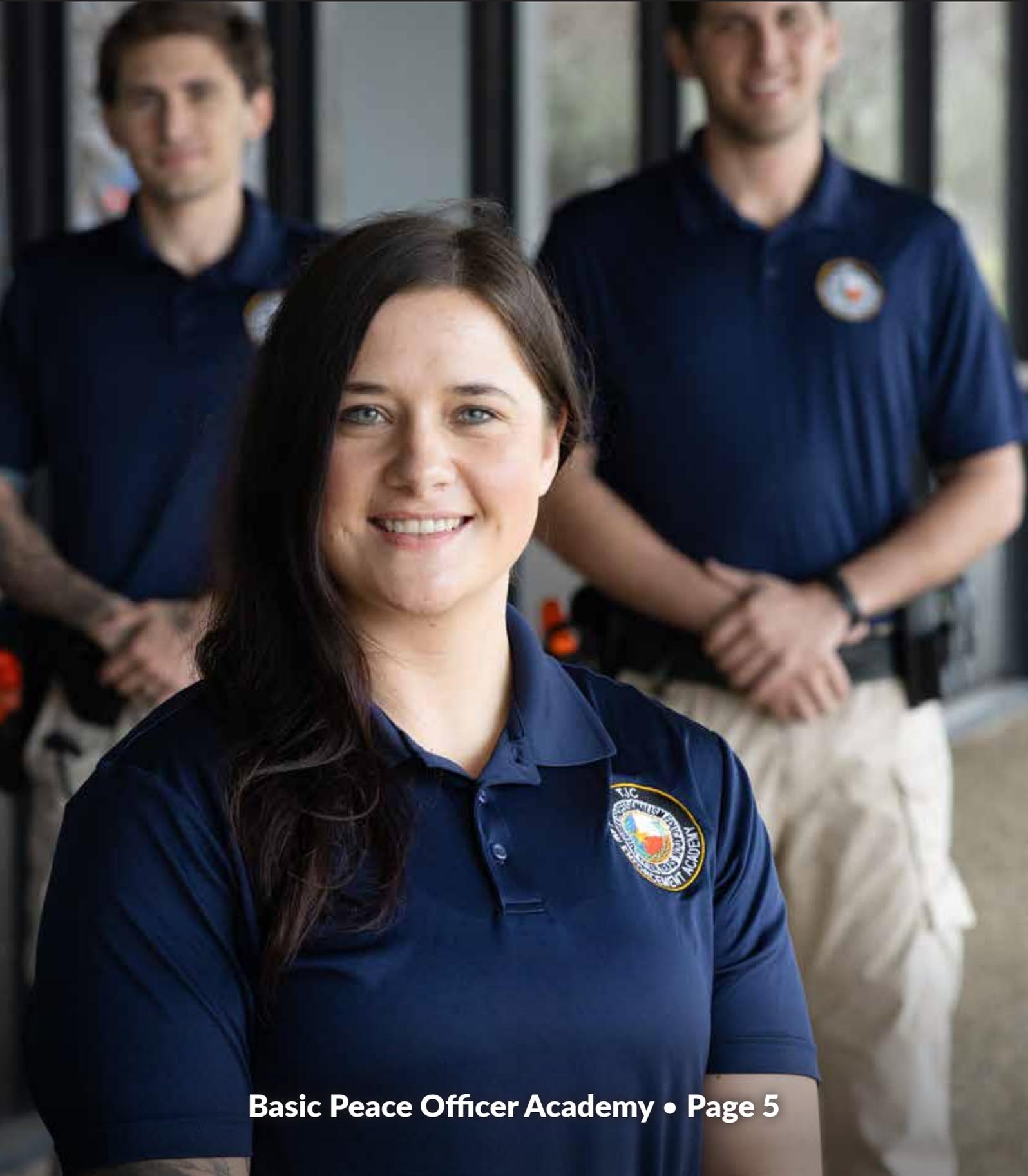




TJC

School of Skilled Trades
and Continuing Studies

Summer 2025
TJC.edu/TJCWest



**Big Bold
Painted Florals**

p. 15

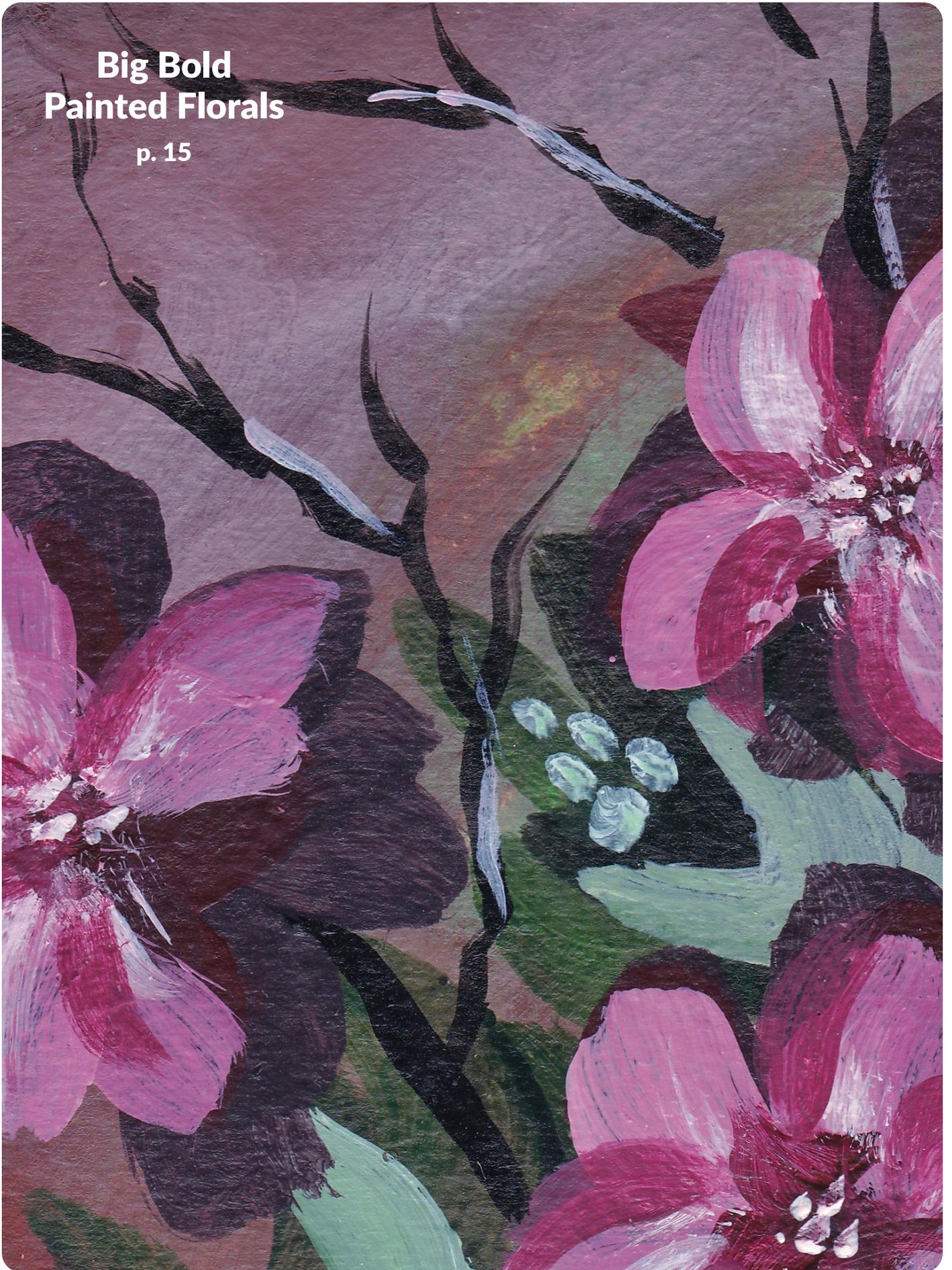


Table of Contents



Healthcare Classes

Page 25

Business3

Career Development4

Computers & IT11

Academy of Dance.....14

Life & Leisure15

Online Classes19

Health Professions25

Skilled Trades Program29

Maps30

General Information & Guidelines31

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.

Information contained herein, including tuition and fees, is subject to change without notice.

Release date: May 1, 2025



Welcome

Welcome to the School of Skilled Trades and Continuing Studies! We are committed to providing lifelong learning opportunities for people of all ages who desire to develop both personally and professionally, upgrade job skills or participate in community activities. Whether you want to learn a new hobby or are seeking a career change, we offer an array of classes to help you reach your goals.

Our offices are housed at TJC West which is home to the Regional Training and Development Complex (RTDC), the Skills Training Center which hosts automotive and welding technology programs and the Energy Center that is the hub for Industrial Trades programs.

In addition to career and personal enrichment classes, TJC West is also the home of PAVE, which provides free adult education classes including GED prep, English as a Second Language (ESL) classes, tutoring and Career Pathways Programs.

Also located within the RTDC is the Small Business Development Center (SBDC) that offers free classes for new business owners as well as advising opportunities across multiple disciplines.

There is always something happening through the School of Skilled Trades and Continuing Studies, so come see what we have to offer and discover the vast opportunities available to you!

TJC School of Skilled Trades and Continuing Studies will observe the following holidays:

- **Independence Day July 4, 2025**

How to Read this Catalog

Example of class listing:

HART1002 <i>(Course No.)</i>	6/16-6/25 <i>(beginning date through ending date)</i>	MW <i>(Days)</i>	6:00-8:00 p.m. <i>(Times)</i>	RTDC 147 <i>(Building & Room)</i>	\$79 <i>(Tuition & Fees)</i>
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Legend of Schedule Symbols

Building Symbols

- ECB**Energy Center Building
- FA**Fine Arts
- OC**Ornelas Center for Band, Apache Belles and Dance
- RNHS**Robert M. Rogers Nursing & Health Sciences Center
- RPPAC** ...Rogers Palmer Performing Arts Center
- RSC**Rogers Student Center
- RTDC**Regional Training & Development Complex
- STC**Skills Training Center

- T**Pirtle Technology
- WASC**White Administrative Services Center
- WCA**Wise Cultural Arts

Day Symbols

- M**Monday
- T**Tuesday
- W**Wednesday
- R**Thursday
- F**Friday
- S**Saturday
- U**Sunday



Small Business Development Center (SBDC)

A cooperative project of the U.S. SBA, the State of Texas, and Tyler Junior College

www.tylersbdc.com



Don Proudfoot
Director, SBDC



Kay Bookout
Staff Coordinator



Brad Gottshalk
Business Advisor



Michelle Saucedo
Business Advisor

To make an appointment, call or email Kay Bookout at 903-510-2975 or kboo@tjc.edu.

Tyler SBDC at Tyler Junior College is a member of the North Texas SBDC Network. Funded in part through a cooperative agreement with the U.S. Small Business Administration (SBA). Hosted by the Dallas County Community College District and nationally accredited by the Association of SBDCs. SBA's funding is not an endorsement of any products, opinions or services. Reasonable accommodations for persons with disabilities and Limited English Proficiency (LEP) will be made if requested at least two weeks in advance.

Business

How to Start a Business and Market it on Social Media

Discover the path to small business ownership with our engaging 1.5-hour class. Uncover whether entrepreneurship is the right fit for you as we guide you through essential considerations in this single-session course. Gain valuable insights and make informed decisions about starting your own venture.

But that's not all! Elevate your marketing game by mastering the latest social media trends on platforms like Instagram, Facebook, YouTube, and more. Learn how to effectively utilize these powerful tools to promote and grow your new business.

Don't miss this fantastic opportunity to explore the world of small business and seize the potential of social media marketing. Join us for this no-cost class and pave the way for your entrepreneurial success!

6/3	T	6:00 p.m.-7:30 p.m.
7/1	T	6:00 p.m.-7:30 p.m.
8/5	T	6:00 p.m.-7:30 p.m.

Location: RTDC 112

Visit: Free Tyler, TX Events on Eventbrite to register. Reasonable accommodations for persons with disabilities and limited English (LEP) will be made if requested at least two weeks in advance.



**HELP A GOOD
CLASS MAKE!**

INVITE A FRIEND TO CLASS.

903-510-2900

Career Development

Accounting

Basic Business Accounting

Tyler Junior College School of Continuing Studies is approved by The Texas State Board of Public Accountancy to offer Continuing Professional Education (CPE) courses for Certified Public Accountants (CPAs).

This program is designed to provide you with a better understanding of bookkeeping basics, including how to keep accurate financial records, balance accounts, and manage cash flow.

Led by experienced instructors with years of real-world bookkeeping and accounting experience, our Basic Business Accounting course is the perfect opportunity to gain the skills and knowledge needed to succeed in today's competitive business world. So why wait? Enroll today!

Prerequisites: Basic computer knowledge or Introduction to Computers. Textbook is included in cost.

BUSG-1318\$325
6/2-6/25 MW 6:00 p.m. – 9:00 p.m.
Location: RTDC 147

QuickBooks

Tyler Junior College School of Continuing Studies is approved by The Texas State Board of Public Accountancy to offer Continuing Professional Education (CPE) courses for Certified Public Accountants (CPAs).

Looking to learn the fundamentals of accounting and how to use QuickBooks software to manage finances? Our 24-hour course, QuickBooks Online, is designed to provide you with a comprehensive understanding of the accounting principles and practices essential to any small business or individual.

Over the course of 24 hours, you will learn how to use QuickBooks to record and manage financial transactions, generate invoices, and create financial reports. You will also prepare for the Intuit QuickBooks Certified User (QBCU) Exam.

Our experienced instructors will guide you through the entire process, from setting up your accounting system to preparing financial statements.

Whether you are just starting out or looking to refresh your accounting skills, QuickBooks Online is the perfect course for you. Enroll today and take the first step towards mastering the essentials of accounting and QuickBooks.

Prerequisites: Basic computer knowledge or Introduction to Computers and Basic Business Accounting. Textbook is included in cost.

ACNT-1025\$425
7/8-7/31 TR 6:00 p.m.-9:00 p.m.
Location: RTDC 147

Computers

Introduction to Computers

Our Introduction to Computers course is the perfect starting point for anyone looking to gain essential computer skills. Whether you're a complete beginner or just need a refresher, this course will provide you with the foundational knowledge you need to confidently use computers in your personal or professional life.

In this comprehensive course, you'll learn the basics of computer hardware, software, and operating systems, as well as how to use common applications such as Microsoft Word, Excel, and PowerPoint. You'll also gain an understanding of computer security and how to protect your information online.

Our expert instructors will guide you through hands-on exercises and provide practical advice, so you can apply your new skills to your daily life. By the end of this course, you'll be able to navigate a computer with ease, create basic documents and spreadsheets, and understand the fundamentals of computer use. Sign up today and get started on your journey towards computer literacy!

Prerequisites: None.

Textbook is included in cost.

ITSC-1035\$200
6/2-6/18 MW 6:00 p.m.-8:00 p.m.
Location: RTDC 143

Microsoft Office 2021 & 365: Word, Excel, and PowerPoint - Level 1

Join our continuing education Microsoft Office 2021 course and take your productivity to the next level. This course is designed to provide you with the skills and knowledge you need to become confident in using Microsoft Office applications.

In this course, you'll learn the latest features and best practices for Microsoft Office 2021, including Word, Excel, and PowerPoint. Completing this course will provide you with the first skills necessary to pursue Microsoft Office Specialist Certifications. Our expert instructors will guide you through hands-on exercises and real-world scenarios, giving you the practical experience, you need to apply your new skills to your work. Sign up today and unlock the full potential of this powerful software suite!

Prerequisites: Basic computer knowledge or Introduction to Computers.

Textbook is included in cost.

ITSC-1036\$325
6/30-7/23 MW 6:00 p.m.-9:00 p.m.
Location: RTDC 143

Microsoft Office 2021 & 365: Word, Excel, and PowerPoint - Level 2

Our Microsoft Office 2021 Level 2 course is designed to help you take your skills to the next level. This comprehensive course is perfect for anyone looking to enhance their knowledge of Microsoft Office 2021 and become proficient in its use. Completing this course will provide you with the intermediate skills necessary to pursue Microsoft Office Specialist Certifications

Our expert instructors will guide you through the level 2 features of Word, Excel, and PowerPoint. You will learn advanced formatting techniques, customizing styles, creating and managing templates, and more in Word. In Excel, you'll learn advanced functions, charts, pivot tables, and conditional formatting. Lastly, in PowerPoint, you'll learn how to create and edit animations, customize themes, and collaborate with others.

Our hands-on approach to teaching will allow you to practice using these advanced features and receive real-time feedback from our instructors. With our Microsoft Office 2021 Level 2 course, you'll be able to take your productivity to the next level and stand out in today's competitive job market.

Prerequisites: Basic computer knowledge or Introduction to Computers

Textbook is included in cost.

ITSC-1037\$325
7/28-8/20 MW 6:00 p.m.-9:00 p.m.
Location: RTDC 143

TJC Fire Academy

Fire Academy Disclaimer

To work in Texas as a paid fire fighter, applicants must earn a Texas "basic structure fire suppression" certificate. As part of this process, applicants must also submit their fingerprints and undergo a criminal history background check. For students who may have a criminal background, please be advised that the background could keep you from being licensed by the Texas Commission on Fire Protection. If you have a question about your background and licensure, please check with the agency or certification board to determine if you are qualified to obtain certification within that field. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

General Guidelines

Students must meet the standards set forth by the Texas Commission on Fire Protection, and NFPA 1001-2013, Standards for Fire Fighter Professional Qualifications. Included are these requirements: Fire protection personnel who are appointed to structure fire protection duties must be certified by the commission within one year from the date of their appointment. Prior to being appointed to structure fire protection duties, personnel must: (1) complete a commission approved basic structure fire protection program; and (2) successfully pass the commission examination as required by §423.3 of this title (relating to Minimum Standards for Basic Structure Fire Protection Personnel Certification); and *(3) successfully complete a commission recognized emergency medical training program.

Contact the Fire Academy at TJC West, 1530 SSW Loop 323, Tyler, TX 75701-2546 for an application or call the office at (903) 510-3205 or 903-510-2404 for Academy Application deadlines.

Basic Fire Suppression Academy

Upon successfully passing the state exam, graduates will receive certification as Fire Fighter I, Fire Fighter II, Hazmat Awareness and Hazmat Operations. They also qualify for national accreditation by the International Fire Service Accreditation Congress (IFSAC). (528 hrs.)

BASIC FIREFIGHTER ACADEMY\$3,194
(Course tuition includes books, bunker gear, uniforms and supplies. An additional fee of \$35 will be required for testing in each section.)

Courses:

FIRS-1004	Agility and Fitness for Fire Personnel
FIRS-1002	Firefighter Academy I
FIRS-1008	Firefighter Academy II
FIRS-1014	Firefighter Academy III
FIRS-1020	Firefighter Academy IV
FIRS-1024	Firefighter Academy V
FIRS-1030	Firefighter Academy VI
FIRS-1034	Firefighter Academy VII

Live Classroom

Location: MTWRF 8:00 a.m.-5:00 p.m.
RTDC

Hybrid

Dates to be determined

Fire Fighter I	288 hours
Fire Fighter II	140 hours
HazMat Awareness	8 hours
HazMat Operations	32 hours
Physical Agility	36 hours
Total	504 hours

Awarded Credit Hours

Once a student receives firefighter certification and upon application with 3 credit hours to Tyler Junior College, credit may be awarded for up to 24 hours of college credit.

Fire Inspector I (hybrid)

One in a series of three courses required by the Texas Commission on Fire Protection to achieve Fire Inspector Certification. Meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) curriculum for Fire Inspector I. (Note: Pending Approval by the TCFP) (90 hrs.)

PREREQUISITES: Approval by the TJC Fire Academy Director.

SUPPLIES: Textbook is required: Fire Inspection and Code Enforcement, 8th edition. Fire Protection Publications.

FIRT-1008.....\$299

Fire Instructor I (hybrid)

Preparation of fire and emergency services personnel to deliver instruction from a prepared lesson plan. Includes the use of instructional aids and evaluation instruments to meet the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Instructor I certification. (Note: Pending Approval by the TCFP) (48 hrs.)

PREREQUISITES: Successful completion of

Firefighter II Certification as well as approval by the TJC Fire Academy Director.

SUPPLIES: Textbook is required: Fire and Emergency Services Instructor 8th Edition (2012), Publisher: Fire Protection Publications

FIRT-2005.....\$199

Fire Instructor II (hybrid)

Development of individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments. Includes techniques for supervision and coordination of activities of other instructors to meet the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Instructor II certification. (Note: Pending Approval by the TCFP) (48 hrs.)

PREREQUISITES: Successful completion of Fire Instructor I as well as approval by the TJC Fire Academy Director.

SUPPLIES: Textbook is required: Fire and Emergency Services Instructor 8th Edition (2012), Publisher: Fire Protection Publications

FIRT-2007.....\$199

Fire Officer I (hybrid)

This course meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Officer I certification. (Note: Pending Approval by the TCFP) (60 hrs.)

PREREQUISITES: Approval by the TJC Fire Academy Director.

SUPPLIES: Textbook is required Fire and Emergency Services Company Officer 5th Edition (2014), Publisher: Fire Protection Publications

FIRT-1042.....\$199

Fire Officer II (hybrid)

This course meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Officer II certification. (Note: Pending Approval by the TCFP) (60 hrs.)

PREREQUISITES: Fire Officer I Certification and/or completion of Fire Officer I and approval by the TJC Fire Academy Director.

SUPPLIES: Textbook is required Fire and Emergency Services Company Officer 5th Edition (2014), Publisher: Fire Protection Publications

FIRT-1043.....\$199

Fire Investigator (hybrid)

This course satisfies the Texas Commission on Fire Protection (TCFP) curriculum requirements for Fire Investigator certification. (Note: Pending Approval by the TCFP) (160 hrs.)

PREREQUISITES: Approval by the TJC Fire Academy Director.

SUPPLIES: Textbook is required Fire Investigator 2nd Edition (2010) Publisher: Fire Protection Publications

FIRT-1050.....\$498

TJC Law Enforcement Academy

General Guidelines

Students must meet the Texas Commission on Law Enforcement (TCOLE) requirements for attendance.

Tuition and Fees

The tuition and fees for this course do not cover the cost of uniforms and/or other equipment a cadet will be responsible for supplying. Some of the additional equipment may be furnished by the sponsoring agency. Space is limited so interested parties are encouraged to inquire early. Information is available at TJC West, 1530 SSW Loop 323, or by calling 903-510-2404.

Basic Peace Officer Academy

The Basic Peace Officer Academy includes all sections, which must be completed in sequence to constitute the TCOLE-approved Basic Peace Office Course. Students must register all the sections concurrently. (819 Hrs.)

BASIC PEACE OFFICER ACADEMY

Awarded Credit Hours: Once a student successfully passes the state peace office-licensing exam and upon application with 3 credit hours at Tyler Junior College, credit may be awarded for up to 12 hours of college credit.

Law Enforcement Classes

For a list of upcoming TCOLE approved training classes and enrollment details, please visit tjc.edu/lawenforcement and click on Training Schedule.

Truck Driving

A partnership between Tyler Junior College and Career Trucking School, Inc. (CTS)

General Guidelines

Students must register in both CDL Written Skills and Professional Truck Driver Training. Students must be at least 21 years of age, have an acceptable driving record, complete and pass a Department of Transportation Physical Exam, have the ability to read, write and speak the English language, and meet the requirements of the Motor Carrier Federal Safety Regulations, Qualifications of Drivers.

Tuition and Fees

Tuition does NOT include the cost of the physical exam and the Commercial Drivers' License. For more information, contact CTS at 903-596-7744 or Tyler Junior College, School of Continuing Studies at 903-510-2900. Prescreening of applicants is made through CTS.

CDL Written Skills - Class A

(CVOP-1005 Commercial Drivers License Written Skills)

This course provides classroom instruction on the basic operation of a commercial truck; the principles of visual search, signaling, speed management terrain management and maneuvering in traffic; ways of recognizing hazardous situations in advance, emergency braking techniques, evasive actions, causes of skidding and jackknifing, and techniques for recovering from such emergencies; the function and operation of all key vehicle systems; and how to complete a Driver's Daily Log, hours of duty limits, required rest periods, the basic procedure for handling the scene of an accident, reporting accidents, basic first aid, and extinguishing fires. The course also helps students prepare for mastery of the Commercial Driver's License written examination. (80 hrs.)

CVOP-1005.....		\$1,260
6/02-6/13	MTWRF	8 a.m.-5 p.m.
6/16-6/27	MTWRF	8 a.m.-5 p.m.
6/30-7/11	MTWRF	8 a.m.-5 p.m.
7/14-7/25	MTWRF	8 a.m.-5 p.m.
7/28-8/08	MTWRF	8 a.m.-5 p.m.
8/11-8/22	MTWRF	8 a.m.-5 p.m.
8/25-9/05	MTWRF	8 a.m.-5 p.m.
Location:	RTDC 133	

CDL Written Skills - Class B

(CVOP-1005 Commercial Drivers License Written Skills)

This course is required to operate any single vehicle that isn't coupled to a trailer. This includes commercial trucks that have an attached cab and cargo area with a combined weight greater than 26,000 pounds, as well as trucks with a detached towed cargo vehicle that weighs less than 10,000 pounds. Some other vehicles included are straight trucks, large buses (city buses, tourist buses, and school buses), segmented buses, box trucks (including delivery trucks and furniture trucks), and dump trucks with small trailers. This course provides classroom instruction on the basic operation of a commercial truck; the principles of visual search, signaling, speed management terrain management and maneuvering in traffic; ways of recognizing hazardous situations in advance, emergency braking techniques, evasive actions, causes of skidding and jackknifing, and techniques for recovering from such emergencies; the function and operation of all key vehicle systems; and how to complete a Driver's Daily Log, hours of duty limits, required rest periods, the basic procedure for handling the scene of an accident, reporting accidents, basic first aid, and extinguishing fires. The course also helps students prepare for mastery of the Commercial Driver's License written examination. (80 hrs.)

CVOP-1005.....		\$1,260
6/02-6/13	MTWRF	8 a.m.-5 p.m.
6/16-6/27	MTWRF	8 a.m.-5 p.m.
6/30-7/11	MTWRF	8 a.m.-5 p.m.
7/14-7/25	MTWRF	8 a.m.-5 p.m.
7/28-8/08	MTWRF	8 a.m.-5 p.m.
8/11-8/22	MTWRF	8 a.m.-5 p.m.
8/25-9/05	MTWRF	8 a.m.-5 p.m.
Location:	RTDC 133	



PAVE EAST TEXAS

PATHWAYS FOR ADULTS VIA EDUCATION

903.533.0330

www.PAVEetx.org

Smith County Locations

GED/Career Pathways, TJC West

English Language Services, First Presbyterian Church

Free Educational Services

GED Prep Classes

ESL (English as a Second Language) Classes

Tutoring in Basic Skills

Career Pathways Program (take a vocational class while working towards your high school equivalency)

Volunteer Opportunities

You can help! Volunteers are needed to tutor adult learners in GED prep, help with conversational English, for office admin and events. Call us today!

PAVE East Texas is a 501c3 nonprofit organization, previously named Literacy Council of Tyler

Professional Truck Driver Training

(CVOP-1040 Professional Truck Driver II)

This course provides hands-on instruction on the basic operation of a commercial truck; the principles of visual search, signaling, speed management terrain management and maneuvering in traffic; ways of recognizing hazardous situations in advance, emergency braking techniques, evasive actions, causes of skidding and jackknifing, and techniques for recovering from such emergencies; the function and operation of all key vehicle systems. (160 hrs.)

Prerequisite: CDL Written Skills

CVOP-1040.....		\$4,500
6/02-6/27	MTWRF	8 a.m.-5 p.m.
6/16-7/11	MTWRF	8 a.m.-5 p.m.
6/30-7/25	MTWRF	8 a.m.-5 p.m.
7/14-8/08	MTWRF	8 a.m.-5 p.m.
7/28-8/22	MTWRF	8 a.m.-5 p.m.
8/11-9/05	MTWRF	8 a.m.-5 p.m.
8/25-9/19	MTWRF	8 a.m.-5 p.m.
Location:	TBA	

Water Professional- Wastewater

Basic Wastewater Laboratory

The Wastewater Laboratory course provides participants with crucial information specific to the production of reliable data linked to the validity of analytical laboratory and field information gathered during departmental wastewater pollution control activities. The course familiarizes participants with standard wastewater test procedures conducted in a laboratory, such as dissolved oxygen, pH, biochemical oxygen demand, total suspended solids, ammonia nitrogen, and chlorine residuals. Participants will also learn to record and report results of each analysis required by the state and federal agencies for wastewater analysis. In addition, participants will learn about various types of laboratory equipment and safety concerns associated with a wastewater lab.

Prerequisite: There are no prerequisites for this course.

Textbook is included in cost.

EPCT-2021\$470
6/10-6/11 TW 7 a.m.-5 p.m.
Location: RTDC 110

Basic Wastewater Operations

The Basic Water Works Operations course focuses on the relationship between safe drinking water and the important role played by water operators in maintaining both adequate and safe drinking water supplies. During the course, participants receive an overview of the water cycle coupled with the unique responsibilities of water system personnel. In addition to these topics, students are provided information specific to the importance of regulation and licensing within the water utility industry as a means of protecting the public's health, safety, and welfare.

Prerequisite: There are no prerequisites for this course.

Textbook is included in cost.

EPCT-9026\$470
6/24-6/25 TW 7 a.m.-5 p.m.
Location: RTDC 110

Basic Water Works Operations

The Basic Water Works Operations course focuses on the relationship between safe drinking water and the important role played by water operators in maintaining both adequate and safe drinking water supplies. During the course, participants receive an overview of the water cycle coupled with the unique responsibilities of water system personnel. In addition to these topics, students are provided information specific to the importance of regulation and licensing within the water utility industry as a means of protecting the public's health, safety, and welfare.

Prerequisite: There are no prerequisites for this course.

Textbook is included in cost.

EPCT-1015\$470
7/22-7/23 TW 7 a.m.-5 p.m.
Location: RTDC 110

Resiliency Overview

Explore the history of training requirements for water operators, focusing on the impact of Winter Storm Uri in Texas. Learn about Senate Bill 3 and two pathways for meeting the new resiliency training requirement. Gain insights into risk mitigation and response strategies.

Prerequisite: There are no prerequisites for this course.

Textbook: None

EPCT-2053\$35
7/1 T 8 a.m.-10 a.m.
Location: RTDC 110

Wastewater Treatment

The Wastewater Treatment course covers practical aspects of operating and maintaining wastewater treatment plants, emphasizing the use of safe practices and procedures. In addition to the information provided about state requirements, participants will learn about the composition and characteristics of wastewater, secondary treatment processes, disinfection of wastewater, and laboratory controls.

Prerequisite: There are no prerequisites for this course.

Textbook is included in cost.

EPCT-2052\$470
7/8-7/9 TW 7 a.m.-5 p.m.
Location: RTDC 110

Water Distribution

The Water Distribution course provides students with training approved by the Texas Commission on Environmental Quality (TCEQ) from industry professionals ranging from water distribution system hydraulics, mains, and valves to hydrants, pumps, motors, and maintenance issues associated with overall water systems. Participants also receive a refresher surrounding water distribution systems, sources, and specific characteristics of water.

Prerequisite: There are no prerequisites for this course.

Textbook is included in cost.

EPCT-2020\$470
8/5-8/6 TW 7 a.m.-5 p.m.
Location: RTDC 110

Welding

Farm & Ranch Welding Level 1

(WLDG-1091-Special Topics in Welder/Welding Technologist)

Overview of basic welding processes. Demonstrate all safety and shop procedures. Handle, store and set up cylinders. Set up, weld and perform a variety of joints and cuts on mild steel using oxy fuel, arc welding, cutting practice and procedures. Practice using, assembling and cleaning of equipment. (24 hrs.) (Class limit 10)

WLDG-1060\$449
6/6-7/18 F 5:00-9:00 p.m.
Location: STC



WATER & WASTEWATER ACADEMY

ABOUT THE ACADEMY

TJC Water & Wastewater Academy is intended for current and aspiring water and wastewater utility and environmental professionals. All classes are TCEQ approved!

COURSES OFFERED:

- Basic Wastewater Laboratory
- Basic Wastewater Operations
- Basic Water Works Operations
- Resiliency Overview
- Wastewater Treatment
- Water Distribution
- Water Utilities Safety
- and more!



For dates and to register, visit
[TJC.edu/WastewaterAcademy](https://www.tjc.edu/WastewaterAcademy)

FORKLIFT OPERATOR TRAINING COURSE

ABOUT THE COURSE

LTS Material Handling and TJC have partnered to offer an 8-hour Forklift Operator training course.

This course utilizes OSHA guidelines to prepare students with the knowledge and skills necessary to safely operate a forklift.

COURSE INCLUDES:

- OSHA Forklift Standards
- Triangle stability
- Pre-shift inspections
- Different classes of forklifts and more!

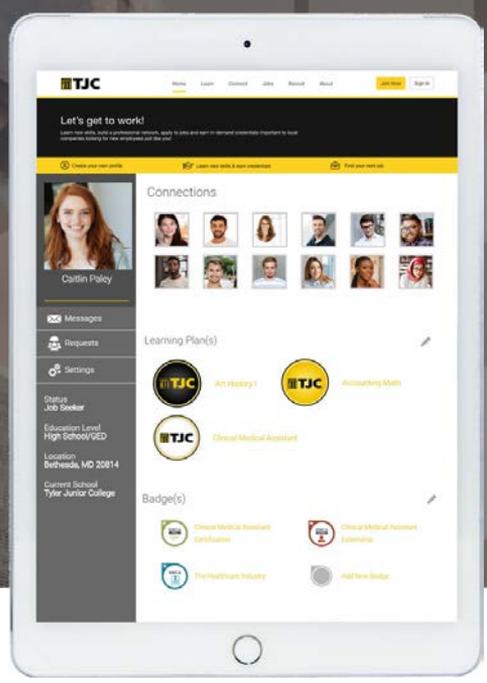
For dates and to register, visit
[TJC.edu/Forklift](https://www.tjc.edu/Forklift)





Let's get to work!

Join our exclusive, new, career exploration platform and unlock thousands of online education resources available on your time, any time.



- ✓ **Explore new careers**
with over 300 different learning plans geared toward the most in-demand jobs in your community
- ✓ **Earn in-demand credentials and digital badges**
from a selection of over 3,000 different credentials to showcase your skills to local employers
- ✓ **Connect to one-on-one career services experts**
to help get you started on the right path and find your new career

- ✓ **Access over 3,000 online learning resources**
available anytime, anywhere, accessible on all devices
- ✓ **Create an online profile**
and build a network of local professionals both on campus and in the community
- ✓ **Build a professional resume**
and apply to local jobs quickly and easily using our exclusive 3-click application process

Get started today.
Visit us at tjc.campused.com and start on the path toward your new career.



Contact us today at 877.261.1484 or info@campused.com

Computers & IT

Where Do I Begin?

You should have a good understanding of computer basics PRIOR to taking any of the other Computer software courses. TJC offers state-of-the-art education and training for people interested in working in today's ever-changing technology rich business environment. Learn to use today's most popular software on current industry standard equipment. Or, if the traditional classroom doesn't fit your busy schedule, online classes are also available.

Introduction to Computers

Our Introduction to Computers course is the perfect starting point for anyone looking to gain essential computer skills. Whether you're a complete beginner or just need a refresher, this course will provide you with the foundational knowledge you need to confidently use computers in your personal or professional life.

In this comprehensive course, you'll learn the basics of computer hardware, software, and operating systems, as well as how to use common applications such as Microsoft Word, Excel, and PowerPoint. You'll also gain an understanding of computer security and how to protect your information online.

Our expert instructors will guide you through hands-on exercises and provide practical advice, so you can apply your new skills to your daily life. By the end of this course, you'll be able to navigate a computer with ease, create basic documents and spreadsheets, and understand the fundamentals of computer use. Sign up today and get started on your journey towards computer literacy!

Prerequisites: None

Textbook is included in cost.

ITSC-1035\$200
 6/2-6/18 MW 6:00 p.m.-8:00 p.m.
 Location: RTDC 143



HELP A GOOD CLASS MAKE!

INVITE A FRIEND TO CLASS.

903-510-2900

Microsoft Office 2021 & 365: Word, Excel, and PowerPoint - Level 1

Join our continuing education Microsoft Office 2021 course and take your productivity to the next level. This course is designed to provide you with the skills and knowledge you need to become confident in using Microsoft Office applications.

In this course, you'll learn the latest features and best practices for Microsoft Office 2021, including Word, Excel, and PowerPoint. Completing this course will provide you with the first skills necessary to pursue Microsoft Office Specialist Certifications. Our expert instructors will guide you through hands-on exercises and real-world scenarios, giving you the practical experience, you need to apply your new skills to your work. Sign up today and unlock the full potential of this powerful software suite!

Prerequisites: Basic computer knowledge or Introduction to Computers

Textbook is included in cost.

ITSC-1036\$325
 6/30-7/23 MW 6:00 p.m.-9:00 p.m.
 Location: RTDC 143

Microsoft Office 2021 & 365: Word, Excel, and PowerPoint - Level 2

Our Microsoft Office 2021 Level 2 course is designed to help you take your skills to the next level. This comprehensive course is perfect for anyone looking to enhance their knowledge of Microsoft Office 2021 and become proficient in its use. Completing this course will provide you with the intermediate skills necessary to pursue Microsoft Office Specialist Certifications.

Our expert instructors will guide you through the level 2 features of Word, Excel, and PowerPoint. You will learn advanced formatting techniques, customizing styles, creating and managing templates, and more in Word. In Excel, you'll learn advanced functions, charts, pivot tables, and conditional formatting. Lastly, in PowerPoint, you'll learn how to create and edit animations, customize themes, and collaborate with others.

Our hands-on approach to teaching will allow you to practice using these advanced features and receive real-time feedback from our instructors. With our Microsoft Office 2021 Level 2 course, you'll be able to take your productivity to the next level and stand out in today's competitive job market.

Prerequisites: Basic computer knowledge or Introduction to Computers

Textbook is included in cost.

ITSC-1037\$325
 7/28-8/20 MW 6:00 p.m.-9:00 p.m.
 Location: RTDC 143



WORKFORCE TRAINING

CUSTOM TRAINING FOR BUSINESS AND INDUSTRY

We understand employers need ready, skilled and knowledgeable employees to stay competitive. TJC School of Skilled Trades & Continuing Studies responds with flexible, focused training tailored to the needs of any business or industry.



FLEXIBLE SCHEDULING

Days, nights, weekends--we work around your schedule. Select training times that best suits your business.



COMPETITIVE PRICING

On a budget? No problem! We offer competitive quotes to fit your business needs.



CONVENIENT LOCATIONS

We train your employees onsite, online or on our campus. *The choice is yours.*

QUESTIONS? READY TO SCHEDULE A TRAINING FOR YOUR BUSINESS?

Contact Us!

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Program Development Manager

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TJC.edu/WorkforceTraining

Workforce Training Classes

Below is a sampling of classes available to business and industry.
Don't see a training? Just ask! We have a library of over 1,000 courses.

Safety & Regulation

Forklift Operator
CPR/First Aid
10- & 30-Hour OSHA
MSHA
Lockout Tagout
Confined Space
Heat Illness & Awareness
Slips, Trips & Falls
Hazardous Materials Safety
Welding Safety
PPE
NFPA 70e Arc Flash
HAZWOPER

Information Technology

Microsoft Office: Word, Excel,
PowerPoint—Levels 1, 2, 3
Microsoft Technical: Azure, SharePoint,
SQL, Exchange, Power BI
QuickBooks: Performing Payroll
& Controlling Inventory
Adobe: InDesign, Illustrator, Photoshop
Web Development/Programming:
Java, CSS, HTML5, XML, PHP, C#

Quality & Lean

Six Sigma (Yellow, Green, Black Belt)
Lean Management
Lean Forecasting
Process Improvement
A3/5 Whys
Failure Mode & Effects Analysis
Lean Manufacturing
Lean Healthcare
Lean IT
Lean Engineering
Design for Manufacturability
Statistical Process Control
Measurement System Analysis
Advanced Product Quality Planning

Leadership & Management

Leadership for First-Time
Supervisors
Proactive Listening
Clarifying Roles & Responsibilities
Building Collaborative Relationships
Managing Change
Diversity Awareness
Resolving Team Conflicts
Taking Corrective Action
C-Suite Series

Project Management

PMP Certification
Preparation for the CAPM
MS Project
Project Planning
Project Leadership
Team Effectiveness
Organization Development
IT Project Management
Agile/SCRUM
Leading SAFe (SA)

Manufacturing & Industry

Blueprint Reading
Electricity & Electronics
AC /DC Electrical Diagrams
CNC
PLC Programming, PLC Maintenance
Pneumatics & Hydraulics
Process Technology
Lean Supply Chain Management
Principles of Manufacturing
Robotics
Sheet Metal Fabrication
Welding & Fabrication

Customer Service

Spanish in the Workplace
Voice of the Customer Sales Training
Guiding Customer Conversations
Healing the Customer Relationship
Meeting Unspoken Customer Needs
Reaching for Stellar Service
Resolving Issues that
Impact the Customer
The Service Difference

Logistics and Supply Chain

Certified Logistics Associate
Certified Logistics Technician
APICS (CPIM)
Certified Professional in
Supply Management
Procurement & Supply
Inventory Control
Just-in-time Manufacturing
Lean Supply Chain Management
Transportation Routing,
Scheduling & Costing
Warehouse & Inventory Management
Materials Management
Circular Economy



Check out all of our Summer dance offerings at TJC.edu/AcademyOfDance

Academy of Dance



Accounting

Basic Business Accounting

Tyler Junior College School of Continuing Studies is approved by The Texas State Board of Public Accountancy to offer Continuing Professional Education (CPE) courses for Certified Public Accountants (CPAs).

This program is designed to provide you with a better understanding of bookkeeping basics, including how to keep accurate financial records, balance accounts, and manage cash flow.

Led by experienced instructors with years of real-world bookkeeping and accounting experience, our Basic Business Accounting course is the perfect opportunity to gain the skills and knowledge needed to succeed in today's competitive business world. So why wait? Enroll today!

Prerequisites: Basic computer knowledge or Introduction to Computers. Textbook is included in cost.

BUSG-1318\$325
6/2-6/25 MW 6:00 p.m.-9:00 p.m.
Location: RTDC 147

QuickBooks

Tyler Junior College School of Continuing Studies is approved by The Texas State Board of Public Accountancy to offer Continuing Professional Education (CPE) courses for Certified Public Accountants (CPAs).

Looking to learn the fundamentals of accounting and how to use QuickBooks software to manage finances? Our 24-hour course, QuickBooks Online, is designed to provide you with a comprehensive understanding of the accounting principles and practices essential to any small business or individual.

Over the course of 24 hours, you will learn how to use QuickBooks to record and manage financial transactions, generate invoices, and create financial reports. You will also prepare for the Intuit QuickBooks Certified User (QBCU) Exam.

Our experienced instructors will guide you through the entire process, from setting up your accounting system to preparing financial statements.

Whether you are just starting out or looking to refresh your accounting skills, QuickBooks Online is the perfect course for you. Enroll today and take the first step towards mastering the essentials of accounting and QuickBooks.

Prerequisites: Basic computer knowledge or Introduction to Computers and Basic Business Accounting. Textbook is included in cost.

ACNT-1025\$425
7/8-7/31 TR 6:00 p.m.-9:00 p.m.
Location: RTDC 147

Computers

Introduction to Computers

Our Introduction to Computers course is the perfect starting point for anyone looking to gain essential computer skills. Whether you're a complete beginner or just need a refresher, this course will provide you with the foundational knowledge you need to confidently use computers in your personal or professional life.

In this comprehensive course, you'll learn the basics of computer hardware, software, and operating systems, as well as how to use common applications such as Microsoft Word, Excel, and PowerPoint. You'll also gain an understanding of computer security and how to protect your information online.

Our expert instructors will guide you through hands-on exercises and provide practical advice, so you can apply your new skills to your daily life. By the end of this course, you'll be able to navigate a computer with ease, create basic documents and spreadsheets, and understand the fundamentals of computer use. Sign up today and get started on your journey towards computer literacy!

Prerequisites: None

Textbook is included in cost.

ITSC-1035\$200
6/2-6/18 MW 6:00 p.m.-8:00 p.m.
Location: RTDC 143

Microsoft Office 2021 & 365: Word, Excel, and PowerPoint - Level 1

Join our continuing education Microsoft Office 2021 course and take your productivity to the next level. This course is designed to provide you with the skills and knowledge you need to become confident in using Microsoft Office applications.

In this course, you'll learn the latest features and best practices for Microsoft Office 2021, including Word, Excel, and PowerPoint. Completing this course will provide you with the first skills necessary to pursue Microsoft Office Specialist Certifications. Our expert instructors will guide you through hands-on exercises and real-world scenarios, giving you the practical experience, you need to apply your new skills to your work. Sign up today and unlock the full potential of this powerful software suite!

Prerequisites: Basic computer knowledge or Introduction to Computers

Textbook is included in cost.

ITSC-1036\$325
6/30-7/23 MW 6:00 p.m.-9:00 p.m.
Location: RTDC 143

Fine Arts

Big Bold Painted Florals

Love flowers and ready to go big? Embrace your wild side in this playful workshop focused on creating large, loose, and colorful florals! Using acrylic paint, vibrant pastels, collage, and mark-making techniques, you'll explore how to push your floral paintings towards exciting abstraction. With a layered approach and a free-spirited vibe, we'll reinterpret this traditional subject in bold, modern ways. Choose a canvas (16 x 20" or larger recommended) and get ready for a color-filled journey—perfect for those eager to make a statement with their art!

Students supply their own canvas; all other materials provided.

ARNF-2029\$120
6/9-6/11 MW 6:00-8:30 p.m.
Location: RTDC 132

Summer Watercolor Painting and Drawing

Join us for a creative journey in watercolor painting, led by experienced art instructor Marsha Blount. This class is perfect for artists of all skill levels, from beginners to advanced.

Explore techniques in drawing and painting as you create stunning landscapes, cityscapes, and still-lives. Learn foundational skills, refine your understanding of perspective, and master sketching, blending, and adding value to bring atmosphere to your pieces.

By the end of the course, you'll have multiple works of art, including at least one large, finished piece to frame and showcase. All materials are provided, but you're welcome to bring your own favorites if you'd like. Immerse yourself in the relaxing, laid-back environment in the well-designed, TJC studio, and let your creativity flourish. Whether you're starting from scratch or perfecting your skills, this experience is designed for you!

Students supply their own canvas; all other materials provided.

ARNF-2048\$120
6/3-7/1 T 10:00 a.m. -12:30 p.m.
6/3-7/1 T 4:30 p.m. -7:00 p.m.
Location: RTDC 132

Impasto: A Textured Painting Experience

Explore the captivating world of impasto, an Italian technique that adds depth, texture, and a sculptural quality to your acrylic paintings. In this hands-on art class, taught over two evenings Fran Cooper, will guide you through the world of heavy-bodied acrylic paint and palette knives to create a vivid, textured 6 x 6" painting of poppies in a scenic field on the first evening. Fran will share techniques and tips to help you master this captivating style. On the second evening, you'll have the freedom to create a 6" x 6" painting of your choice. Whether you're ready to create a piece from your imagination or need some inspiration, Fran will be there with ideas and samples to help you express your artistic vision

ARNF-2038.....\$95
6/16-6/18 MW 6:00-8:00 p.m.
Location: RTDC 132

Beginning Abstract: Intuitive Abstract in Acrylic

Unlock your creativity in this engaging 2 part class, perfect for adults curious about intuitive art. Dive into a playful, no-rules approach where you'll learn to let go of perfection, tune into your instincts, and discover your own artistic style. Your instructor, Fran Cooper will offer guidance on acrylic techniques like color blending, washes, and layering with collage, this session invites both beginners and seasoned creators to explore, experiment, and connect with their unique artistic voice. All materials provided—just bring your curiosity! As a bonus you'll also learn how to transfer rust to paper.

SLNG-1064.....\$115
7/21-7/23 MW 6:00-8:00 p.m.
Location: RTDC 132

Sign Language

Beginning Sign Language Level I

This course is designed for those who have no experience using American Sign Language. Students will learn to sign everyday communication in the Deaf Community. Basic linguistic rules and structure will be taught as well as Deaf Culture. Students will gain insight into ASL history and Deaf Culture 101.

Textbook: Optional A Basic Course in American Sign Language (2nd edition) ISBN:0-932666-42-6

SLNG-2035.....\$160
6/11-7/23 W 6:00-8:00 p.m.
Location: RTDC 129

Intermediate Sign Language Level I

This course concentrates on various kinds of classifiers in the function of describing people and objects. An opportunity to sharpen new skills in lexicalized fingerspelling, role-shifting, mouth morphemes, ASL numbers, and verb movements. Increases Signing conversational skills through active student participation. Special topics will include Sign Systems and ASL Registers.

Prerequisite: Students should have equivalent knowledge of Basic Sign Language II

Textbook: Optional A Basic Course in American Sign Language (2nd edition) , ISBN # 0-932666-42-6

SLNG-2040.....\$160
6/9-7/21 M 6:00 p.m.-8:00 p.m.
Location: RTDC 129

Travel

Conversational Spanish I

This course will provide the necessary skills for an Individual to thrive In a Spanish-speaking atmosphere. The emphasis is not on the rules of grammar, but on oral performance by Introducing practical key words and phrases for business, travel, social and emergency situations.

FRNF-1017.....\$110
6/5-7/24 R 6:00-8:00 p.m.
Location: RTDC 112

Conversational Spanish II

This course will provide the necessary skills for an Individual to thrive In a Spanish-speaking atmosphere. The emphasis is not on the rules of grammar, but on oral performance by Introducing practical key words and phrases for business, travel, social and emergency situations.

FRNF-1018.....\$110
7/31-9/18 R 6:00-8:00 p.m.
Location: RTDC 112

Welding

Farm & Ranch Welding Level 1

(WLDG-1091-Special Topics in Welder/Welding Technologist)

Overview of basic welding processes. Demonstrate all safety and shop procedures. Handle, store and set up cylinders. Set up, weld and perform a variety of joints and cuts on mild steel using oxy fuel, arc welding, cutting practice and procedures. Practice using, assembling and cleaning of equipment. (24 hrs.) (Class limit 10)

WLDG-1060.....\$449
6/6-7/18 F 5:00-9:00 p.m.
Location: STC-156





Instructor Led Online Classes

The best eLearning technology together with proven instructor-led learning strategies

Programs available in **Healthcare, IT & Web Development, Business, Law and other in-demand disciplines** bringing the convenience of an online solution together with the same in-depth, high-touch education experience as a traditional classroom program that includes:

- **Student tuition includes a FREE loaner laptop** if needed
- **Affordable tuition** starting from as low as \$1,199
- **Live, interactive webinars** led by instructors to bring the content to life
- **Graded discussion forums, assignments, challenging assessments and interactive activities** to ensure you're on track for success
- **Scheduled on-site lab sessions** for students to gain hands-on skills*
- **National certification** and/or industry credentialing opportunities
- **Externship opportunities to gain real-world experience** and prepare for employment*
- Programs available in **Medical Assistant, Medical Billing & Coding, Pharmacy Technician, Front-End Web Developer, Computer Support Specialist and more!**
- **Spanish Options available** for all programs

*IMPORTANT: These programs include on-campus labs scheduled on-site at our facility as well as externship opportunities with local employers. Both of these elements will be scheduled consistent with community health guidance so as to ensure the health and safety of all students, instructors and support staff.

**Contact us at 903-510-2900
or visit tjc.edu2.com to enroll.**

Online Classes

Secrets of the Caterer (online)

Catering is a business that has become very popular, especially for those who love to cook and plan parties. From weddings, to showers, to business parties, catering is a home-based business that gives the caterer an exciting and creative career.

In this introductory course, you will learn how to put your cooking and party planning skills to work. Learn the fundamentals of the catering business, how to cook for large crowds, organize your kitchen, manage your time, and work with clients. The course focuses on cooking skills every caterer needs, with an introduction to the business side of catering. You'll also receive many unique and tested recipes that you can use to jump-start your business. Build your catering skills and begin a new and exciting career today.

STUDENT TUITION:\$145
*Online e-learning Program. Program Duration: 24 Course Hours *Students will have an additional 6 weeks access to the programs.*

Start a Pet Sitting Business (online)

If you're an animal lover, find out how you can start your own pet sitting business to translate your passion into a profitable career! In this course, you'll begin with pet care, including nutrition, exercise, first aid, and the identification of common diseases. You will learn the basics of first aid and find out how to administer pills, liquid medications, and injections to an uncooperative cat or dog. Discover how to handle home visits and impress your potential clients. You'll also explore sticky situations that can arise, such as lost pets, pets that die unexpectedly, and pets that need immediate veterinary care. You also explore start-up costs, accounting, fee setting, business plans, insurance and low-cost marketing. In addition, you will discover how your pet sitting business can grow to continually challenge and satisfy you.

STUDENT TUITION:\$145
*Online e-learning Program. Program Duration: 24 Course Hours *Students will have an additional 6 weeks access to the programs.*

Instant Italian (online)

This dynamic course will teach you how to express yourself comfortably in Italian. You'll learn practical, everyday words. Learn to read, hear, and practice dialogues based on typical situations that you're likely to encounter if you plan to vacation in Italy. The dialogues and follow-up exercises of each lesson will teach you to communicate in Italian in a wide variety of settings. You'll be surprised by how quickly and easily you can learn many useful expressions in Italian! This course will make it simple to master your pronunciation of Italian. The audio feature lets you hear the words and phrases spoken aloud with just a click of your mouse. Short exercises are included with each lesson to help you reinforce what you've learned and gauge your progress, making it easy to pinpoint areas that you still need to review. The exercises also give you immediate feedback—you'll know whether you answered correctly as soon as you finish.

As you go through the lessons, you will learn about the Italian language's impact on the world, the Italian alphabet, phonetics, and pronunciation, proper forms of address, expressions of courtesy, and how to make introductions. By the end of the course, you will know how to ask for help, ask directions, navigate Italian shops, book a hotel room, order a meal, and much more! Cultural notes are included throughout the course to help you better understand Italians and their way of life. You will also learn what various gestures mean to Italians, which ones to use, and those you should avoid. This course will convince you that learning a language is both fun and rewarding.

STUDENT TUITION:\$145
*Online e-learning Program. Program Duration: 24 Course Hours *Students will have an additional 6 weeks access to the programs.*

Stress Management Applications (online)

Events, people, and circumstances fill our normal daily lives—along with a certain amount of stress. Stress can be positive or negative, depending on how we perceive the stressor and it impacts our physical, social, spiritual, and emotional health. Stress is also affected by the social and cultural context in which we live. However, with awareness, stress can be managed and reduced. Interventions such as nutritious food, physical activity, and social support along with modalities including journaling, massage, therapy, meditation, imagery, biofeedback, art and dance therapy, and time spent in nature can help us reduce the stress we experience and create a healthier life.

The outcome of this certificate is to for the learner to describe the physiological, social, and psychological aspects of stress; examine the relationship between stress and health, nutrition, and physical activity; identify causes and health effects of workplace stress; and explore modalities to reduce and manage stress.

STUDENT TUITION:\$145
*Online e-learning Program. Program Duration: 14 Course Hours *Students will have an additional 3-month access to the programs.*

Helping Elderly Parents (online)

Are your parents in their golden years? Learning how to help parents or other loved ones through their transition can prepare you for your own. This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage.

Growing older is a part of life. Some aspects are joyful, some bittersweet, some frustrating, some frightening. You will learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help. You'll understand the impact of retirement, learn how to choose a nursing home, and be prepared to deal with death. You'll learn about financial and legal considerations, health issues, and family interpersonal relationships. You'll be introduced to special communication skills, observation methods, and coping mechanisms to ease the burden for everyone involved. You'll learn to handle most of the challenges you will face while coming to appreciate and cherish the privilege of the journey.

STUDENT TUITION:\$145
*Online e-learning Program. Program Duration: 24 Course Hours *Students will have an additional 6-week access to the programs.*

Creating Web Pages (online)

Create and post your very own website using HTML. You will learn the best strategies for planning the content, structure, and layout of your website as well as creating pages with neatly formatted text, building links between the pages, and more! This course will also cover search engine optimization and powerful no-cost or low-cost web marketing strategies.

STUDENT TUITION:
INSTRUCTOR LED\$145
SELF-PACED\$169
*Online e-learning Program. Program Duration: 24 Course Hours *Students will have an additional 6-week access to the programs.*



**HELP A GOOD
CLASS MAKE!**
INVITE A FRIEND TO CLASS.
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PRACTICE[®]
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INSTITUTE

Tyler Junior College is partnered with Practice Management Institute to provide medical practice-specific training and credentialing opportunities for working medical professionals.

View Upcoming Online Courses at www.pmimd.com/tjc

TJC and Practice Management Institute Course Offerings

Medical Front Office Skills Certificate Program

E/M Chart Auditing for Physician Services

Mastering E/M Coding

Medical Office Compliance

Patient Collections and A/R Management

PMI Basics: Introduction to Medical Coding

PMI Basics: Introduction to ICD-10-CM Coding

PMI Basics: Introduction to CPT Coding

PMI Basics: Introduction to E/M Coding

Successful Insurance Claims Processing

Using Modifiers to Improve Claim Accuracy

Appeals, Refunds and Recoupment Requests

Billing for Non-Physician Practitioners

Telehealth Services for 2021 and Beyond

Bridging the Gap between Clinical Documentation and Coding

E/M Chart Auditing Workshop

E/M Coding and Documentation Guidelines: Putting It All Together

Effective Denial Management and Rejection Prevention

Principles of Coding

ICD-10-CM Coding for the Medical Practice

PMI Coding Workshop: CPT

PMI Basics: Medical Office Receptionist Skills

Management & Leadership for the Medical Practice

OSHA Compliance Guidelines for the Medical Practice

Privacy and Security Concerns for the Medical Practice

Optimizing the Patient Experience: A Team Approach

Front Desk Success: How to Shine on the Front Line

Certified Medical Insurance Specialist (CMIS)[®]

Certified Medical Office Manager (CMOM)[®]

Certified Medical Chart Auditor - E/M (CMCA-EM)[®]

Certified Medical Compliance Officer (CMCO)[®]



PRACTICE[®]
MANAGEMENT
INSTITUTE

**E/M Coding &
Documentation
Guidelines**

\$239

June 3
9am-Noon
(1/2 day class)

**PMI Basics:
Introduction to
Medical Coding**

\$119

June 3
1pm-4pm
(1/2 day class)

**ICD-10-CM
Coding
Update**

\$239

September 2
9am-Noon
(1/2 day class)

**Medical Practice
Front Desk
Success**

\$239

September 2
1pm-4pm
(1/2 day class)

Call 903-510-2900 for more information.



TJC[™]

Online Health Professions Classes

To register visit www.tjc.edu2.com or call 903-510-2900

Clinical Externship Requirements

Upon successful completion of the programs with externships, students are eligible to participate in a clinical externship and may be asked to submit to a thorough background check, drug screening and additional requirements. Student is responsible for related fees. For students who may have a criminal background, please be advised that the results of the background check could prevent you from being eligible to participate in a clinical rotation.

Pharmacy Technician with Clinical Externship (online)

This comprehensive course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings-working under the supervision of a registered pharmacist. Course content includes an overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques. Students will learn dosage calculations, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. Textbook and materials provided.

Program also includes a clinical externship with a local healthcare provider!

National certification examination opportunities for successful students are as follows:

- The Pharmacy Technician modules will prepare students to sit for the Pharmacy Technician Certification Board (PTCB) pharmacy technician certification exam

STUDENT TUITION:\$1,499
Online e-learning Program. Includes a Clinical Externship with a local Healthcare Provider.
*Program Duration: 4 Months *Students will have an additional 12 months access to the programs.*

Pharmacy Technician and Medical Administration and Clinical Externship (online)

This program will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Course content includes pharmacy terminology, pharmacy calculations, reading and interpreting prescriptions and defining generic & brand names drugs. Additionally, this program includes a Medical Administration course covering key topics such as medical ethics and law, basics of insurance billing and coding, telephone techniques, scheduling appointments and medical records management.

This comprehensive course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Course content includes pharmacy medical terminology, reading and interpreting prescriptions and defining generic and brand names drugs and much, much more! Program also includes a clinical externship with a local healthcare provider!

National certification examination opportunities for successful students are as follows:

- The Pharmacy Technician modules will prepare students to sit for the Pharmacy Technician Certification Board (PTCB) pharmacy technician certification exam
- The Medical Administration modules will prepare students to sit for the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) certification.

STUDENT TUITION:\$2,999
Online e-learning Program. Includes a Clinical Externship with a local Healthcare Provider.
*Program Duration: 6 Months *Students will have an additional 12 months access to the program*

Clinical Medical Assistant Program with Clinical Externship (online)

This program prepares students to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle. Additionally, this program includes a Medical Administration course covering key topics such as medical ethics and law, basics of insurance billing and coding, telephone techniques, scheduling appointments and medical records management. A major objective of this program is to prepare students for important national healthcare competency certification examinations and to prepare them to work as Clinical Medical Assistant professionals. Program also includes a clinical externship with a local healthcare provider!

National certification examination opportunities for students who complete this program are as follows:

- Students who complete this comprehensive course would be prepared to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national certification examination.
- The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User certification exams.

STUDENT TUITION:\$2,199
Online e-learning Program. Includes a Clinical Externship with a local Healthcare Provider.
*Program Duration: 6 Months *Students will have an additional 12 months access to the program.*

Phlebotomy Technician Program with Clinical Externship (online)

The Phlebotomy Technician Program prepares professionals to collect blood and other specimens from clients for the purpose of laboratory analysis. The phlebotomist is a vital member of the clinical laboratory team, whose main function is to obtain patient's blood specimens by venipuncture and micro-collection for testing purposes. Phlebotomists are employed throughout the healthcare system including in hospitals, neighborhood health centers, medical group practices, HMO's, public health facilities, veteran hospitals, insurance carriers, and in other healthcare settings. Students will become familiar with all aspects of blood collection and will review the skills needed to perform venipunctures safely. Also includes terminology, blood collection procedures, order of draw and other engaging topics. Program also includes a clinical externship with a local healthcare provider!

A major objective of this program is to prepare students for important national healthcare competency certification examinations and to prepare them to work as Phlebotomy Technicians. National certification examination opportunities for students who complete this program are as follows:

- Students who complete this comprehensive course would be prepared to sit for the American Society of Phlebotomy Technicians (ASPT) Phlebotomy Technician national certification examination.
- The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User certification exams.

STUDENT TUITION:\$1,999
Online e-learning Program. Includes a Clinical Externship with a local Healthcare Provider.
*Program Duration: 4 Months *Students will have an additional 12 months access to the programs.*

Medical Administrative Assistant with Clinical Externship Program (online)

Medical administrative assistants primarily work in doctor's offices, clinics, outpatient settings, hospitals, and other healthcare settings. Medical administrative assistants, medical secretaries, and medical records clerks are all positions in great demand. This program covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. A great course for physicians medical office professionals!

This program prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. It provides students a well-rounded introduction to medical administration that delivers the skills students require to obtain an administrative medical assistant position or advance within their current healthcare career.

National certification examination opportunities for students who complete this program are as follows:

- Students who complete this program will have the opportunity to pursue the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA).

STUDENT TUITION:\$1,599
*Online e-learning Program. Program Duration: 4 Months *Students will have an additional 12 months access to the programs.*

EKG Technician Program (online)

EKG technicians work in physician's offices, hospitals, clinics, and other healthcare facilities and organizations. EKG technicians also work for insurance companies to provide data for health and life insurance policies. Similar to other growing healthcare professions, the demand for EKG technicians is expected to continue to grow substantially. Approximately 25% more EKG technician jobs will be available by the year 2018. This EKG Technician Program prepares students to perform EKG's. This course will include information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing.

National certification examination opportunities for successful students are as follows:

- There are several EKG technician national certification exams that are available to students, such as the ASPT-Electrocardiograph (EKG) Technician exam

STUDENT TUITION:\$1,199
*Online e-learning Program. Program Duration: 4 Months *Students will have an additional 12 months access to the programs.*

Physicians' Office Assistant Professional with Electronic Health Records Management (EHRM) and Clinical Externship (online)

This program combines in-demand healthcare disciplines with important front office Microsoft end user computer skills. Physicians' Office Assistant with Electronic Health Records-This course provides a well-rounded experience preparing students to assist physicians in multiple administrative areas of the medical office and the requirements of maintaining the electronic health record (EHR). Instruction includes medical terminology, interpersonal skills, medical records management, implementation and management of electronic health information, medical ethics and law, basics of insurance billing and coding and maintaining the regulatory requirements of the EHR. A major objective of this program is to prepare students for important national healthcare competency certification examinations and to prepare them to work as Physician Office Assistants and Electronic Health Records professionals. Program also includes a clinical externship with a local healthcare provider! National certification examination opportunities for successful students are as follows:

- Medical Administrative Assistant-National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) certification

- Electronic Health Records Management (EHRM) -NHA Certified Electronic Health Record Specialist (CEHRS) exam certification
- The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User certification exams.

STUDENT TUITION:\$2,599
*Online e-learning Program. Includes a Clinical Externship with a local Healthcare Provider. Program Duration: 6 Months *Students will have an additional 12 months access to the program.*

Electronic Health Records Management (EHRM) Program (online)

Access to health information is changing the ways doctors care for patients. With the nation's healthcare system moving to the electronic medical record, numerous employment opportunities exist for medical assistants, health information systems staff, patient registration professionals and other related positions. Healthcare professionals with the ability to understand, update and maintain the electronic health record are in great demand. This program prepares students to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

This Electronic Health Record (EHR) Management program prepares students to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

National certification examination opportunities for successful students are as follows:

- Students who complete this comprehensive course would be prepared to sit for the National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam.

STUDENT TUITION:\$1,299
*Online e-learning Program. Program Duration: 4 Months *Students will have an additional 12 months access to the programs*

Dialysis Technician (online)

As kidney failure continues to be a growing national health problem, kidney disease is driving the growing demand for well-trained dialysis technicians. Dialysis technicians are employed in hospitals, outpatient clinics, and other medical facilities. The number of dialysis technician jobs has the potential to increase by more than 35% by 2018. While most technician training has historically been done "on-the-job," today's healthcare employers are seeking well-trained technicians who possess the necessary knowledge and skills to fill this growing number of positions. This Dialysis Technician Program provides students with the knowledge needed to perform as a dialysis technician. This program will review kidney dialysis machines, preparing dialyzer reprocessing and delivery systems, and review equipment maintenance.

National certification examination opportunities for successful students are as follows:

- This program is designed to cover the key objectives of the leading dialysis technician certification exams. Although some students do immediately pursue certain certifications, most national exams require job experience for formal dialysis technician certification. The BONENT Certified Hemodialysis Technologist/Technician examination requires one year of experience (12 months) in nephrology patient care, and current active participation in an ESRD facility.

STUDENT TUITION:\$999
*Online e-learning Program. Program Duration: 4 Months *Students will have an additional 12 months access to the programs.*

Medical Billing & Coding Program (online)

Medical billing and coding is one of the fastest-growing careers in the healthcare industry today! The need for professionals who understand how to code healthcare services and procedures for third-party insurance reimbursement is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursement. This billing and coding course offers the skills needed to perform complex coding and billing procedures. The course covers: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-10 (Introduction and Guidelines) and basic claims processes for insurance reimbursements. National certification examination opportunities for successful students are as follows:

- Numerous national certification exams are available for students who complete this course including American Academy of Professional Coders (AAPC), American Health Information Association (AHIMA) and others.

STUDENT TUITION:\$1,799
*Online e-learning Program. Program Duration: 4 Months *Students will have an additional 12 months access to the programs.*

Medical Billing and Coding and Medical Administration with Clinical Externship (online)

This program combines in-demand healthcare disciplines with important front office Microsoft end user computer skills. This program offers the skills needed to perform complex coding and billing procedures. Program covers CPT (Introduction, Guidelines, Evaluation, and Management), specialty fields (such as surgery, radiology, and laboratory), ICD-10 (Introduction and Guidelines), and basic claims processes for insurance reimbursements. Additionally, this program includes a Medical Administration course covering key topics such as medical ethics and law, basics of insurance billing and coding, telephone techniques, scheduling appointments and medical records management. A major objective of this program is to prepare students for important national healthcare competency certification examinations and to prepare them to work as Medical Billing & Coding and Medical Administrative professionals. Program also includes a clinical externship with a local healthcare provider!

National certification examination opportunities for students who complete this program are as follows:

- The Medical Billing & Coding modules will prepare students to sit for the American Academy of Professional Coders (AAPC) American Health Information Association (AHIMA) or National Healthcareer Association (NHA) national coding certification exams.
- The Medical Administration modules will prepare students to sit for the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) certification.

STUDENT TUITION:\$2,599
Online e-learning Program. Includes a Clinical Externship with a local Healthcare Provider.
*Program Duration: 6 Months *Students will have an additional 12 months access to the program.*

Clases Médicas en línea en Español

Para inscribirse visite la pagina www.tjc.edu2.com o llámame al numero 903-510-2900.

Clinical Medical Assistant (en línea)

El programa de asistencia médica clínica ha sido diseñado con el fin de preparar a los estudiantes para funcionar como profesionales en múltiples entornos de atención médica. Los asistentes médicos con antecedentes clínicos realizan diversas tareas clínicas, incluida la asistencia con la administración de medicamentos y con procedimientos menores, la realización de un electrocardiograma EKG, la obtención de muestras de laboratorio para pruebas, la educación de pacientes y otras tareas relacionadas. Las oportunidades laborales son frecuentes en los consultorios médicos, clínicas, consultorios quiroprácticos, hospitales e instalaciones para pacientes ambulatorios.

Este programa prepara a los alumnos para asistir a los médicos realizando funciones relacionadas con los aspectos clínicos de un consultorio médico. La instrucción incluye la preparación de pacientes para examen y tratamiento, procedimientos de laboratorio rutinarios, farmacología, toma y documentación de signos vitales, aspectos técnicos de la flebotomía, el electrocardiograma de 12 derivaciones y el ciclo de vida cardíaco. El propósito del programa de asistencia médica clínica es preparar a los alumnos para ayudar a los médicos realizando funciones relacionadas con los aspectos clínicos de un consultorio médico.

EKG Technician (en línea)

¡Los técnicos de EKG están en demanda! Pueden trabajar en consultorios médicos, hospitales, clínicas y otras instalaciones y organizaciones dedicadas a la atención médica. Los técnicos de EKG también trabajan para compañías de seguros para proporcionar datos para pólizas de seguro de vida y salud. Al igual que otras profesiones sanitarias en crecimiento, se espera que la demanda de técnicos para la toma de electrocardiogramas, continúe creciendo sustancialmente. Para el año 2024 aproximadamente un 25% más de trabajos de técnico de EKG estarán disponibles.

Este programa técnico para técnico de EKG, prepara a los alumnos para efectuar la toma de electrocardiogramas (EKG). Este curso incluirá información sobre anatomía y fisiología del corazón, procesos de enfermedades médicas, terminología médica, ética médica, aspectos legales del contacto con el paciente, electrocardiografía y pruebas de estrés. ¡Un curso altamente interactivo!

Medical Billing and Coding (en línea)

¡La facturación y codificación médica es una de las carreras de mayor crecimiento en la industria de la salud hoy en día! La necesidad de profesionales que entiendan cómo codificar los servicios de salud y los procedimientos para el reembolso de seguros a terceros está creciendo sustancialmente. Los consultorios médicos, hospitales, farmacias, los centros de cuidados a largo plazo, las prácticas quiroprácticas, consultorios de fisioterapia y otros proveedores de servicios de salud dependen de la facturación y codificación médica para el reembolso de las compañías de seguros. La industria médica tendrá casi un 50% más de empleos disponibles para 2022; por lo tanto, un excedente de instalaciones médicas seguirá contratando candidatos que se especialicen en facturación y codificación médica.

Este programa ofrece las habilidades necesarias para realizar procedimientos complejos de codificación y facturación. El curso cubre: CPT (introducción, pautas, evaluación y gestión), campos de especialidad (como cirugía, radiología y laboratorio), el ICD-10 tanto para la codificación de diagnósticos y procedimientos como para los procesos básicos de reclamación de reembolsos de seguros. También ofrece las habilidades que los estudiantes necesitan para resolver problemas de facturación y codificación de seguros. Detalla la asignación adecuada de códigos y el proceso para presentar reclamaciones de reembolso.

Phlebotomy Technician (en línea)

El flebotomista es un miembro vital del equipo del laboratorio clínico, cuya función principal es obtener muestras de sangre del paciente mediante punción venosa y microcolectión con fines de prueba. Los flebotomistas se emplean en todo el sistema de atención médica, incluidos hospitales, centros de salud del vecindario, consultorios médicos grupales, HMO, centros de salud pública, hospitales veteranos, compañías de seguros y en otros entornos de atención médica. La demanda de técnicos en flebotomía ha aumentado sustancialmente con la complejidad general de los servicios de salud y los riesgos de enfermedades infecciosas. Los expertos actuales de la industria de la salud predicen un aumento del 15% en los trabajos de flebotomía para 2018.

El Programa de técnico en flebotomía prepara a los alumnos para recolectar muestras de sangre de los clientes con el fin de realizar análisis de laboratorio. Los alumnos se familiarizarán con todos los aspectos de la recolección de sangre y ejecutarán las habilidades necesarias para realizar las venopunturas de manera segura. También incluye terminología, procedimientos de extracción de sangre, orden de extracción y otros temas interesantes. ¡El programa también incluye una práctica clínica externa opcional en un proveedor de atención médica local!

Health Professions

Criminal Background Requirements

For students who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please check with the agency or certification board for your topic of study to determine if you are qualified to obtain certification within that field. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

CPR

Healthcare Provider (HCP CPR)

(EMSP-1019 CPR Basic Life Support)

In this course, you will learn lifesaving skills of respiratory (choking and near drowning) and cardiac emergencies involving adults, children, and infants. This course is designed for the professional healthcare provider and includes information on using equipment not readily available to the general public as well as AED training. Upon successful completion of the Healthcare Provider course, CPR certification is valid for 2 years. All CPR courses listed below are being conducted according to the guidelines of the American Heart Association. The American Heart Association receives no revenue from these courses. Supplies: Textbook provided.

EMSP-2003			\$79
6/14	S	8:30 a.m.-12:30 p.m.	
6/20	F	8:30 a.m.-12:30 p.m.	
6/28	S	8:30 a.m.-12:30 p.m.	
7/12	S	8:30 a.m.-12:30 p.m.	
7/19	S	8:30 a.m.-12:30 p.m.	
7/26	S	8:30 a.m.-12:30 p.m.	
8/1	F	8:30 a.m.-12:30 a.m.	
8/2	S	8:30 a.m.-12:30 a.m.	
Location:		RTDC	

Nursing

Certified Nurse Aide

(NURA-1001 Nurse Aide/Health Care Organizations I)

The Certified Nurse Aide Program will prepare you, as an entry-level nursing assistant, who will 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 will be placed on effective interaction with members of the healthcare team. You will be eligible to sit for the Texas Registry examination. (100 hrs.) Clinical experience: Typically, staff will schedule your Certified Nurse Aide clinical experience during the regular class schedule. However, due to the clinical facility's availability, certain changes may affect your clinical schedule. You must have flexibility in your schedule in order to fulfill clinical requirements. This applies to students enrolling in day OR night classes.

State Exam

TJC does not pay for state exams fee. The Texas Health and Human Services Commission (HHSC) has contracted with Prometric, a nationally recognized leading provider of assessment service to administer the state nurse aide exam. All candidates must schedule with Prometric, not Tyler Junior College. It is the responsibility of you, as the candidate for testing, to pay the required fees and schedule the state exam through Prometric. Please visit <https://www.prometric.com/nurseaide/tx>.

Prerequisites

16 years of age, submission of a criminal background authorization form and proof of all required immunizations prior to the registration deadline. Please note that the TB test takes several days to read and is valid for one year.

Supplies

Textbook provided. Information regarding proper uniform (scrubs and shoes) will be provided on the first day of class (not included in the price of tuition).

NURA-1002\$695

Morning Classes

7/7-8/12	MTW	8:00 a.m.-2:30 p.m.
Registration Deadline 6/23/2025		
8/18-9/24	MTW	8:00 a.m.-2:30 p.m.
Registration Deadline 8/4/2025		

Evening Classes

8/4-9/18	MTR	4:30-9:30 p.m.
Registration Deadline 7/21/2025		
Location:		RTDC 156

Criminal Background Requirements

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please check with the Texas Nurse Aide Registry by calling 1-512-438-2050. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

Licensing Questions

Call the Texas Nurse Aide Registry at (512) 438-2050. Use the number above to obtain information on official regulations and guidelines for nurse aides, clarify information about the Registry, change your name once you are on the Registry, obtain information about transferring to or from other states. Additional information can be found at <https://hhs.texas.gov/doing-business-hhs/licensing-credentialing-regulation/credentialing/nurse-aide-registry>

Nurse Aide Background Checks

Nurse Aide students will be required to submit to a criminal background check PRIOR to the registration deadline. A criminal background check authorization form may be acquired ONLY from Tyler Junior College at the time of registration. Tyler Junior College will be responsible for the fee and processing of the background checks. Tyler Junior College will review the results of each criminal background check to determine if you hold any offenses identified by the state that bar individuals from employment as a Certified Nurse Aide. If your background check is not clear, you will not be

allowed to attend classes and will be refunded the full tuition amount. You are encouraged to obtain a list of the state offenses that would bar you from employment as a nurse aide BEFORE you enroll in the course by contacting the Texas Nurse Aide Registry at 512-438-2050.

*Immunization Records and Proof of Negative TB Test

Nurse Aide students will be required to document proof of all required immunizations. If you are involved in direct patient care, you must have the first dose of the three-dose series of Hepatitis B before attending classes (See registration deadlines). If you cannot show proof of the Hepatitis B vaccine immunization prior to the registration deadline, you will not be allowed to attend classes. You should provide an original copy of the completed shot record to the registration office at Tyler Junior College. In addition, you must provide proof of a negative TB skin test (Reminder: Allow for 3 days to read the test prior to the registration deadline). If the skin test is positive, you must take a chest X-Ray. If the X-ray Test is negative, you may attend classes. If the chest X-ray is positive, you will be dropped from the course while treatment occurs. If you have a positive TB test or chest X-ray, you may be enrolled in a future course, but will be required to provide proof of negative TB test one week prior to the beginning of the first class day (see registration deadlines).

Medication Aide Update

(NURA-1041 Medication Aide Update) Your license must be renewed before your birthday. This course fulfills the annual education renewal requirements for the Certified Medication Aide. Topics include review and update of medication aide training rules, medication administration, and related responsibilities. (7 hrs.)

NURA-1041			\$79
6/21	S	8:00 a.m.-4:00 p.m.	
7/19	S	8:00 a.m.-4:00 p.m.	
8/16	S	8:00 a.m.-4:00 p.m.	
Location:		RTDC	

As a requirement for license renewal, students will need to submit a fingerprint background check for your permit to be renewed. Please email Medication_Aide_Program@hhs.texas.gov to receive the service code needed to make an appointment. The fingerprints are not required to be submitted every year. The renewal process can take a minimum of 4-6 weeks.

RN/LVN Nursing Update and Review

(RNSG-1006 Re-Entry Nursing Update & RNSG-1060 Clinical: Registered Nursing/Registered Nurse)

The three course refresher series is designed for inactive RN and LVN nurses returning to active practice and will provide you with the necessary skills and system reviews required by the Texas Board of Nursing (BON) for successful reinstatement of a Texas nursing license.

Successful reinstatement includes three courses to include a 128-hour didactic online course that is instructor-led offered in partnership with Austin Community College (ACC), a 16 hour skills lab, and an 80 hour nursing preceptorship. (The skills lab should be taken concurrently with the didactic

course.) Your nursing preceptorship will typically be taken the semester following completion of the didactic course. There are no prerequisites for the online Didactic course. Nurses seeking to reinstate their license are required by the BON to complete a Clinical Preceptorship with a qualified nurse preceptor. Our program has been designed to meet each of the objectives established by the Texas Board of Nursing.

Program candidates should note that CPR is not included in this program. CPR is required by the Board of Nursing and must be completed prior to the preceptorship.

RNs and LVNs who have active nursing licenses and do not require the didactic portion of the program, but who wish to update their clinical skills may take the 16 Hour Skills Lab and 80 Hour Clinical Preceptorship together or as standalone courses. For more information, please contact continuingstudies@tjc.edu.

Criminal Background Requirements

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please check with the Texas Nurse Aide Registry by calling 1-512-438-2050. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

RN Refresher

Re-Entry Nursing Update

RNSG-1006 (DIDACTIC) AUSTIN COMMUNITY COLLEGE (ONLINE)

This course is an online, instructor led program offered in partnership with Austin Community College (ACC). Interested students will register through Tyler Junior College; however, instruction is provided by ACC. Upon registration of the course, the student will be given a user name and password to access the course via the Internet. The student must have basic computer skills and a computer with Internet access to be able to successfully complete this course. The course runs approximately sixteen weeks (128hrs.). The on-line Didactic course covers review of the Texas Nurse Practice Act, BON Rules and position statements, scope of practice, patient safety, the nursing process, pharmacology review, medication administration, documentation, quality assurance and legal implications for nursing practice. Required textbooks are not included in the price of tuition.

Prerequisites: Coordinator Approval. Students in this course should hold a current or expired RN license in the USA.

Nursing Skills Review

RNSG-2022 (SKILLS LAB)

Nursing skills performance and assessment in a structured simulation laboratory setting. Designed specifically for the nurse who has been out of active practice for 4 years or more and is seeking renewal of licensure with the Texas Board of Nursing. Required prior to registering for RNSG-1060 or VNSG-1060. Open only to nurses who hold a current

or expired license to practice in the United States or with permission of the coordinator.

Prerequisites: Coordinator Approval, and current/pending Texas nursing license.

Clinical: Registered Nursing Update

RNSG-1060 (PRECEPTORSHIP)

Clinical Preceptorship component to RNSG 1006. To meet the learning objectives, students are assigned to a trained preceptor in a local healthcare facility. The student will do patient care under the guidance of the preceptor, working within the preceptor's schedule. The student needs to successfully complete 80 hours in the clinical preceptorship.

Prerequisites: (1) Residency within the Tyler Junior Community College District (2) Completion of RNSG-2022 Nursing Skills Review, (3) Current enrollment or completion of RNSG 1006

RN Refresher

To register for the online didactic portion of the course, please call Austin Community College at 512-223-7119.

(Online DIDACTIC)

AUSTIN COMMUNITY COLLEGE\$800
6/2-8/10

(Skills Lab/Preceptorship)

To register for the skills lab and preceptorship, please call TJC at 903-510-2900.

RNSG-2022 (SKILLS LAB) TBD
RNSG-1060 (PRECEPTORSHIP) TBD
TOTAL PRICE.....\$749

LVN Refresher

LVN Refresher Theory

VNSG-2033 (DIDACTIC) AUSTIN COMMUNITY COLLEGE (ONLINE)

This course is an online, instructor led program offered in partnership with Austin Community College (ACC). Interested students will register through Tyler Junior College; however, instruction is provided by ACC. Upon registration of the course, the student will be given a user name and password to access the course via the Internet. The student must have basic computer skills and a computer with Internet access to be able to successfully complete this course.

This Course meets the specification of the Texas Board of Nursing (BON) for Didactic Content of a nurse refresher course. Designed for (1) the vocational nurse who is applying to the BON for reinstatement of licensure or (2) the currently licensed vocational nurse who has been away from the clinical setting for a period of time, or (3) the vocational/practical nurse who is licensed in another state and applying for Texas licensure. Vocational Nurses are referred to the BON for complete information concerning licensure. Content of the on line course covers review of the Texas Nurse Practice Act, BON rules and position statements, scope of practice, patient safety, problem solving in healthcare, pharmacology review, medication administration, documentation, quality assurance

and legal implications for vocational nursing practice. The course is scheduled over the semester time frame with weekly assignments. Vocational Nurses seeking to reinstate their license are required by the BON to complete a Clinical Preceptorship orientation with a qualified nurse preceptor. Required textbooks are not included in the price of tuition.

Nursing Skills Review

VNSG-2022 (SKILLS LAB)

Nursing skills performance and assessment in a structured simulation laboratory setting. Designed specifically for the nurse who has been out of active practice for 4 years or more and is seeking renewal of licensure with the Texas Board of Nursing. Required prior to registering for VNSG 1060. Open only to nurses who hold a current or expired license to practice in the United States or with permission of the coordinator.

Clinical-Licensed Practical/ Vocational Nursing Training- Preceptorship

VNSG-1060 (PRECEPTORSHIP)

Clinical Preceptorship component to VNSG-2033. To meet the learning objectives, students are assigned to a trained preceptor in a local healthcare facility. The student will do patient care under the guidance of the preceptor, working within the preceptor's schedule. The student needs to successfully complete 80 hours in the clinical preceptorship. Prerequisites: (1) Completion of RNSG-2022 Nursing Skills Review, (2) Current enrollment or completion of VNSG-2033

LVN Refresher

To register for the online didactic portion of the course, please call Austin Community College at 512-223-7119.

(ONLINE DIDACTIC)

AUSTIN COMMUNITY COLLEGE\$800
6/2-8/10 Varies Self-paced/TBD

To register for the skills lab and preceptorship, please call TJC at 903-510-2900.

VNSG-2022 (SKILLS LAB)..... TBD
VNSG-1060 (PRECEPTORSHIP)..... TBD
TOTAL PRICE.....\$749

RNs and LVNs who have active nursing licenses and do not require the didactic portion of the program, but who wish to update their clinical skills may take the 16 Hour Skills Lab and 80 Hour Clinical Preceptorship together or as standalone courses. For more information, please contact continuingstudies@tjc.edu.

Criminal Background Requirements

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please check with the Texas Nurse Aide Registry by calling 1-512-438-2050. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

Dental

Dental Assistant Program with Externship

(DN TA-1015 Chairside Assisting) The Dental Assisting program covers key areas and topics exposing you to both classroom and hands on instruction. The classroom instruction reviews the necessary anatomy, terminology, legal and ethical issues as well as the policy and guidelines necessary to understanding the practical aspects of dental assisting. Topics include instrument identification, equipment maintenance, tooth structure and oral cavity anatomy, dental anesthesia, sterilization, and charting. You will learn the necessary steps to assist the dentist while providing quality dental care. Program includes review of tooth charting, restorations, bridge implants, bitewing, pantograph, and periapical x-ray and the mixing of dental emends. Textbook and materials provided. (128 hours).

Additionally, this program includes a 40-hour clinical externship opportunity for students who successfully complete the 128-hour program. Students may be asked to submit to a thorough background check, drug screening and meet other requirements. Student is responsible for related fees.

This course also includes a CPR certification course. Students will be prepared to take the State of Texas "TSBDE" Dental Assisting exam and apply for the Registered Dental Assistant (RDA) credential.

Students interested in pursuing a Certified Dental Assisting (CDA) credential through the College's academic program should contact the TJC School of Nursing and Health Sciences.

In addition to facilitating entry-level administrative positions, this course is ideal for students interested in pursuing a future formal dental hygienist program.

DN TA-9016\$2,299
 6/17-9/9 TR 6:00-9:30 p.m.
 Includes 6 Saturdays:
 6/28, 7/12, 7/26,
 8/9, 8/23, 9/6 S 9:00 a.m.-3:30 p.m.
 Location: RNHS

This course requires a permit for TJC central campus parking.

Criminal Background Requirements

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please check with the Texas State Board of Dental Examiners by visiting their website at www.tsbde.texas.gov. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

Technicians/Assistants

Pharmacy Technician Program with Externship

(PHRA-1001 Introduction to Pharmacy)

This comprehensive 80-hour course will prepare you to enter the pharmacy field and to take the

Pharmacy Technician Certification Board's PT CB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings-working under the supervision of a registered pharmacist. Course content includes an overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques. Students will learn dosage calculations, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. The Certified Pharmacy Technician Program includes a graded final CCI exam to help prepare students for the PT CB exam. Textbook and materials provided. (80 hrs.)

Clinical Externship: Upon successful completion of the Pharmacy Technician program, students will be eligible to participate in an 80 hour clinical externship with a local Retail Pharmacy. Students may be asked to submit to a thorough background check, drug screening and meet other requirements. Student is responsible for related fees.

For more information about registering for the PT CB Exam, call 1-800-363-8012 or visit the website at www.ptcb.org.

PHRA-9005/9006\$1,699
 6/17-9/2 TR 6:00-9:30 p.m.
 Location: RTDC

Pharmacy Compounding and Sterile Preparations

This course is designed to prepare learners to perform basic sterile compounding procedures. Pharmacy Sterile Compounding refers to creating a medication in an environment free from viruses, bacteria, or any other infectious microorganism. It involves manipulation of sterile or non-sterile product intended to produce a sterile final product. The medications are typically used for medications that include dosage forms of injections, IV admixtures, ophthalmic medications, irrigating solutions, and inhalation solutions. Pharmacy technicians who have been properly trained in this advanced role may perform sterile compounding procedures in a variety of settings such as hospitals, infusion centers, compounding facilities, and many more. The procedures require using strict aseptic techniques, a strong attention to detail and precision, and knowledge of the United States Pharmacopeia (USP) standards and other state, federal, and non-governmental regulations, standards, and guidelines.

PHRA-9093\$1,499
 6/16-9/3 MW 6:00-9:30 p.m.
 Location: RTDC

Criminal Background Requirements

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please check with the Pharmacy Technician Certification Board by calling 1-800-363-8012 or visit their website at

www.ptcb.org. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

EKG / Cardiovascular Technician Certification Program

(MDCA-1044 Electrocardiography (EKG)) This comprehensive 80-hour Certified EKG Technician Program prepares you to function as EKG/ Cardiovascular Technicians and to take the Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, respiratory therapy assisting, electrocardiography and echocardiography. Additionally, you will practice with equipment and perform hands-on labs including principles and procedures of 12 lead electrocardiography (EKG), which may include stress testing and care, and maintenance of equipment and exam area. Textbook and materials provided. (80 hrs.)

Upon successful completion of this course, students will be eligible to sit for the National Workforce Career Association (N WCA) Certified EKG Technician (CET) exam. Student is responsible for related exam fees.

ECRD-9012\$1,399
 6/17-9/2 TR 6:00-9:30 p.m.
 Location: RNHS

This course requires a permit for TJC central campus parking.

Medical Coding Professional Program

(POFM-1053 Medical Coding)

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. This 80-hour Medical Coding Program offers a working knowledge of the unique skills required of a Medical Coding Professional in both the medical and hospital environments. A Medical Coder is an individual who has achieved a certain level of knowledge and expertise in coding of services, procedures and diagnoses for health care facilities.

A Medical Coder's responsibilities among other duties: determining accurate codes for diagnoses and procedures; verifying software choice for assignment of the CPT and ICD-10 procedure codes; coding hospital diagnoses by applying coding clinic guidelines using ICD-10-CM effectively; accurately coding other services (ancillaries, supplies); using CPT and HCPCS codes; etc. The Medical Coding Professional Certification Program helps prepare students for national certification exams (other conditions may apply). (80 hrs.) Textbook and materials provided.

POFM-9000\$1,799
 6/16-9/8 MW 6:00-9:30 p.m.
 Location: RTDC

Clinical Medical Assistant Program with Externship

(MDCA-1017 Procedures in a Clinical Setting)

If you want to prepare for an exciting, challenging and rewarding career in healthcare, this program is intended for you. This program will train you to assist physicians by performing functions related to the clinical responsibilities of a medical office or hospital setting. Instruction includes, among other things, preparing patients for examination and treatment, routine laboratory procedures and the technical aspects of phlebotomy. You will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, injections, vital signs and documentation, professional workplace behavior, basic math principles, ethics and the legal aspects of healthcare. Textbook and materials provided. (120 hrs.)

Upon successful completion of this course, students will be eligible to sit for the National Workforce Career Association (NWCA) Clinical Medical Assistant Certification (CMAC). Student is responsible for related exam fees.

Additionally, this program includes an 80-hour clinical externship opportunity for students who successfully complete the 120-hour program. Students may be asked to submit to a thorough background check, drug screening and meet other requirements. Student is responsible for related fees.

NIGHT CLASS

MDCA-1060		\$2,199
6/16-9/15	MW	6:00-9:00 p.m.
Includes 5 Saturdays:		
6/28, 7/12, 7/26		
8/9, 8/23	S	9:00 a.m.-3:30 p.m.
Location:	RTDC 130	

DAY CLASS

MDCA-1060.....		\$2,199
6/16-9/8	MW	9:00 a.m.-2:30 p.m.
Location:	RTDC 130	

Medical Administrative Office Assistant Program with Externship

(MDCA-1021 Administrative Procedures)

This 80-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field. Textbook and materials provided.

This program includes 80 hours of classroom lecture and hands on labs and a 40 hour clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 80 hour

program, submit to a thorough background check, drug screening and meet other requirements. Student is responsible for related fees.

Note: This program meets the necessary requirements to take the National Workforce Career Association (NWCA) Medical Administrative Certification (MAAC) exam. Textbook and materials provided. Student is responsible for certification exam fee.

NIGHT CLASS

MDCA-1023.....		\$1,799
6/17-9/2	TR	6:00-9:30 p.m.
Location:	RTDC	

DAY CLASS

MDCA-1022.....		\$1,799
6/17-8/7	TR	9:00 a.m.-2:30 p.m.
Location:	RTDC	

Phlebotomy

Phlebotomy Technician Program with Externship

(PLAB-1023 Phlebotomy)

This Phlebotomy Technician Program prepares you to be able to collect blood specimens from clients for the purpose of laboratory analysis. You will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and clinical training in skills and techniques to perform puncture methods. The program also includes lab exercises, live blood draws, work with a training arm and other exercises intended to prepare students to function as an entry level Phlebotomy Technician. Textbook and materials provided. (90 hrs.)

Additionally, this program includes a minimum 40-hour clinical externship opportunity for students who successfully complete the 90 hour program. Students may be asked to submit to a thorough background check, drug screening and meet other requirements. Student is responsible for related fees.

Upon successful completion of this course, students will be eligible to sit for the National Workforce Career Association (NWCA) Certified Phlebotomy Technician (CPT) exam. Student is responsible for related exam fees.

Criminal Background Requirements

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas.

NIGHT CLASS

PLAB-1023		\$1,999
6/17-9/16	TR	6:00-9:30 p.m.
Location:	RTDC	

DAY CLASS

PLAB-1023		\$1,999
6/17-8/14	TR	9:00 a.m.-2:30 p.m.
Location:	RTDC	

Physical Therapy Aide

Physical Therapy Aide (Rehabilitation Technician) Program (POFM-1091 Special Topics on Medical Administration/Executive Assistant and Medical Secretary)

This comprehensive 80-hour Physical Therapy Aide Program prepares you for the growing field of Physical Therapy. The Physical Therapy Aide is generally responsible for carrying out the nontechnical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, you will assist physical therapy assistants and physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation centers and some orthopedic clinics. There is no national or state certification exam associated with Physical Therapy Aide. Textbook and materials provided. (80 hrs.)

Students interested in a Physical Therapist Assistant program should contact the TJC School of Nursing and Health Sciences.

POFM-9095.....		\$1,399
6/17-9/2	TR	6:00-9:30 p.m.
Location:	RTDC	

Veterinary Assistant Program

Veterinary Assistant Program

(VTHT-1001 Introduction to Veterinary Technology)

The Veterinary Assistant program introduces you to the exciting and growing field of veterinary medicine. You will learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are also emphasized to provide the student with the skills necessary to maintain an efficient front office. You will enjoy learning through classroom lecture as well as hands-on labs. Note: this program does not include a national or state certification or a clinical rotation as part of its overall objectives. Textbooks and materials provided. (100 hrs.)

VTHT-1001		\$1,899
6/17-9/23	TR	6:00-9:30 p.m.
Location:	RTDC	

Skilled Trades Programs

Electrical/Electronic Controls Technology

The Electrical/Electronic Controls Technology program at TJC provides students with electrical and controls skills to transition into highly valued jobs in automation and manufacturing industries. Instructors work closely with students who are interested in the components that make up electrical systems such as motors, circuits, electrical codes and automated systems.

Associates Degree: Electrical/Electronic Controls Technology AAS

Certificate Programs: Electronic Fundamentals Proficiency; Instrumentation, Electrical and Controls Fundamentals

HVAC/Refrigeration

The HVAC/Refrigeration curriculum at TJC will prepare students to assist in planning, installing, operating and maintaining air conditioning and refrigeration equipment. Upon graduation, students will have the necessary skills to work efficiently with engineers, system designers, skilled craftsmen, sales persons and others in the field.

Associates Degree: Heating, Air Conditioning and Refrigeration Technology AAS

Certificate Programs: HVAC and Refrigeration Technology Entry Level and Advanced Level

Automotive

The work of Automotive technicians has evolved dramatically over the past two decades. Students will learn to troubleshoot, diagnose, identify parts, repair components, and service vehicles equipped with hybrid drive trains, active suspensions, satellite guidance systems and computer-controlled engines, multi-speed automatic transmissions and 4-wheel drive systems.

Associates Degree: Automotive Technology AAS

Certificate Programs: Engine Performance Certificate; Chassis and Drivetrain Certificate

Energy Systems Technology

The Energy Systems Technology program at TJC provides students with electrical, mechanical, instrumentation, & controls skills needed for graduates to transition into highly valued jobs in power plants, chemical plants, manufacturing, industrial maintenance, food processors, and petro-chemical industries.

Associates Degree: Energy Systems Technology AAS

Industrial Maintenance

The Industrial Maintenance program at TJC will provide students with skills in hand and power tools, mechanical drawings, electrical circuits, robotics, rigging, pneumatics & hydraulics. During the second year, students will learn pumps & compressors, PLC's, electric motors and transformers, and troubleshooting industrial maintenance equipment.

Associates Degree: Industrial Maintenance Technology AAS

Welding Technology

The TJC Welding Technology program is designed to train students in the solid fundamentals of industrial welding processes with an emphasis on layout and design. Specific areas of training will include welding processes, blueprint reading, welding procedures, welding metallurgy, pipe welding, plate welding, pipe fitting, plate and pipe layout and fabrication, inspection and testing methods.

Associates Degree: Welding Technology

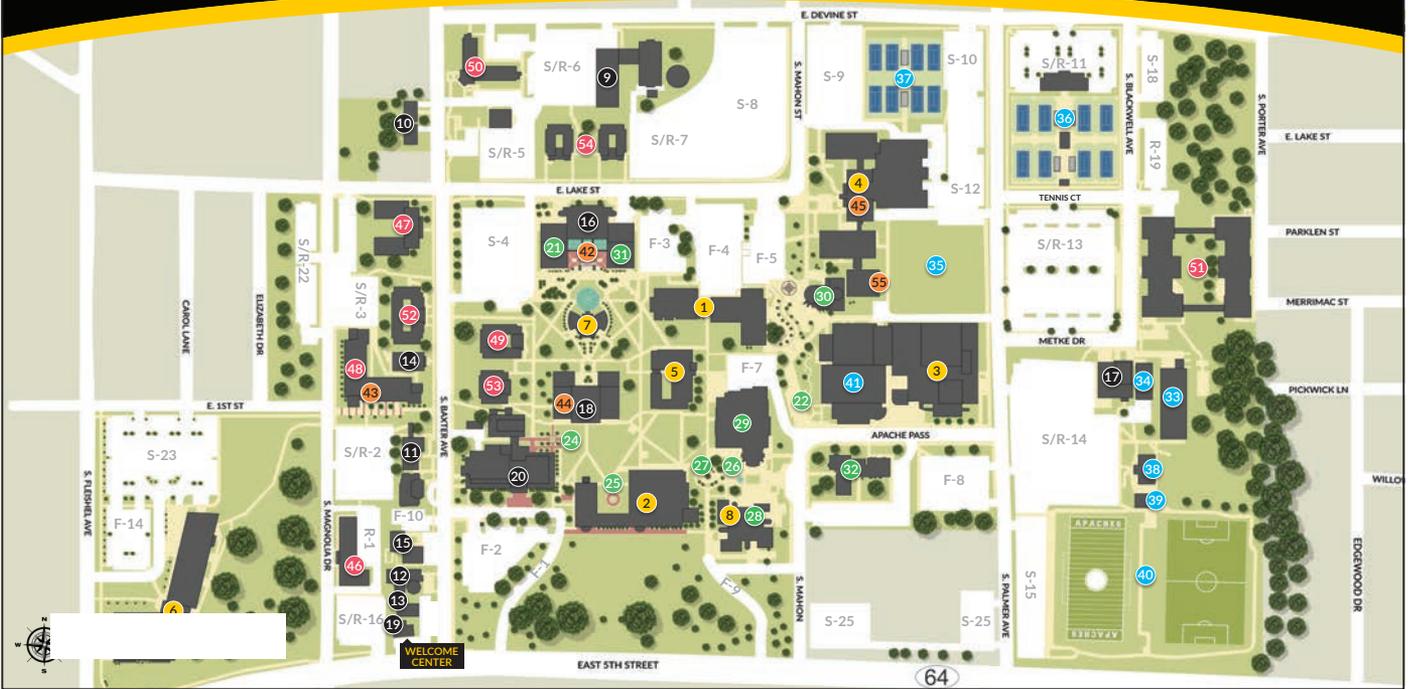
AAS Certificate Programs: Welding Technology Entry Level; Advanced Level





Central Campus Map

1327 S. Baxter - Tyler, TX 75701
 Toll Free: 1 (800) 687-5680
 Local: 903-510-2200
 TJC.edu



ACADEMICS

- 1 Genecov Science Buildings (G)(G2)(GB)
- 2 Jenkins Hall (J)
- 3 Ornelas Center for Band, Apache Belles & Dance
- 4 Pirtle Technology (T)
- 5 Potter Hall (P)
- 6 Robert M. Rogers Nursing & Health Sciences Center (RNHS)
- 7 Vaughn Conservatory (VC)
- 8 Wise Cultural Arts (WCA)

ADMINISTRATION

- 9 Baldwin Facilities & Construction
- 10 Campus Police
- 11 Campus Services
- 12 Dual Credit/Early College Office (DCB)
- 13 Promise and Scholarship Office
- 14 Research & Marketing Services (RMS)
- 15 Residential Life & Housing (RLH)
- 16 Rogers Student Center (RSC)
- 17 Satellite Physical Plant
- 18 Vaughn Library (LRC)
- 19 Welcome Center
- 20 White Administrative Services Center (WASC)

ATTRACTIONS/SERVICES

- 21 Apache Rooms
- 22 Billie & Bill Hartley Honor Plaza
- 23 Dental Hygiene Clinic
- 24 Elizabeth Sweet Peacock Marsh Garden
- 25 Gatewood Garden
- 26 Geese in Flight
- 27 Ina Brundrett Azalea Garden
- 28 Jean Browne Theatre
- 29 Rogers Palmer Performing Arts Center
- 30 The Earth and Space Science Center featuring Hudnall Planetarium
- 31 TJC Campus Store
- 32 Tyler Museum of Art

ATHLETIC FACILITIES

- 33 Athletic Field House (FH)
- 34 Athletic Strength & Conditioning Facility
- 35 Intramural Field
- 36 JoAnn Medlock Murphy Tennis Center (JMTC)
- 37 Louise Brookshire Community Tennis Complex
- 38 Pat Hartley Complex
- 39 Pat Hartley Concession Stand
- 40 Pat Hartley Fields
- 41 Wagstaff Gymnasium (WG)

See page 2 for Apache Recreation Center

DINING

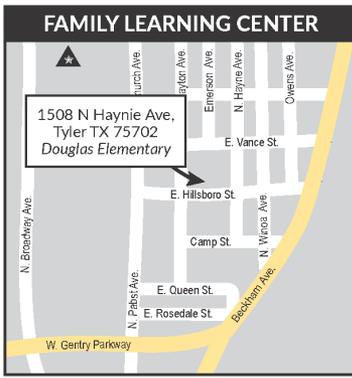
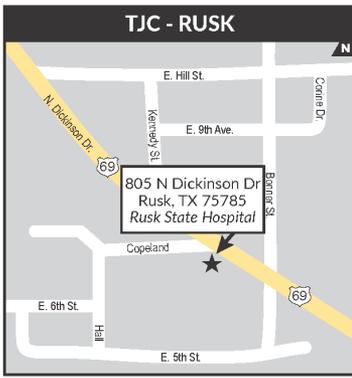
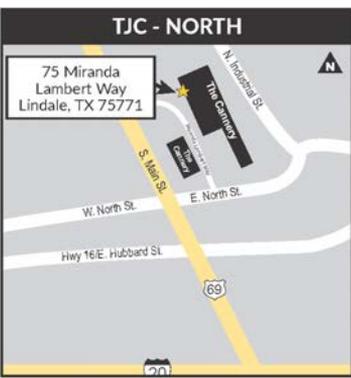
- 42 Apache Junction Cafeteria
- 43 Chick-fil-A
- 44 Common Grounds
- 45 Rising Roll
- 55 Culinary Arts Apache Kitchen

RESIDENCE HALLS

- 46 Bateman Hall
- 47 Claridge Hall
- 48 Crossroads Hall
- 49 Holley Hall
- 50 Hudnall Hall
- 51 Louise H. & Joseph Z. Ornelas Residential Complex
- 52 Sledge Hall
- 53 Vaughn Hall
- 54 Wesley House

Parking: S - Student; F - Faculty/Staff; R - Resident

Campus Maps



General Information

Auditing

Continuing Education classes may not be audited.

Class Cancellation

The College reserves the right to cancel any course which lacks sufficient enrollment. Every effort will be made to promptly notify all registered students of any cancellation. A full refund is automatically processed unless the student elects to transfer to another course or section. To avoid cancellations, please register at least one week before the starting date.

All courses listed in the schedule will be taught provided there is a sufficient enrollment in each section to justify the course offering. Time, room and instructor listings are the intention of the College at the time of publication. These listings are subject to change, and are not an assurance to students that they will be taught exactly as published. Students are encouraged to call to confirm that their class has made prior to coming to the first class session.

TJC Vaughn Library

Continuing Education students may have access to the Tyler Junior College Vaughn Library by obtaining a Library Courtesy Card. Simply fill out an application at the library circulation desk and present your completed application to the library circulation desk, along with a government issued photo ID, to receive a Courtesy Card at no cost to you. Courtesy Cards are good for 6 months. Please note that the Courtesy Card users are not able to access online databases while off-campus. Additionally, Continuing Education students may request access to Vaughn Library's Overdrive collection, which allows the user to borrow eBooks and audiobooks for free. This request may be completed at the same time as the request for a Courtesy Card. For more information, please contact LibraryServices@TJC.edu or call 903-510-2502.

Notice to Veterans about Hazlewood Exemption Benefits

Authorized Texas Veterans may utilize their Hazlewood Exemption benefits to attend approved Tyler Junior College Continuing Education classes. Hazlewood Exemption benefits will pay the respective "Fee" for the Continuing Education course but Will Not pay for the instructional material and will not cover any completely online. NOTE: Dependents are NOT authorized to use Hazlewood for Continuing Education classes! For Hazlewood eligibility requirements, please go to Hazlewood Exemption or TJC.edu/Veterans. The Registration Coordinator, Continuing Education, located at TJC West and in partnership with TJC's Veterans Affairs Office verifies that the Continuing Education Course is eligible for Hazlewood Exemption benefits. The TJC Veterans Specialist is the approving authority for Hazlewood Exemption benefits at Tyler Junior College. The Veterans Benefits Specialist is located on the TJC central campus in the Rogers Student Center. Registration Coordinator, Continuing Education contact information: 903-510-2947 or Lynne.Morris@TJC.edu Veterans Benefits

Specialist: 903-510-2119, by text at 903-300-5644, or by email at Veterans@TJC.edu.

Parking Permits

Parking Permits are required for courses that are located on the central campus. Make sure you have received one at either campus before attending class.

Student Grievances/Appeals

If complaints regarding a Continuing Education class arise or to appeal a student dismissal from any Continuing Education course, contact and/or submit a written statement to the Continuing Education Dean in the administrative offices at TJC West.

Mirrored Courses

To register for a mirrored continuing education course, follow the same procedures as outlined for all other continuing education courses. Minimum age for enrollment in a piggyback course is 16. Some mirrored courses may require instructor approval before a student may register.

1. Determine the course and section that you would like to attend.
2. Register for the mirrored continuing education course at TJC West or at the Registrar's office in the White Administrative Services Center.
3. Proceed to the scheduled class meeting. Be prepared to show your fee receipt marked "paid" to the instructor.
4. Mirrored course students are expected to perform every assignment to receive CEUs for the course.
5. Mirrored courses do not qualify for financial aid.

Record of Achievement: CEUs

Continuing Education Units (CEUs) are a nationally recognized measure of skills or work-related training gained in a continuing education course that meets established criteria. One CEU represents 10 class hours of participation in courses so designed. Continuing Education courses do not earn academic credit.

A Continuing Education CEU transcript may be requested from the registrar's office at no charge.

Refund Policy

Refunds may be requested in the Continuing Education offices at TJC West. The College refund policy is:

- 100% prior to the first class day
- 100% if class is cancelled by the College
- 80% during the first class day
- None thereafter

Please note: Refund checks are issued in the student's name and mailed to the student's mailing address within 2-4 weeks. If paying by check, there is a 2 week wait for checks to clear.

Smoking Policy

To promote the welfare and health of our faculty, staff, and students and to provide a healthier environment for all visitors, TJC West institutes the following policy to maintain a tobacco-free campus: TJC prohibits the use of all tobacco products, including but not limited to, cigarettes, electronic cigarettes, smokeless tobacco of any kind, cigars and cigarillos, hookah-smoked products, pipes,

oral tobacco, nasal tobacco, as well as any product intended to mimic tobacco products that contains tobacco flavoring or that delivers nicotine other than for the purpose of cessation on all property owned, leased, occupied, or controlled by TJC. This includes all buildings, vehicles, grounds, sidewalks, and streets considered campus property.

Textbooks

Textbooks required for Continuing Education classes may be purchased by the student through the provider of their choice as determined by Texas House Bill 33. Providers may include, but are not limited to, the Tyler Junior College Campus bookstore (located on the lower level of the Rogers Student Center, TJC Central Campus or at www.tjcstore.com), Internet providers, publishers or area bookstore retailers. Textbooks are no longer sold at TJC West.

TJC Mission Statement

The College champions student and community success by providing a caring, comprehensive experience through educational excellence, stellar service, innovative programming and authentic partnerships.

Vision Statement

Educating everyone—the path to a better world.

TJC Core Values

Unity: Coming together for a shared purpose to achieve a common goal

Caring: Combining empathy and action to show a generosity of spirit

Integrity: Applying principles of transparency, accountability, authenticity and respect to every interaction

Empowering: Investing in others by providing the means to achieve success

Excellence: Achieving distinction by proactively identifying opportunities and continually raising the bar

Accreditation

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

EEO/Statement of Non-discrimination

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). TJC respects the legal rights of each person to work and learn in an environment that is free from unlawful

sexual discrimination including sexual harassment and sexual violence.

**Title IX Grievance Procedure/
Sexual Harassment**

Title IX of the Educational Amendments of 1972 (Title IX), 20 U.S. C §§ 1681 et seq., and its implementing regulations, 34 C.F. R. Part 106 prohibit discrimination on the basis of sex in educational programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students [or employees], which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. By an amendment to the Civil Rights Act of November 1980 and subsequent state legislation, sexual harassment is expressly outlawed and is considered a violation of College policy. Conduct involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of academic success.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the student.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive environment.

Prohibited is any behavior that represents repeated or unwanted sexual attention or sexual advances, when acceptance of such attention or advance is made a condition of reward or penalty.

To file a complaint regarding Sexual Harassment with Tyler Junior College, contact the Title IX Coordinator at 903-510-3155 or by contacting the Human Resources Office at 903-510-2419, which is located on the second floor of the White's Administrative Services Building. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator pursuant to 34 C.F.R. § Part 106.

To review all College policies dealing with Title IX or Sexual Harassment please view the Board Policy Manual. Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, religion, gender, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.

**Information contained herein, including tuition and fees, is subject to change without notice.
Release date: May 1, 2025**

Continuing Studies Staff

Brent Wallace

Dean
School of Skilled Trades and Continuing Studies

Judie Bower

Senior Director, Development & Operations
Continuing Studies

Trang Vuong

Coordinator
Continuing Education

Adam Palacios

Director, Business and Industry Partnerships
Continuing Education

Kristina Wait

Program Development Manager
Corporate Services

Danéle van Dyk

Coordinator
Corporate Services

Kerri Watts

Program Development Manager
Workforce Education

Tiffany Spalding

Senior Manager, Enrollment
Continuing Studies

Mariel Bunot

Operations Manager
Continuing Education

Kitti Boesel

Operation Manager
Continuing Education

Don Proudfoot

Director
Small Business Development Center

Kay Bookout

Staff Coordinator
Small Business Development Center

Mark Lamb

Director
Law Enforcement Academy

Taylor Bogue

Professor
Law Enforcement Academy

Andy King

Director
Fire Science Academy

Tracey Culver

Coordinator
Continuing Studies

Tyler Junior College is committed to lifelong learning that goes beyond initial career preparation and traditional concepts of full-time study. The School of Continuing Studies seeks to provide lifelong learning for students of all ages to develop personal and professional potential, upgrade job-related skills and prepare for informed participation in the civic, cultural and political life of the community. Our promise to you begins with these and other staff members who are ready to serve and support you during your lifelong learning endeavors.

Phone Numbers

- Continuing Studies.....903-510-2900
- Ornelas Health and Physical Education Center (OHPE).....903-510-2555
- Small Business Development.....903-510-2975
- Tyler Area Business Incubator903-510-2982
- Literacy Council of Tyler903-533-0330
- Law Enforcement Academy.....903-510-2404
- Fire Academy.....903-510-3205
- GED Testing903-510-2913
- GED Testing 2903-510-2389

3 Easy Ways to Register

Online

1. Go to www.TJC.edu/ContinuingEducation
2. Click on "Explore Classes."
3. Search for the course that interests you. Click on the 'Enroll Now' button.
4. Follow the instructions to complete your registration.

By Phone • 903-510-2900

Register with a credit card over the telephone. Full payment is required at the time of registration.

In Person

Register for courses at the Regional Training and Development Complex (RTDC) located at TJC West, 1530 SSW Loop 323, or via KIOSK in the White Administrative Services Center, TJC Central, 1400 East Fifth Street.

TJC West Registration Office

Monday-Friday, 8 a.m.-5 p.m.
Saturday and Sunday, closed.

**VISA/MasterCard/DISCOVER/
American Express**

VISA, MasterCard, DISCOVER, and American Express credit cards accepted.



SKILLED TRADES & TECHNOLOGY PROGRAMS



AUTOMOTIVE TECHNOLOGY



WELDING TECHNOLOGY



**ELECTRICAL/ELECTRONIC
CONTROLS TECHNOLOGY**



**ENERGY SYSTEMS
TECHNOLOGY**



**HVAC/REFRIGERATION
TECHNOLOGY**



**INDUSTRIAL MAINTENANCE
TECHNOLOGY**

Hands-on, High-tech
CAREERS
Can Take You Anywhere

 **TJC**TM
School of Skilled Trades
and Continuing Studies



School of Skilled Trades
and Continuing Studies

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TYLER, TEXAS
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Summer Camps • Culinary Classes



903-510-2900 • [TJC.edu/SummerCamps](https://www.tjc.edu/SummerCamps)