



Paris Junior College

Continuing Education

Fall 2022 Course Catalog
August 2022 to December 2022

Learn truck driving
and CDL Permit Prep



LOCATIONS:

Paris Campus, 2400 Clarksville Street, Paris, 903.782.0447

PJC - Greenville Center, 6500 Monty Stratton Parkway, Greenville, 903.454.9333

PJC - Sulphur Springs Center, 1137 Loop 301 East, Sulphur Springs, 903.882.1232

PJC-CE@parisjc.edu • www.parisjc.edu/ce

Office Hours:

7:30 AM-6:00 PM, Monday-Thursday

8:00 AM-5:00 PM, Friday

Welcome to Workforce and Continuing Education

About Continuing Education

The Department of Workforce and Continuing Education at Paris Junior College offers a large selection of non-credit courses and learning opportunities. The courses are designed to meet specific learning needs, and their format and duration vary accordingly. Courses may be offered on or off campus to accommodate special needs and requests.

PJC also works with area businesses, industries, individuals, and groups to plan continuing education courses, workshops, institutes, and forums through the college's Workforce Education Division.

Although not providing academic credit, selected courses qualify for Continuing Education Units (CEUs). The CEU is a uniform, nationally accepted unit that provides permanent documentation of an individual's completion of a given course. Ten hours of participation in these courses constitute one CEU, with decimal units for each additional hour.

Customized Training Needs

Paris Junior College offers a wide range of customized training solutions for companies in the service delivery area. The Workforce and Continuing Education department strives to provide training which is specific to company needs both in content and scheduling. The department provides training at all three PJC campuses as well as on-site at company locations. In an effort to ensure the appropriate content is delivered, the department's trainers will meet with the business partners to develop a training plan upon which to build the training curriculum.

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CAMPUS HOLIDAYS

Continuing Education courses will not meet on the following holidays:

Sept. 5	Labor Day Holiday
Nov. 23-25	Thanksgiving Holiday
Dec. 19-Jan. 2	Winter Break

KEY TO USING THIS SCHEDULE

Sept. 3	F	9:00 AM — 12:00 Noon	PJC
↕	↕	↕	↕
Date	Day(s) of Week	Time	Location

LOCATION LEGEND

GC	Paris Junior College – Greenville Campus
HUB	Clarksville Community Center
PJC	Paris Junior College – Paris Campus
QCC	Quinlan Community Center
SSC	Paris Junior College – Sulphur Springs Campus

Paris Junior College gives equal consideration of all applicants for admission, without regard to race, color, religion, creed, national origin, sex, age, marital status, disability or veteran status. Assistance is provided to students with limited English speaking abilities, disabilities, or academic deficiencies.

Paris Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Paris Junior College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Paris Junior College Your Workforce Training Partner

Develop Your Team With:

- **Accounting and Financial Management Skills**
- **Computer Applications: Microsoft Office**
- **Technical training to enhance production and manufacturing including: Better Processing School; Managing Electrical Hazards; Logistics; Programmable Logic Controllers; Welding and more**
- **Leadership and Group Dynamics education that develop “critical thinking skills” needed to navigate the complexities of business and industry**
- **OSHA Training including: OSHA 10 Hour; OSHA 30 Hour; Accident Investigation; Confined Space; Forklift & Scissor Lift Training; Fall Protection; Train the Trainer and more**

**Workforce and
Continuing Education at
PJC
Partners for a stronger
business**

**Workforce & Continuing Education
www.parisjc.edu/ce**

**Paris Junior College: 903.782.0447
PJC-Greenville Center: 903.454.9333
PJC-Sulphur Springs Center:
903.885.1232**

Fall 2022 Calendar of Classes

August 2022

Start

<i>Date</i>	<i>Course</i>	<i>Time</i>	<i>Price</i>	<i>Location</i>
Aug. 5	AHA Skills Verification	12:00 PM-02:00 PM	\$50	PJC
Aug. 5	BLS for Health Care Providers	08:00 AM-01:00 PM	\$65	PJC
Aug. 8	CDL Permit Prep	08:00 AM-06:00 PM	\$850	PJC
Aug. 8	Microsoft Word Level I	05:30 PM-07:50 PM	\$125	PJC
Aug. 11	Professional Truck Driver Endorsements	08:00 AM-05:00 PM	\$200	PJC
Aug. 12	BLS for Health Care Providers	11:00 AM-04:00 PM	\$65	GC
Aug. 12	Clinical Medical Assistant	08:00 AM-04:30 PM	\$2,599	SSC
Aug. 12	Microsoft Excel Level II	09:00 AM-05:00 PM	\$125	SSC
Aug. 15	Professional Truck Driving II	08:00 AM-06:00 PM	\$3,750	PJC
Aug. 19	BLS for Health Care Providers	11:00 AM-04:00 PM	\$65	SSC
Aug. 19	Med Aide Update	08:30 AM-04:00 PM	\$75	PJC
Aug. 19	Microsoft Word Level II	09:00 AM-05:00 PM	\$125	GC
Aug. 22	Industry Readiness	05:30 PM-09:30 PM	\$980	PJC
Aug. 22	OSHA 10 Hour General Industry	08:00 AM-05:00 PM	\$200	PJC
Aug. 22	Professional Truck Driving Refresher	08:00 AM-05:00 PM	\$1,325	PJC
Aug. 26	Heartsaver First Aid CPR & AED	08:30 AM-04:00 PM	\$100	GC
Aug. 26	PowerPoint Level Essentials	09:00 AM-05:00 PM	\$125	SSC
Aug. 29	Drawing I/In-District	09:30 AM-12:15 PM	\$270	PJC
Aug. 29	Drawing I/Out-of-District	09:30 AM-12:15 PM	\$420	PJC
Aug. 29	Intermediate Spanish I/In-District	11:00 AM-12:15 PM	\$256	SSC
Aug. 29	Intermediate Spanish I/Out-of-District	11:00 AM-12:15 PM	\$406	SSC
Aug. 30	Ceramics I/In-District	05:00 PM-09:00 PM	\$282	PJC
Aug. 30	Ceramics I/Out-of-District	05:00 PM-09:00 PM	\$432	PJC
Aug. 30	Ceramics II/In-District	05:00 PM-09:00 PM	\$282	PJC
Aug. 30	Ceramics II/Out-of-District	05:00 PM-09:00 PM	\$432	PJC
Aug. 30	Dental Assistant	06:00 PM-09:00 PM	\$1,995	SSC
Aug. 30	Design I/In-District	09:30 AM-12:15 PM	\$270	PJC
Aug. 30	Design I/Out-of-District	09:30 AM-12:15 PM	\$420	PJC
Aug. 30	Photography I/In-District	06:00 PM-9:00 PM	\$282	PJC
Aug. 30	Photography I/Out-of-District	06:00 PM-9:00 PM	\$432	PJC
Aug. 30	Photography II/In-District	06:00 PM-9:00 PM	\$282	PJC
Aug. 30	Photography II/Out-of-District	06:00 PM-9:00 PM	\$432	PJC
Aug. 30	Radiology Seminar	08:00 AM-05:00 PM	\$190	PJC

September 2022

Start

<i>Date</i>	<i>Course</i>	<i>Time</i>	<i>Price</i>	<i>Location</i>
Sept. 2	AHA Skills Verification	12:00 PM-02:00 PM	\$50	PJC
Sept. 3	Industry Readiness	09:00 AM-05:30 PM	\$980	SSC
Sept. 6	Microsoft Excel Level II	05:30 PM-07:50 PM	\$125	PJC
Sept. 9	BLS for Health Care Providers	08:00 AM-01:00 PM	\$65	PJC
Sept. 9	Microsoft Word Level I	09:00 AM-05:00 PM	\$125	SSC
Sept. 12	CDL Permit Prep	08:00 AM-06:00 PM	\$850	GC
Sept. 12	Nurse Aide	05:00 PM-09:00 PM	\$900	SSC
Sept. 13	Microsoft Excel Level I	09:00 AM-11:20 AM	\$125	PJC
Sept. 13	Phlebotomy Basic & Clinical	06:00 PM-09:00 PM	\$1,115	PJC

Fall 2022 Calendar of Classes

September 2022 (continued)

Start

<i>Date</i>	<i>Course</i>	<i>Time</i>	<i>Price</i>	<i>Location</i>
Sept. 15	Professional Truck Driver Endorsements	08:00 AM-05:00 PM	\$200	GC
Sept. 19	Professional Truck Driving II	08:00 AM-06:00 PM	\$3,750	GC
Sept. 23	BLS for Health Care Providers	11:00 AM-04:00 PM	\$65	SSC
Sept. 23	Heartsaver First Aid CPR & AED	08:30 AM-04:00 PM	\$100	SSC
Sept. 23	Med Aide Update	08:30 AM-04:00 PM	\$75	PJC
Sept. 23	Microsoft Word Level II	09:00 AM-05:00 PM	\$125	SSC
Sept. 24	Child Care Workshop	09:00 AM-04:30 PM	\$35	SSC
Sept. 26	OSHA 30 Hour General Industry	08:00 AM-05:00 PM	\$625	SSC
Sept. 26	Professional Truck Driving Refresher	08:00 AM-05:00 PM	\$1,325	GC
Sept. 30	Certified EKG Technician	10:00 AM-04:30 PM	\$675	PJC

October 2022

Start

<i>Date</i>	<i>Course</i>	<i>Time</i>	<i>Price</i>	<i>Location</i>
Oct. 3	Microsoft Word Level II	05:30 PM-07:50 PM	\$125	PJC
Oct. 4	Phlebotomy Basic & Clinical	06:00 PM-09:00 PM	\$1,115	SSC
Oct. 7	AHA Skills Verification	12:00 PM-02:00 PM	\$50	PJC
Oct. 7	BLS for Health Care Providers	08:00 AM-01:00 PM	\$65	PJC
Oct. 7	PowerPoint Level Essentials	09:00 AM-05:00 PM	\$125	PJC
Oct. 10	CDL Permit Prep	08:00 AM-06:00 PM	\$850	SSC
Oct. 10	OSHA 10 Hour General Industry	08:00 AM-05:00 PM	\$200	SSC
Oct. 13	Professional Truck Driver Endorsements	08:00 AM-05:00 PM	\$200	SSC
Oct. 14	Microsoft Word Level I	09:00 AM-05:00 PM	\$125	GC
Oct. 17	Professional Truck Driving II	08:00 AM-06:00 PM	\$3,750	SSC
Oct. 18	Microsoft Excel Level II	05:30 PM-07:50 PM	\$125	PJC
Oct. 21	BLS for Health Care Providers	11:00 AM-04:00 PM	\$65	GC
Oct. 21	Heartsaver First Aid CPR & AED	08:30 AM-04:00 PM	\$100	PJC
Oct. 21	Med Aide Update	08:30 AM-04:00 PM	\$75	PJC
Oct. 21	Microsoft Excel Level I	01:30 PM-05:00 PM	\$125	GC
Oct. 24	Driver's Education	04:00 PM-06:00 PM	\$209	PJC
Oct. 24	Intermediate Spanish I/In-District	9:30 AM-10:45 AM	\$256	SSC
Oct. 24	Intermediate Spanish I/Out-of-District	9:30 AM-10:45 AM	\$406	SSC
Oct. 24	Intermediate Spanish II/In-District	11:00 AM-12:15 PM	\$256	SSC
Oct. 24	Intermediate Spanish II/Out-of-District	11:00 AM-12:15 PM	\$406	SSC
Oct. 24	Professional Truck Driving Refresher	08:00 AM-05:00 PM	\$1,325	SSC
Oct. 31	Nurse Aide	05:00 PM-09:00 PM	\$900	PJC

Paris Junior College's Continuing Education Pharmacy Technician One (1) Year Certification Program

PJC's Pharmacy Technician program is an industry-driven curriculum providing the opportunity to obtain necessary skills to pass the Pharmacy Technician certification exam and how to be a competent Pharmacy Technician.

Students will learn Pharmaceutical Math, Pharmacy Law, Drug Classifications, Compounding Sterile Preparations and more. Each student will have an opportunity to complete an externship at a Retail Pharmacy and a Hospital Pharmacy.

Fall 2022 Calendar of Classes

November 2022

Start

<i>Date</i>	<i>Course</i>	<i>Time</i>	<i>Price</i>	<i>Location</i>
Nov. 4	AHA Skills Verification	12:00 PM-02:00 PM	\$50	PJC
Nov. 4	BLS for Health Care Providers	08:00 AM-01:00 PM	\$65	PJC
Nov. 4	Heartsaver First Aid CPR & AED	08:30 AM-04:00 PM	\$100	GC
Nov. 4	Microsoft Excel Level I	09:00 AM-05:00 PM	\$125	SSC
Nov. 5	Forklift Operator Training	08:00 AM-05:00 PM	\$700	SSC
Nov. 11	Microsoft Excel Level II	09:00 AM-05:00 PM	\$125	GC
Nov. 14	CDL Permit Prep	08:00 AM-06:00 PM	\$850	PJC
Nov. 14	Microsoft Word Level I	09:00 AM-12:20 PM	\$125	PJC
Nov. 14	OSHA 30 Hour General Industry	08:00 AM-05:00 PM	\$625	SSC
Nov. 17	Professional Truck Driver Endorsements	08:00 AM-05:00 PM	\$200	PJC
Nov. 18	BLS for Health Care Providers	11:00 AM-04:00 PM	\$65	SSC
Nov. 18	Med Aide Update	08:30 AM-04:00 PM	\$75	PJC
Nov. 18	PowerPoint Level Essentials	09:00 AM-05:00 PM	\$125	SSC
Nov. 28	Professional Truck Driving II	08:00 AM-06:00 PM	\$3,750	PJC

December 2022

Start

<i>Date</i>	<i>Course</i>	<i>Time</i>	<i>Price</i>	<i>Location</i>
Dec. 2	AHA Skills Verification	12:00 PM-02:00 PM	\$50	PJC
Dec. 2	BLS for Health Care Providers	08:00 AM-01:00 PM	\$65	PJC
Dec. 2	Heartsaver First Aid CPR & AED	08:30 AM-04:00 PM	\$100	SSC
Dec. 5	OSHA 10 Hour General Industry	08:00 AM-05:00 PM	\$200	GC
Dec. 5	Professional Truck Driving Refresher	08:00 AM-05:00 PM	\$1,325	PJC
Dec. 9	BLS for Health Care Providers	11:00 AM-04:00 PM	\$65	GC
Dec. 9	Med Aide Update	08:30 AM-04:00 PM	\$75	PJC
Dec. 10	Forklift Operator Training	08:00 AM-05:00 PM	\$700	PJC

Texas Reskilling & Upskilling through Education (TRUE) at PJC

The COVID-19 pandemic and resulting economic downturn thrust millions of Texans into unemployment. Returning them to the workforce and on a path to future success requires collaboration from industry, education providers and the State of Texas.

Using a vast database of job descriptions, occupations, and skills to map career pathways from start to next-step occupations, the analysis considers: job similarity and skill overlap between occupations; education and experience requirements; Texas median salary BLS data to create upwardly mobile pathways; and state and local workforce targeted occupations.

The following have been identified for the PJC service area to meet the initiative's criteria:

PRODUCTION TECHNICIAN • LIFT TECHNICIAN • SCHEDULING TECHNICIAN

Workforce and Continuing Education Classes Offered in Paris, Greenville and Sulphur Springs

Child Care

Child Care Workshop (7 Hrs./\$35)

The child care workshop is designed for all child care employees and meets the continuing education requirements for Texas as set forth by the Texas Department of Family and Protective Services. Annual training provides caregivers an opportunity to learn the newest techniques for addressing children's behaviors, to discover the latest findings on what children need as they develop, and to refresh and re-energize. (CDEC1032-Issues for Early Care and Education Professionals)

Sept. 24	S	09:00 AM-04:30 PM	SSC
Feb. 18	S	09:00 AM-04:30 PM	PJC
May 20	S	09:00 AM-04:30 PM	GC

Child Development Associate Training-Hybrid (120 Hrs./\$875)

The Child Development Associate (CDA) Credential™ is the most widely recognized credential in early childhood education (ECE) and is a key stepping stone on the path of career advancement in ECE. The CDA Credential™ is based on a core set of competency standards, which guide early care professionals as they work toward becoming qualified teachers of young children. CDAs have knowledge of how to put the CDA Competency Standards into practice and understanding of why those standards help children move with success from one developmental stage to another. Put simply, CDAs know how to nurture the emotional, physical, intellectual, and social development of children. To earn the CDA Credential students must successfully complete: 120 hours of Professional Education; 480 hours of Professional Experience; Verification Visit with a CDA professional Development Specialist; and CDA Exam at a Pearson Vue test center. Textbook Required. (CDEC1017 and CDEC2022-CDA Training I and II)

Jan. 23-May 1	M	06:00 PM-10:00 PM	PJC
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Computer

Computer Skills for the Workplace -- ONLINE (24 Hrs./\$125)

Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees with the skills and knowledge to send messages across the country via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit data in a database; understand the implications of file sizes, memory limitations and network arrangements. (ITSC1022-Introduction to Computer Applications in Business)

Classes begin when a student registers and pays the tuition. To register visit -- www.ed2go.com/pariscc

iOS App Development -- ONLINE (30 Hrs./\$365)

iOS App Development is a collection of 3 Skills pathways, comprised of over 30 hours of online course instruction leading to jobs and careers in the field of Software Development, along with earning shareable digital badges indicating skills gained. This course enables the learner to create, deploy and manage iOS mobile applications. Learners increase their proficiency in app layout and controls, data and graphics, and iOS 10 features. The iOS App Development course culminates in proficient app creation, development, and optimization.

Classes begin when a student registers and pays the tuition. Register at <https://jobready.journeyed.com/parisjc.edu>.

Microsoft Excel Level 1: Essentials (7 Hrs./\$125)

Microsoft Office Excel is an electronic spreadsheet application used to perform numeric calculations, graph data, develop reports, and much more. This training course will cover the following topics: Creating a worksheet; working with formulas and functions; formatting a worksheet; and working with charts. Textbook is included. (ITSW1022-Introduction to Electronic Spreadsheets)

Sept. 13-20	T/R	09:00 AM-11:20 AM	PJC
Oct. 21-28	F	01:30 PM-05:00 PM	GC
Nov. 4	F	09:00 AM-05:00 PM	SSC

Microsoft Excel Level 2: Beyond the Basics (7 Hrs./\$125)

Learn more advanced techniques to analyze data, enhance charts and to automate worksheet tasks. This training will cover: Managing workbook, data-splitting the worksheet, pane-freezing rows and columns, adding a digital signature, inserting hyperlinks, using tables and analyzing table data conditional formatting, finding records using excel functions, automating worksheet tasks through macros, enhancing charts and sharing excel files and incorporating web information. Textbook is included. (ITSW1046-Intermediate Spreadsheets I)

Aug. 12	F	09:00 AM-05:00 PM	SSC
Sept. 6-13	T/R	05:30 PM-07:50 PM	PJC
Oct. 18-25	T/R	05:30 PM-07:50 PM	PJC
Nov. 11	F	09:00 AM-05:00 PM	GC

Microsoft PowerPoint: Essentials (7 Hrs./\$125)

Learn the basics on how to use the presentation software – Microsoft PowerPoint. Learn how to create dazzling slide presentations consisting of slides that contain text, objects, animation, slide transitions, sound, charts, backgrounds, outlines, media clips, clip art, and hyperlinks. Learn valuable tips and tricks for a successful presentation including handouts, timing, and more. Textbook is included. (ITSW1037-Introduction to Presentation Software)

Aug. 26	F	09:00 AM-05:00 PM	SSC
Oct. 7	F	09:00 AM-05:00 PM	PJC
Nov. 18	F	09:00 AM-05:00 PM	SSC

Microsoft Word Level 1: Essentials (7 Hrs./\$125)

This word processing program makes it easy to create a variety of professional looking documents from simple letters and memos to newsletters, blog posts, business cards, resumes, flyers and more. This training course will cover the following topics: Creating, saving and opening documents; editing documents; cut/paste and find/replace; formatting text and paragraphs; formatting documents; creating and formatting tables. Textbook is included. (POFI1024-Word Processing Applications)

Aug. 8-15	M/W	05:30 PM-07:50 PM	PJC
Sept. 9	F	09:00 AM-05:00 PM	SSC
Oct. 14	F	09:00 AM-05:00 PM	GC
Nov. 14-16	M/W	09:00 AM-12:20 PM	PJC

Workforce and Continuing Education Classes Offered in Paris, Greenville and Sulphur Springs

Microsoft Word Level 2: Beyond the Basics (7 Hrs./\$125)

Learn advanced formatting techniques to enhance documents. This training course will cover the following topics: Illustrating documents with graphics; working with themes and building blocks; merging word documents working with styles and templates; developing multi-page documents-headers-footers-table of contents and sections. Textbook is included. (POFI1042-Word Processing Applications II)

Aug. 19	F	09:00 AM-05:00 PM	GC
Sept. 23	F	09:00 AM-05:00 PM	SSC
Oct. 3-10	M/W	05:30 PM-07:50 PM	PJC

Quick Books Level 1: Basic Skills (12 Hrs./\$225)

QuickBooks is a popular record keeping software used by small businesses today. Keeping accurate records can assist you in managing your business more successfully and profitably. Start with the basics in this Level 1 course and get better control of your business income and expenses. The following items will be covered in Level 1: Planning and creating your company in Quick Books, managing basic Quick Book files, working with customer transactions, working with vendor transactions, and banking with Quick Books. Textbook is included. (ACNT1010-Computerized Accounting)

Please call 903.782.0224 for more information.

Quick Books Level 2: Beyond the Basics (12 Hrs./\$225)

Now that you've mastered the basics of QuickBooks, learn how QuickBooks can help you further by tracking inventory and handling payroll requirements. Covered in QuickBooks Level 2 is dealing with physical inventory; selling inventory items; using QuickBooks for payroll; working with balance sheet accounts; using classes, dealing with errors and refunds, NSF checks; and customizing QuickBooks. Textbook is included. (ACNT1010-Computerized Accounting)

Please call 903.782.0224 for more information.

Driving

Driver's Education (32 Hrs./\$209)

Driver Education provides the basic skills and training required by law to provide the knowledge and hands-on experience to prepare people for their written and practical tests to operate a vehicle in Texas. Approved by the Texas Department of Licensing and Regulation (TDLR), this course is open to students between the ages of 15 and 17. In order to receive a learner's permit, the Department of Public Safety will require a birth certificate, Verification of Enrollment (VOE), and a social security card. Includes 7 hours of driving experience.

Aug. 1-25	M-R	04:00 PM-06:00 PM	PJC
Oct. 24-Nov. 17	M-R	04:00 PM-06:00 PM	PJC
Feb. 6-Mar. 2	M-R	04:00 PM-06:00 PM	PJC
May 1-25	M-R	04:00 PM-06:00 PM	PJC

Paris Junior College gives equal consideration of all applicants for admission, without regard to race, color, religion, creed, national origin, sex, age, marital status, handicap or veteran status. Assistance is provided to students with limited English speaking abilities, or learning difficulties. For further information, contact the Advising and Counseling office at 903.782.0426.

Professional Truck Driver CDL Permit Prep. (50 Hrs./\$850)

Students will receive 20 hours of classroom instruction and 30 hours of lab which is designed to provide the student with information necessary to obtain the requirements for a Class A Learners Permit. Topics included but not limited to: Special Requirements, Air Brakes, General Knowledge, Human Trafficking and Combination Vehicle. Students will be provided an essential program of study required by the Federal Motor Carrier Safety Regulations (FMCSR) to all Entry Level training applicants. This course includes fees to take the Class A Learners Permit. Pre-Requisite: Current Texas Driver's License and DOT Physical. (CVOP1005-Commercial Drivers License Exam Preparation)

Aug. 8-12	M-F	08:00 AM-06:00 PM	PJC
Sept. 12-16	M-F	08:00 AM-06:00 PM	GC
Oct. 10-14	M-F	08:00 AM-06:00 PM	SSC
Nov. 14-18	M-F	08:00 AM-06:00 PM	PJC

Professional Truck Driving II (150 Hrs./\$3,750)

Students will receive 150 clock hours of behind the wheel training and observation. This instruction includes straight-line backing, alley docking, off-set backing, parallel parking, coupling & uncoupling, 8-step brake test and pre-trip inspection. Students will practice the proper methods of: shifting techniques; approaching intersections; left and right hand turns; entering and exiting freeway ramps; and using mirrors while driving both forward and backwards. Students will be required to maintain a Driver's Daily Log. Progress will be documented daily. On the last day of class, the student will be given a driver's certification road test. Students must successfully achieve this certification to be eligible to attempt the final DOT skills test. This course includes fees to take the Commercial Drivers License Driving Skills test. Students will be responsible for the cost of their Commercial Drivers license. Paris Junior College is a Certified Third Party Evaluator. NOTE: Times May Vary. Pre-Requisite: Current Class A Learners Permit and Medical Card. (CVOP1040-Professional Truck Driver II)

Aug. 15-Sept. 2	M-F	08:00 AM-06:00 PM	PJC
Sept. 19-Oct. 7	M-F	08:00 AM-06:00 PM	GC
Oct. 17-Nov. 4	M-F	08:00 AM-06:00 PM	SSC
Nov. 28-Dec. 16	M-F	08:00 AM-06:00 PM	PJC

Professional Truck Driving Refresher Course (40 Hrs./\$1,325)

This course is designed for a student that needs to refresh their skills to renew their license. Pre-Requisites: CDL Driving permit, DOT Medical Card and negative DOT Drug Screen. Review the Pre-Trip and Braking Exam, Backing Exam and Driving Skills Exam.

NOTE: Times may vary. (CVOP1015-Commercial Drivers License Exam Preparation)

Aug. 22-26	M-S	08:00 AM-05:00 PM	PJC
Sept. 26-30	M-F	08:00 AM-05:00 PM	GC
Oct. 24-28	M-F	08:00 AM-05:00 PM	SSC
Dec. 5-9	M-S	08:00 AM-05:00 PM	PJC

Professional Truck Driver Endorsements (8 Hrs./\$200)

Students will learn about the following endorsements: HazMat, Doubles, Triples & Tankers. Student will be eligible to test to earn these endorsements. (CVOP2000--Professional Development: Truck and Bus Driver/Commercial Vehicle Operation)

Aug. 11	R	08:00 AM-05:00 PM	PJC
Sept. 15	R	08:00 AM-05:00 PM	GC
Oct. 13	R	08:00 AM-05:00 PM	SSC
Nov. 17	R	08:00 AM-05:00 PM	PJC

Workforce and Continuing Education Classes Offered in Paris, Greenville and Sulphur Springs

Health

American Heart Association Skills Verification (2 Hrs./\$50)

Students taking the online AHA courses may attend to have their skills verified to receive their certification card. Pre-Registration is required. Students must bring their verification form from AHA stating they passed the online course. Online course: <https://elearning.heart.org>.

Aug. 5	F	12:00 PM-02:00 PM	PJC
Sept. 2	F	12:00 PM-02:00 PM	PJC
Oct. 7	F	12:00 PM-02:00 PM	PJC
Nov. 4	F	12:00 PM-02:00 PM	PJC
Dec. 2	F	12:00 PM-02:00 PM	PJC

Basic Life Support for Health Care Providers (5 Hrs./\$65)

Instruction in lifesaving skills of respiratory (choking and near drowning) and cardiac emergencies involving adults, children, and infants to provide information about heart disease, pediatric and adult risk factors prudent heart living, heart and lung function, and signals and action for survival. To instruct learners in the management of the adult, child, and infant who needs CPR or foreign body airway management. To instruct learners in the two rescuer approach to the adult and child victim.

Aug. 5	F	08:00 AM-01:00 PM	PJC
Aug. 12	F	11:00 AM-04:00 PM	GC
Aug. 19	F	11:00 AM-04:00 PM	SSC
Sept. 9	F	08:00 AM-01:00 PM	PJC
Sept. 23	F	11:00 AM-04:00 PM	SSC
Oct. 7	F	08:00 AM-01:00 PM	PJC
Oct. 21	F	11:00 AM-04:00 PM	GC
Nov. 4	F	08:00 AM-01:00 PM	PJC
Nov. 18	F	11:00 AM-04:00 PM	SSC
Dec. 2	F	08:00 AM-01:00 PM	PJC
Dec. 9	F	11:00 AM-04:00 PM	GC

Dental Assistant (100 Hrs./\$1,995)

The Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions-Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant. This course covers the following key areas and topics-Administrative Aspects: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry and dental assisting; state dental practice; policies and guidelines. Clinical Aspects include: introduction to oral anatomy; dental operatory; dental equipment, operation, and maintenance; introduction to tooth structure; primary and permanent teeth; tooth structure; the oral cavity and related structures; proper patient positioning; dental hand-pieces and dental burns; dental anesthesia; sterilization; maintaining sterility and asepsis and other areas. Textbooks and materials provided. (DNTA1015-Chairside Assisting)

Aug. 30-Dec. 1	T/R/S	06:00 PM-09:00 PM	SSC
Jan. 17-Apr. 25	T/R/S	06:00 PM-09:00 PM	PJC
May 11-Aug. 31	T/R/S	06:00 PM-09:00 PM	GC

Clinical Medical Assistant

(140 Hrs. Classroom/160 Hrs. Externship/\$2,599)

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands on labs and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening and meet other requirements. Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. (MDCA1000-Basic Medical Assistant Technology)

Aug. 12-Dec. 9	F	08:00 AM-04:30 PM	SSC
Jan. 27-June 2	F	08:00 AM-04:30 PM	PJC
June 6-Nov. 16	T/R	06:00 PM-09:00 PM	SSC

Certified EKG Cardiographic Technician Program, Hybrid (50 Hrs./\$675)

The EKG/ECG Technician program will prepare a student to be certified as an EKG/ECG Technician. Main topics of study will include Safety, Compliance and Coordinated Patient Care; EKG/ECG Acquisition including maintenance and electrode placement; and EKG/ECG analysis and interpretation. Students will learn the proper way to attach leads for standard 12-lead EKG/ECG; ambulatory (e.g. Holter, event) monitoring; stress testing; telemetry and patients who have special considerations. Students will learn waveform characteristics, identify arrhythmias, how to measure intervals and more. (ECRD1011-Electrocardiography)

Sept. 30-Nov. 11	F	10:00 AM-04:30 PM	PJC
Mar. 31-May 12	F	10:00 AM-04:30 PM	PJC

National Healthcareer Association Certification Exam Dates Paris Junior College Students Only

Test Date	Day	Test Time	Location
Aug. 19	F	09:00 AM-01:00 PM	GC
Sept. 16	F	09:00 AM-01:00 PM	SSC
Oct. 18	T	05:00 PM-08:00 PM	PJC
Nov. 18	F	09:00 AM-01:00 PM	GC

Please register at www.nhanow.com

Workforce and Continuing Education Classes Offered in Paris, Greenville and Sulphur Springs

Heartsaver First Aid CPR & AED (7 Hrs./\$100)

The Heartsaver® First Aid CPR & AED course provides first responders with training in basic first aid and CPR/AED procedures including the first aid skills recommended by OSHA. Topics covered include: First Aide basic; Medical Emergencies; Injury Emergencies; Environmental Emergencies; CPR; AED and Choking. This course is intended for all individuals who have a duty to respond to a first aid or cardiac emergency because of job responsibilities or regulatory requirements (i.e., Day Care Workers, Church Nursery) (EMSP1026-First Aid)

Aug. 26	F	08:30 AM-04:00 PM	GC
Sept. 23	F	08:30 AM-04:00 PM	SSC
Oct. 21	F	08:30 AM-04:00 PM	PJC
Nov. 4	F	08:30 AM-04:00 PM	GC
Dec. 2	F	08:30 AM-04:00 PM	SSC

Medication Aide Update (7 Hrs./\$75)

The content of this course fulfills the annual education renewal requirements for the certified medication aide. The purpose of the course is to maintain and enhance the competency of Permitted Medication Aides to administer medications as specified at the Health and Safety Code, Chapter 242 Subchapter F and 40 TAC Chapter 95 and to protect the health and welfare of the citizens of Texas. Topics include review and update of medication aide training rules, medication administration, and related responsibilities. (NURA1041-Professional Development: Medication Aide)

Aug. 19	F	08:30 AM-04:00 PM	PJC
Sept. 23	F	08:30 AM-04:00 PM	PJC
Oct. 21	F	08:30 AM-04:00 PM	PJC
Nov. 18	F	08:30 AM-04:00 PM	PJC
Dec. 9	F	08:30 AM-04:00 PM	PJC

Nurse Aide (100 Hrs./\$900)

Preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team. Applicant must have a valid state-issued photo ID, and social security card. The names on both of these items must match. Applicant will also be required to fill out a background release form upon applying to be considered for this class. The Nurse Aide certification test is not included in the price of the course and must be scheduled by the student. Paris Junior College-Paris Campus is an official testing site for certification testing. (NURA1001-Nurse Aide for Health Care)

Sept. 12-Oct. 26 Sulphur Springs
 Classroom: Sept. 12-Oct. 10 Online
 Clinical: Oct. 11-26 M-R 05:00 PM-09:00 PM

Oct. 31-Dec. 14 Paris
 Classroom: Oct. 31-Nov. 30 Online
 Clinical: Dec. 1-14 M-F 05:00 PM-09:00 PM

Jan. 23-Mar. 8 Sulphur Springs
 Classroom: Jan. 23-Feb. 20 Online
 Clinical: Feb. 21-Mar. 8 M-R 05:00 PM-09:00 PM

Pharmacy Technician Certification Program

(256 Hrs. Classroom/96 Hrs. Internship/\$2,900)

The Pharmacy Technician Certification Program will be an intensive study in the Pharmacy Technician career. Students will receive extensive training in Pharmaceutical Math, Pharmacy Law, Drug Classifications, Compounding Sterile Preparations and more. Each student will complete an internship at a Retail Pharmacy and a Hospital Pharmacy. Pre-requisites include high school diploma or GED and up-to-date immunizations, fingerprinting and be accepted as a Pharmacy Technician in Training.

Mar. 21 - Feb. 24 T/R 05:00 PM-09:00 PM PJC

Phlebotomy Basic & Clinical

(60 Hrs. Classroom/100 Hrs. Clinical/\$1,115)

Provides technical and clinical training to prepare you for work as a phlebotomist in hospitals, physician offices, group practices, independent laboratories, health maintenance organizations and public facilities. Practical task training includes use of vacuum collection devices, syringes, capillary skin puncture and butterfly collection devices; proper collection procedures tests such as for blood cultures, bleeding test, and newborn screens; specimen transportation and other phlebotomy-related tasks associated with specimen collection on adults, children and infants. In addition to practical training, students in this program will learn about safety procedures and protocols, infection control, lab requisitions, ethics, medical terminology related to phlebotomy, and related laws that regulate working effectively within the health care community. No uniform required. The clinical component is under the direct supervision of clinical professionals in a medical facility. Upon successful completion of this program, the student will be eligible to take the Phlebotomist National Certification Examination. Basic Life Support for Health Care Providers (CPR) is included in the price. Required Prerequisites: criminal background check; drug screen; high school diploma or GED and up to date immunization records. Textbook and workbook are required. (PLAB1023-Basic Phlebotomy / PLAB1060-Clinical Phlebotomy)

Sept. 13-Nov. 11 T/R 06:00 PM-09:00 PM PJC
 Oct. 4-Dec. 15 T/R 06:00 PM-09:00 PM SSC

Radiology Seminar (16 Hrs./\$190)

This seminar is a comprehensive review of the art and science of diagnostic radiologic technology. Each participant will learn a step-by-step method of preparation for the successful completion of the American Registry of Radiologic Technologists (ARRT®) Registry Examination. (RADR2000 Professional Development: Medical Radiologic Technology/Science – Radiographer)

Aug. 30-31 T/W 08:00 AM-05:00 PM PJC

CAMPUS HOLIDAYS

Continuing Education courses will not meet on the following holidays:

Sept. 5 Labor. Day Holiday
 Nov. 23-25 Thanksgiving Holiday
 Dec. 19-Jan. 2 Fall Break

Workforce and Continuing Education Classes Offered in Paris, Greenville and Sulphur Springs

Language

Intermediate Spanish I

(80 Hrs./\$256 In District/\$406 Out of District)

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

Aug. 29-Oct. 20	T/R	11:00 AM-12:15 PM	SSC
Oct. 24-Dec. 15	M/W	09:30 AM-10:45 AM	SSC

Intermediate Spanish II

(80 Hrs./\$256 In District/\$406 Out of District)

Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

Oct. 24-Dec. 15	M/W	11:00 AM-12:15 PM	SSC
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Discover Sign Language ONLINE (24 Hrs/\$115)

It's truly amazing how much you can communicate just by using your hands. Add in different facial expressions, and you have a full conversation! In this course, you will discover how to use this graceful, expressive language to communicate.

Classes begin when a student registers and pays the tuition. Register at www.ed2go.com/pariscc.

Discover Sign Language II ONLINE (24 Hrs/\$125)

Take your sign language skills to the next level with additional vocabulary, grammar lessons, and cultural information. This course will help you build confidence in your ability to sign with the Deaf community.

Classes begin when a student registers and pays the tuition. Register at www.ed2go.com/pariscc.

Personal Enrichment

Ceramics I (96 Hrs./\$282 In District/\$432 Out of District)

This course is an introduction to basic clay processes. There will be kiln-firing techniques, raku and stoneware firing. Emphasis is placed on hand building techniques and basic glaze formations. The student is urged to find creative solutions to all problems and assignments posed. There will be lecture as well as hands-on projects.

Aug. 30-Dec. 13	T	05:00 PM-09:00 PM	PJC
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Ceramics II (96 Hrs./\$282 In District/\$432 Out of District)

This course teaches advanced techniques in clay works and glaze formulation. It introduces the student to the use of the potter's wheel. Raku and stoneware firing are also included.

Aug. 30-Dec. 13	T	05:00 PM-09:00 PM	PJC
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Design I (96 Hrs./\$270 In District/\$420 Out of District)

Fundamental art principles applied to the elements of line, space, shapes, form, value and color. The emphasis will be on two dimensional designs.

Aug. 30-Dec. 13	T/R	09:30 AM-12:15 PM	PJC
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Drawing I (96 Hrs./\$270 In District/\$420 Out of District)

A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. understanding of drawing as a discipline.

Aug. 29-Dec. 14	M/W	09:30 AM-12:15 PM	PJC
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Photography I (96 Hrs./\$282 In District/\$432 Out of District)

Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics.(PHTC1011-Fundamentals of Photography)

Aug. 30-Dec. 13	T	06:00 PM-09:00 PM	PJC
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Photography II (96 Hrs./\$282 In District/\$432 Out of District)

Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications. Fee charged. Prerequisite: Photography I or its equivalent.(PHTC1011-Fundamentals of Photography)

Aug. 30-Dec. 13	T	06:00 PM-09:00 PM	PJC
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KEY TO USING THIS SCHEDULE

Sept. 3	F	9:00 AM — 12:00 Noon	PJC
↕	↕	↕	↕
Date	Day(s) of Week	Time	Location

LOCATION LEGEND

GC	Paris Junior College – Greenville Campus
HUB	Clarksville Community Center
PJC	Paris Junior College – Paris Campus
QCC	Quinlan Community Center
SSC	Paris Junior College – Sulphur Springs Campus

IMPORTANT NOTE:
The Paris Junior College
Continuing Education class schedule
continues to be updated after printing.
For the most up-to-date schedule
visit Continuing Education
www.parisjc.edu/ce

Workforce and Continuing Education Classes Offered in Paris, Greenville and Sulphur Springs

Workforce Development

Forklift Operator Training (16 Hrs./\$700)

The Forklift Operator Safety course covers safety requirements relating to the design, maintenance, and safe use of forklift trucks. It is designed to help student learn to evaluate the workplace and determine if loads can be safely moved. It includes: inspection of the equipment, lift limitations; understanding fulcrum and center of gravity along with safe operation in all phases of using the lift. The student will be responsible for demonstrating the proper use and inspection of the lift they will be using. No rough terrain. Level 1-5 only. (CNSE1003-Forklift Operator Certification)

Nov. 5-6	S/S	08:00 AM-05:00 PM	SSC
Dec. 10-11	S/S	08:00 AM-05:00 PM	PJC
Feb. 4-5	S/S	08:00 AM-05:00 PM	PJC

GMAW Welding with (MIG) Certification (96 Hrs./\$2,300)

PJC's weekend welding technology program is an industry-driven curriculum providing the opportunity to obtain necessary welding skills and technical understanding for entry-level jobs in the welding vocation and related fields. Upon completion of this course, students will be given the opportunity to complete the metal inert gas welding (MIG) certification. (DFTG1023-Intro to Blueprint Reading for Welders/WLDG1030-Introduction to Gas Metal Arc Welding-GMAW)

Call 903.782.0447 for more information.

Industry Readiness (80 Hrs./\$980)

This class is designed to prepare students for entry level work. Students will learn Occupational Safety and Health Administration (OSHA) safety guidelines; technical and applied mathematics skills relevant to business and industry; basic logistic training; electrical hazard training; blue print reading; basic shop safety; fall protection and tools and how to safely operate a forklift. Upon successful completion of the course students will earn their OSHA General Industry 10 Hour Certification, Fall Protection Certification and Forklift Operator Certification. (CNSE1003-Forklift Operator Certification/DEM1000-Shop Safety and Tools/DFTG1023-Print Reading/LMGT1005-Basic Logistic Training/LMGT2002-Specialized training in Logistics & Materials Management/OSHT1003-OHSA 10 Hour/OSHT1015-Safety & Accident Prevention/OSHT2011-Occupational Safety & Health Management/TECM1013-Machine Shop Math)

Aug. 22-Sept. 22	M-R	05:30 PM-09:30 PM	PJC
Sept. 3-25	S/S	09:00 AM-05:30 PM	SSC

OSHA 10 Hour General Industry (10 Hrs./\$200)

The 10-hour General Industry Outreach Training Program is intended to provide an entry level worker's general awareness on recognizing and preventing hazards in a general industry setting. This course is designed for entry level general industry workers. Upon completion of this course, a wallet card will be issued certifying the student has completed 10 hours of OSHA training for General Industry. (OSHT1003-Workplace Safety)

Aug. 22-23	M/T	08:00 AM-05:00 PM	PJC
Oct. 10-11	M/T	08:00 AM-05:00 PM	SSC
Dec. 5-6	M/T	08:00 AM-05:00 PM	GC

OSHA 30 Hour General Industry (30 Hrs./\$625)

The OSHA 30-hour General Industry Outreach Training course is a comprehensive safety program designed for anyone involved in general industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues. EM385 Compliant. Note: The 30 Hour General Industry Outreach course is NOT equivalent to the OSHA 510 or 511 courses and will not meet the course prerequisites to take the OSHA 500 or 501 courses. (OSHT2011-Occupational Safety and Health Management)

Sept. 26-29	M-R	08:00 AM-05:00 PM	SSC
Nov. 14-17	M-R	08:00 AM-05:00 PM	SSC

Financial aid available for Paris Junior College's Industry Readiness Course

Paris Junior College has announced it has received funding for support services for students enrolled in the college's Industry Readiness Course. The Industry Readiness Course is a five (5) week course, totalling 80 hours, meeting Monday through Thursday, 5:30 p.m. to 9:30 p.m. or Saturday and Sunday, 9 a.m. to 5:30 p.m. The only prerequisite is that the student has a high school diploma or GED. Students will receive the following certifications: OSHA 10-Hour, Fall Protection and Forklift certification and training in mathematics, logistics, electrical hazard, blueprint reading and more. Paris Junior College's Industry Readiness Course provides access to entry-level positions so students may obtain the on-the-job training to qualify for the high demand occupations. The program will also equip students with the knowledge and skills needed to pursue additional training in related college workforce programs and certifications. The Texas Reskilling and Upskilling for Education grant is providing scholarships for students wanting to attend the training. The student must complete the entire program. Certifications will be awarded at the end of the training.

For more information:
903-782-0447 • PJC-CE@parisjc.edu

Workforce and Continuing Education Classes Offered in Paris, Greenville and Sulphur Springs

Six Sigma Black Belt -- ONLINE (111 Hrs./\$365)

Six Sigma Black Belt is a collection of 10 Certification pathways, comprised of over 111 hours of online course instruction leading to jobs and careers in the field of Business Management, along with earning shareable digital badges indicating skills gained. This certification pathway is the most advanced of the Six Sigma courses, offering the learner acute skills in project management, including: listening to the voice of the customer, process flow metrics and analysis tools, and further data analysis. The learner will leave this certification pathway with an ability to navigate the nuances of project management, both as it pertains to customer and team needs. The learner will also leave with skilled engagement in analysis, experiments, and data gathering.

Classes begin when a student registers and pays the tuition.

Register at <https://jobready.journeyed.com/parisjc>

Six Sigma Green Belt -- ONLINE (68 Hrs./\$365)

Six Sigma Green Belt is a collection of 8 Certification pathways, comprised of over 68 hours of online course instruction leading to jobs and careers in the field of Business Management, along with earning shareable digital badges indicating skills gained. This certification pathway will instill deft skills in hypothesis testing fundamentals, tests for variances, and tests for proportions. The learner will leave this certification with an understand of exploratory data analysis. Additionally, the learner will engage with management and planning tools for Six Sigma, performance metrics, and team dynamics.

Classes begin when a student registers and pays the tuition.

Register at <https://jobready.journeyed.com/parisjc>

ONLINE CONTINUING EDUCATION

EDUCATION TO GO

Now you can update your skills, discover a new talent, or chart a career path at your own pace and at your convenience with on-line courses. All you need is Internet access and a Web browser. All instruction takes place on your computer at home or at work. This is not a classroom course. No textbook is required. Read your lessons and ask questions of your instructor at the time most convenient to you.

The final exam is released the same day as the last lesson. Once the final exam has been released, you have two weeks to complete all course work, including the final exam. A 10-day extension is available if you fall behind.

ENROLL NOW!

www.ed2go.com/pariscc

HEALTH ED TODAY

These courses are highly interactive and provide students with an enriched learning experience. Each course was developed to ensure that students gain the necessary skills to excel in a professional healthcare environment. Additionally, these programs include access to an online community with interactive content and robust student services. Each course includes:

- Online healthcare content that supplements each course
- Engaging labs, student exercises, course videos and animated simulations
- Student pre and post assessments and online performance tracking
- National and state certification opportunities
- Certain programs include clinical externships

Visit www.healthedtoday.com/parisjc

PJC JobReady Provides quick start for high demand positions

Paris Junior College is joining community colleges across Texas to meet the needs of Texans who need to upgrade their skills in the midst of the current economic crisis. Through the Texas Community College Teachers Association, PJC has partnered with JobReady to offer high-quality skills training at an affordable price.

PJC and JobReady are offering online courses aligned with career pathways, many leading to industry-recognized certifications. The goal will be to help students enter, or re-enter, the job market quickly and successfully. JobReady was created by the National Education Foundation (NEF), the national non-profit leader in STEM+ job skills training and Open4 Learning.

By working with employers, certification providers and job discovery services, JobReady aims to connect the dots between learning and work. The programs offered through PJC are affordable for every job seeker. The new courses cover a wide range of technical skills, from cybersecurity to manufacturing to computer systems administration and networking, as well as “soft skills” such as interpersonal communication and time management. Information is available on the programs at:

<https://jobready.journeyed.com/parisjc>

GENERAL INFORMATION

SEMINAR COORDINATION

Each year the Workforce and Continuing Education department coordinates several day long seminars on various topics. These seminars allow interested individuals to participate in a training session led by outside industry experts while networking with others who are in similar industries or have similar training needs.

MIRROR COURSES

What is a Mirror Course? A mirror course is for students who desire to attend a credit course and obtain the competencies of a credit course without entering into a credit certificate or degree plan. A mirror course does not require the student to be formally accepted as a student at Paris Junior College. Browse the credit course listing and if you see a class you would like to take, you have the option of taking it as a mirror course through Continuing Education.

For more information: 903-782-0447 • PJC-CE@parisjc.edu

Students enrolled in mirror courses:

- Look just like credit students!
- Don't have to worry about an entrance exam.
- Attend class, complete assignments, and master skills alongside credit students.
- Earn CEUs (Continuing Education Units) instead of credit hours.

A WORD ABOUT WAITING . . .

Have you signed up for a class only to find it cancelled three days before the starting date? Have you later discovered a friend who wanted to take it too, but had not registered? Or maybe you planned to take a class and procrastinated on registering for the class. When you finally decided to register the class was full. Here are some registration tips:

- Register early - do it today!
- Each class has a minimum required enrollment. Minimum enrollment must be reached 24 hours prior to the first class session to avoid cancellation.
- If you find a class you like, encourage a friend to join you.
- Sometimes two or three people make the difference between "go" or "cancel."

NEW COURSES

Would you like to suggest a new course? Your suggestions for new courses are most welcome. Please call our offices about your ideas for courses, seminars or workshops.

PART-TIME INSTRUCTORS NEEDED

Would you like to teach a course for Continuing Education? Applications for qualified instructors are always welcome for consideration in teaching Continuing Education courses. Please call our offices for more information.

REGISTRATION BEGINS NOW!

- Register Early! Many classes have limited enrollment, and courses with insufficient registration may be cancelled. Registration is accepted up to one day prior to the starting date of the class, but you must register before a class begins.
- Send a separate check and registration form for each class. If the class is full at the time your registration is received, Continuing Education staff will contact you and either return your fee or enroll you in another course of your choice. Receipt is maintained in the Continuing Education Office. Please keep your cancelled check as a record of your payment. Those who pay cash will receive a receipt.
- Because we try to keep costs low, acknowledgment of registrations not made on mail, fax or phone registrations. No receipts or reminders are given for most registrations, so enrolled students should mark their calendars for the class starting date.

REFUND AND CANCELLATION POLICY

If a class is cancelled for insufficient enrollment, you will receive a 100% refund. If a class is cancelled students will be notified by the Continuing Education staff 24 hours in advance. If you drop a class 24 hours prior to the first scheduled class day, you will receive a 100% refund. Requests made before the second scheduled class will receive an 80% refund. Should you cancel after that time, no refund will be issued. Please allow 4 to 6 weeks for your refund to be processed. **Please note:** Once online courses are accessed either by requesting materials or viewing lessons, there are no refunds.

INCLEMENT WEATHER

In the event of severe weather conditions, students should check the PJC website at www.parisjc.edu for the official closure of the campus or call the Continuing Education Office. If the college is closed all off-campus locations will be considered closed as well.

C.E.U.

One Continuing Education Unit (CEU) is defined as "ten hours of participation in an organized continuing education, adult, or extension experience under sponsorship, capable direction, and qualified instruction." CEU's are recognized nationally as a measure of substantive in-service education and training, however, the CEU should not be interpreted as a substitute for college credit. A Continuing Education transcript may be obtained by calling 903-782-0447.

STUDENT SERVICES

Continuing Education students are eligible for student services such as counseling, special needs, accommodations, library privileges, and other services. Please contact the ADA Coordinator at 903.782.0281.

ENTRANCE REQUIREMENTS

Generally, there are no examinations in Continuing Education courses. Course descriptions will include pre-requisites or placement requirements when appropriate. Continuing Education classes are offered on a non-credit basis.

FINANCIAL AID

Financial Aid is available to qualifying continuing education students if money is available. For information and eligibility requirements contact the Workforce & Continuing Education Office at 903-782-0447. It is recommended that you apply as soon as possible to allow for adequate application processing time.



Through the Texas Workforce Commission (TWC) Skills for Small Business program, up to \$2 million from the Skills Development Fund is dedicated to the backbone of Texas' business community—our small employers. Small businesses can apply to TWC for training offered by their local community or technical college, or the Texas A&M Engineering Extension Service (TEEX). TWC processes the applications and works with the college to fund the specific courses selected by businesses for their employees.

This exceptional opportunity supports businesses with fewer than 100 employees and emphasizes training for new workers though it also may help upgrade the skills of incumbent workers.

Skills for Small Business emphasizes training newly hired employees, those who have been hired by the business up to twelve months prior to the date that TWC receives an application.

- The program pays up to \$1,800 for each new employee being trained and \$900 for existing employees per 12-month period.
- Funding for training is for full-time employees.
- All training must be provided by a public community or technical college, or the Texas A&M Engineering Extension Service (TEEX). No third-party vendor training is allowed.
- Training must be selected from active course catalogs/schedules— credit, continuing education, online or other available unpublished courses.
- Employers must pay the prevailing wages in the local labor market for the trainees funded under the grant.

Eligible Applicants

To participate in the SSB program, a business must:

- Be a private business;
- Employ at least one and not more than 99 individuals total companywide;
- Be financially stable;
- Be liable to pay Unemployment Insurance contributions to TWC and be in compliance with the
- reporting and payment requirements; and
- Be in compliance with the Texas Business and Commerce Code.
-

Program Information

The program will cover the following costs:

- Tuition and fees costs for course offerings provided by eligible public community and technical colleges in the local area.
- Up to \$1,800 in a 12-month period for a new employee; and
- Up to \$900 in a 12-month period for an existing employee
- No courses are considered or funded retroactively.
- Businesses will be responsible for all course costs not covered by SSB funding.
- It is a statutory requirement of the program that the hourly wage of each employee for whom training is being requested meets or exceeds the prevailing wage for that occupation in the local labor market. TWC will use local labor market wage data to determine if this requirement is met.



The Skills Development Fund is Texas' premier job-training program providing training opportunities for Texas businesses and workers. Funding for the program is administered by the Texas Workforce Commission. Success is achieved through collaboration among businesses, public community and technical colleges, Workforce Development Boards and economic development partners.

The Skills Development Fund program assists businesses and trade unions by financing the design and implementation of customized job-training projects. This fund successfully merges business needs and local customized training opportunities into a winning formula to increase the skills levels and wages of the Texas workforce.

Becoming a Partner

As a Texas employer, you are the focus of the Skills Development Fund. You provide two things — a desire to collaborate with the other partners involved with the project and the commitment to see the project through to completion. If you would like to take advantage of SDF training, please reach out to your local eligible grant applicant or your regional SDF Outreach Team representative.

To be considered for a Skills Development Fund grant, the private business, business consortium or trade union must:

Partner with an eligible grant applicant, which is a public community or technical college, the Texas Engineering Extension Service, or a private, nonprofit community-based organization in partnership with one of those institutions.

Be actively involved in the planning and design of the customized training project.

Pay wages to the employees who successfully complete the training program that are equal to or greater than the prevailing wage for the occupation in the local labor market.

Disclose any other state or federal grant funds sought or awarded for the proposed training project.

Sign an agreement with the grant applicant outlining each entity's roles and responsibilities in the training project, including reporting requirements related to trainee participation.

Provide equal employment opportunity documentation as well as information on the occupations for training, employment benefits, wages and social security numbers for trainees.

Use WorkinTexas.com to post openings for new workers trained under the project.

Grant Award Information

Grants for a single business may be limited to \$500,000. Tuition, curriculum development, instructor fees and training materials can be included, however, trainee wages, drug testing and certain travel cost and equipment purchases cannot be covered. Contract typically are for 12 months.

For More Information Please Contact
Paris Junior College Workforce & Continuing Education
903-782-0447 • PJC-CE@parisjc.edu



**Paris Junior College
Enrollment Form
Continuing Education**

Paris Junior College
2400 Clarksville Street
Paris, Texas 75460-6298
903.782.0447

Paris Junior College — Sulphur Springs Center
1137 Loop 301 East
Sulphur Springs, Texas 75482
903.885.1232

Paris Junior College — Greenville Center
6500 Monty Stratton Pkwy.
Greenville, Texas 75401
903.454.9333

To register by mail, complete this form and make check payable to Paris Junior College.

PART 1 — STUDENT DEMOGRAPHIC INFORMATION

SOCIAL SECURITY NUMBER _____ BIRTH DATE _____

STUDENT'S NAME (Please Print) _____

Last First Middle _____

HOME ADDRESS _____

CITY/STATE/ZIP _____ COUNTY _____

HOME PHONE NUMBER _____ WORK PHONE NUMBER _____

() _____ () _____

E-mail Address: _____

ETHNIC

- (1) White (4) Asian or Pacific Islander
- (2) Black or African American (5) American Indian or Alaska Native
- (3) Hispanic or Latino (6) Nonresident Alien

GENDER

- Male Female

I would like to receive information on courses for relicensure or recertification.
The license or certificate I will be renewing is _____

REFUND POLICY: If a class is cancelled for insufficient enrollment, you will receive a 100% refund. If you drop a class 24 hours prior to the first scheduled class day, you will receive a 100% refund. Requests made before the second scheduled class will receive an 80% refund. Should you cancel after that time, no refund will be issued. Please allow 4 to 6 weeks for your refund to be processed.

Signature _____

PART 2 — FOR OFFICE USE ONLY

TODAY'S DATE _____ QUARTER OF ENROLLMENT

- Q1 (Sept.-Nov.) Q2 (Dec.-Feb.)
- Q3 (March-May) Q4 (June-Aug.)

COURSE INFORMATION

Number/Section	CIP	Date	Time
_____	C	_____	_____
Course Title			
Number/Section	CIP	Date	Time
_____	C	_____	_____
Course Title			
Number/Section	CIP	Date	Time
_____	C	_____	_____
Course Title			

PART 3 — FOR OFFICE USE ONLY

Date	Receipt Number	Check
Number		
Tuition	Payment Type	
Books or Fees	Total Paid	

Person(s) responsible for payment: _____

Paris Junior College gives equal consideration of all applicants for admission, without regard to race, color, religion, creed, national origin, sex, age, marital status, handicap or veteran status. Assistance is provided to students with limited English speaking abilities, or learning difficulties. For further information, contact the Advising and Counseling office at 903.782.0426.