least 18 years of age.
EPA Technician Certification courses are offered at Victoria College in cooperation with the Air Conditioning and Refrigeration Institute (ARI). Enrolled participants will receive instruction in compliance with the Federal Clean Air Act, Section 608, and will take the EPA Technician Certification Exam. Certification cards will be issued from ARI to individuals who pass the exam. Exam fees are included in tuition. All participants are required to bring photo identification for testing. Participants who are seeking certifications for additional EPA types should bring a photocopy of their current EPA Certification card. HVAC Level 1 and/or prior HVAC experience recommended. Workbook is included in tuition and will be provided upon registration. 10 contact hours

VICTORIA
Jan. 28-30 Term: 202025
Tues. & Thurs. • 5-10 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 303

GONZALES
Feb. 17-19 Term: 202025
Mon. & Wed. • 5-10 p.m.
VC Gonzales Center, Room 116

Heating, Ventilation, and Air Conditioning (HVAC)
Level 1—$600
HART 1038
Prerequisite: Successful completion of Core Curriculum: Introductory Craft Skills
This introductory course covers heating, ventilation, and air conditioning (HVAC) principles. Topics include introduction to cooling and heating; basic electricity; air distributing systems; copper and plastic piping practices; soldering and brazing; trade mathematics; ferrous metal piping practices. All course materials, including textbook, provided. 96 contact hours

VICTORIA
Feb. 11-June 4* Term: 202025
Tues. & Thurs. • 6-9 p.m.
VC Main Campus
College Services & Training Building, Room 104-A
*(Class will not be held March 16-20)

GONZALES
Jan. 14-May 7* Term: 202025
Tues. & Thurs. • 6-9 p.m.
VC Gonzales Workforce Training Center, Room 205
*(Class will not be held March 16-20)

Heating, Ventilation, and Air Conditioning (HVAC)
Level 2—$625
HART 1005
Prerequisite: Successful completion of HVAC Level 1
This is an intermediate HVAC course. Topics include basic installation and maintenance practices; basic electronics; introduction troubleshooting control circuit, and gas heating and cooling; commercial airside systems chimneys, vents, and flues; air quality equipment; leak detection, evacuation, recovery, and charging; fiberglass and flexible duct systems. All course materials, including textbook, provided. 96 contact hours

VICTORIA
Feb. 3-June 1* Term: 202025
Mon. & Wed. • 6-9 p.m.
VC Main Campus
College Services & Training Building, Room 104-A
*(Class will not be held March 16-20 or May 25)

GONZALES
Feb. 24-June 22* Term: 202035
Mon. & Wed. • 6-9 p.m.
VC Gonzales Workforce Training Center, Room 205
*(Class will not be held March 16-20 or May 25)

Heating, Ventilation, and Air Conditioning (HVAC)
Level 3—$625
HART 2038
Prerequisite: Successful completion of HVAC Level 2
This is an advanced study of construction drawings. Topics include: Construction drawings and specifications; System balancing; energy conservation equipment; building management systems; system startup and shutdown; commercial and industrial refrigeration systems; and Alternative heating and cooling systems. All course materials, including textbooks, provided. 96 contact hour

GONZALES
Jan. 14-May 7* Term: 202025
Tues. & Thurs. • 6-9 p.m.
VC Gonzales Workforce Training Center, Room 205
*(Class will not be held March 16-20)

The schedule is subject to change. Classes may be added, canceled, or postponed. Visit VictoriaCollege.edu/WCE to view the current schedule.
MILLWRIGHT

CNBT 1091

Prerequisite: Basic reading and math skills
Core Curriculum: Introductory Craft Skills is common to all NCCER Training Programs and is required for NCCER Certification for all Level 1 courses. No prior experience necessary. This course provides an introduction to basic safety, construction math, hand tools, power tools, blueprints, rigging, communication skills, and basic employability skills. All course materials, including textbook, provided. 40 contact hours

VICTORIA
Jan. 27-Feb. 19 Term: 202025
First 2 weeks: Mon., Wed. & Fri. • 6-10 p.m.
Last 2 weeks: Mon. & Wed. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 223

GONZALES
Jan. 6-Feb. 10* Term: 202025
Mon. & Wed. • 6-10 p.m.
VC Gonzales Workforce Training Center, Room 204
*(Class will not be held on Jan. 20)

Millwright Level 1/2 Combo–$1,300
MCHN 1023/1029

Prerequisite: Successful completion of Core Curriculum: Introductory Craft Skills
This course provides an introductory study of millwright; orientation to the trade; millwright hand tools; fasteners and anchors; Gaskets and O-Rings; basic layout; and Oxyfuel Cutting. This course also provides an intermediate study of millwright; intermediate trade math; field sketching; intermediate blueprint reading; millwright power and specialty tools; setting base and soleplates; and introduction to bearings. All course materials, including textbook, provided. 136 contact hours

VICTORIA
Feb. 10-June 15* Term: 202025
Mon. & Wed. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 225
*(Class will not be held March 16-20 or May 25)

Millwright Level 3–$900
MCHN 2005

Prerequisite: Successful completion of Millwright Level 2
This course provides an advanced study of millwright; Advanced Trade Math, Precision Measuring Tools, Installing Packing, Installing Seals, Installing Mechanical Seals, Removing and Installing Bearings, Couplings, Fabricating Shims, Alignment Fixtures and Specialty Jigs, Pre-alignment for Equipment Installation, Installing Belt and Chain Drives and Installing Fans and Blowers. All course materials, including textbook, provided. 96 contact hours

VICTORIA
Feb. 11-May 7* Term: 202025
Tues. & Thurs. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 225
*(Class will not be held March 16-20)

Millwright Level 4–$900
MCHN 2007

Prerequisite: Successful completion of Millwright Level 3
This course provides an advanced study of millwright; Conveyors; Troubleshooting and Repairing Conveyors; Conventional Alignment; Pumps; Troubleshooting and Repairing Pumps; Compressors and Compressor Maintenance; Basic Pneumatic Systems; Troubleshooting and Repairing Pneumatic Equipment; Basic Hydraulic Systems; Troubleshooting and Repairing Hydraulic Equipment; Troubleshooting and Repairing Gearboxes. All course materials, including textbook, provided. 96 contact hours

VICTORIA
May 19-Aug. 6 Term: 202035
Tues. & Thurs. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 225

Millwright Certified Plus Performance Verification–$800
MCHN 2009

Prerequisite: Successful completion of Knowledge Verification for Millwright through the Industrial Merit Shop Education Foundation (IMSEF) within the last 12 months.
To take the written exam for Millwright Knowledge Verification, contact Shelley Callaway, Director of Education for IMSEF, at (361) 485-6839 or Shelley.Callaway@VictoriaCollege.edu.

NCCER’s Certified Plus certification requires both knowledge and performance verification. Participants will be tested on hands-on skills associated with their craft.

Millwright Certified Plus Performance Verifications will be scheduled on an as needed basis. Please contact (361) 582-2528 for scheduling options.

This course is offered at the VC Emerging Technology Complex, Industrial Training Center, Room 125. Course length will depend on experience level, with a maximum of 10 hours allowable.

Financial Aid & Scholarship Opportunities
For details, visit www.VictoriaCollege.edu/WCE

LAW PAW
Millwright Level 5 Student
Pursuing Associate of Applied Science Degree – Mechanical Technology
“The basics that I have learned will help me continue with more training and hands-on skills – pumping and repairing. The class is great.”

Revised 03/11/2020

The schedule is subject to change. Classes may be added, canceled, or postponed. Visit VictoriaCollege.edu/WCE to view the current schedule.
PIPEFITTING

Pipefitting Level 3—$800
PFPB 2007

Prerequisite: Successful completion of Pipefitting Level 2
This intermediate course provides study in piping systems; Rigging Equipment, Rigging Practices, Standards and Specifications, Advanced Trade Math, Motorized Equipment II, Introduction to Aboveground Pipe Installation, Field Routing and Vessel Trim, Pipe Hangers and Supports, and Testing Piping Systems and Equipment. All course materials, including textbook, provided. 96 contact hours

VICTORIA
Feb. 17-May 13* Term: 202025
Mon. & Wed. • 6-10 p.m.
VC Liberty Street Industrial Training Center
*(Class will not be held March 16-20)

DID YOU KNOW?
The number of Pipefitters & Plumbers needed for the Golden Crescent region is anticipated to grow 14% by 2028 with the median salary of $25.60/hour, depending on skill level.

Data source: US Department of Labor

PLUMBING

Plumbing Level 2—$600
PFPB 1023

Prerequisite: Successful completion of Plumbing Level 1
This course provides an intermediate study of the Plumbing trade; Plumbing Math Two, Reading Commercial Drawings, Structural Penetrations, Insulation, and Fire Stopping, Installing and Testing DWV Piping, Installing Roof, Floor, and Area Drains, Installing and Testing Water Supply Piping, Types of Valves, Installing Fixtures and Valves, Installing Water Heaters, Basic Electricity, and Fuel Gas and Fuel Oil Systems. All course materials, including textbook, provided. 96 contact hours

VICTORIA
Jan. 7-April 2* Term: 202025
Tues. & Thurs. • 6-10 p.m.
VC Liberty Street Industrial Training Center
*(Class will not be held March 16-20)

Classes fill quickly, register early!
POWER LINE WORKER

Core Curriculum: Introductory Craft Skills—$285
CNBT 1091

Prerequisite: Basic reading and math skills
Core Curriculum: Introductory Craft Skills is common to all NCCER Training Programs and is required for NCCER Certification for all Level 1 courses. No prior experience necessary. This course provides an introduction to basic safety, construction math, hand tools, power tools, blueprints, rigging, communication skills, and basic employability skills. All course materials, including textbook, provided. 40 contact hours.

VICTORIA
Jan. 27-Feb. 19 Term: 202025
First 2 weeks: Mon., Wed. & Fri. • 6-10 p.m.
Last 2 weeks: Mon. & Wed. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 223

Apr. 14-May 14 Term: 202035
Tue. and Thur. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 223

GONZALES
Jan. 6-Feb. 10* Term: 202025
Mon. & Wed. • 6-10 p.m.
VC Gonzales Workforce Training Center, Room 204
*(Class will not be held on Jan. 20)

Power Line Worker Level 1—$750
ELPT 1021 / LNWK 1011

Prerequisite: Successful completion of Core Curriculum: Introductory Craft Skills
This course provides an introduction to the Power Line Worker trade. Key content includes: Power Line Worker Safety, Introduction to Electrical Circuits, Introduction to Electrical Theory, Climbing Wooden Poles, Climbing Structures Other Than Wood, Tools of the Trade, Aerial Framing, Utility Service Equipment, Rigging, Setting and Pulling Poles, Trenching, Excavating, and Boring Equipment, and Introduction to Electrical Test Equipment. Textbook and hardhat included.

Students must purchase some tools and supplies (View power line worker admission requirements and supplies at https://bit.ly/2MKEfnw) and will be required to pass a criminal and driving record background check. 124 contact hours

Application Deadline: Friday, Dec. 6, 2019

VICTORIA
Feb. 10-May 4* Term: 202025
Mon. & Wed. • 6-10 p.m.
Additional 4 Saturdays from 8 a.m.-5 p.m. required
VC Emerging Technology Complex
Industrial Training Center, Room 226 and Victoria Electric Cooperative Training Site
*(Class will not be held Mach 16-20)

DID YOU KNOW?
The number of Power Line Workers needed for the Golden Crescent region is anticipated to grow 8% by 2028 with the median salary of $21.63/hour, depending on skill level.

Data source: US Department of Labor

Financial Aid & Scholarship Opportunities
For details, visit www.VictoriaCollege.edu/WCE

Revised 03/11/2020
SCAFFOLDING

CNBT 1091

Prerequisite: Basic reading and math skills
Core Curriculum: Introductory Craft Skills is common to all NCCER Training Programs and is required for NCCER Certification for all Level 1 courses. No prior experience necessary. This course provides an introduction to basic safety, construction math, hand tools, power tools, blueprints, rigging, communication skills, and basic employability skills. All course materials, including textbook, provided. 40 contact hours

VICTORIA
Jan. 27-Feb. 19 Term: 202025
First 2 weeks: Mon., Wed. & Fri. • 6-10 p.m.
Last 2 weeks: Mon. & Wed. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 223

Apr. 14-May 14 Term: 202035
Tue. and Thur. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 223

GONZALES
Jan. 6-Feb. 10* Term: 202025
Mon. & Wed. • 6-10 p.m.
VC Gonzales Workforce Training Center, Room 204
*(Class will not be held on Jan. 20)

Scaffolding–$750
CBFM 1021

Prerequisite: Successful completion of Core Curriculum: Introductory Craft Skills
This course provides an introduction to scaffolding. Key content includes Introduction to the Trade, Trade Safety, Trade Tools and Equipment, Trade Math, Stationary Scaffolds, Mobile Scaffolds and Suspension Scaffolds. Note – tuition includes the following tools: scaffold-builder ratchet, hammer, level, wire cutter, and tape measure. Textbook included.

Students will be required to provide personal protective equipment (Access the list at https://bit.ly/345B1k6). 72 contact hours

VICTORIA
Scheduled upon request
(361) 582-2528

Scaffolding Certified Plus Performance Verification–$250
CBFM CE01

Prerequisite: Successful completion of Knowledge Verification for Scaffolding through the Industrial Merit Shop Education Foundation (IMSEF) within the last 12 months. To take the written exam for Scaffolding Knowledge Verification, contact Shelley Callaway, Director of Education for IMSEF, at (361) 485-6839 or Shelley.Callaway@VictoriaCollege.edu.

NCCER’s Certified Plus certification requires both knowledge and performance verification. Participants will be tested on hands-on skills associated with their craft.

Scaffolding Certified Plus Performance Verifications will be scheduled on an as needed basis. Minimum class size is 2 participants. Please contact (361) 582-2528 for scheduling options.

This course is offered at the VC Emerging Technology Complex, Industrial Training Center, Room 121. Course length will depend on experience level, with a maximum of 7 hours allowable.
WELDING

Core Curriculum: Introductory Craft Skills—$285
CNBT 1091

Prerequisite: Basic reading and math skills
Core Curriculum: Introductory Craft Skills is common to all NCCER Training Programs and is required for NCCER Certification for all Level 1 courses. No prior experience necessary. This course provides an introduction to basic safety, construction math, hand tools, power tools, blueprints, rigging, communication skills, and basic employability skills. All course materials, including textbook, provided. 40 contact hours

VICTORIA
Jan. 27-Feb. 19 Term: 202025
First 2 weeks: Mon., Wed. & Fri. • 6-10 p.m.
Last 2 weeks: Mon. & Wed. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 223

Apr. 14-May 14 Term: 202035
Tue. and Thur. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 223

GONZALES
Jan. 6-Feb. 10 Term: 202025
Mon. & Wed. • 6-10 p.m.
VC Gonzales Workforce Training Center, Room 204
*(Class will not be held on Jan. 20)

Feb. 25–Apr. 2 Term: 202035
Tues. & Thurs. • 6–10 p.m.
VC Gonzales Center IE Building
*(Class will not be held March 16-20)

Welding Level 1—$1,450
WLDG 1007

Prerequisite: Successful completion of Core Curriculum: Introductory Craft Skills
This course provides an introductory study of basic welding processes. Course topics include: Welding Safety, Oxyfuel Cutting, Plasma Arc Cutting, Air Carbon Arc Cutting and Gouging, Base Metal Preparation, Weld Quality, SMAW — Equipment and Safety, Shielded Metal Arc Electrodes, SMAW — Beads and Fillet Welds, Joint Fit-Up and Alignment, SMAW — Groove Welds and Backing, and SMAW — Open V-Groove Welds. Textbook included.
Students will be required to provide personal protective equipment (Access the list at https://bit.ly/2Wce7VN). 144 contact hours

VICTORIA
March 3-July 9 Term: 202035
Tues. & Thurs. • 6-10 p.m.
VC Liberty Street Industrial Training Center
*(Class will not be held March 16-20)

GONZALES
March 2-July 17 Term: 202035
Mon., Wed., & Fri. • 6-10 p.m.
VC Gonzales Workforce Training Center Welding Lab
*(Class will not be held March 16-20, April 10, or May 25)

Welding Level 2/3 Combo—$2,300
WLDG 2013 / WLDG 1041

Prerequisite: Successful completion of Welding Level 1
This course is an intermediate study of welding and combines certifications for both Level 2 and 3. Prerequisite: Successful completion of Welding 1. Key content includes Welding Symbols, Reading Welding Detail Drawings, Physical Characteristics and Mechanical Properties of Metals, Preheating and Post-heating of Metals, GMAW & FCAW - Equipment and Filler Metals, GMAW & FCAW – Plate, GTAW - Equipment and Filler Metal, and GTAW – Plate; SMAW - Open-Root Pipe Welds, GMAW - Pipe, FCAW - Pipe, GTAW - Carbon Steel Pipe, GTAW - Low Alloy and Stainless Steel Pipe, and SMAW - Stainless Steel Groove Welds. Textbook included.

Students will be required to provide personal protective equipment (Access the list at https://bit.ly/2Wce7VN). 220 contact hours

VICTORIA
March 2-July 17 Term: 202035
Mon., Wed., & Fri. • 6-10 p.m.
VC Liberty Street Industrial Training Center
*(Class will not be held March 16-20, April 10, or May 25)

GONZALES
March 2-July 17 Term: 202035
Mon., Wed., & Fri. • 6-10 p.m.
VC Gonzales Workforce Training Center Welding Lab
*(Class will not be held March 16-20, April 10, or May 25)

Caterpillar donated 10 welding helmets and 22 safety lenses valued at $3,407.60 to Victoria College's Workforce and Continuing Education Department.

Pictured from left are Matthew Sather, Caterpillar development program senior associate welding engineer; Michael Davis, Caterpillar manufacturing engineer supervisor; Tim Webb, Caterpillar business resource manager; Rachel Nessel, VC workforce and continuing education assistant director; and Dwayne Maly, VC industrial programs director.
**College can be challenging. We can help.**

(361) 582-2400 • VC Main Campus-Student Services Building

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*May have an associated cost.*
Spanish for the Healthcare Provider—$150
FRNL 1001

With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it’s more crucial than ever for health professionals to learn medical Spanish. What’s more, adding Spanish skills to your résumé can broaden your career horizons. This course skips the “touristy” topics and focuses on the survival Spanish medical personnel really need to know in a medical setting. All course materials included. Provided textbook: Workplace Spanish: Hospitals & Nurses. Facilitated by Vince Ortiz. 15 contact hours

GONZALES
April 14–30 Term: 202035
Tues. & Thurs. | 6–8:30 p.m.
VC Gonzales Center, Room 105

French—Beginning Conversational
FREN CE01

This course will teach you how to communicate easily and comfortably with those who speak French. You’ll learn practical, common phrases that will make your trip to the many French-speaking regions of the world more pleasant.

Italian, Instant
ITAL CE01

This dynamic course will teach you how to express yourself comfortably in Italian. You’ll learn practical, everyday words and phrases that will make your stay in Italy more enjoyable.

Japanese—Conversational
JAPA CE01

Whether you want to learn conversational Japanese for travel or just for fun, you’ll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

Sign Language—Discover
SIGN CE01

It’s truly amazing that we can communicate just by using our hands! Add different facial expressions, and you have a conversation—the language of Deaf people. In this course, you’ll discover how to use this graceful, expressive language to communicate with Deaf people.

Spanish, Speed
SPAN CE01

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You’ll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!

New classes begin monthly

Jan. 15-March 6
Feb. 12-April 3
March 18-May 8
April 15-June 5
May 13-July 3

To register or for more choices, visit www.Ed2Go.com/Victoria.
VC’S TOP PICKS

ONLINE COURSES

New classes begin monthly

Jan. 15-March 6
Feb. 12-April 3
March 18-May 8
April 15-June 5
May 13-July 3

Register or for more choices, visit www.Ed2Go.com/Victoria.

BUSINESS

Accounting Fundamentals

Whether you’re a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.

Project Management Fundamentals

Master the essentials of project management with this 6-week course. You’ll become an indispensable member of your project team by discovering and mastering the critical concepts you need to plan, implement, control, and close any type of project.

Using Social Media in Business

Learn how to use the most popular social media platforms – Facebook, Twitter, LinkedIn, Pinterest, and Instagram – to grow and promote your business. Harness the power of social media to connect with new customers, advertise products, and promote your brand.

COMPUTERS

Introduction to QuickBooks Online

Learn to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. This course will empower you to take control of the financial accounting for your business, all with the ease and convenience of an online platform.

Introduction to Microsoft Excel 2016

Learn Excel with this fun, step-by-step online course. Students will learn dozens of shortcuts and tricks for setting up formatted worksheets quickly and efficiently. By the time you’re done, you’ll be using Excel like a pro!

Introduction to SQL

Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language.

“This is one of the best online courses I have taken. Most concise information explained in easily understandable terms. I am truly thankful to Ms. Charlene Messier for the efforts which she has taken to make such a complex and theoretical subject, so easy to comprehend for a novice like me.”

Accounting Fundamentals Student
Ceramics–$200
ARTS CE03

Express yourself in a relaxed and creative atmosphere! Whether you are a beginner or an advanced student wanting to hone your skills, this course will cover it all. Beginners will learn basic wheel techniques, trimming, and glazing with a knowledgeable instructor. Advanced students may pursue independent projects with instructor guidance if requested. Some open studio time will be available. Students must be 18 years or older to attend. Students must furnish their own clay and tools. Clay will be available for purchase on the first class meeting and the Victoria College Bookstore carries a pottery tool kit. Students should bring towels, a small bucket for water, and an apron (if desired). Space is limited. Facilitated by Gerry Bernhard, Owner of Santa Rosa Pottery.

48 contact hours

VICTORIA
Jan. 14–March 5 Jan. 21-March 12 Term: 202025
Tues. & Thurs. • 5:30–8:30 p.m.
VC Fine Arts Studio, Room 113

March 24–May 14 March 31-May 21 Term: 202035
Tues. & Thurs. • 5:30–8:30 p.m.
VC Fine Arts Studio, Room 113

ONLINE COURSES OFFERED

Genealogy Basics
Learn to trace your family history and make it come alive. This course provides hands-on examples that help you dig deeper into your family’s past using several subscription-based websites that you will be able to access during the course.

Lose Weight and Keep it Off
Discover how to establish a healthy approach to weight loss and weight management. By the end of this course, you’ll know how to set effective goals for eating, exercise, and many other elements that affect your weight, and be on your way to losing weight and keeping it off for good.

Mastering your Digital SLR Camera
Break through the technology barrier and learn how to use your DSLR to take beautiful pictures. By the end of this course, you will be a DSLR master and will be able to use your camera to take the photos you’ve always dreamed of.

Write Like a Pro
Learn how to use story outlines like a professional writer with the help of lessons developed by a published author. This course will show you how to apply narrative structure to lend your fiction writing the maximum dramatic effect.

New classes begin monthly

Jan. 15-March 6
Feb. 12-April 3
March 18-May 8
April 15-June 5
May 13-July 3

To register or for more choices, visit www.Ed2Go.com/Victoria.

Revised 03/03/2020

“I enjoyed the class and instructor. I learned quite a bit and feel like I actually know what I am doing now instead of just blindly trying different settings.”

Mastering Your Digital SLR Camera
Student Testimonial

$145
per online course
price & hours may vary
24 contact hours

The schedule is subject to change. Classes may be added, canceled, or postponed. Visit VictoriaCollege.edu/WCE to view the current schedule.
The Academy of Lifelong Learning (ALL) is a member-driven organization for active adults, offering classes and social activities for continued intellectual and personal growth.

Don’t miss this opportunity to participate in:

Events & Activities
• Day & Evening Trips
• Education & Personal Enrichment
• Games
• Hobbies & Leisure Learning

View a complete listing of events & activities at www.VictoriaCollege.edu/AcademyOfLifelongLearning.

ANNUAL MEMBERSHIP
Annual fee is $60 and renews each September.

Membership entitles you to participate in any of the ALL activities at no additional charge, with the exception to a few activities that have a supply or travel fee.
PREMIER WORLD DISCOVERY TRIPS

To partake in these incredible trips, become a member of the VC Academy of Lifelong Learning (ALL) today! (see page 25).

September 22, 2020
“Highlights of Bavaria & Austria"
9 Days - Munich • Vienna • Prague • Oberammergau Passion Play

December 4, 2020
“New York City Holiday”
5 Days - NYC Tour • Rockfeller Center • Statue of Liberty & Ellis Island • 9/11 Memorial & more

Contact Jennifer Mann, VC Academy of Lifelong Learning Program Specialist, at Jennifer.Mann@VictoriaCollege.edu for trip details, including pricing.
Thank you, Victoria College Foundation! Your scholarship helped us begin our journey.

Victoria College is one of the few community colleges that awards scholarships to continuing education students.

$840,000 awarded to 1,120 students since 2015.

SCHOLARSHIP RECIPIENTS

ROBERT SANCHEZ
“I successfully completed the Electrical 1 course with the help of your scholarship. I am very grateful I was given the chance. The scholarship helped me to become NCCER certified and land a job in the electrical field. Thank you!”

BRANDON ALFORD
“I currently work for a small electrical company where we do a little powerline work. It didn’t take long for me to realize working on powerlines was what I wanted to do as a career. Thank you for the opportunity in pursuing my dream career.”
Victoria College partners with OnCourse Learning Real Estate to offer online Real Estate pre-license courses. OnCourse Learning Real Estate's pre-license courses are approved by the Texas Real Estate Commission – Provider Number (Pre) – 0570.

Texas Real Estate Commission (TREC) now requires exams to be taken in the presence of a qualified, eligible Proctor to qualify for a certificate of completion. Students are responsible for making their own arrangements for testing. For VC Testing Center services, please call (361) 582-2589. Additional fees apply.

TREC requires that students with any criminal offenses, unpaid judgment, had discipline taken against a professional or occupational license, or have performed unlicensed activity, consider submitting a completed Moral Character Determination Form before applying for a license.

All courses are online and begin immediately upon registration. Students can register for classes using various package options or as individual classes. For information regarding the purchase, policies, exams, refunds, extensions, etc., contact OnCourse Learning Real Estate at (800) 532-7649 or visit https://partners.oncourselearning.com/real-estate/1902.

• Texas Principles of Real Estate I
• Texas Principles of Real Estate II
• Texas Law of Agency
• Texas Law of Contracts
• Texas Real Estate Finance
• Texas Promulgated Contracts

For details call (361) 582-2528 or visit www.VictoriaCollege.edu/RealEstate.

How do I get my real estate license?

1. PICK YOUR PACKAGE
   There are multiple options for packages for pre-license. Choose the level of package that best fits your needs. Keep in mind though that packages containing Exam Prep & MathMaster not only help you best prepare for your exam, they also come with the Quality Guarantee!*

2. CHECK YOUR INBOX
   After you complete checkout, you will receive an email with your course and your student login information.

3. START LEARNING
   You can access your courses anytime, anywhere, and on any device. All of your courses are mobile compatible. Study at your own pace—as fast as you want or as your schedule allows.

4. FINISH THE COURSE
   Great job! Now it’s time to take your course exam. Texas Real Estate Commission (TREC) requires course final exams to be taken in the presence of a qualified, eligible Proctor to qualify for a certificate of completion. Students are responsible for making their own arrangements for testing. Additional fees apply.

5. CELEBRATE
   You passed!

6. SUBMIT & SIT
   Submit your Sales Agent application and fee to the Texas Real Estate Commission (TREC) online or via mail. Course completion can be emailed to documents@trec.texas.gov or submitted with paper Sales Agent application. Get your fingerprints taken by the Texas Department of Public Safety (DPS) so a background check can be performed. Texas license exams are administered by PearsonVUE, a testing service company. You will be sent notice with instructions for scheduling the exam and obtaining a copy of the exam Candidate Handbook. TREC Fee Schedule can be found at: https://www.trec.texas.gov/agency-information/fee-schedule.

7. GET YOUR LICENSE
   You passed your state exam! Congratulations! You will be issued an inactive license. You need to be sponsored by an active Texas Licensed broker to work. You can complete a sponsorship request on the TREQ website. Once the broker has accepted your request, your active license will be issued, and you can work as a Sales Agent in the state of Texas!

* Quality Guarantee. In the instance that one of our students does not pass the state exam on the first try, OnCourse Learning Real Estate will reimburse that student for their second state exam fee. To be eligible for reimbursement, the student must take the state exam within 1 year of completing our course and must have also passed our course exam with a grade of at least 80%.
Victoria College partners with OnCourse Learning Real Estate to bring you an online real estate school that offers you the convenience of studying at your own pace in any location with Internet connection to complete your Texas real estate continuing education requirements. Our Texas real estate continuing education online courses meet the requirements of the Texas Real Estate Commission (TREC).

Real Estate School Approval
Provider Number (CE) – 0164
All classes begin upon registration

For additional information call (361) 582-2528 or visit www.VictoriaCollege.edu/RealEstate.

TREC 2019-2020 Broker Responsibility—$39

The purpose of this course is to provide brokers with instructional materials on the rules, policies and regulations governing the real estate industry in the state of Texas. This course material provides individuals with the fundamental information needed to understand all broker-related real estate guidelines and procedures established by the Texas Real Estate Commission. This online course meets the requirement for 6 hours of mandatory continuing education in broker responsibility.

Other available courses include:
(Courses below range from 3-6 hours and $19-$39)

- ADA and Fair Housing
- Basic Real Estate Finance
- Business Management in a Broker Office
- Check It Out: Home Inspection in Real Estate Practice
- Commercial Finance and Investment Analysis
- Commercial Leases
- Commercial Sales and Exchanges
- Concepts in Appraising Green Residential Buildings
- Federal Law and Commercial Real Estate
- Green Home Construction
- Green Home Features
- Methods of Residential Finance
- Pricing Property to Sell
- Principles of Commercial Real Estate
- Property Valuation: Sales Comparison Approach
- Property Valuation: Cost Approach Overview
- Property Valuation: Income Capitalization Overview
- Real Estate Self Defense: Protect You and Your Client
- Short Sales and Foreclosures
- Structuring Ownership in Commercial Real Estate
- Tax Advantages of Home Ownership
- Tax Free Exchanges
- Technology Trends in Real Estate

9 Habits of Highly Successful Real Estate Agents

1. Look at the Bright Side & Stay Positive
2. Keep a Schedule
3. Take Advantage of Available Resources
4. Respect Your Time
5. Evaluate Prospects
6. Always be Prospecting
7. Always be Learning
8. Go Local – Stay Current on Community Events
9. Build Relationships
MOTORCYCLE SAFETY

Basic Motorcycle Safety—$250
MBRC CE01

The Motorcycle Basic RiderCourse is designed for both the beginner rider and the experienced rider to sharpen existing skills and learn new ones. Special emphasis is placed on mastering full control of the motorcycle. The course also covers advanced physical and mental skills needed to ride the motorcycle safely, and defensive street riding strategies. Upon successful completion of the course, students are issued a MSB-8 certificate which should satisfy The Texas Department of Public Safety’s written and driving exams for those 18 and over. Students less than 18 years of age will still need to take the TX DPS driving exam. Motorcycle and helmet provided. Prior to class, students are required to complete the MSF online eCourse. MSF eCourse fee is included in the class tuition. Classes fill quickly; early registration is encouraged. 16.5 contact hours.

COURSE DATES
March 7-8
March 14-15
March 20-29 - Canceled
April 4-5 - Canceled
April 18-19
April 25-26
May 9-10
May 16-17
May 23-24
June 6-7
June 13-14
June 20-21
July 11-12
July 18-19
July 25-26

CLASS TIMES
This course takes a full weekend to complete. Class meets Saturday, 7:30 a.m.-5 p.m. and Sunday 8 a.m.-5 p.m.

LOCATIONS
This class is held at the VC Emerging Technology Complex, Industrial Training Center, Room 221 which is adjacent to the motorcycle riding range.

For more information, please visit www.VictoriaCollege.edu/MotorcycleSafety.

TRUCK DRIVING

Truck Driving—$3,780
(Texas Specific)

The Commercial Truck Driving course prepares persons for entry-level employment in the industry. This course provides classroom instruction with emphasis on safety, rules, regulations, and techniques. Behind-the-wheel driving range activities, public street and highway driving are also included. Opportunities are available for students to meet with recruiters from the trucking industry. Students will take the Commercial Driver’s License written and driving examinations at the Department of Public Safety as a class activity. Students must pass DOT physical, drug, and alcohol assessment prior to registration. All materials included; up to $60.00 reimbursement provided for permits. 286 contact hours

This course is offered at the VC Emerging Technology Complex and VC Gonzales Center. Call (361) 485-6830 for class dates.

MELISSA CLAUSSELL
VC Truck Driving Graduate
Food Bank of the Golden Crescent, Driver

“The instructors gave us a lot of information about how it’s going to be in the real world. It was a great experience overall.”

Motorcycle RiderCoaches

LEE LEMMONS
Lee Lemmons, a resident of Victoria since 1995 and one of Victoria College’s newest MSF certified RiderCoaches, is excited to share his joy of safe, responsible motorcycle riding with others. He began his riding experience at the age of 12 on a Honda Trail 70. He currently rides a Kawasaki Voyager 1700 and Kawasaki Concours 1400. Lee is married, a father and grandfather. He is a graduate of the Commonwealth College of Mortuary Science in Houston, Texas and has been a Peace Officer for over 37 years. Lee is currently employed by the Victoria Police Department as a Sergeant assigned to the Patrol Division.

MICHAEL ROJAS
Michael Rojas began riding motorcycles as a high school student in Houston. After retiring from the U.S. Army where he served as a helicopter mechanic, Michael returned to his hometown of Victoria and earned his Associate of Science degree at Victoria College. Through the years, Michael has collected a stable of vintage and eclectic motorcycles that include a cruiser, sport bike, enduro, motocrosser, scooter, and moped. One of his biggest thrills was racing motocross in the Houston Astrodome. His hobbies include mountain biking, restoring ninth-generation Ford F-150 trucks, and riding motorcycles.
BOOK WITH US!
Conferences, banquets, or business meetings for 1 to 500+ guests

Call Us
(361) 580-3700
Visit Us Online
ConferenceInVictoria.com

Emerging Technology Complex
Schedule a Tour
7403 Lone Tree Road
Victoria, TX 77905

LAW ENFORCEMENT: POLICE ACADEMY

What VC offers:
18-week Day Academy (each fall and spring)
Intense academic, physical fitness, and hands-on training

To apply or for more information visit, VictoriaCollege.edu/LawEnforcement or call (361) 572-6426.
INSTITUTIONAL LEADERSHIP
An effective leader understands the importance of interpersonal relationships, personal philosophy, and management skills to creating a student-centered institution.

ENGLISH AS A SECOND LANGUAGE (ESL)
Reading/writing • Speaking/listening • Citizenship
Digital Literacy classes now available!

ADULT BASIC EDUCATION
Adult Basic Education (ABE) classes include reading, writing, math, science, and social studies. Real-world life skills and job attainment, retention, and advancement.

Set your own educational goals and work at your own pace. Basic skills classes may be useful for GED, college, employment preparation, or for personal or family educational advancement.

Who’s eligible? Individuals with basic education needs and 18 years old or older OR 16-17 years old - under special provision

HIGH SCHOOL EQUIVALENcy PREPARATION
Classes are offered in basic reading, writing, and math and also prepare you to take the GED.

Classes are offered mornings, afternoons, and evenings.

Don’t have time for a set class schedule? We have two options.
1. Resource Lab
Offers a chance to set your own schedule and work when it’s convenient for you.
2. Distance Learning
All you need is access to a computer and the internet—whether it’s yours, the local library’s, or a computer at Victoria College.

COLLEGE & CAREER PREPARATION
A variety of certificates and degrees are offered. We make it easy to transition into many programs.

SAIL Program
A combination of technical training and basic reading/writing and math skills to prepare you to enter a career and earn your high school equivalency at the same time. Tuition assistance is offered for various industrial trades and health careers (see reverse for more details).

College Readiness Classes
Need help raising your TSI scores or just want help preparing? We offer TSI prep classes focusing on math, reading, and writing.

THREE WAYS TO ENROLL:
• Information Session
Offered every Wednesday at 9 a.m. AND 6 p.m.
Victoria College Main Campus
Continuing Education Center
2200 E. Red River Street, Victoria, TX
(Building faces Ben Jordan Street)

• Online
Visit VictoriaCollege.edu/AdultEducation and complete a Student Interest Form.

• In Person
Victoria College Main Campus
Continuing Education Center
2200 E. Red River Street, Victoria, TX
(Building faces Ben Jordan Street)
Kids College
In Partnership with Texas A&M Agrilife Extension and Texas Master Naturalist/Mid-Coast Chapter

Kids in the Kitchen Camp

Junior Naturalist Camps

COMING THIS SUMMER!

JUNE 22-25

(361) 485-6830
Mary.Hardy@VictoriaCollege.edu

COMING THIS SUMMER!

JULY 13-16

(830) 672-6251
Cindy.Finch@VictoriaCollege.edu
Notice to Students Pursuing a Victoria College Program That Prepares Them for an Occupational License:

Under Texas law, if you apply for or enroll in a program that may prepare you for an initial occupational license, and/or if you later decide to change to one of these programs, please be aware that:

1. An individual who has been convicted of a crime may be ineligible for an occupational license after completing the related educational program;
2. Each licensing authority that issues occupational licenses to students who complete educational programs must establish guidelines, including the reasons a particular crime is considered to relate to a particular license and any other standards that affect the decisions of the licensing authority;
3. A licensing authority may issue additional state or local restrictions or guidelines to determine the eligibility of an individual who has been convicted of a crime for an occupational license;
4. A person may request a criminal history evaluation letter regarding the personal eligibility for a license issued by a licensing authority.

Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license. Questions related to eligibility requirements should be directed to the applicable licensing authority.

Access the Occupational License Program List at:
www.VictoriaCollege.edu/docs/default-source/CollegeAdvancement/marketing/licensure-majors.pdf

Victoria Empty Bowls
Sunday, February 9, 2020 • 11 a.m.-1 p.m.
Victoria College Student Center

Victoria College art students and area potters have been busy making bowls throughout the past year to prepare for this event.

Bowl price is $20 and includes soup, bread, and drink donated by area restaurants and caterers.

Proceeds benefit: Food Bank of the Golden Crescent, Christ's Kitchen, Victoria Christian Assistance Ministry (VCAM), Victoria County Senior Citizen Center, and Victoria College Visual Arts Scholarship

Help us support the agencies in our community whose mission is to fight hunger.
Call (361) 582-2590 for more information.
Air Conditioning and Refrigeration Institute (ARI)
American Heart Association (AHA)
The Center for Legal Studies (CLS)
Development Dimensions International, Inc (DDI)
Ed2Go
Environmental Protection Agency (EPA)
ESCO Institute
Health & Human Services (HHS)
Industrial Merit Shop Education Foundation (IMSEF)
National Center for Construction Education and Research (NCCER)
National Healthcareer Association (NHA)
Occupational Safety Health Administration (OSHA)
OnCourse Learning Real Estate
Texas Commission on Law Enforcement (TCOLE)
Texas Department of Licensing and Regulations (TDLR)
Texas Department of Public Safety (DPS)
Texas Department of State Health Services (DSHS)
Texas Real Estate Commission (TREC)

FAQS
Listed are common frequently asked questions.

What is your cancellation policy?
Victoria College reserves the right to cancel classes and change class times or instructors as needed without notice. In the event of inclement weather, class may be cancelled. Students will be notified via the phone number listed on their registration form.

What is the Refund Policy?
No refunds will be given after the course start date.

A 100% refund is given if a withdrawal request is received before the class begins, or if the class is cancelled by the College. No refund is issued after the class begins. Police Academy students will receive an 80% refund if the withdrawal is completed during the first five calendar days following the first class meeting.

Refund checks will be mailed and should be received within 4 weeks of cancellation.

What special accommodations are available?
Any participants with disabilities who need special accommodations should call to request those accommodations as soon as possible, but no later than one week prior to the beginning of class. For more information, please call (361) 572-6405.

Is tobacco allowed at your training locations?
Tobacco use and the use of smokeless devices like electronic cigarettes is prohibited in all College facilities, grounds, and parking lots.
Employee Training

Victoria College trains all types of employees including front-line staff, middle management, and supervisors. From 1 person to groups of 35. Scheduling is at your convenience, including nights, weekends, or early mornings. Training can be conducted at your location or at various Victoria College facilities.

Customized Training Areas

Ask us about other training opportunities not listed.

COMPUTER
- Computers in the Workplace
- Introduction to Computers
- Microsoft Excel, Word, PowerPoint, Access, and Outlook
- QuickBooks

HEALTH CAREERS
- Emergency Medical Services (ACLS, PALS, ITLS, EMR, and CPR)
- Medical Professional Development

BUSINESS
- Accounting Basics
- Customer Service
- DDI® Training
- Managing Multiple Priorities
- Resolving Conflict

SOFT SKILLS
- Communication/Interpersonal Skills
- Interacting with Others
- Leadership
- Decision Making
- Professionalism in the Workplace
- Responsibility

INDUSTRIAL
- Fire Extinguisher
- Forklift
- Lean Manufacturing
- OSHA 10 & 30
- Safety & Accident Prevention
- Scaffold Training
- Truck Driving
- Visible Emissions
- Welding

FOR MORE INFORMATION OR TO SCHEDULE TRAINING

Rachel Nessel • (361) 582-2575
Toll free (877) 843-4369
Rachel.Nessel@VictoriaCollege.edu
www.VictoriaCollege.edu/CustomizedTraining