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 to award the associate of arts degree, the associate of science degree, the associate of applied science degree and certificates of proficiency. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Paris Junior College. The Commission is to be contacted only if there is evidence that appears to support Paris Junior College's significant non-compliance with a requirement or standard.

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

**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 online at www.parisjc.edu/ce
OR
Follow us on Facebook @ Paris Junior College Continuing Education
About Us
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.

Personal Enrichment Classes
The Workforce and Continuing Education department offers many courses in the area of personal enrichment. These courses are often centered on personal interest. These courses allow students to continue life-long learning in a relaxed environment with expert instructors. The class topics range from genealogy to history to photography to starting your own edible garden, with many in between.

Community Service Classes
It is in the Workforce and Continuing Education department’s mission to be an integral part of the comprehensive offerings of PJC. This philosophy allows the department to offer classes to assist the community and its individual members. These classes vary in scheduling and often times are in response to community requests. Some of these offerings include: Driver’s Education, Kids College and more.

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, contact Continuing Education at (903) 782-0447.

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 decide 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.

Fun For KIDS
Mark Your Calendars!!

Junior Law Enforcement Academy
June 15-18

Junior Medics
June 22-25

Kids College
July 13-16

Safe Sitter
May 30

More classes are being added daily.

Campus Holidays
Continuing Education courses will not meet on the following holidays:

- Nov. 27-29    Thanksgiving
- Dec. 18-Jan. 1  Winter Break
- Jan. 20    Martin Luther King Jr.

Office Hours
- 8:00 a.m.-6:00 p.m., Monday-Thursday
- 8:00 a.m.-5:00 p.m., Friday

www.parisjc.edu/ce  •  Call 903.782.0447 for more information  •  Page 3
### November 2019

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Course</th>
<th>Time</th>
<th>Price</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 1</td>
<td>AHA Skills Verification (CPR)</td>
<td>12:00 p.m.-2:00 p.m.</td>
<td>$50</td>
<td>PJC</td>
</tr>
<tr>
<td>Nov. 1</td>
<td>BLS for Health Care Providers (CPR)</td>
<td>11:00 a.m.-4:00 p.m.</td>
<td>$62</td>
<td>SSC</td>
</tr>
<tr>
<td>Nov. 4</td>
<td>Activity Director-ONLINE</td>
<td>Online</td>
<td>$900</td>
<td>Online</td>
</tr>
<tr>
<td>Nov. 4</td>
<td>Microsoft Word Level 1</td>
<td>5:00 p.m.-8:30 p.m.</td>
<td>$125</td>
<td>PJC</td>
</tr>
<tr>
<td>Nov. 5</td>
<td>Forklift Operator Training</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>$450</td>
<td>PJC</td>
</tr>
<tr>
<td>Nov. 5</td>
<td>Winter Birds of NE Texas</td>
<td>6:30 p.m.-7:30 p.m.</td>
<td>$5</td>
<td>GC</td>
</tr>
<tr>
<td>Nov. 7</td>
<td>OSHA 10 Hour (General Industry)</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>$200</td>
<td>PJC</td>
</tr>
<tr>
<td>Nov. 7</td>
<td>Winter Birds of NE Texas</td>
<td>6:30 p.m.-7:30 p.m.</td>
<td>$5</td>
<td>GC</td>
</tr>
<tr>
<td>Nov. 8</td>
<td>BLS for Health Care Providers (CPR)</td>
<td>11:00 a.m.-4:00 p.m.</td>
<td>$62</td>
<td>GC</td>
</tr>
<tr>
<td>Nov. 8</td>
<td>BLS for Health Care Providers (CPR)</td>
<td>8:00 a.m.-1:00 p.m.</td>
<td>$62</td>
<td>PJC</td>
</tr>
<tr>
<td>Nov. 8</td>
<td>QuickBooks Level 1</td>
<td>9:00 a.m.-4:00 p.m.</td>
<td>$225</td>
<td>GC</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Professional Truck Driving Part I</td>
<td>8:00 a.m.-6:00 p.m.</td>
<td>$2,300</td>
<td>GC</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Professional Truck Driving Part II</td>
<td>8:00 a.m.-6:00 p.m.</td>
<td>$2,300</td>
<td>PJC</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Professional Truck Driving Refresher</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>$1,275</td>
<td>PJC</td>
</tr>
<tr>
<td>Nov. 12</td>
<td>Microsoft PowerPoint Level 1</td>
<td>9:00 a.m.-5:00 p.m.</td>
<td>$125</td>
<td>PJC</td>
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<tr>
<td>Nov. 15</td>
<td>Microsoft Word Level 1</td>
<td>1:00 p.m.-4:30 p.m.</td>
<td>$125</td>
<td>SSC</td>
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<tr>
<td>Nov. 19</td>
<td>OSHA 30 Hour (General Industry)</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>$625</td>
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<td>Nov. 19</td>
<td>Winter Birds of NE Texas</td>
<td>6:30 p.m.-7:30 p.m.</td>
<td>$5</td>
<td>HUB</td>
</tr>
<tr>
<td>Nov. 22</td>
<td>BLS for Health Care Providers (CPR)</td>
<td>11:00 a.m.-4:00 p.m.</td>
<td>$62</td>
<td>SSC</td>
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<tr>
<td>Nov. 22</td>
<td>Heartsaver First Aid CPR &amp; AED</td>
<td>8:30 a.m.-4:00 p.m.</td>
<td>$85</td>
<td>SSC</td>
</tr>
<tr>
<td>Nov. 22</td>
<td>Medication Aide Update</td>
<td>8:30 a.m.-4:00 p.m.</td>
<td>$75</td>
<td>PJC</td>
</tr>
<tr>
<td>Nov. 22</td>
<td>QuickBooks Level 2</td>
<td>9:00 a.m.-4:00 p.m.</td>
<td>$225</td>
<td>GC</td>
</tr>
<tr>
<td>Nov. 25</td>
<td>Microsoft Excel Level 1</td>
<td>9:00 a.m.-5:00 p.m.</td>
<td>$125</td>
<td>GC</td>
</tr>
<tr>
<td>Nov. 26</td>
<td>Nurse Aide Skills Refresher</td>
<td>8:00 a.m.-12:00 p.m.</td>
<td>$28</td>
<td>PJC</td>
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</tbody>
</table>

### December 2019

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Course</th>
<th>Time</th>
<th>Price</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Dec. 2</td>
<td>Activity Director-ONLINE</td>
<td>Online</td>
<td>$900</td>
<td>Online</td>
</tr>
<tr>
<td>Dec. 2</td>
<td>Professional Truck Driving Part II</td>
<td>8:00 a.m.-6:00 p.m.</td>
<td>$2,300</td>
<td>GC</td>
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<tr>
<td>Dec. 2</td>
<td>Professional Truck Driving Refresher</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>$1,275</td>
<td>GC</td>
</tr>
<tr>
<td>Dec. 2</td>
<td>Radiology Seminar</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>$160</td>
<td>PJC</td>
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<tr>
<td>Dec. 4</td>
<td>Microsoft Word Level 2</td>
<td>9:00 a.m.-5:00 p.m.</td>
<td>$125</td>
<td>PJC</td>
</tr>
<tr>
<td>Dec. 6</td>
<td>AHA Skills Verification (CPR)</td>
<td>12:00 p.m.-2:00 p.m.</td>
<td>$50</td>
<td>PJC</td>
</tr>
<tr>
<td>Dec. 6</td>
<td>BLS for Health Care Providers (CPR)</td>
<td>8:00 a.m.-1:00 p.m.</td>
<td>$62</td>
<td>PJC</td>
</tr>
<tr>
<td>Dec. 6</td>
<td>BLS for Health Care Providers (CPR)</td>
<td>11:00 a.m.-4:00 p.m.</td>
<td>$62</td>
<td>SSC</td>
</tr>
<tr>
<td>Dec. 6</td>
<td>Heartsaver First Aid CPR &amp; AED</td>
<td>8:30 a.m.-4:00 p.m.</td>
<td>$85</td>
<td>PJC</td>
</tr>
<tr>
<td>Dec. 6</td>
<td>Microsoft Excel Level 1</td>
<td>9:00 a.m.-5:00 p.m.</td>
<td>$125</td>
<td>SSC</td>
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<tr>
<td>Dec. 10</td>
<td>Forklift Operator Training</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>$450</td>
<td>PJC</td>
</tr>
<tr>
<td>Dec. 12</td>
<td>OSHA 10 Hour (General Industry)</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>$200</td>
<td>PJC</td>
</tr>
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</table>

### January 2020

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Course</th>
<th>Time</th>
<th>Price</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 6</td>
<td>Activity Director-ONLINE</td>
<td>Online</td>
<td>$900</td>
<td>Online</td>
</tr>
<tr>
<td>Jan. 6</td>
<td>Basic Hand Engraving</td>
<td>8:00 a.m.-4:00 p.m.</td>
<td>$425</td>
<td>PJC</td>
</tr>
<tr>
<td>Jan. 6</td>
<td>Computer Aided Design in Jewelry</td>
<td>8:00 a.m.-4:00 p.m.</td>
<td>$425</td>
<td>PJC</td>
</tr>
</tbody>
</table>
Workforce and Continuing Education Classes Offered in Paris, Greenville and Sulphur Springs

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

Winter 2019-2020 Calendar of Classes

Child Care

Child Care Pre-Service (8 Hrs./$18 OR 24 Hrs./$45)
Pre-service training is required of all new employees in regulated child care facilities. It includes positive guidance and discipline concepts, age-appropriate activities for children, developmental stages, health and safety practices, and other pertinent child care topics. The course is scheduled on an individual basis. (CDEC1009-Basic Child Care Worker)

Classes scheduled as needed. Please call 903.782.0447.

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)

**February 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Time</th>
<th>Price</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb.  1</td>
<td>Child Care Workshop</td>
<td>9:00 a.m.-4:00 p.m.</td>
<td>$35</td>
<td>PJC</td>
</tr>
<tr>
<td>Feb.  3</td>
<td>Activity Director-ONLINE</td>
<td>Online</td>
<td>$900</td>
<td>Online</td>
</tr>
<tr>
<td>Feb.  3</td>
<td>Driver’s Education</td>
<td>4:00 p.m.-6:00 p.m.</td>
<td>$209</td>
<td>PJC</td>
</tr>
<tr>
<td>Feb.  3</td>
<td>Nurse Aide</td>
<td>8:00 a.m.-3:00 p.m.</td>
<td>$840</td>
<td>SSC</td>
</tr>
<tr>
<td>Feb.  3</td>
<td>Nurse Aide</td>
<td>5:00 p.m.-9:00 p.m.</td>
<td>$840</td>
<td>SSC</td>
</tr>
<tr>
<td>Feb.  3</td>
<td>Professional Truck Driving Part I</td>
<td>8:00 a.m.-6:00 p.m.</td>
<td>$2,300</td>
<td>PJC</td>
</tr>
<tr>
<td>Feb.  4</td>
<td>Dental Assistant</td>
<td>6:00 p.m.-9:00 p.m.</td>
<td>$1,995</td>
<td>PJC</td>
</tr>
<tr>
<td>Feb.  7</td>
<td>AHA Skills Verification (CPR)</td>
<td>12:00 p.m.-2:00 p.m.</td>
<td>$50</td>
<td>PJC</td>
</tr>
<tr>
<td>Feb.  7</td>
<td>Clinical Medical Assistant</td>
<td>8:00 a.m.-4:30 p.m.</td>
<td>$2,599</td>
<td>GC</td>
</tr>
<tr>
<td>Feb.  7</td>
<td>Microsoft Word Level 1</td>
<td>9:00 a.m.-5:00 p.m.</td>
<td>$125</td>
<td>SSC</td>
</tr>
<tr>
<td>Feb.  7</td>
<td>QuickBooks Level 1</td>
<td>9:00 a.m.-4:00 p.m.</td>
<td>$225</td>
<td>GC</td>
</tr>
<tr>
<td>Feb.  7</td>
<td>Forklift Operator Training</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>$450</td>
<td>PJC</td>
</tr>
<tr>
<td>Feb.  7</td>
<td>Microsoft Excel Level 2</td>
<td>5:00 p.m.-8:30 p.m.</td>
<td>$125</td>
<td>PJC</td>
</tr>
<tr>
<td>Feb.  7</td>
<td>QuickBooks Level 1</td>
<td>9:00 a.m.-4:00 p.m.</td>
<td>$225</td>
<td>SSC</td>
</tr>
<tr>
<td>Feb.  11</td>
<td>Professional Truck Driving Part II</td>
<td>8:00 a.m.-6:00 p.m.</td>
<td>$2,300</td>
<td>PJC</td>
</tr>
<tr>
<td>Feb.  13</td>
<td>Nurse Aide Skills Refresher</td>
<td>8:00 a.m.-12:00 p.m.</td>
<td>$28</td>
<td>SSC</td>
</tr>
<tr>
<td>Feb.  13</td>
<td>OSHA 10 Hour (General Industry)</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>$200</td>
<td>PJC</td>
</tr>
<tr>
<td>Feb.  14</td>
<td>Medication Aide Update</td>
<td>8:30 a.m.-4:00 p.m.</td>
<td>$75</td>
<td>PJC</td>
</tr>
<tr>
<td>Feb.  14</td>
<td>Microsoft Word Level 2</td>
<td>9:00 a.m.-5:00 p.m.</td>
<td>$125</td>
<td>GC</td>
</tr>
<tr>
<td>Feb.  17</td>
<td>QuickBooks Level 1</td>
<td>9:00 a.m.-4:00 p.m.</td>
<td>$225</td>
<td>GC</td>
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<tr>
<td>Feb.  17</td>
<td>Professional Truck Driving Refresher</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>$1,275</td>
<td>PJC</td>
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<td>Feb.  21</td>
<td>Microsoft Word Level 2</td>
<td>9:00 a.m.-5:00 p.m.</td>
<td>$125</td>
<td>SSC</td>
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<tr>
<td>Feb.  21</td>
<td>QuickBooks Level 2</td>
<td>9:00 a.m.-4:00 p.m.</td>
<td>$225</td>
<td>PJC</td>
</tr>
<tr>
<td>Feb.  25</td>
<td>OSHA 30 Hour (General Industry)</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>$625</td>
<td>PJC</td>
</tr>
<tr>
<td>Feb.  28</td>
<td>Microsoft PowerPoint Level 1</td>
<td>9:00 a.m.-5:00 p.m.</td>
<td>$125</td>
<td>SSC</td>
</tr>
</tbody>
</table>

**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)

Child Development Associate Pre-Service Required (CDEC1032-Issues for Early Care and Education Professionals)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Course</th>
<th>Time</th>
<th>Price</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 12</td>
<td>Pre-service Training I</td>
<td>8:00 a.m.-12:00 p.m.</td>
<td>$375</td>
<td>PJC</td>
</tr>
<tr>
<td>Jan. 12</td>
<td>Pre-service Training II</td>
<td>1:00 p.m.-5:00 p.m.</td>
<td>$450</td>
<td>PJC</td>
</tr>
<tr>
<td>Jan. 12</td>
<td>Pre-service Training III</td>
<td>6:00 p.m.-9:00 p.m.</td>
<td>$525</td>
<td>PJC</td>
</tr>
</tbody>
</table>

**Computer**

Computer Skills for the Workplace -- ONLINE (24 Hrs./$105)
Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees with the skills and

www.parisjc.edu/ce • Call 903.782.0447 for more information • Page 5
Workforce and Continuing Education Classes Offered in Paris, Greenville and Sulphur Springs

Microsoft Access Level 1: Essentials (7 Hrs./$125)
This database program is used to manage data that is organized into lists, such as information about customers, products, inventory, sales, vendors, etc. This course will cover: understanding what a relational database is; database design; how to retrieve information through queries; developing forms; designing reports; modifying the structure of the database. Textbook is included. (ITSC1022-Introduction to Computer Applications in Business)

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. (ITSW1053-Intro Database/File Management)

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)

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)

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)

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 multiple documents-headers-footers-table of contents and sections. Textbook is included. (POFI1042-Word Processing Applications II)

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)

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)

Professional Truck Driving I (100 Hrs./$2,300)
Orientation and basic operation, discussion of trucking industry with emphasis on vehicle safety and pre-trip inspection; vehicle maintenance, non-vehicle activities: cargo and trips; accident prevention and procedures and personal development. General truck driving with hands-on skill development and instruction coordinated with the Department of Transportation. Professional Truck Driving Part II is required to pass the driving skills exam and earn a CDL License. (CVOP1013-Professional Truck Driver I)

Professional Truck Driving II (100 Hrs./$2,300)
Basic and advanced skills drill and safe operating practices; basic shifting and backing skills; general truck driving with hands-on skill development and instruction coordinated with the Department of Transportation. Pre-Requisites: CDL Driving permit, DOT Medical Card and negative DOT Drug Screen. NOTE: Times may vary. (CVOP1040-Professional Truck Driver II)

Professional Truck Driving Refresher Course (40 Hrs./$1,275)
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. (CVOP1015-Commercial Drivers License Exam Preparation)

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. Pro-
Health

Activity Director-ONLINE (192 Hrs./$900)
To understand the role of the activity professional in a long term health care facility. To provide an overview of the history, regulations, diagnostic groups, assessment processes, activity programming, communications, advocacy, ethics, service, and volunteer management. This course, when combined with the fieldwork practicum meets the state requirements to be qualified as an Activity Director in Texas. (GERS1004/GERS1060-Activity Directing I/Clinical-Gerontology)

Start Date: Nov. 4 | Dec. 2 | Jan. 6 | Feb. 3 | Mar. 2 | Apr. 6 | May 4
Please call 903.782.0447 for registration information.

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.

Nov. 1       F       12:00 p.m.-2:00 p.m.       PJC
Dec. 6       F       12:00 p.m.-2:00 p.m.       PJC
Jan. 10      F       12:00 p.m.-2:00 p.m.       PJC
Feb. 7       F       12:00 p.m.-2:00 p.m.       PJC
Mar. 20      F       12:00 p.m.-2:00 p.m.       PJC
Apr. 3       F       12:00 p.m.-2:00 p.m.       PJC

Basic Life Support for Health Care Providers, Initial (5 Hrs./$62)
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. (EMSP1019-CPR for Health Care Providers)

Nov. 1       F       11:00 a.m.-4:00 p.m.       SSC
Nov. 8       F       8:00 a.m.-1:00 p.m.       PJC
Nov. 8       F       11:00 a.m.-4:00 p.m.       GC
Dec. 6       F       11:00 a.m.-4:00 p.m.       SSC
Dec. 6       F       8:00 a.m.-1:00 p.m.       PJC
Dec. 6       F       11:00 a.m.-4:00 p.m.       SSC
Jan. 10      F       11:00 a.m.-4:00 p.m.       SSC
Jan. 24      F       11:00 a.m.-4:00 p.m.       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)
Feb. 7-July 12   F       8:00 a.m.-4:30 p.m.       GC
June 2-Nov. 10  T/R       6:00 p.m.-9:00 p.m.       PJC

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 preclinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. 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)
Feb. 4-May 5   T/R/S       6:00 p.m.-9:00 p.m.       PJC

Dialysis Technician Program ONLINE (350 Hrs./$1,299)
This Dialysis Technician Program prepares students with the knowledge needed to perform the responsibilities of a Dialysis Technician. This program will review normal kidney physiology, the basic principles of hemodialysis, kidney dialysis machines, dialyzer preparation and reprocessing as well as how to assist dialysis patients in managing their disease treatments. A highly interactive course!

(RNSG2017-Dialysis Training-Theory)

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. (ECRDI011-Electrocardiography)
Mar. 20-Apr. 24       F       10:00 a.m.-4:30 p.m.       PJC

Heartsaver First Aid CPR & AED (7 hrs/$85)
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 Aid 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)
Nov. 22      F       8:30 a.m.-4:00 p.m.       SSC
Dec. 6       F       8:30 a.m.-4:00 p.m.       PJC
Jan. 10      F       8:30 a.m.-4:00 p.m.       GC

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)
Nov. 22      F       8:30 a.m.-4:00 p.m.       PJC
Jan. 17      F       8:30 a.m.-4:00 p.m.       GC
Feb. 14      F       8:30 a.m.-4:00 p.m.       PJC
Mar. 6       F       8:30 a.m.-4:00 p.m.       SSC
Apr. 10      F       8:30 a.m.-4:00 p.m.       GC

Nurse Aide (100 Hrs./$840)
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, 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)
Nov. 4-Dec. 11       Paris
Classroom: Nov. 4-26       M-W       8:00 a.m.-3:00 p.m.
Clinical: Dec. 2-11       M-W       5:30 a.m.-11:30 a.m.
Feb. 3-21       Sulphur Springs
Classroom: Feb. 3-13       M-R       8:00 a.m.-3:00 p.m.
Clinical: Feb. 17-21       M-F       7:00 a.m.-3:00 p.m.
Feb. 3-Mar. 17       Sulphur Springs
Classroom: Feb. 3-26       M-R       5:00 p.m.-9:00 p.m.
Clinical: Mar. 2-24       M-R       5:00 p.m.-9:00 p.m.
Mar. 16-May 5       Paris
Classroom: Mar. 16-Apr. 6       M-W       5:00 p.m.-9:00 p.m.
Clinical: Apr. 7-May 5       M-W       5:00 p.m.-9:00 p.m.
May 4-June 3       Paris
Classroom: May 4-26       M-W       8:00 a.m.-3:00 p.m.
Clinical: May 27-June 3       M-W       5:30 a.m.-11:30 a.m.
July 1-19       Greenville
Classroom: June 1-11       M-R       8:00 a.m.-4:30 p.m.
Clinical: June 15-19       M-F       7:00 a.m.-3:00 p.m.
Physical Therapy Technician (50 Hrs./$900)
This program is designed to introduce students to the Physical Therapy profession and to train them for an entry level position as a Physical Therapy Technician. This course would be beneficial for students considering pursuing formal education towards Physical Therapy Assistant Certification. A High School diploma or GED is required. (PTBA1091-Special Topics in Physical Therapy Assistant)

Call for more information: 903.782.0476

Radiology Seminar (16 Hrs/$160)
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®) examination.

Dec. 2-3 M/T 8:00 a.m.-5:00 p.m. PJC

Language
Beginning Conversational French (24 Hrs/$105)
This course has been carefully crafted to ensure you will have no trouble pronouncing French words correctly. The first three lessons introduce the basics needed for most conversations in French, such as “please” and “thank you.” You will also learn numbers, days of the week, months of the year, and telling time.

Start Date: Oct. 16 | Nov. 13 | Dec. 11 | Jan. 15 | Feb. 12 | Mar. 11 | To register visit -- www.ed2go.com/parisjc

Discover Sign Language (24 Hrs/$105)
Discover Sign Language teaches you how to sign basic phrases and expand to complete sentences and see how to put it all together, so you can introduce yourself and start a conversation. Along the way you will learn signs for colors, numbers, where you live, family, and the activities you like to do and even the ones you don’t.

Start Date: Oct. 16 | Nov. 13 | Dec. 11 | Jan. 15 | Feb. 12 | Mar. 11 | To register visit -- www.ed2go.com/parisjc

Personal Enrichment
Ceramics I (96 Hrs./$279 In District/$429 Out of District)
Exploration of ideas using basic ceramic processes.

Please call for more information. Courses will start Jan. 13.

Social Dancing (48 Hrs./$81 In District/$131 Out of District)
Learn to dance at PJC! Whether you are experienced or have no experience, everyone is welcome. No partner is necessary to take the class. Social dancing offers a fun exercise with great health benefits such as muscular tone, cardiovascular fitness, posture control, balance, coordination, decreased risk of dementia and stress relief. You also have the benefit of meeting other people who enjoy dancing and allows the social dancing community to grow.

Please call for more information. Courses will start Jan. 13.
Design I (96 Hrs./$267 In District/$408 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.

Please call for more information. Courses will start Jan. 13.

Drawing I (96 Hrs./$267 In District/$408 Out of District)
A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Understanding of drawing as a discipline.

Please call for more information. Courses will start Jan. 13.

Drawing II (96 Hrs./$267 In District/$408 Out of District)
A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop their understanding of drawing as a discipline. Dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline.

Please call for more information. Courses will start Jan. 13.

Winter Birds of Northeast Texas (1 Hr./$5)
Students will learn to identify birds that spend time in Northeast Texas during the winter months. Additionally, details concerning population health, habitat, diet and migration habits will be discussed.

Nov. 5 T 6:30 p.m.-7:30 p.m.  PJC
Nov. 7 R 6:30 p.m.-7:30 p.m.  GC
Nov. 19 T 6:30 p.m.-7:30 p.m.  HUB

Photography
Photography I (96 Hrs./$279 In District/$429 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)

Please call for more information. Courses will start Jan. 13.

Photography II (96 Hrs./$279 In District/$429 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)

Please call for more information. Courses will start Jan. 13.

Workforce Development

Basic Hand Engraving (28 Hrs./$485)
This course is designed to teach the student the fundamentals of hand engraving using a pneumatic air machine. Demonstration of how to draw scrolls, placing patterns on the metal, shaping gravers for hand engraving and cutting the scrolls with the assistance of a graver smith under magnification. (HRGY1091-Special Topics in Watchmaking and Jewelymaking)

Jan. 6-9 M-R 8:00 a.m.-4:00 p.m.  PJC

CAD in Jewelry (28 Hrs./$425)
Provide a working foundation in interpreting and creating computer-generated jewelry models. Provide students with the ability to describe the organization, terminology, function, capabilities and limitations of 3-D computer graphic software in regards to jewelry modeling. (HRGY1091-Special Topics in Watchmaking and Jewelymaking)

Jan. 6-9 M-R 8:00 a.m.-4:00 p.m.  PJC

Forklift Operator Training (16 Hrs./$450)
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 T/W 8:00 a.m.-5:00 p.m.  PJC
Dec. 10-11 T/W 8:00 a.m.-5:00 p.m.  PJC
Jan. 7-8 T/W 8:00 a.m.-5:00 p.m.  PJC
Feb. 11-12 T/W 8:00 a.m.-5:00 p.m.  PJC
Mar. 17-18 T/W 8:00 a.m.-5:00 p.m.  PJC
Apr. 7-8 T/W 8:00 a.m.-5:00 p.m.  PJC
May 12-13 T/W 8:00 a.m.-5:00 p.m.  PJC

Managing Electrical Hazards (12 hours/$900)
Introduces electrical hazards in the workplace and describes how to avoid electrical hazards and how to analyze and document shock and arc flash hazards. Explains how to plan and conduct work around electrical shock and arc flash hazards. Includes examples of how to complete an energized electrical work permit, and how to select the specialized personal protective equipment (PPE) required for electrical work. Provides familiarity with NFPA 70E. This training was designed and updated to meet the 2018 edition of NFPA 70E: Standard for Electrical Safety in the Workplace and the 2017 NEC. Required Student Materials included in the course cost: NFPA 70E-2018 and NCCER 26501 Trainee Manual. (ELTN1005 - Electrical Update)

Jan. 28-29 T/W 8:00 a.m.-5:00 p.m.  PJC
Apr. 28-29 T/W 8:00 a.m.-5:00 p.m.  PJC
July 28-29 T/W 8:00 a.m.-5:00 p.m.  PJC

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)

Nov. 7-8 R/F 8:00 a.m.-5:00 p.m.  PJC
Dec. 12-13 R/F 8:00 a.m.-5:00 p.m.  PJC
Jan. 9-10 R/F 8:00 a.m.-5:00 p.m.  PJC
Feb. 13-14 R/F 8:00 a.m.-5:00 p.m.  PJC
Mar. 19-20 R/F 8:00 a.m.-5:00 p.m.  PJC
Apr. 9-10 R/F 8:00 a.m.-5:00 p.m.  PJC
May 14-15 R/F 8:00 a.m.-5:00 p.m.  PJC

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)

Nov. 19-22 T-F 8:00 a.m.-5:00 p.m.  PJC
Jan. 28-31 T-F 8:00 a.m.-5:00 p.m.  PJC
Feb. 25-28 T-F 8:00 a.m.-5:00 p.m.  PJC
Mar. 31-Apr. 3 T-F 8:00 a.m.-5:00 p.m.  PJC
Apr. 28-May 1 T-F 8:00 a.m.-5:00 p.m.  PJC
May 26-29 T-F 8:00 a.m.-5:00 p.m.  PJC

Youth Programs
Junior Medics (8 Hrs./$85)
Junior Medics will have fun as they experience the world of healthcare. Learn how to take vital signs using real medical equipment; learn basic first aid skills and CPR; hunt for germs that will test hand-washing skills; and practice emergency care using the “Sim Man” and “Mega Code Kelly”. The final day Junior Medics will participate in role playing of medical emergencies and meet real Paramedics that will help them treat the injured patient. Junior Medics is designed for 5th-9th graders.

June 22-25 M-R 1:00 p.m.-3:00 p.m.  PJC

Junior Law Enforcement Academy (12 Hrs./$25)
What does it take to be a policeman, judge, lawyer or jailer? Join in with some of the City’s finest and learn about police operations, jail operations and court procedures. Each day students will visit a dif-
Paris Junior College Continuing Education

Eight-Week GMAW Welding with (MIG) Certification

PJC’s 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.

Coming Soon to a Campus Near YOU!

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

GATLIN EDUCATION

Paris Junior College, in partnership with Gatlin Education Services (GES), offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Each program includes a set of lessons and evaluations. We know you’ll appreciate the quality as well as the convenience of anytime, anywhere learning! Online Course Information:

1. Detailed outlines and demos of the courses are available.
2. Students are assigned an instructor for one-on-one assistance.
3. Students move at their own pace.
4. The student work is evaluated and a 70% is required for a certificate.

Class begins daily!

https://careertraining.ed2go.com/parisjc/

www.parisjc.edu/ce • Call 903.782.0447 for more information • Page 10
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. 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.

Send a separate check and registration form for each class. 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 registration is 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.

FIVE WAYS TO REGISTER

Four easy ways to get a seat in the course you want.

ENROLL BY TELEPHONE

You can register over the telephone with either a MasterCard, Visa Card or Discover. Please have all the information requested on the mail-in registration form before calling.

Credit Card Only

ENROLL IN PERSON

Prior to First Class Day Only

ENROLL BY MAIL

Simply complete the registration form (or a copy of one). Please use one registration form for each person registering. If the course is scheduled to meet within 7 days, please use the “Enroll in Person” system.

Check/Money Order/Credit Card

ENROLL BY FAX

Have your FAX transmit a completed registration form to our FAX machine. Be sure to include your Visa, MasterCard or Discover number and expiration date. Available 24 hours a day.

Credit Card Only

Fine Print:
Things you should know . . .

REFUND AND CANCELLATION 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.

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 inservice 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 903-782-0671.

STUDENT SERVICES

Continuing Education students are eligible for student services such as counseling, special needs, library privileges, and other services. Call us for information.

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.

Bookstore Hours
The College Store on the Paris campus is open Monday through Thursday
7:45 a.m. to 4:00 p.m.
Friday: 9:00 a.m. to 12:00 p.m.
Phone: (903) 782-0344
PART 1 — STUDENT DEMOGRAPHIC INFORMATION

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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     ☐ (2) Black or African American
☐ (3) Hispanic or Latino     ☐ (4) Asian or Pacific Islander
☐ (5) American Indian or Alaska Native     ☐ (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

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<th>QUARTER OF ENROLLMENT</th>
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| ___/___/___  | ☐ Q1 (Sept.-Nov.)  ☐ Q2 (Dec.-Feb.)
|             | ☐ Q3 (March-May)  ☐ Q4 (June-Aug.)

COURSE INFORMATION

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Course Title
Date
Time

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Course Title
Date
Time

PART 3 — FOR OFFICE USE ONLY

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Tuition

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Books or Fees

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Person(s) responsible for payment:

Paris Junior College does not discriminate in admissions or educational programs against any individual on account of an individual's sex, race, color, religion, age, disability, veteran, or any other protected characteristic.

Revised 11-19