GET ON THE RIGHT TRACK

WCE
Workforce & Continuing Education
Summer/Fall 2020 Schedule

BASIC ACCOUNTING
Finance, Accounting, & Economic Strategies

GENEALOGY FOR BEGINNERS
Perfect for Amateur Family Historians

PASTEL PAINTING
Easy Pastel Techniques

CORE CURRICULUM:
INTRODUCTORY CRAFT SKILLS
Get started with your NCCER Certification

GET ON THE RIGHT TRACK
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.

Getting on the right track has never been easier. We are happy to offer short-term classes that are designed to give you the knowledge and hands-on skills needed in a variety of different workplaces.

Our schedule has endless possibilities that include something for everyone. Be sure to look for our awesome Kids College that is back this summer for kids aged 5-12. We are also offering pastel painting which is great for all experience levels.

You can also find basic accounting, welding, CDL training, and much more. Let us help you get on track with the training that you need to succeed.

HOW TO READ THE SCHEDULE

Below is an explanation of how to read the course offerings in the schedule.

Microsoft Word–Basics–$45

POFI CE01

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

VICTORIA

Nov. 12–14

Mon. & Wed. • 6–8 p.m.

VC Emerging Technology Complex, Room 307

Term: 2020

VC HOLIDAYS (COLLEGE CLOSED)

Classes will not be held on the following days.

Memorial Day Holiday-May 25 • Independence Day-July 4
Labor Day-Sept. 7 • Fall Break-Nov. 22-28 • Winter Break-Dec. 20-31
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>
<th>OSA</th>
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<td>Business Management</td>
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<td>Accounting Technician</td>
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<td>Business Relationship</td>
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### Health Careers

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<td>Medical Coding*</td>
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<td>Medication Aide*</td>
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<td>Nursing-Professional**</td>
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<td>Nursing-Vocational**</td>
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<td>Pharmacy Technician*</td>
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<td>Veterinary Assistant*</td>
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### Industrial Trades

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1. **NONCREDIT TRAINING COURSES** can lead to an industry-recognized credential and a good-paying job.
2. **CREDIT PROGRAMS** lead to a degree, certificate, or academic transfer.
3. *Additional admission requirements are necessary for this course or program.*
4. **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.

**Build Your Career One Step at a Time.** Victoria College offers a variety of options for you to gain specific skills and earn a credential – helping you become more marketable to employers – as you work towards your long-term goals.

**WCE** Workforce & Continuing Education

**OSA** Occupational Skills Award

**C** Certificate

**AA** Associate of Arts

**AS** Associate of Science

**AAS** Associate of Applied Science

**T** Transfer

**VC** Victoria College

Est. 1925
Basic Accounting—$75
ACNT 1001
No prior experience necessary. Understanding the numbers associated with day-to-day operations is no longer just the domain of the finance and accounting departments—everyone from lower-level staff to senior managers should learn the fundamentals of the cost of the organization’s product or service, the price strategies involved, and the impact that short- and long-term decisions have on the bottom line. Basic accounting is an introductory course that teaches the basics of finance, accounting, and economic strategies in an easy-to-follow, easy-to-understand format complete with glossaries, diagrams, and self-tests. All course materials included. Provided textbook: Accounting Essentials. Facilitated by Renee Davidson-Moeller. 8 contact hours

Registration deadline: Aug. 6, 2020 at Noon

VICTORIA
Aug. 18-27 Term: 202045
Tues. & Thurs. • 5:30-7:30 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 302

Computer Literacy—$150
ITSC 1012
No prior experience necessary. Included in this remarkable beginner course is computer literacy, Windows 10, 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. 15 contact hours

Registration deadline: Aug. 31, 2020 at Noon

VICTORIA
Sept. 14-30 Term: 202115
Mon. & Wed. • 5:30-8 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 302

Creating Value and Purpose in Your Business—$30
Register for the Lunch & Learn Series for only $75 (page 6).
BMGT CE05
Is your company maximizing its value? Are you sure your company is reaching its potential with those who appreciate your company and its offerings? Explore how marketing is changing from the traditional “4P’s” marketing mix (product, price, place, and promotion) to today's more customer-focused marketing of creating value and purpose; all shared through a customized class discussion. All course materials included. Lunch will be provided. Facilitated by Bret Baldwin. 1.5 contact hours

Registration deadline: Sept. 14, 2020 at Noon

VICTORIA
Sept. 17 Term: 202115
Thurs. • 11:30 a.m.-1 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 302

Global Impacts—$30
Register for the Lunch & Learn Series for only $75 (page 6).
BMGT CE09
This course will help participants improve their knowledge of their company's value from a global perspective as well as their understanding for their company's need for a strong global awareness. All course materials included. Lunch will be provided. Facilitated by Bret Baldwin. 1.5 contact hours

Registration deadline: Nov. 16, 2020 at Noon

VICTORIA
Nov. 19 Term: 202115
Thurs. • 11:30 a.m.-1 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 302

Interpersonal Communication: Words Matter—$30
BMGT CE04
Communication in the workplace is something that is very important yet is something that can be challenging for some. Barriers to effective communication will be discussed and participants will be given some practical tools to improve the communication process. This course will also discuss feedback from the sender and receiver perspectives, and will teach about how to be aware of audience, setting, message clarity, keeping an open mind, and active listening. Facilitated by Roderick Lewis. 4 contact hours

Revised 01/22/2020
The Marketing Amplified series is designed for business or individuals to better understand how marketing is truly the “purpose and heart” of all businesses, and how it ultimately determines and communicates the reasons for the company’s existence through its products and services.

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

We’ll provide lunch and dessert!

Thursday, Sept. 17, 2020
11:30 a.m.–1 p.m.
VC Emerging Technology Complex
Conference & Education Center, Room 302

Creating Value and Purpose in Your Business
Is your company maximizing its value? Are you sure your company is reaching its potential with those who appreciate your company and its offerings? Explore how marketing is changing from the traditional “4Ps” marketing mix (product, price, place, and promotion) to today’s more customer-focused marketing of creating value and purpose; all shared through a customized class discussion. All course materials included. Lunch will be provided. Facilitated by Bret Baldwin.

Thursday, Oct. 15, 2020
11:30 a.m.–1 p.m.
VC Emerging Technology Complex
Conference & Education Center, Room 302

Service-Dominant Logic
This course will evaluate the company’s ability to provide sustainable value to the “triple bottom line” of financial, social responsibility, and environmental performance as well as the purchasers entire experience. All course materials included. Facilitated by Bret Baldwin.

Thursday, Nov. 19, 2020
11:30 a.m.–1 p.m.
VC Emerging Technology Complex
Conference & Education Center, Room 302

Global Impacts
This course will help participants improve their knowledge of their company’s value from a global perspective as well as their understanding for their company’s need for a strong global awareness. All course materials included. Lunch will be provided. Facilitated by Bret Baldwin.

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

For more information, please contact the Workforce & Continuing Education department at (361) 582-2528.
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 will 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:** Oct. 7, 2020 at Noon

**VICTORIA**
Oct. 20-Nov. 10 Term: 202115
Tues. & Thurs. • 5:30-8:30 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

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Microsoft Excel Level 2 in a Day—$95
ITSW 1022

**Prerequisite:** Successful completion of Microsoft Excel 1 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 deadlines:** July 28, 2020 at Noon and Dec. 1, 2020 at Noon

**VICTORIA**
Aug. 8 Term: 202045
Sat. • 8 a.m.-5 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

Dec. 12 Term: 202125
Sat. • 8 a.m.-5 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

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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 deadlines:**
July 1, 2020 at Noon, Oct. 14, 2020 at Noon, and Nov. 3, 2020 at Noon

**VICTORIA**
July 11 Term: 202045
Sat. • 8 a.m.-5 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

Oct. 24 Term: 202115
Sat. • 8 a.m.-5 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

Nov. 14 Term: 202115
Sat. • 8 a.m.-5 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

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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:** Sept. 29, 2020 at Noon

**VICTORIA**
Oct. 10 Term: 202115
Sat. • 1-5 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

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**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

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The schedule is subject to change. Classes may be added, canceled, or postponed. Visit VictoriaCollege.edu/WCE to view the current schedule.
QuickBooks Desktop Version—$200

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: Sept. 7, 2020 at Noon and Oct. 21, 2020 at Noon

VICTORIA
Sept. 10-Oct. 1 Term: 202115
Tues. & Thurs. • 5:30-8:30 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 305

Oct. 26-Nov. 16 Term: 202115
Mon. & Wed. • 5:30-8:30 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 305

Service-Dominant Logic—$30

Register for the Lunch & Learn Series for only $75 (page 6).

BMGT CE09

This course will evaluate the company’s ability to provide sustainable value to the “triple bottom line” of financial, social responsibility, and environmental performance as well as the purchaser’s entire experience. All course materials included. Lunch will be provided. Facilitated by Bret Baldwin. 1.5 contact hours

Registration deadline: Oct. 12, 2020 at Noon

VICTORIA
Oct. 15 Term: 202115
Thurs. • 11:30 a.m.-1 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 302

Skills for Small Business

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.

“Dr. Janet Weaver has been a wonderful instructor. She is very knowledgeable and patient. I have learned so much for a 61 year old student”
Rhonda L. Meador

“I have enjoyed Dr. Janet Weaver’s class and learned alot. She is very patient with me in learning.”
Tina Harmon

The schedule is subject to change. Classes may be added, canceled, or postponed. Visit VictoriaCollege.edu/WCE to view the current schedule.
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
Phlebotomists draw blood from patients, collect a variety
of other specimen samples as well as label the blood
vials. Phlebotomists 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.

VICTORIA
June 3
Aug. 5
Oct. 7
Dec. 2

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.
EMS Training

Advanced Cardiac Life Support—$175
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
Aug. 29 & 30
Nov. 14 & 15

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

First Aid, CPR, and AED—$50
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
July 25
Oct. 24

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
Aug. 29
Nov. 14

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

Pediatric Advanced Life Support—$175
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
June 27 & 28
Sept. 26 & 27

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
June 27
Sept. 26

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

CPR Basic Life Support for Healthcare Providers—$70
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
June 6
July 11
Aug. 1
Sept. 5
Oct. 3
Nov. 7
Dec. 5

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) 582-2575 for details, including costs and upcoming dates.

DID YOU KNOW?

1.4 Million Craft Professional are needed by 2022.

Data source: US Department of Labor
Workforce & Continuing Education
Industrial Trades

If you like working with your hands, are mechanically inclined, and enjoy designing and building things, consider a career in industrial trades.

Available Options

<table>
<thead>
<tr>
<th>Courses</th>
<th>Salary Range*</th>
<th>Length of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrician+</td>
<td>$33,000-$43,000</td>
<td>12 Weeks per level, 4 levels</td>
</tr>
<tr>
<td>HVAC+</td>
<td>$25,000-$45,000</td>
<td>12 Weeks per level, 4 levels</td>
</tr>
<tr>
<td>Millwright+</td>
<td>$28,000-$67,000</td>
<td>12 Weeks per level, 5 levels</td>
</tr>
<tr>
<td>Pipefitting+</td>
<td>$30,000-$46,000</td>
<td>12 Weeks per level, 4 levels</td>
</tr>
<tr>
<td>Plumbing+</td>
<td>$30,000-$46,000</td>
<td>12 Weeks per level, 3 levels</td>
</tr>
<tr>
<td>Power Line Worker+</td>
<td>$37,000-$69,000</td>
<td>12 Weeks per level, 3 levels</td>
</tr>
<tr>
<td>Truck Driving</td>
<td>$33,000-$52,000</td>
<td>6 Weeks</td>
</tr>
<tr>
<td>Welding+</td>
<td>$31,000-$54,000</td>
<td>18 Weeks to 1 Year</td>
</tr>
</tbody>
</table>

*SOURCE: Labor Market & Career Information Department, Texas Workforce Commission (Salaries shown are for the Golden Crescent region.)

+ National Center for Construction Education & Research (NCCER) certification is provided at the successful completion of each course.

For more information:
(361) 582-2528 or AskCE@VictoriaCollege.edu

Revised 02/10/2020
ELECTRICAL

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
All Core Curriculum: Introductory Craft Skills courses are held at VC's Emerging Technology Complex
Industrial Training Center, Room 223

May 19–June 18
Class is full.
Tues. & Thurs. • 6-10 p.m.

June 1–July 1
Term: 202045
Mon. & Wed. • 6-10 p.m.

July 7–Aug. 6
Term: 202045
Tues. & Thurs. • 6-10 p.m.

July 20–Aug. 19
Term: 202045
Mon. & Wed. • 6-10 p.m.

Aug. 18–Sept. 17
Term: 202045
Tues. & Thurs. • 6-10 p.m.

Aug. 24–Sept. 16
Term: 202045
Mon., Wed., & Fri. • 6-10 p.m.
*(Class will not be held Sept. 7.)

Oct. 6–Nov. 5
Term: 202115
Tues. & Thurs. • 6-10 p.m.

Nov. 10–Dec. 17
Term: 202115
Tues. & Thurs. • 6-10 p.m.
*(Class will not be held Nov. 24 & 26.)

GONZALES
All Core Curriculum: Introductory Craft Skills courses are held at VC's Gonzales Workforce Training Center, Room 204

Jan. 6–Feb. 10
June 30–Aug. 6
Term: 202045
Mon. & Wed. • 6-10 p.m.

Aug. 18–Sept. 17
Term: 202045
Tues. & Thurs. • 6-10 p.m.

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
Sept. 22–Jan. 28
Term: 202115
Tues. & Thurs. • 6-9 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 222
*(Class will not be held Nov. 24 & 26 or Dec. 21–Jan. 1.)

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
Aug. 10–Dec. 7
Term: 202045
Mon. & Wed. • 6-9 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 222
*(Class will not be held Sept. 7 or Nov. 23 & 25.)

GONZALES
Aug. 25–Dec. 17
Term: 202115
Tues. & Thurs. • 6-9 p.m.
VC Gonzales Workforce Training Center, Room 201
*(Class will not be held Nov. 24 & 26.)

Electrical Level 3—$700
ELPT 2005

Prerequisite: Successful completion of Electrical Level 2
This course is a study of the principles of operation of single- and three-phase motors and transformers. Topics include ground fault; protective devices; short circuit; size overcurrent; wye and Delta connections; and transformer banking. All course materials, including textbook, provided. 96 contact hours

VICTORIA
June 16–Oct. 1
Term: 202045
Tues. & Thurs. • 6-9 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 222

Classes fill quickly, register early!
Electrical Level 4—$800
ELPT 1041

Prerequisite: Successful completion of Electrical Level 3
This course provides an advance study in load calculations – feeders and services, health care facilities, standby, and emergency systems. Topics include advanced controls, fire alarm systems; HVAC controls; heat tracing and freeze protection; motor operation and maintenance; medium voltage terminations/splices; and specialty transformers. All course materials, including textbook, provided. 96 contact hours.

VICTORIA
June 9–Sept. 24  Term: 202045
Tues. & Thurs. • 6-9 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 222

Oct. 6–Feb. 11  Term: 202115
Tues. & Thurs. • 6-9 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 222
*(Class will not be held Nov. 24 & 26 or Dec. 21-Jan. 1.)

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.
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
All Core Curriculum: Introductory Craft Skills courses are held at VC’s Emerging Technology Complex Industrial Training Center, Room 223
May 19-June 18  Class is full.
Tues. & Thurs. • 6-10 p.m.
June 1-July 1  Term: 202045
Mon. & Wed. • 6-10 p.m.
July 7-Aug. 6  Term: 202045
Tues. & Thurs. • 6-10 p.m.
July 20-Aug.19  Term: 202045
Mon. & Wed. • 6-10 p.m.
Aug. 18-Sept. 17  Term: 202045
Tues. & Thurs. • 6-10 p.m.
Aug. 24-Sept. 16*  Term: 202045
Mon., Wed., & Fri. • 6-10 p.m.
*(Class will not be held Sept. 7.)
Oct. 6-Nov. 5  Term: 202115
Tues. & Thurs. • 6-10 p.m.
Nov. 10-Dec. 17*  Term: 202115
Tues. & Thurs. • 6-10 p.m.
*(Class will not be held Nov. 24 & 26.)

GONZALES
All Core Curriculum: Introductory Craft Skills courses are held at VC’s Gonzales Workforce Training Center, Room 204
Jan. 6-Feb. 10* June 30-Aug. 6  Term: 202045
Mon. & Wed. • 6-10 p.m.  Term: 202045
Tues. & Thurs. • 6-10 p.m.
Aug. 18-Sept. 17  Term: 202045
Tues. & Thurs. • 6-10 p.m.

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
June 9-11  Term: 202045
Tues. & Thurs. • 5-10 p.m.
VC Emerging Technology Complex Conference and Education Center, Room 303

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
Sept. 22-Jan. 28* Term: 202115
Tues. & Thurs. • 6-9 p.m.
VC Main Campus
College Services & Training Building, Room 104-A
*(Class will not be held Nov. 24 & 26 or Dec. 21-Jan. 1.)

GONZALES
Sept. 21-Feb. 1* Term: 202115
Mon. & Wed. • 6-9 p.m.
VC Gonzales Workforce Training Center, Room 205
*(Class will not be held Nov. 23 & 25 or Dec. 21-Jan. 1 or Jan. 18.)

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
June 15-Oct. 12* Term: 202045
Mon. & Wed. • 6-9 p.m.
VC Main Campus
College Services & Training Building, Room 104-A
*(Class will not be held July 8 & 13 or Sept. 7.)

Classes fill quickly, register early!

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

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

Revised 04/28/2020
Heating, Ventilation, and Air Conditioning (HVAC)
Level 3—$625
HART 2036

Prerequisite: Successful completion of HVAC Levels 1 and 2. This is an advanced course covering the application of troubleshooting principles and the use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Topics include: use of refrigerants; compressors; expansion valves; refrigeration systems; types of hydronic heating and cooling systems; servicing various HVAC equipment; common water problems; electronic controls; and heat pumps. All course materials, including textbook, provided. 96 contact hours

VICTORIA
Oct. 19-March 1* Term: 202115
Mon. & Wed. • 6-9 p.m.
VC Main Campus
College Services & Training Building, Room 104-A
*(Class will not be held Nov. 23 & 25 or Dec. 21-Jan. 1 or Jan. 18.)

GONZALES
Sept. 8-Jan. 14* Term: 202115
Tues. & Thurs. • 6-9 p.m.
VC Gonzales Workforce Training Center, Room 205
*(Class will not be held Nov. 24 & 26 or Dec. 21-Jan. 1.)

“It’s an excellent facility stocked with professional tools.”
- Earl Matejek

Core Curriculum: Introductory Craft Skills Student
Interested in Heating, Ventilation, and Air Conditioning (HVAC)

Johnstone Supply of Victoria donated Heating, Ventilation, and Air Conditioning (HVAC) training equipment to Victoria College’s Industrial Trades Program.
MILLWRIGHT

Core Curriculum: Introductory Craft Skills—$285
CNET 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
All Core Curriculum: Introductory Craft Skills courses are held at VC’s Emerging Technology Complex Industrial Training Center, Room 223

May 19-June 18   Class is full.
Tues. & Thurs. • 6-10 p.m.

June 1-July 1   Term: 202045
Mon. & Wed. • 6-10 p.m.

July 7-Aug. 6   Term: 202045
Tues. & Thurs. • 6-10 p.m.

July 20-Aug. 19   Term: 202045
Mon. & Wed. • 6-10 p.m.

Aug. 18-Sept. 17   Term: 202045
Tues. & Thurs. • 6-10 p.m.

Aug. 24-Sept. 16*   Term: 202045
Mon., Wed., & Fri. • 6-10 p.m.
*(Class will not be held Sept. 7.)

Oct. 6-Nov. 5   Term: 202115
Tues. & Thurs. • 6-10 p.m.

Nov. 10-Dec. 17*   Term: 202115
Tues. & Thurs. • 6-10 p.m.
*(Class will not be held Nov. 24 & 26.)

GONZALES
All Core Curriculum: Introductory Craft Skills courses are held at VC’s Gonzales Workforce Training Center, Room 204

Jan. 6-Feb. 10: June 30-Aug. 6   Term: 202035
Mon. & Wed. • 6-10 p.m. Tues. & Thurs. • 6-10 p.m.

Aug. 18-Sept. 17   Term: 202045
Tues. & Thurs. • 6-10 p.m.

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
Sept. 21-Feb. 8*   Term: 202115
Mon. & Wed. • 6-10 p.m.
VC Emerging Technology Complex Industrial Training Center, Room 225
*(Class will not be held Nov. 23 & 25 or Dec. 21-Jan. 1 or Jan. 18.)

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
June 22-Sept. 14*   Term: 202045
Mon. & Wed. • 6-10 p.m.
VC Emerging Technology Complex Industrial Training Center, Room 225
*(Class will not be held Sept. 7.)

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 hour.

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

Nov. 3-Feb. 11*   Term: 202115
Tues. & Thurs. • 6-10 p.m.
VC Emerging Technology Complex Industrial Training Center, Room 225
*(Class will not be held Nov. 24 & 26 or Dec. 21-Jan. 1.)

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

Revised 04/28/2020

The schedule is subject to change. Classes may be added, canceled, or postponed. Visit VictoriaCollege.edu/WCE to view the current schedule.
Millwright Level 5—$900
MCHN 2012

Prerequisite: Successful completion of Millwright Level 4
This course provides an advanced study of millwright: Performing Reverse Alignment, Performing Laser Alignment, Advanced Blueprint Reading, Performing Optical Alignment, Turbines, Maintaining and Repairing Turbine Equipment, Installing Electric Motors, Preventative and Predictive Maintenance and Vibration Analysis. All course materials, including textbook, provided. 96 contact hours

VICTORIA
Aug. 11-Oct. 29 Term: 202045
Tues. & Thur. 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.

DID YOU KNOW?
There were over 506,000 millwright jobs in 2018.

Data source: US Department of Labor

Our mission is to build a safe, productive and sustainable workforce of craft, professionals.
PIEPEFITTING & PLUMBING

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
All Core Curriculum: Introductory Craft Skills courses are held at VC’s Emerging Technology Complex
Industrial Training Center, Room 223

May 19–June 18  Class is full.
Tues. & Thurs. • 6–10 p.m.

June 1–July 1  Term: 202045
Mon. & Wed. • 6–10 p.m.

July 7–Aug. 6  Term: 202045
Tues. & Thurs. • 6–10 p.m.

July 20–Aug. 19  Term: 202045
Mon. & Wed. • 6–10 p.m.

Aug. 18–Sept. 17  Term: 202045
Tues. & Thurs. • 6–10 p.m.

Aug. 24–Sept. 16*  Term: 202045
Mon., Wed., & Fri. • 6–10 p.m.
*(Class will not be held Sept. 7)

Oct. 6–Nov. 5  Term: 202115
Tues. & Thurs. • 6–10 p.m.

Nov. 10–Dec. 17*  Term: 202115
Tues. & Thurs. • 6–10 p.m.
*(Class will not be held Nov. 24 & 26.)

GONZALES
All Core Curriculum: Introductory Craft Skills courses are held at VC’s Gonzales Workforce Training Center, Room 204

Jan. 6–Feb. 10  Term: 202045
Mon. & Wed. • 6–10 p.m.

June 30–Aug. 6  Term: 202045
Mon. & Wed. • 6–10 p.m.

Aug. 18–Sept. 17  Term: 202045
Tues. & Thurs. • 6–10 p.m.

Pipefitting Level 1/2 Combo—$1,200
PFPB 2007

Prerequisite: Successful completion of Core Curriculum: Introductory Craft Skills
This course is a beginner/intermediate study of pipefitting and combines certifications for both Level 1 and 2. Orientation to the Trade, Pipefitting Hand Tools, Pipefitting Power Tools, Oxyfuel Cutting, Ladders and Scaffolds, Motorized Equipment, Piping Systems, Drawings and Detail Sheets, Identifying and Installing Valves, Pipefitting Trade Math, Threaded Pipe Fabrication, Socket Weld Pipe Fabrication, Butt Weld Pipe Fabrication, Excavations, and Underground Pipe Installation. All course materials, including textbook, provided. 136 contact hours

VICTORIA
Sept. 21–Feb. 8  Term: 202115
Mon. & Wed. • 6–10 p.m.
VC Liberty Street Industrial Training Center
*(Class will not be held Nov. 23 & 25 or Dec. 21-Jan. 1 or Jan. 18.)

Plumbing Level 1—$600
PFPB 1013

Prerequisite: Successful completion of Core Curriculum: Introductory Craft Skills.
This course provides an introduction to the Plumbing trade; introduction to the plumbing profession, safety, and tools; introduction to plumbing math and drawings; plastic and copper pipe and fittings; cast iron and carbon steel pipe and fittings; introduction to fixtures and faucets; DWV systems; and water distribution systems. All course materials, including textbook, provided. 96 contact hours

VICTORIA
Sept. 22–Dec. 17*  Term: 202115
Tues. & Thurs. • 6–10 p.m.
VC Liberty Street Industrial Training Center
*(Class will not be held Nov. 24 & 26.)

Classes fill quickly, register early!

Revised 04/28/2020

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

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
All Core Curriculum: Introductory Craft Skills courses are held at VC’s Emerging Technology Complex Industrial Training Center, Room 223

May 19-June 18  Class is full.
Tues. & Thurs. • 6-10 p.m.

June 1-July 1  Term: 202045
Mon. & Wed. • 6-10 p.m.

July 7-Aug. 6  Term: 202045
Tues. & Thurs. • 6-10 p.m.

July 20-Aug. 19  Term: 202045
Mon. & Wed. • 6-10 p.m.

Aug. 18-Sept. 17  Term: 202045
Tues. & Thurs. • 6-10 p.m.

Aug. 24-Sept. 16*  Term: 202045
Mon., Wed., & Fri. • 6-10 p.m.
*(Class will not be held Sept. 7.)

Oct. 6-Nov. 5  Term: 202115
Tues. & Thurs. • 6-10 p.m.

Nov. 10-Dec. 17*  Term: 202115
Tues. & Thurs. • 6-10 p.m.
*(Class will not be held Nov. 24 & 26.)

GONZALES
All Core Curriculum: Introductory Craft Skills courses are held at VC’s Gonzales Workforce Training Center, Room 204

Jan. 6-Feb. 10* June 30-Aug. 6  Term: 202045
Mon. & Wed. • 6-10 p.m. Tues. & Thurs. • 6-10 p.m.

Aug. 18-Sept. 17  Term: 202045
Tues. & Thurs. • 6-10 p.m.

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/3amzaui) and will be required to pass a criminal and driving record background check. 124 contact hours

Information Sessions: June 1, July 1, and Aug. 3
11:30 a.m.-12:30 p.m. or 6-7 p.m.
VC Emerging Technology Complex Industrial Training Center, Room 226

VICTORIA
Sept. 21-Dec. 14* Term: 202115
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
*(Class will not be held Nov. 23 & 25.)

Power Line Worker Level 2–$615
LNWK 1001 / LNWK 1011

Prerequisite: Successful completion of Power Line Worker Level 1
This course is an intermediate study of the Power Line Worker trade. Key content includes: Alternating Current and Three-Phase Systems, Introduction to Aerial Distribution Equipment, Cable and Conductor Installation and Removal, Underground Residential Distribution Systems (URDs), Overhead and URD Service Installations, and Distribution Line Maintenance.

Students must purchase some tools and supplies (View power line worker admission requirements and supplies at https://bit.ly/2S8mgtF) and will be required to pass a criminal and driving record background check. 124 contact hours

VICTORIA
Sept. 22-Dec. 15*  Term: 202115
Tues. & Thurs. • 6-10 p.m.
Additional 4 Saturdays from 8 a.m.-5 p.m. required
VC Emerging Technology Complex Industrial Training Center, Room 226
*(Class will not be held Nov. 24 & 26.)

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

Revised 04/28/2020

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

SCAFFOLDING

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
All Core Curriculum: Introductory Craft Skills courses are held at
VC’s Emerging Technology Complex
Industrial Training Center, Room 223

May 19-June 18  Class is full.
  Tues. & Thurs. • 6-10 p.m.

June 1-July 1  Term: 202045
  Mon. & Wed. • 6-10 p.m.

July 7-Aug. 6  Term: 202045
  Tues. & Thurs. • 6-10 p.m.

July 20-Aug. 19  Term: 202045
  Mon. & Wed. • 6-10 p.m.

Aug. 18-Sept. 17  Term: 202045
  Tues. & Thurs. • 6-10 p.m.

Aug. 24-Sept. 16*  Term: 202045
  Mon., Wed., & Fri. • 6-10 p.m.
  *(Class will not be held Sept. 7.)

Oct. 6-Nov. 5  Term: 202115
  Tues. & Thurs. • 6-10 p.m.

Nov. 10-Dec. 17*  Term: 202115
  Tues. & Thurs. • 6-10 p.m.
  *(Class will not be held Nov. 24 & 26.)

GONZALES
All Core Curriculum: Introductory Craft Skills courses are held at
VC’s Gonzales Workforce Training Center, Room 204

Jan. 6-Feb. 10  June 30-Aug. 6  Term: 202025  202045
  Mon. & Wed. • 6-10 p.m.  Tues. & Thurs. • 6-10 p.m.

Aug. 18-Sept. 17  Term: 202045
  Tues. & Thurs. • 6-10 p.m.

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 2121. Course length will depend on experience level, with a maximum of 7 hours allowable.

Revised 04/28/2020
WELDING

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
All Core Curriculum: Introductory Craft Skills courses are held at VC’s Emerging Technology Complex
Industrial Training Center, Room 223

May 19-June 18 Class is full.
Tues. & Thurs. • 6-10 p.m.

June 1-July 1 Term: 202045
Mon. & Wed. • 6-10 p.m.

July 7-Aug. 6 Term: 202045
Tues. & Thurs. • 6-10 p.m.

July 20-Aug. 19 Term: 202045
Mon. & Wed. • 6-10 p.m.

Aug. 18-Sept. 17 Term: 202045
Tues. & Thurs. • 6-10 p.m.

Aug. 24-Sept. 16* Term: 202045
Mon., Wed., & Fri. • 6-10 p.m.
*(Class will not be held Sept. 7.)

Oct. 6-Nov. 5 Term: 202115
Tues. & Thurs. • 6-10 p.m.

Nov. 10-Dec. 17* Term: 202115
Tues. & Thurs. • 6-10 p.m.
*(Class will not be held Nov. 24 & 26.)

GONZALES
All Core Curriculum: Introductory Craft Skills courses are held at VC’s Gonzales Workforce Training Center, Room 204

Jan. 6-Feb. 10 Term: 202045
Mon. & Wed. • 6-10 p.m.

June 30-Aug. 6 Term: 202045
Mon. & Wed. • 6-10 p.m.

Aug. 18-Sept. 17 Term: 202045
Tues. & Thurs. • 6-10 p.m.

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 and tool kit included.

Students will be required to provide personal protective equipment (Access the list at https://bit.ly/2Wce7VN). 144 contact hours

VICTORIA
Sept. 21-Oct. 29 Term: 202115
Mon.-Thurs. • 8a.m.-3 p.m.
VC Liberty Street Industrial Training Center

Sept. 22-Feb. 11* Term: 202115
Tues. & Thurs. • 6-10 p.m.
VC Liberty Street Industrial Training Center
*(Class will not be held Nov. 24 & 26 or Dec. 21-Jan. 1.)

GONZALES
Sept. 22-Feb. 11* Term: 202115
Tues. & Thurs. • 6-10 p.m.
VC Gonzales Workforce Training Center, Room 204
*(Class will not be held Nov. 24 & 26 or Dec. 21-Jan. 1.)

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
Aug. 10-Jan. 6* Term: 202045
Mon., Wed., & Fri. • 6-10 p.m.
VC Liberty Street Industrial Training Center
*(Class will not be held Sept. 7 or Nov. 23-27 or Dec. 21-Jan. 1.)

Nov. 2-Jan. 26* Term: 202115
Mon.-Thurs. | 8a.m.-3 p.m.
VC Liberty Street Industrial Training Center
*(Class will not be held Nov. 23-27 or Dec. 21-Jan. 1 or Jan. 18.)

GONZALES
Sept. 9-Apr. 19* Term: 202115
Mon. & Wed. • 6-10 p.m.
VC Gonzales Workforce Training Center, Room 204
*(Class will not be held Nov. 23 & 25 or Dec. 21-Jan. 1or Jan. 18 or Mar. 15 & 17.)

DID YOU KNOW?
Welders make an average of $71,067 a year.
Data source: US Department of Labor

Revised 04/28/2020
VC’S TOP PICKS
ONLINE COURSES

New classes begin monthly

July 15-Sept. 14  Nov. 11-Jan. 11
Aug. 12-Oct. 12  Dec. 9-Feb. 8
Sept. 16-Nov. 16

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

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

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.

Leadership

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don’t hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

Stocks, Bond, and Investing: Oh, My!

Looking for a good solid class in the basics of stocks, bonds, finance, and investing? Haven’t the slightest clue how to prepare for retirement, pay for college, or even manage your personal finances? And do you wish you could do it all without having to pay a broker or a financial advisor? Well, look no further. The class you need is right here. This is an enjoyable class that walks you through the fundamentals of investing, like stock markets, 401k plans, and retirement.

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 2019/Office 365

Learn to quickly and efficiently use Microsoft Excel 2019/Office 365 as you discover dozens of shortcuts and tricks for setting up fully formatted worksheets. This course, taught by an experience Microsoft Excel instructor, provides in-depth knowledge for beginners that will have you using Excel like a pro.

Computer Skills for the Workplace

Confidently apply for jobs knowing that you possess the computer skills needed to perform on the job. This course includes a great introduction to Windows 10 and Office 2016 to provide the fundamental computer competencies you need to prosper in a modern workplace.
This course was perfect for me. Cannot be more pleased with the way that things were explained on my level to get started. I am a busy mother of 3, ages 19, 16, and 9 years old with multiple medical special needs and recently started my first job outside of the home after 18 yrs of raising children. I could make this fit into my hectic schedule of work, motherhood and ‘nursing’/special needs world. I learned a lot from this course and do intend to continue on with more courses online. Thank you for providing an affordable online course!!

Computers for the Workplace Student

“This course was perfect for me. Cannot be more pleased with the way that things were explained on my level to get started. I am a busy mother of 3, ages 19, 16, and 9 yrs old with multiple medical special needs and recently started my first job outside of the home after 18 yrs of raising children. I could make this fit into my hectic schedule of work, motherhood and ‘nursing’/special needs world. I learned a lot from this course and do intend to continue on with more courses online. Thank you for providing an affordable online course!!”

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Computers for the Workplace Student

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 will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!

Discover Sign Language

Gain confidence in your ability to sign with the Deaf community. This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired and uses videos to demonstrate not only how to make signs, but how to communicate with facial expression.

Beginning Conversational French

Prepare for your next trip to France by mastering the basics of conversational French. This course will provide you with proper pronunciation of French words that you’ll use in your travels as well as cultural tips including appropriate gestures and body language.

Discover Digital Photography

This course will teach you all about digital cameras, from DSLRs to smart phone cameras and what different equipment is used for. You will learn about different display methods for your camera, including sizing, print options, online storage, and how social media factors into digital photography. And if you have old slides, negatives, or prints, this course will also teach you how to scan those “old school” photo assets.

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.

“I have been trying to learn Spanish for about 20 years... this is the first course I have taken in Spanish that made complete sense to me! Thank you!”

Speed Spanish Student Student
**SUPPORT SERVICES**
FREE support services to help students complete their academic and professional goals.

College can be challenging. We can help.
(361) 582-2400 • VC Main Campus-Student Services Building

<table>
<thead>
<tr>
<th>Chemical Dependency Counseling</th>
<th>Academic Coaching</th>
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<tbody>
<tr>
<td>Childcare Assistance*</td>
<td>Career Counseling</td>
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<tr>
<td>Domestic Violence Counseling</td>
<td>Disability Services</td>
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<tr>
<td>Food &amp; Clothing Need</td>
<td>Financial Aid</td>
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<tr>
<td>Housing &amp; Utilities Assistance*</td>
<td>Personal Counseling</td>
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<tr>
<td>Medical &amp; Medication Assistance*</td>
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<td>Sexual Assault or Violence Counseling</td>
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<td>Personal Hygiene Resources</td>
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<tr>
<td>Transportation Assistance*</td>
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*May have an associated cost.
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 (800) 522-7737.

The US Department of Labor projects an 18% rise in the profession by 2024. 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 $1,195
• Legal Secretary $995
• Medical Professional Legal Consultant $1,295
• Software Essentials for the Law Office $995

UPCOMING COURSE DATES:
• June 29, 2020-Aug. 14, 2020
• Aug. 24, 2020-Oct. 9, 2020
• Oct. 19, 2020-Dec. 4, 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.
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

Genealogy for Beginners–$75
GENE CE01

This beginner’s genealogy course is perfect for amateur family historians interested in learning how to correctly and systematically research and document ancestry. Topics will include how to get started, how to progress, excellent genealogy sources, vital records, census records, and court documents. Personal genealogical guidance will be available. Facilitated by Martha Everman Jones, Ph.D. Retired Victoria College instructor, local genealogy teacher for more than 20 years, group leader of the Texas Tracers, past president of the Texas State Genealogical Society, and current columnist for the Victoria County Genealogical Society quarterly, Ancestral Avenues. Class size will be limited to 15 students. 8 contact hours

VICTORIA
Oct. 6-22 Term: 202115
Tues. • 6-8 p.m.
VC Fine Arts Studio, Room 113

Aug. 11-Oct. 1 Term: 202045
Tues. & Thurs. • 5:30-8:30 p.m.
VC Fine Arts Studio, Room 113

Pastel Painting–$140
CE04

This course will introduce how to use pastels using an alcohol base and finishing with pastels over the base. Participants will create a 9x12 painting. This is a very easy technique that requires no prior experience. All course materials will be provided. Facilitated by Pattie Lowery. 6 contact hours

VICTORIA
July 4-18 Term: 202045
Thurs. • 6-8 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 302

Oct. 15-29 Term: 202115
Thurs. • 6-8 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 304

Digital Photography–$75
PHOT CE01

Explore the world of digital photography! This course provides an introduction to the fascinating technology that has revolutionized the way we capture memories. This class will cover the basics of digital photography, equipment, software and personal applications. You will learn what you need, what you can do and what fun you can have! This class will provide an introduction to new opportunities that will change your opinion on the art of digital photography. All students must have their own SLR camera with lenses (not point and shoot) and a basic understanding on how the camera works. Facilitated by Jami Owens. All course materials will be provided, including the Digital Photography 2nd Edition textbook. 8 contact hours

Registration deadline: July 2, 2020

GONZALES
July 14-23 Term: 202045
Tues. & Thurs. • 5:30-7:30 p.m.
VC Gonzales Center, Room 120
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.

JOIN TODAY!
(361) 582-2520
Jennifer.Mann@VictoriaCollege.edu
VC Academy of Lifelong Learning
Emerging Technology Complex
Conference & Education Center
7403 Lone Tree Road
Victoria, TX 77905

Open House • July 29, 2020 • 2-4 p.m.
VC Emerging Technology Complex • Conference & Education Center • 7403 Lone Tree Road
View & sign-up for classes and visit with members & instructors
PREMIER WORLD DISCOVERY TRIPS

To partake in these incredible trips, become a member of the VC Academy of Lifelong Learning (ALL) today! (see page 29).

October 4, 2020 - “Great Trains & Grand Canyons”
6 Days - Two Rail Journeys • Grand Canyon • Oak Creek Canyon Trolley Tour • Jerome & more

Contact Jennifer Mann at Jennifer.Mann@VictoriaCollege.edu for trip details, including pricing.

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

Contact Jennifer Mann 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.

$974,106 awarded to 2,138 students since 2011.

“Thank you for giving me the opportunity to do what I’ve always wanted to. This scholarship is the sole reason my dreams are within my reach. I hope one day I’m able to help someone the way you’re helping me.”
- Joshua Malaer Scholarship Recipient

“Thank you for having faith in me to contribute to my education and provide a better life for my children and myself. I will forever appreciate this!”
- Brandon Mikesh Scholarship Recipient
ONCOURSE LEARNING

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 go online.

- 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 information about these courses including cost, 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 you 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%.
REAL ESTATE CONTINUING EDUCATION

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
Kids College 2020 has been canceled.

KIDS IN THE KITCHEN CAMP - CANCELED

AGE 9-12
June 22-25 • 1-5 p.m.
Emerging Technology Complex • Conference & Education Center, Room 306

MONDAY—Getting started in the kitchen! Learn about the different types of food preparation: Kitchen Gadgets & What They are Used For, Different Ways of Measuring Food, Different Ways to Cook Food, and experience of Hands-On Cooking!

TUESDAY—Learn about Manners, Table Etiquette, How to Set a Table, Smoothie Bike, Reading Food Labels, ReThink Your Drink, and Food Challenge Contest

WEDNESDAY—Learn about MyPlate My Way, Creating Healthy Snacks, Better Breakfasts, Fun Ways to Move, Taste Testing, and Food Challenge Contest

THURSDAY—Learn about Food Safety, Helping in the Kitchen, Family Mealtime Fun, and Educating Others. Students will prepare and serve dinner at 5:30 p.m. (two family members only).

CANCELLED
JUNIOR NATURALIST CAMPS

EARTH CAMP
JOIN US ON TEAM EARTH!

AGE 5-8
June 22-25 • 9-11 a.m.
Emerging Technology Complex • Conference & Education Center, Room 304

MONDAY—BEE FRIENDLY-Discover local bees, butterflies, birds and other surprising creatures that help farmers and gardeners grow plants. Develop your own backyard plan and take home plants and seeds to attract and feed your pollinators.

TUESDAY—PLASTIC POWER-Study the power of plastics in our environment. Explore new ways to REUSE plastics and experience what area artist Sarah Fedak is doing to change the impact of plastics near her home.

WEDNESDAY—WINGS RESCUE: “GIVE OUR BIRDS A HELPING HAND”-Watch how a local organization cares for wild birds and learn what you can do to help. Get hands-on experience performing tasks that simulate the rescue and rehabilitation performed by the specialists at Wings Rescue.

THURSDAY—WATERSHED WONDERS-Explore watersheds with Dr. Miget, retired Texas A&M University Senior Research Associate. Use models and experiments to learn the effects of environmental activities on our streams, rivers and gulf bays.

AGE 9-12
June 22-25 • 1-3 p.m.
Emerging Technology Complex • Conference & Education Center, Room 304

MONDAY—BEE FRIENDLY-Discover local bees, butterflies, birds and other surprising creatures that help farmers and gardeners grow plants. Develop your own backyard plan and take home plants and seeds to attract and feed your pollinators.

TUESDAY—PLASTIC POWER-Study the power of plastics in our environment. Explore new ways to REUSE plastics and experience what area artist Sarah Fedak is doing to change the impact of plastics near her home.

WEDNESDAY—WINGS RESCUE: “GIVE OUR BIRDS A HELPING HAND”-Watch how a local organization cares for wild birds and learn what you can do to help. Get hands-on experience performing tasks that simulate the rescue and rehabilitation performed by the specialists at Wings Rescue.

THURSDAY—WATERSHED WONDERS-Explore watersheds with Dr. Miget, retired Texas A&M University Senior Research Associate. Use models and experiments to learn the effects of environmental activities on our streams, rivers and gulf bays.
VICTORIA COLLEGE
KIDS COLLEGE
VC Gonzales Center
Ages 8-12

4 Days Fun!
July 13-16 Canceled

Register Today!
VictoriaCollege.edu/KidsCollege
(830) 672-6251
Cindy.Finch@VictoriaCollege.edu

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
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
  Victoria College Gonzales Center
  424 E. Sarah DeWitt Drive, Gonzales, TX
  (Building faces Ben Jordan Street)
TRANSPORTATION

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. Classes fill quickly; early registration is encouraged. 16.5 contact hours

COURSE DATES
May 9-10 - Canceled
May 16-17 - Canceled
May 23-24 Canceled
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 Summer • $3,850 Fall
(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.

MARCUS SALAZAR
VC Truck Driving Graduate
“This course has blessed me with a life long career and a positive future.”

DEDick Johnson
VC Truck Driving Graduate
“I really and truly enjoyed this class. It taught me a lot. I recommend anyone to go through the SAIL Program.”

TERRANCE WORTHAM
VC Truck Driving Graduate
“The class was very informative. This was my second commercial truck driving course. I learned more than ever about operating and the parts of the trucks.”

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

Classes fill quickly, register early!

Revised 05/14/2020
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
WORKING TOGETHER
Workforce & Continuing Education programs are registered with, approved by, or affiliated with the following:

- 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
Developing talent within.

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.

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

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

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

COMPUTER
- Computer Literacy
- Microsoft Excel, Word, PowerPoint, Access, and Outlook
- QuickBooks

BUSINESS
- Accounting Basics
- Customer Service
- Managing Multiple Priorities
- Resolving Conflict

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