WCE

Workforce & Continuing Education

Summer/Fall 2021 Schedule

EFFECTIVE BUSINESS WRITING
Improve business communications

SPANISH FOR HEALTHCARE PROVIDERS
Learn to communicate in Spanish

NCCER: CORE CURRICULUM INTRODUCTORY CRAFT SKILLS
Start a career in industrial trades

The schedule is subject to change including cancellation/postponement of classes. Visit VictoriaCollege.edu/WCE for current information.
TABLE OF CONTENTS

GENERAL INFORMATION ................................. 2
  Welcome and Office Information .......................... 3
  Locations ....................................................... 4
  How to Register ............................................... 5
  Payment Options .............................................. 5
  How to Read the Schedule ............................... 5
  Support Services ............................................. 6

BUSINESS & TECHNOLOGY ........................... 11

INDUSTRIAL TRADES ................................. 15

LANGUAGE ..................................................... 26

PERSONAL ENRICHMENT ........................... 27

TRANSPORTATION ....................................... 30

OTHER TRAINING OPPORTUNITIES ............... 32
  Customized Training ....................................... 32
  Health Careers ............................................. 33
  Law Enforcement Academy ............................. 34
  Online Courses ............................................. 35
  Real Estate .................................................. 36
  The Center for Legal Studies ........................... 37

The schedule is subject to change including cancellation/postponement of classes. Visit VictoriaCollege.edu/WCE for current information.
Welcome to our Workforce & Continuing Education (WCE) Summer/Fall 2021 schedule.

We are excited to offer short-term classes that are designed to give you the knowledge and hands-on skills to prepare you for a variety of workplaces. Our schedule has endless possibilities from industrial trades to customized business training that include something for everyone. Be sure to check out our new Effective Business Writing class and our popular QuickBooks Desktop Version class. You can also find Truck Driving, three levels of Electrical training, Spanish for Healthcare Providers, and Motorcycle Safety Training. Let us help you stand tall and grow in your education.

OFFICE HOURS & PHYSICAL LOCATION

Fall & Spring Hours
Monday - Friday, 8 a.m. to 5 p.m.

Summer Hours
Monday - Thursday, 8 a.m. to 5 p.m.
Closed on Fridays

Emerging Technology Complex
Conference and Education Center, Ste 309
7403 Lone Tree Road
Victoria, TX 77905

(361) 582-2528

VC HOLIDAYS (COLLEGE CLOSED)
May 31 • Memorial Day
Sept. 6 • Labor Day
Nov. 22-26 • Fall Break
Dec. 20-31 • Winter Break
The following are Victoria College locations that Workforce & Continuing Education courses are held.

VC MAIN CAMPUS
COLLEGE SERVICES & TRAINING BUILDING
2200 E. Red River Street, Victoria, TX 77901

VC EMERGING TECHNOLOGY COMPLEX
CONFERENCE & EDUCATION CENTER
7403 Lone Tree Road, Victoria, TX 77905

VC EMERGING TECHNOLOGY COMPLEX
INDUSTRIAL TRAINING CENTER
7403 Lone Tree Road, Victoria, TX 77905

VICTORIA COLLEGE
LIBERTY STREET INDUSTRIAL TRAINING CENTER
1404 N. Liberty, Victoria, TX 77901

VICTORIA COLLEGE
GONZALES CENTER
424 E. Sarah DeWitt, Gonzales, TX 78629

VICTORIA COLLEGE
GONZALES WORKFORCE TRAINING CENTER
1828 Saint Paul Street, Gonzales, TX 78629
HOW TO READ THE SCHEDULE
Below is an explanation of how to read the course offerings in the schedule.

**Computer Literacy-Weekend-$95**  ITSC 1012

No prior experience necessary.

In this remarkable beginner course, students will get hands-on instruction and practice basic computer skills. 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). This class is shorter than our 15 hour Computer Literacy class, with each topic covered in less detail. All course materials included.

Provided textbook: Computer Literacy. Facilitated by Dr. Janet Weaver. 8 contact hours

VICTORIA
Feb. 13-20   Term: 202125
Sat. • 1-5 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

PAYMENT OPTIONS
Choose the option that works for you.

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.

See tuition assistance opportunities on page 25

HOW TO REGISTER
We have a variety of ways to register.

ONLINE
Access the registration form at:
VictoriaCollege.edu > Programs & Courses > Workforce & Continuing Education > 4 Ways to Register > WCE Registration Form Link

PHONE
(361) 582-2528

MAIL
Complete WCE registration form and mail with a check, money order, or credit card information to the address below. If payment is made by check, the driver's license number of the person signing the check is required. Please do not mail cash. Access the registration form at:
VictoriaCollege.edu > 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

Payment options:
- cash
- check*
- money order
- debit/ATM card
- credit card (Visa, Mastercard, Discover, or American Express)

*If payment is made by check, the driver's license number of the person signing the check is required.

PAYMENT OPTIONS
Choose the option that works for you.

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.

See tuition assistance opportunities on page 25
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>
</tr>
</thead>
<tbody>
<tr>
<td>Childcare Assistance*</td>
<td>Career Counseling</td>
</tr>
<tr>
<td>Domestic Violence Counseling</td>
<td>Disability Services</td>
</tr>
<tr>
<td>Food &amp; Clothing Need</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>Housing &amp; Utilities Assistance*</td>
<td>Personal Counseling</td>
</tr>
<tr>
<td>Medical &amp; Medication Assistance*</td>
<td>Tutoring</td>
</tr>
<tr>
<td>Sexual Assault or Violence Counseling</td>
<td>Veterans Services</td>
</tr>
<tr>
<td>Personal Hygiene Resources</td>
<td></td>
</tr>
<tr>
<td>Transportation Assistance*</td>
<td></td>
</tr>
</tbody>
</table>

*May have an associated cost.
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

<table>
<thead>
<tr>
<th>WCE</th>
<th>OSA</th>
<th>C²</th>
<th>AAS²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Accounting Technician</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Business Relationship</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Office Support Staff</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Computer Information Systems - Networking</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>IT Support Specialist</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>CISCO LAN Technology</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>LAN Administration</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Real Estate</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Health Careers

<table>
<thead>
<tr>
<th>WCE</th>
<th>OSA</th>
<th>C²</th>
<th>AAS²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assisting*</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Medical Coding*</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Medication Aide*</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Mental Health Technician*</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Nurse Aide*</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Nursing-Professional**</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Nursing-Vocational**</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Pharmacy Technician*</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Phlebotomy*</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Physical Therapist Assistant**</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Respiratory Care**</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Veterinary Assistant*</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Industrial Trades

<table>
<thead>
<tr>
<th>WCE</th>
<th>OSA</th>
<th>C²</th>
<th>AAS²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Electronics Technology</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Heating, Ventilation, &amp; Air Conditioning</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Instrumentation</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Millwright</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Pipefitting</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Plumbing</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Power Line Worker</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Process Technology</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Scaffolding</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Truck Driving*</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Welding</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Public Service

<table>
<thead>
<tr>
<th>WCE</th>
<th>OSA</th>
<th>C²</th>
<th>AAS²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice**</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Law Enforcement**</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Emergency Medical Services**</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Paramedic**</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

(noncredit training courses can lead to an industry-recognized credential and a good-paying job.

(credit programs lead to a degree, certificate, or academic transfer.

*Additional admission requirements are necessary for this course or program.

**This is a selective admissions program. Please refer to the VC Catalog.

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

VictoriaCollege.edu • (361) 573-3291
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

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.

FOR EVERYONE’S HEALTH AND SAFETY

Victoria College will follow the current CDC guidelines.

More info: VictoriaCollege.edu/COVID-19
Customer Service  
BMGT CE09  
Customer service skills are a valuable addition to everyone’s resume. In this session, learn about different communication styles, problem solving, professionalism, and more. Whether looking for a job in customer service or just improving your skills, this course will benefit you. All course materials included. Facilitated by Leanne Broll (Victoria) and Jessica Garay (Gonzales). 1.5 contact hours.

Registration Deadline: Sept. 7, 2021 at Noon

VICTORIA  
Lunch will be provided.  
Sept. 9  Term: 202215  
Thurs. • 11:30 a.m.-1 p.m.  
VC Emerging Technology Complex  
Conference and Education Center, Room 304

GONZALES  
Breakfast will be provided.  
Sept. 9  Term: 202215  
Thurs. • 8-9:30 a.m.  
VC Gonzales Center, Room 105

Improving Your Communication Skills  
BMGT CE09  
Effective communication techniques can vary depending on your audience. In this course, participants will learn how to improve their communication skills when speaking with an interviewer, team mate, or supervisor. Learn how to take constructive criticism, communicate your needs, and communicate with a positive tone. All course materials included. Facilitated by Leanne Broll (Victoria) and Jessica Garay (Gonzales). 1.5 contact hours.

Registration Deadline: Oct. 11, 2021 at Noon

VICTORIA  
Lunch will be provided.  
Oct. 14  Term: 202215  
Thurs. • 11:30 a.m.-1 p.m.  
VC Emerging Technology Complex  
Conference and Education Center, Room 304

GONZALES  
Breakfast will be provided.  
Oct. 14  Term: 202215  
Thurs. • 8-9:30 a.m.  
VC Gonzales Center, Room 105

Communicating During a Pandemic  
BMGT CE09  
The Covid-19 pandemic has changed the way we communicate in many ways. In this course, you will learn tips and tricks on how to communicate using nonverbal communication and learn to deal with communication problems that arise due to social distancing. Participants will also learn do's and don'ts for communicating via technology. All course materials included. Facilitated by Leanne Broll (Victoria) and Jessica Garay (Gonzales). 1.5 contact hours.

Registration Deadline: Nov. 8, 2021 at Noon

VICTORIA  
Lunch will be provided.  
Nov. 11  Term: 202215  
Thurs. • 11:30 a.m.-1 p.m.  
VC Emerging Technology Complex  
Conference and Education Center, Room 304

GONZALES  
Breakfast will be provided.  
Nov. 11  Term: 202215  
Thurs. • 8-9:30 a.m.  
VC Gonzales Center, Room 105

Effective Communication Series

Each Class is $35.  
Register for all three for only $85.

Breakfast or Lunch Provided..

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.
Recommended Path
Confused on where to start your journey?

Follow the path below to optimize your success.

BASIC COMPUTERS

1. Computer Literacy

2. Microsoft Word

3. Microsoft Excel*  
   *Microsoft Excel OR Microsoft Excel Level 1 in a Day AND Microsoft Excel Level 2 in a Day

“Our instructor was great! She made this course fun and interesting. I am excited to apply what I learned to my everyday life.”
- Charlotte M.
Computer Literacy Student

More Info:
(361) 582-2528

Employee Spotlight:
Jennifer Mann

Jennifer Mann is the Program Specialist for Victoria College's Workforce and Continuing Education Department, where she oversees the Academy of Lifelong Learning, Kids College, and assists students in achieving short-term, non-credit training. She has been with the Victoria College since 2018.

What are you most passionate about in your job?
“I am passionate about building relationships with students and helping them achieve their goal of continued education. I believe that lifelong learning is vital to one's health and I love that Victoria College offers a wide range of classes to meet students at any point in their life.”
Communicating During a Pandemic-$35
Register for the “Effective Communication Series” for only $85 (see page 9)
BMGT CE09
The Covid-19 pandemic has changed the way we communicate in many ways. In this course, you will learn tips and tricks on how to communicate using nonverbal communication and learn to deal with communication problems that arise due to social distancing. Participants will also learn do's and don'ts for communicating via technology. All course materials included. Facilitated by Leanne Broll (Victoria) and Jessica Garay (Gonzales). 1.5 contact hours.

Registration Deadline: Nov. 8, 2021 at Noon

VICTORIA
Lunch will be provided.
Nov. 11 Term: 202215
Thurs. • 11:30 a.m.-1 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 304

GONZALES
Breakfast will be provided.
Nov. 11 Term: 202215
Thurs. • 8-9:30 a.m.
VC Gonzales Center, Room 105

Computer Literacy-$150
ITSC 1012
No prior experience necessary.
In this remarkable beginner course, students will get hands-on instruction and practice basic computer skills. 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). This class is shorter than our 15 hour Computer Literacy class, with each topic covered in less detail. All course materials included. Provided textbook: Computer Literacy. Facilitated by Dr. Janet Weaver. 8 contact hours.

Registration deadline: July 27, 2021 at Noon

VICTORIA
Aug. 9-25 Term: 202145
Mon & Wed. • 5:30-8 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

GONZALES
Aug. 9-25 Term: 202145
Mon & Wed. • 6-8:30 p.m.
VC Gonzales Center, Room 116

Customer Service-$35
Register for the “Effective Communication Series” for only $85 (see page 9)
BMGT CE09
Customer service skills are a valuable addition to everyone's resume. In this session, learn about different communication styles, problem solving, professionalism, and more. Whether looking for a job in customer service or just improving your skills, this course will benefit you. All course materials included. Facilitated by Leanne Broll (Victoria) and Jessica Garay (Gonzales). 1.5 contact hours.

Registration Deadline: Sept. 7, 2021 at Noon

VICTORIA
Lunch will be provided.
Sept. 9 Term: 202215
Thurs. • 11:30 a.m.-1 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 304

GONZALES
Breakfast will be provided.
Sept. 9 Term: 202215
Thurs. • 8-9:30 a.m.
VC Gonzales Center, Room 105
Effective Business Writing-$100
POFT 1004
Effective business writing is important in any career. If you communicate with others in writing, this course will help you identify and eliminate problem areas. This course will be a study of the basic elements of composition for business documents like memos, emails, letters, presentations, cover letters, and resumes. All course materials included. Provided textbook: Business and Professional Writing: A Basic Guide. Facilitated by Jennifer Mann. 8 contact hours.

Registration deadline: Sept. 7, 2021 at Noon

VICTORIA
Sept. 20-29 Term: 202215
Mon. & Wed. • 5:30-7:30 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 304

Improving Your Communication Skills-$35
BMGT CE09
Register for the “Effective Communication Series” for only $85 (see page 9)
Effective communication techniques can vary depending on your audience. In this course, participants will learn how to improve their communication skills when speaking with an interviewer, team mate, or supervisor. Learn how to take constructive criticism, communicate your needs, and communicate with a positive tone. All course materials included. Facilitated by Leanne Broll (Victoria) and Jessica Garay (Gonzales). 1.5 contact hours.

Registration Deadline: Oct. 11, 2021 at Noon

VICTORIA
Lunch will be provided.
Oct. 14 Term: 202215
Thurs. • 11:30 a.m.-1 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 304

GONZALES
Breakfast will be provided.
Oct. 14 Term: 202215
Thurs. • 8-9:30 a.m.
VC Gonzales Center, Room 105
Microsoft Excel-$200

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. Students will also learn how to create informative, eye-catching charts and harness the power of Excel’s data analysis and filtering tools. All course materials included. Provided textbook: Excel 2016 Complete. Facilitated by Dr. Janet Weaver (Victoria) and Manda Leal (Gonzales). 21 contact hours.

Registration deadline: Sept. 7, 2021 at Noon

VICTORIA
Sept. 20-Oct. 11 Term: 202215
Mon. & Wed. • 5:30-8:30 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

GONZALES
Sept. 20-Oct. 11 Term: 202215
Mon. & Wed. • 5:30-8:30 p.m.
VC Gonzales Center, Room 116

Microsoft Excel Level 1 in a Day-$95

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:
June 28, 2021 at Noon and Sept. 28, 2021 at Noon

VICTORIA
July 10 Term: 202145
Sat. • 8 a.m.-5 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

Oct. 9 Term: 202215
Sat. • 8 a.m.-5 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

Microsoft Excel Level 2 in a Day-$95

Prerequisite: Successful completion of Microsoft Excel Level 1 in a Day and/or Microsoft Excel.

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

Registration deadline: Oct. 26, 2021 at Noon

VICTORIA
Nov. 6 Term: 202215
Sat. • 8 a.m.-5 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

Microsoft PowerPoint-$75

COMG 1002

This course provides the basic concepts and skills that you need to start being productive with Microsoft PowerPoint 2016. Learn how to create, navigate, format, and customize PowerPoint presentations. Provided textbook: PowerPoint 2016 Level 1. Facilitated by Dr. Janet Weaver. 8 contact hours.

Registration deadline: May 25, 2021 at Noon

VICTORIA
June 8-17 Term: 202145
Tues. & Thurs. • 5:30-7:30 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307

Microsoft Word Basics in a Day-$45

POFI CE01

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

Registration deadline: Aug. 30, 2021 at Noon

VICTORIA
Sept. 11 Term: 202215
Sat. • 1-5 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 307
Professionalism in the Workplace-$100
BUSG 1012
This course will help participants identify attitudes and values that contribute to effective work habits; demonstrate how to work as part of a team; exhibit business etiquette, workplace civility, and ethics; and identify appropriate workplace attire. All course materials included. Provided textbook: Guide to Business Etiquette. Facilitated by Jessica Garay. 8 contact hours.

Registration deadline: Sept. 21, 2021 at Noon

GONZALES
Oct. 4-13 Term: 202215
Mon. & Wed. • 5:30-7:30 p.m.
VC Gonzales Center, Room 105

QuickBooks Desktop Version-$300
ACNT 1010
Prerequisite: Basic bookkeeping knowledge strongly preferred.
Utilizing the QuickBooks Desktop application, participants will learn to set up a chart of accounts; reconcile a checking account; create and print invoices, receipts, and statements; track 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. 30 contact hours.

Registration deadlines:
Aug. 23, 2021 at Noon and Oct. 27, 2021 at Noon

VICTORIA
Aug. 26-Sept. 28 Term: 202215
Tues. & Thurs. • 5:30-8:30 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 305

Nov. 1-Dec. 8* Term: 202215
Mon. & Wed. • 5:30-8:30 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 305
*(There will be no class Nov. 22-26.)

Can’t find a time that works with your schedule?
Try an online course.
See page 35.

“I would highly recommend this class. It covered all aspects of a business with hands on techniques.”
- Pam D.
Quickbooks Student
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.

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

<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>16 Weeks: per level, 4 levels</td>
</tr>
<tr>
<td>Heating, Ventilation, Air Conditioning (HVAC)+</td>
<td>$25,000-$45,000</td>
<td>16 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>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.
INDUSTRIAL TRADES

Start Your Journey Here
The NCCER Core Curriculum: Introductory Craft Skills course prepares you for any Level 1 course in the schedule.

NCCER Core Curriculum: Introductory Craft Skills - $340
CNBT 1091
Prerequisite: Basic reading and math skills.
NCCER 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
June 1-July 1 Term: 202145
Tues. & Thurs. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 223
July 5-Aug. 4 Term: 202145
Mon. & Wed. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 223
July 6-Aug. 5 Term: 202145
Tues. & Thurs. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 223
Aug. 9-Sept. 13* Term: 202145
Mon. & Wed. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 223
*(class will not be held Sept. 6)
Aug. 10-Sept. 9 Term: 202145
Tues. & Thurs. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 223
Oct. 5-Nov. 4 Term: 202215
Tues. & Thurs. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 223
Nov. 9-Dec. 16* Term: 202215
Tues. & Thurs. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 223
*(Class will not be held Nov. 23 & 25)

GONZALES
July 6-Aug. 5 Term: 202145
Tues. & Thurs. • 6-10 p.m.
VC Gonzales Workforce Training Center, Room 202
Aug. 10-Sept. 9 Term: 202145
Tues. & Thurs. • 6-10 p.m.
VC Gonzales Workforce Training Center, Room 202
Oct. 5-Nov. 4 Term: 202215
Tues. & Thurs. • 6-10 p.m.
VC Gonzales Workforce Training Center, Room 202
Nov. 9-Dec. 16* Term: 202215
Tues. & Thurs. • 6-10 p.m.
VC Gonzales Workforce Training Center, Room 202
*(Class will not be held Nov. 23 & 25)

The schedule is subject to change including cancellation/postponement of classes. Visit VictoriaCollege.edu/WCE for current information.

Start Your Journey Here
The NCCER Core Curriculum: Introductory Craft Skills course prepares you for any Level 1 course in the schedule.

Complete the course and travel onto any Level 1 course.

“Thankful for a great teacher. He took the time to explain everything and gave good examples.”
- Mercedes R.
Core Curriculum Student
ELECTRICAL

Electrical Level 1-$800
ELPT 1019
Prerequisite: Successful completion of NCCER Core Curriculum: Introductory Craft Skills (see page 16)
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. 20-Jan. 31* Term: 202215
Mon. & Wed. • 6-9 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 223
*(Class will not be held Nov. 22-26, Dec. 20-31, and Jan. 17)

GONZALES
Sept. 21-Jan. 27* Term: 202215
Tues. & Thurs. • 6-9 p.m.
VC Gonzales Workforce Training Center, Room 201
*(Class will not be held Nov. 22-26 and Dec. 20-31)

Electrical Level 2-$750
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. 3-Nov. 18 Term: 202145
Tues. & Thurs. • 6-9 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 222
*(Class will not be held Sept. 6)

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)
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)

Heating, Ventilation, and Air Conditioning (HVAC)
Level 1 - $800
HART 1038
Prerequisite: Successful completion of NCCER Core Curriculum: Introductory Craft Skills (see page 16)

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. 28-Feb. 3* Term: 202215
Tues. & Thurs. • 6-9 p.m.
VC Main Campus
College Services & Training Building, Room 104-A
*(Class will not be held Nov. 22-26 and Dec. 20-Dec. 31)

Gonzales
Sept. 21-Jan. 27* Term: 202215
Tues. & Thurs. • 6-9 p.m.
VC Gonzales Workforce Training Center, Room 205
*(Class will not be held Nov. 22-26 and Dec. 20-Dec. 31)

EPA Technician Certification - $175
HART 1091

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 ESCO Group 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
July 19-21 Term: 202145
Mon. & Wed. • 5-10 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 303

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
July 26-Nov. 15* Term: 202145
Mon. & Wed. • 6-9 p.m.
VC Main Campus
College Services & Training Building, Room 104-A
*(Class will not be held Sept. 6)
INDUSTRIAL TRADES

HEATING, VENTILATION, & AIR CONDITIONING (HVAC)

Heating, Ventilation, and Air Conditioning (HVAC)
Level 3-Summer-$625, Fall-$700
HART 2036
Prerequisite: Successful completion of HVAC Level 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
June 8-Sept. 23  Term:  202145
Tues. & Thurs. • 6-9 p.m.
VC Main Campus
College Services & Training Building, Room 104-A

Gonzales
Sept. 13-Jan. 24*  Term:  202215
Mon. & Wed. • 6-9 p.m.
VC Gonzales Workforce Training Center, Room 205
*(Class will not be held Nov. 22-26, Dec. 20-31, and Jan. 17)

Heating, Ventilation, and Air Conditioning (HVAC)
Level 4-$700
HART 2038
Prerequisite: Successful completion of HVAC Level 3
This is an advanced study of construction drawings. Topics include: Construction drawings and specifications; System balancing; energy conservation equipment; building management systems; system startup and shutdown; commercial and industrial refrigeration systems; and Alternative heating and cooling systems. All course materials, including textbooks, provided. 96 contact hours.

Victoria
Nov. 29-Apr. 11*  Term:  202225
Mon. & Wed. • 6-9 p.m.
VC Main Campus
College Services & Training Building, Room 104-A
*(Class will not be held Dec. 20-31, Jan. 17, and Mar. 14-18)

Meetings • Events • Conferences
for 1 to 500+ guests
ConferenceInVictoria.com

VICTORIA COLLEGE
Emerging Technology Complex
INDUSTRIAL TRADES

The schedule is subject to change including cancellation/postponement of classes. Visit VictoriaCollege.edu/WCE for current information.

MILLWRIGHT

Millwright Level 1/2 Combo-$1,400
MCHN 1023/1029
Prerequisite: Successful completion of NCCER Core Curriculum: Introductory Craft Skills (see page 16)
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. 3* Term: 202215
Tues. & Thurs. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 225
*(Class will not be held Nov. 22-26 and Dec. 20-31)

Millwright Level 4-$900
MCHN 2007
Prerequisite: Successful completion of Millwright Level 3
This course provides an advanced study of millwright; Conveyors; Troubleshooting and Repairing Conveyors; Conventional Alignment; Pumps; Troubleshooting and Repairing Pumps; Compressors and Compressor Maintenance; Basic Pneumatic Systems; Troubleshooting and Repairing Pneumatic Equipment; Basic Hydraulic Systems; Troubleshooting and Repairing Hydraulic Equipment; Troubleshooting and Repairing Gearboxes. All course materials, including textbook, provided. 96 contact hours.

VICTORIA
June 2-Aug. 23 Term: 202145
Mon. & Wed. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 225

Millwright Level 5-$950
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. 25-Nov. 17* Term: 202215
Mon. & Wed. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 225
*(Class will not be held Sept. 6)

Millwright Certified Plus Performance Verification-$800
MCHN 2009
Prerequisite: Successful completion of Knowledge Verification for Millwright through the Industrial Merit Shop Education Foundation (IMSEF)
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.

“Because of this course I was able to get a job as a Millwright.”

- Richard M.
Millwright Level 5 Student

See tuition assistance opportunities on page 25
PIPEFITTING

Pipefitting Level 1/2 Combo-$1,100
PFPB 1001 / PFPB 1043
Prerequisite: Successful completion of NCCER Core Curriculum: Introductory Craft Skills (see page 16)
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 textbooks, provided. 120 contact hours.

VICTORIA
Sept. 20-Jan. 24* Term: 202215
Mon. & Wed. • 6-10 p.m.
VC Liberty Street Industrial Training Center
*(Class will not be held Nov. 22-26, Dec. 20-31, and Jan. 17)

Pipefitting Level 3-$800
PFPB 2057
Prerequisite: Successful completion of Pipefitting Level 2
This intermediate course provides study in piping systems; Rigging Equipment, Rigging Practices, Standards and Specifications, Advanced Trade Math, Motorized Equipment II, Introduction to Aboveground Pipe Installation, Field Routing and Vessel Trim, Pipe Hangers and Supports, and Testing Piping Systems and Equipment. All course materials, including textbooks, provided. 96 contact hours.

VICTORIA
June 23-Sept. 15* Term: 202145
Mon. & Wed. • 6-10 p.m.
VC Liberty Street Industrial Training Center
*(Class will not be held Sept. 6)

PLUMBING

Plumbing Level 1-$650
PFPB 1013
Prerequisite: Successful completion of NCCER Core Curriculum: Introductory Craft Skills (see page 16)
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. 21-Dec. 16* Term: 202215
Tues. & Thurs. • 6-10 p.m.
VC Liberty Street Industrial Training Center
*(Class will not be held Nov. 22-26)

Plumbing Level 2-$600
PFPB 1023
Prerequisite: Successful completion of Plumbing Level 1
This course provides an intermediate study of the Plumbing trade; Plumbing Math Two, Reading Commercial Drawings, Structural Penetrations, Insulation, and Fire Stopping, Installing and Testing DWV Piping, Installing Roof, Floor, and Area Drains, Installing and Testing Water Supply Piping, Types of Valves, Installing Fixtures and Valves, Installing Water Heaters, Basic Electricity, and Fuel Gas and Fuel Oil Systems. All course materials, including textbook, provided. 96 contact hours.

VICTORIA
June 1-Aug. 19 Term: 202145
Tues. & Thurs. • 6 p.m-10 p.m.
VC Liberty Street Industrial Training Center

INSTRUCTOR SPOTLIGHT: GILBERT GARZA
Gilbert Garza has been a pipefitter for over 40 years, yet he still learns something new about the profession just about every day. Garza, a native of Port Lavaca, began working in operations and refinery at Alcoa in 1973. He jumped at the chance at entering Alcoa’s pipefitting apprenticeship program in the 1980s. “I was still young – in my 20s – so it was ideal for me,” Garza said.

“Pipefitting requires so many skills,” said Garza, who has taught pipefitting classes at Victoria College for almost two years. “You need hand-eye coordination. It requires math skills. Pipefitting requires a lot of attention to detail.”

“You can complete all four pipefitting levels within a year,” said Dwayne Maly, Victoria College’s director of continuing education industrial programs. “A lot of pipefitters learn in the field with the contractor they are working for. They can learn a lot of those basic skills a lot faster here in these classes and then apply them in the field.”
POWER LINE WORKER

Power Line Worker Level 1-$800
ELPT 1021 / LNWK 1011
Prerequisite: Successful completion of NCCER Core Curriculum: Introductory Craft Skills (see page 16)
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/3xikicU) and will be required to pass a criminal and driving record background check.

124 contact hours.

VICTORIA
Information Sessions
May 11*
11:30 a.m.-12:30 p.m. & 6-7 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 222

June 14*
11:30 a.m.-12:30 p.m. & 6-7 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 222

July 14*
11:30 a.m.-12:30 p.m. & 6-7 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 222

*In addition to the in-person sessions above, all sessions will be offered virtually. Please contact (361) 582-2528 for virtual meeting details.

VICTORIA
Course Information
Sept. 15-Dec. 8* Term: 202215
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 222
*(Class will not be held Nov. 22-26)

Recommended Add On

Heartsaver (First Aid, CPR, and AED)-$50
EMSP 1026 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.

Dec. 13 & 15
Mon. & Wed. • 6-10 p.m.
VC Emerging Technology Complex
Industrial Training Center, Room 222
To register, please call (361) 582-2412.

See tuition assistance opportunities on page 25
SCAFFOLDING

Scaffolding-$800
CBFM 1021
Prerequisite: Successful completion of NCCER Core Curriculum: Introductory Craft Skills (see page 16)
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. 72 contact hours.

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

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). 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. Participants will need to provide a valid ID and will be required to bring their own tools and harnesses.

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

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

FOR EVERYONE’S HEALTH AND SAFETY

Victoria College will follow the current CDC guidelines.

More info: VictoriaCollege.edu/COVID-19

DESTINATION BOUND
WELDING

Welding Level 1-$1,700
WLDG 1007
Prerequisite: Successful completion of NCCER Core Curriculum: Introductory Craft Skills (see page 16)
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.
144 contact hours.
Students will be required to provide personal protective equipment (Access the list at https://bit.ly/31Ob7m6).

VICTORIA
Sept. 20-Oct. 28 Term: 202215
Mon.-Thurs. • 8 a.m.-3 p.m.
VC Liberty Street Industrial Training Center
Sept. 21-Feb. 10* Term: 202215
Tues. & Thurs. • 6-10 p.m.
VC Liberty Street Industrial Training Center
*(Class will not be held Nov. 22-26 and Dec. 20-31)

GONZALES
Sept. 21-Feb. 10* Term: 202215
Tues. & Thurs. • 6-10 p.m.
VC Gonzales Workforce Training Center, Room 204
*(Class will not be held Nov. 22-26 and Dec. 20-31)

Welding Level 2/3 Combo-$2,700
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. 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; SAW-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. 220 contact hours.
Students will be required to provide personal protective equipment (Access the list at https://bit.ly/31Ob7m6).

VICTORIA
Aug. 2-Dec. 15* Term: 202145
Mon., Wed., & Fri. • 6-10 p.m.
VC Liberty Street Industrial Training Center
*(Class will not be held Sept. 6 and Nov. 22-26)
Nov. 1-Jan. 25* Term: 202215
Mon.-Thurs. • 8 a.m.-3 p.m.
VC Liberty Street Industrial Training Center
*(Class will not be held Nov. 22-26, Dec. 20-31, and Jan. 17)

GONZALES
Sept. 20-Feb. 16* Term: 202215
Mon., Wed., & Fri. I 6-10 p.m.
VC Gonzales Workforce Training Center, Room 204
*(Class will not be held Nov. 22-26, Dec. 20-31, and Jan. 17)

“I had a really good instructor who was helpful and on top of helping everyone.”
- Jonathan W.
Welding 2/3 Combo Student

CLASSES FILL QUICKLY
Register Early
TUITION ASSISTANCE
Workforce & Continuing Education

The following areas are available for assistance:

- Business & Technology
- Industrial Trades
- Truck Driving*

Financial Aid
1. Complete the correct Free Application for Financial Student Aid (FAFSA at www.FAFSA.gov).
   - For classes beginning before August 24, please complete the 2020-2021 FAFSA.
   - For classes beginning after August 24, please complete the 2021-2022 FAFSA.
2. Complete the applicable Student Information Sheet located at VictoriaCollege.edu/WCE and submit to the Workforce & Continuing Education Department via email to AskCE@VictoriaCollege.edu, via fax to (361) 582-2574, or in person.
3. Call the Victoria College Financial Aid Department at (361) 572-6415 to ensure completion of FAFSA application.

Scholarships
1. Complete the Workforce and Continuing Education Scholarship Application located at VictoriaCollege.edu/WCE.
2. Include your FAFSA confirmation number in your scholarship essay.
3. If updating a previously submitted scholarship application, please call our office at (361) 582-2528.

*Truck Driving students need only complete the Workforce & Continuing Education scholarship application located at www.VictoriaCollege.edu/WCE and are not required to complete the FAFSA/Student Information Sheet.

Deadline to apply
It’s recommended that students apply for Financial Aid at least 4 weeks before the course start date.

For more information

VICTORIA
VC Emerging Technology Complex
7403 Lone Tree Road
Victoria, TX 77905
(361) 582-2528 or (877) 843-4369

GONZALES
VC Gonzales Center
424 E. Sarah DeWitt Drive
Gonzales, TX 78629
(830) 672-6251

Revised 04/20/2021
Spanish for Healthcare Providers-$150
FRNL 1001
With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it's more crucial than ever for health professionals to learn medical Spanish. What's more, adding Spanish skills to your résumé can broaden your career horizons. This course skips the “touristy” topics and focuses on the survival Spanish medical personnel really need to know in a medical setting. All course materials included. Provided textbook: Workplace Spanish: Hospitals & Nurses. Facilitated by Susana Mireles. 15 contact hours.

VICTORIA
Registration Deadline: June 29, 2021 at Noon
July 12-28 Term: 202145
Mon. & Wed. • 6-8:30 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 304

GONZALES
Registration Deadline: May 24, 2021 at Noon
June 7-23 Term: 202145
Mon. & Wed. • 6-8:30 p.m.
VC Gonzales Center

Spanish for the Workplace-$150
SPNL 1091
This course will help facilitate basic communication with employees and clients whose native language is Spanish. Emphasis is placed on oral communication and specific vocabulary used in a business context. All course materials included. Provided textbook: Communicating in Spanish. Facilitated by Susana Mireles. 15 contact hours.

Registration Deadline: Oct. 12, 2021 at Noon

VICTORIA
Oct. 25-Nov. 10 Term: 202215
Mon. & Wed. • 6-8:30 p.m.
VC Emerging Technology Complex
Conference and Education Center, Room 304

Can’t find a time that works with your schedule?
Try an online course.
See page 35.

MAKE YOUR DREAM A REALITY

FOR EVERYONE’S HEALTH AND SAFETY

Victoria College will follow the current CDC guidelines.

More info: VictoriaCollege.edu/COVID-19
Advanced Ceramics—$150  
**ARTS CE03**

**Prerequisite:** Must have experience in ceramics and have taken a noncredit ceramics class with Victoria College.  
During this open-studio style class, students will pursue independent projects in a relaxed and creative atmosphere. Students must have experience and must have taken a previous noncredit ceramics class offered by Victoria College. 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 Angela Weaver. 48 contact hours.

**VICTORIA**  
June 8-Aug. 5*  
Term: 202145  
Tues. & Thurs. • 5:30-8:30 p.m.  
VC Fine Arts Studio, Room 113  
*(Class will not be held July 5-9)

Ceramics—$200  
**ARTS CE03**

Express yourself in a relaxed and creative atmosphere! Whether you are a beginner or an advanced student wanting to hone your skills, this course will cover it all. Beginners will learn basic wheel techniques, trimming, and glazing with a knowledgeable instructor. Advanced students may pursue independent projects with instructor guidance if requested. Some open studio time will be available. Students must be 18 years or older to attend. Students must furnish their own clay and tools. Clay will be available for purchase on the first class meeting and the Victoria College Bookstore carries a pottery tool kit. Students should bring towels, a small bucket for water, and an apron (if desired). Space is limited. Facilitated by Gerry Bernhard, Owner of Santa Rosa Pottery. 48 contact hours.

**VICTORIA**  
Aug. 17-Oct. 7  
Term: 202145  
Tues. & Thurs. • 5:30-8:30 p.m.  
VC Fine Arts Studio, Room 113

Oct. 19-Dec. 16*  
Term: 202215  
Tues. & Thurs. • 5:30-8:30 p.m.  
VC Fine Arts Studio, Room 113  
*(Class will not be held Nov. 22-26)

Beginning Sign Language—$45  
**SLNG CE01**

This course will be an introduction to sign language, fingerspelling, and numbers. Participants will gain basic functional communication skills with individuals who are deaf. All course materials included. Facilitated by Lisa Douglas. 6 contact hours.

**GONZALES**  
Aug. 2-11  
Term: 202145  
Mon. & Wed. • 5:30-7 p.m.  
VC Gonzales Center, Room 116

Pastel Painting—$100  
**ARTS CE05**

This course will introduce how to use pastels using an alcohol base and finishing with pastels over the base. Participants will create two 9x12 paintings. This is a very easy technique that requires no prior experience. All course materials will be provided. Facilitated by Pattie Lowery. 8 contact hours.

**Registration deadline:** October 12, 2021 at Noon

**VICTORIA**  
Oct. 25-Nov. 3  
Term: 202215  
Mon. & Wed. • 6-8 p.m.  
VC Emerging Technology Complex Conference and Education Center, Room 304

---

“Gerry is always attentive and quick to teach in a manner that students of different ages can understand.”  

- Kimberly G.  
Ceramics Student
The Academy of Lifelong Learning (ALL)

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

EVENTS & ACTIVITIES
View a complete listing of events & activities at VictoriaCollege.edu/ALL.

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
VictoriaCollege.edu/ALL
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.

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.

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.

College Readiness Classes: We offer TSI prep classes focusing on math, reading, and writing.

VICTORIA COLLEGE
Academy of Lifelong Learning
Gonzales Center
424 E. Sarah DeWitt Drive • Gonzales, TX 78629

Don’t miss this opportunity to participate in:
- Events & Activities
- Day Trips
- Education & Personal Enrichment
- Hobbies & Leisure Learning

EVENTS & ACTIVITIES
View a complete listing of events & activities at VictoriaCollege.edu/ALL.

ANNUAL MEMBERSHIP
Annual fee is $50 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.

The Academy of Lifelong Learning (ALL)
ALL is a member-driven organization for active adults, offering classes and social activities for continued intellectual and personal growth.

JOIN TODAY!
Call (830) 672-6251 or email Melissa.Robinson@VictoriaCollege.edu
Jennifer.Mann@VictoriaCollege.edu
VictoriaCollege.edu/ALL
TRANSPORTATION

TRUCK DRIVING

Truck Driving - Summer $3,850 & Fall $3,950 (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. 286 contact hours.


VC Emerging Technology Complex, Victoria TX
Mary Hardy • (361) 485-6830
VC Gonzales Center, Gonzales TX
Melissa Robinson • (830) 672-6251

MOTORCYCLE SAFETY

Basic Motorcycle Safety - $250
(includes cost of eCourse)
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 is provided. Prior to class, students are required to complete the MSF online eCourse. Classes fill quickly; early registration is encouraged. 16.5 contact hours.

Spring Course Dates:
May 22-23 Class is full.
June 5-6
June 12-13 Class is full.
June 19-20
July 10-11
July 17-18
July 24-25
Aug. 7-8
Aug. 14-15
Aug. 21-22

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.

Location
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 our website at: VictoriaCollege.edu/MotorcycleSafety.

“In Partnership with

HCC

See tuition assistance opportunities on page 25

“Vigorous hands-on training.”
-Veronica G.
Truck Driving Student

CLASSES FILL QUICKLY
Register Early

Revised 06/01/2021
Thank you, Victoria College Foundation for helping our students start their journey.


Hallettsville High School began partnering with Victoria College in 2019 to offer students hands-on training conducted by certified VC instructors. The 12 students consisted of seniors, juniors and sophomores.

"Thanks to funding from the Victoria College Foundation and Dickson-Allen Foundation, these students were able to learn a skill that is in high demand," said Dwayne Maly, Victoria College's director of industrial programs. "Learning a trade and earning a certification for that skill while still in high school allows students career options they would not have otherwise been able to explore."

Each student who completed the courses earned National Center for Construction Education & Research (NCCER) certification. Many industries are seeking qualified employees with NCCER credentials.

"This partnership offers a great opportunity for us to work together and accomplish mutual goals," said Jo Ann Bludau, Hallettsville ISD superintendent. "I'm really excited for these students. Many of them are now ready to enter the workforce after learning how to utilize these skills to make money."

The 12 graduates were successful in completing Core and HVAC Level 1. 10 students are currently enrolled in Core Curriculum and Electrical Level 1 and 2 for the 2020-2021 school year.

EMPLOYEE SPOTLIGHT: MARY HARDY

Mary Hardy joined Victoria College in April 2012 and currently serves as Program Coordinator of CE Transportation Programs. She is a City of Victoria retiree with 22 years of service.

What are you most passionate about in your job?
I am most passionate about providing excellent customer service to our students. I enjoy working with students and building relationships with them. Showing students that we truly care and that we are here to help them succeed, makes a huge difference in their educational experience.
Employee Training

Developing talent within.

Ask us about other training opportunities not listed.
Rachel Nessel
(361) 582-2575 or (877) 843-4369 or
Rachel.Nessel@VictoriaCollege.edu

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

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.

DO YOU OWN A SMALL BUSINESS?

You may be eligible to receive funds from the Texas Workforce Commission to train your employees.

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

For more information, contact Rachel Nessel at (361) 582-2575 or Rachel.Nessel@VictoriaCollege.edu.
ALLIED HEALTH CONTINUING EDUCATION

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. Course is strictly online. This course is no longer offered face-to-face.

VICTORIA
June 2
Aug. 4
Oct. 6
Dec. 1

Advanced Cardiac Life Support (ACLS)-$175
EMSP 2035 Textbook-$40
ACLS Recertification-$110
EMSP 2036 Textbook-$40
Pre-Registration is required. Visit VictoriaCollege.edu/EMSTraining
Registration deadline is the Thursday prior to the class by Noon.
Prerequisite: Current ACLS 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.

VICTORIA
The classes listed below are held:
Sat. & Sun. • 8 a.m.–5 p.m.
Allied Health Building, Room 112
Aug. 28 & 29
Nov. 20 & 21
Recertification course is only held on Saturday.

CPR Basic Life Support for Healthcare Providers-$70
Initial & Recertification
EMSP 1019 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
The classes listed below are held:
Sat. • 8 a.m.–5 p.m.
Allied Health Building, Room 112
Sept. 11
Oct. 2
Nov. 6
Dec. 4

GONZALES
The classes listed below are held:
Fri. • 9 a.m.–5 p.m.
Gonzales Center
Oct. 22
Nov. 12
Dec. 10

Heartsaver (First Aid, CPR, and AED)-$50
EMSP 1026 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 aid, and use of Automated External Defibrillator.

VICTORIA
The classes listed below are held:
Sat. • 8 a.m.–5 p.m.
Allied Health Building, Room 112
July 24
Oct. 23

Pediatric Advanced Life Support (PALS)-$175
EMSP 1047 Textbook-$45
PALS Recertification-$95
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.

VICTORIA
The classes listed below are held:
Sat. & Sun. • 8 a.m.–5 p.m.
Allied Health Building, Room 112
June 26 & 27
Sept. 25 & 26
Recertification course is only held on Saturday.

For more info:
VictoriaCollege.edu/HealthcareProfessions
OTHER TRAINING OPPORTUNITIES

EMPLOYEE SPOTLIGHT: RICKY DE LA GARZA III

Rafael De La Garza, also known as Ricky Deee, serves as an instructor/coordinator for the Emergency Medical Services in the Allied Health Continuing Education Department for Victoria College. He is a licensed Paramedic and a certified Texas Department of State Health Services EMS Instructor/Coordinator. He is also a certified American Heart Association Instructor for CPR, ACLS, PALS, and is an AHA Training Center coordinator.

What are you most passionate about in your job?
One of my goals is to leave behind a legacy that mirrors my career’s passion and to lead by example. To teach new EMT and Paramedic students to provide the best medical care, to never stop learning from their experiences, and to remember that the family members are just as important as the patient. I am passionate in providing the knowledge and skills to the student needed to administer quality treatment and care to the patient. To secure a positive outcome for the patient. And to reduce morbidity and mortality.

LAW ENFORCEMENT: POLICE ACADEMY

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

To apply or for more information visit, VictoriaCollege.edu/LawEnforcement or call (361) 572-6426.
OTHER TRAINING OPPORTUNITIES

ONLINE COURSES
New classes begin monthly

In partnership with Ed2Go, Victoria College provides the following online classes and more.

ACCOUNTING FUNDAMENTALS
If you want to increase your financial awareness and gain a marketable skill, this course is for you. You will learn the double-entry bookkeeping, financial transactions, financial reporting, and more.

A TO Z GRANT WRITING
Learn the ins and outs of grant writing from a veteran grant writer. This course will provide the experience and skills you need to become a successful grant writer as you learn to put together stand-out proposals that will encourage funds from donors.

INTRODUCTION TO INTERIOR DESIGN
Learn to transform plain living spaces into beautiful and functional rooms. This course will teach you how to design every aspect of a room while taking into account color theory, industry trends, special arrangements, floor plans, design ideas, and interior design basics.

USING SOCIAL MEDIA IN BUSINESS
Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Instagram—to grow and promote your business. This course will help you harness the power of social media to connect with new customers, advertise products, and promote your brand.

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

“I enrolled in this course for further training in marketing and I have learned so much from it. Although I’m not a small business owner, I do feel well-equipped to help any future employers who need help with social media. In fact, there are many local businesses that advertise for part-time social media help that I feel confident I could help them grow their business using the information you have provided. Thank you!”

- Using Social Media in Business Student

STAND ABOVE THE CROWD

$145
per course

24 contact hours
price & hours may vary

In partnership with Ed2Go, Victoria College provides the following online classes and more.
OTHER TRAINING OPPORTUNITIES

REAL ESTATE

Victoria College partners with Mbition Learn Real Estate to bring you an online real estate school that offers you the convenience of studying at your own pace in any location. Mbition offers online Real Estate pre-license courses and continuing education requirements. Mbition Learn Real Estate's pre-license courses are approved by the Texas Real Estate Commission.

Real Estate School Approval
Provider Number (Pre) – 0570
Provider Number (CE) – 0164

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 will apply.

ONLINE PRE-LICENSE COURSES

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 Mbition Learn Real Estate at (800) 532-7649 or go online.

CONTINUING EDUCATION

TREC 2021-2022 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. Topics in this course include: Scope and Competency, Fiduciary Responsibilities, Property Management and Trust Accounts, Delegated Supervisors and Teams, Advertising and Registration of Names, Written Policies, and additional broker Duties. This course meets the requirement for 6 hours of mandatory continuing education in broker responsibility.

Short Sales and Foreclosures-$26
This online course is an overview of short sale transactions, alternatives to short sales, how short sales affect buyers, lenders and sellers, the Home Affordable Modification Program (both HAMP Tier 1 and 2 are included) and the Home Affordable Foreclosure Alternative (HAFA II/Short Sale). Highlights include defining what a licensee's role is in a short sale and how to put together the packet needed in a short sale for a lender. Additional topics include how the MARS Rule affects real estate licensees who are working with a client on a short sale, tenant rights in relation to a short sale and also the kinds of lender fraud that licensees should be on the lookout for during the process of a short sale.

HOW TO GET YOUR REAL ESTATE LICENSE

View step by step instructions at https://bit.ly/3mPQuhN.

1 Pick Your Package
2 Start Learning
3 Take the Proctored Final Exams
4 Submit & Sit
5 Get Your License

For additional courses or to register, please visit www.VictoriaCollege.edu/RealEstate.
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.

**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 28 – Aug. 13, 2021
- Aug. 23 – Oct. 8, 2021
- Oct. 18 – Dec. 3, 2021

Are you a paralegal?
Are you looking to hire a paralegal?

Leverage the Power of CLS’s Network

BARBRI Job Network – Helping Law Students Land the Dream Job
Junior Naturalist Camps

VIRTUAL CAMP

THE WILD OUTSIDE
June 21-24
$15 per camp

Camps are divided into two age groups.
6-8 year olds: 10-11 a.m.
9-12 year olds: 1-2 p.m.

Just outside our doors is a world ready for exploration. This virtual learning camp combines online nature study, safety training, and personal sharing sessions with independent outdoor activities. Live instruction will be held, via Webex, on each day of the camp. Registration will include a take-home kit containing necessary supplies as well as a link to access the live online instruction at home. Kits will be available for pick-up starting Monday, June 7, 2021 at the Workforce & Continuing Education Office*.

MONDAY: TOOLS OF THE TRADE
Make learning tools while getting to know all the other junior naturalists. Share your outdoor experiences. What have you seen? What have you learned? Use the methods of citizen science while playing scavenger hunt and nature BINGO.

TUESDAY: DOWN IN THE DIRT AND UP IN THE AIR – PART 1
Explore field guides and online naturalist resources. Learn techniques for recording observations from an artist and naturalist as she teaches you to make an accordion journal. Set up observation points in your natural area (yard or park) and explore the science of microbiomes.

WEDNESDAY: DOWN IN THE DIRT AND UP IN THE AIR – PART 2
Get to know some spider webs and bees who visit your area and make a model of solitary bee shelters. Learn how to go on a spider hunt at night. Talk about frog and toad behaviors with a central Texas naturalist and get up close and personal with our native Gulf Coast toad.

THURSDAY: CRAWL, CRAWL, CRAWL
A local naturalist will introduce you to the Texas Bullsnake. Learn about reptiles common to the area, their habits and interesting facts. Explore our place in the lifetimes and habitats of animals and try your hand at building an animal pyramid.

*Victoria College Workforce & Continuing Education Office is located at VC’s Emerging Technology Complex at 7403 Lone Tree Road, Victoria, TX 77905

LEVEL UP: GAME DESIGN
June 21-24 • $100 per camp
Camp will be held at VC’s Emerging Technology Complex.

3rd, 4th, & 5th Graders: 9-11 a.m.

MONDAY
After an overview of scratch coding (web-based game design), participants will learn about bitmaps, vectors, and create their first project.

TUESDAY
Learn how to write your own scripts, use the keyboard to control objects, and make decisions with statement blocks.

WEDNESDAY
Learn to create your own sprites with costumes, make your own music and sound effects and use the stage.

THURSDAY
Plan and create your own custom game or animation with collision detections, scoring, and broadcast messaging. Finally, prepare and finalize your game/animation to be shared with others.

6th, 7th, & 8th Graders: 1-3 p.m.

MONDAY
Learn how to download the workspace, use the text editor, view your code in the browser, and start your Pong game.

TUESDAY
Plan and complete your Pong game by learning collision detection, score keeping, and how to move objects with the keyboard.

WEDNESDAY
Learn how to create the Fish game: code in powerups and timed events for your game, and how to randomize speed, size, events, and location.

THURSDAY
Complete your Fish game and record your score to the browser database. Learn how to create pages, how-to-play instructions, gameover indications, and winner screens. Customize your game and create a GitHub account to upload your games to share.

Victoria College cares about the safety of our students. We will follow the current CDC guidelines. For the most up-to-date information, visit VictoriaCollege.edu/Covid-19.
WORKING TOGETHER

Workforce & Continuing Education programs are registered with, approved by, or affiliated with the following:

- 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)
- Houston Community College
- Industrial Merit Shop Education Foundation (IMSEF)
- Mbition Learn Real Estate
- National Center for Construction Education and Research (NCCER)
- National Healthcareer Association (NHA)
- 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)
- Victoria Electric Cooperative (VEC)
START YOUR JOURNEY

BUSINESS & TECHNOLOGY
- Computer Literacy
- Microsoft Excel
- Microsoft Word
- QuickBooks

CUSTOMIZED TRAINING
- Business & Technology
- Soft Skills
- Industrial

INDUSTRIAL TRADES
- Electrical
- Heating, Ventilation, & Air Conditioning (HVAC)
- Millwright
- Pipefitting
- Plumbing
- Power Line Worker
- Scaffolding
- Welding

TRANSPORTATION
- Motorcycle Safety
- Truck Driving (CDL)