DEPARTMENT OF WORKFORCE AND CONTINUING EDUCATION

The college staff recognizes that learning continues throughout the life of an individual. Opportunities are provided for individuals to pursue or resume intellectual interests, to increase job skills, to keep pace with rapidly changing technology in the workplace, and to enrich and improve lives with creative interests.

Division of Workforce and Continuing Education goals are increasingly focused on meeting the career needs of individuals by giving them the means to cope with the technological revolution of the work place and by giving them both the opportunity to earn a new career in a volatile job market or to increase skills in order to secure job advancement.

Additionally, this division focuses on the growth and development of local business and industry through economic development activities.

The Division of Workforce and Continuing Education reaches out to the community to draw the general public into the life of the college community by offering services to improve the social, physical and economic well-being of individuals in the community. This division also provides job-specific, customized training for use by business and industry with programs which meet the needs of the businesses in Panola College’s service area.

Director
Whitney McBee
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Workforce Development
Assessing workplace skills and providing training to close gaps for the incumbent workforce is provided by the Workforce and Continuing Education Department. Through foundational and technical skills testing and training, workers are equipped with the skills needed to succeed in today’s workforce.

For more information on these programs or other business/industry training needs, call (903) 693-2067 to arrange a free consultation.

Community Education
Panola College offers a wide variety of educational opportunities through Workforce and Continuing Education. These non-credit programs offer occupational and career training, job readiness skills, professional education, senior adult courses and activities, youth programs, certification programs, as well as basic skills, language improvement classes, courses for pleasure and recreation, and arts and crafts. Classes are open to anyone 17 years of age who has been awarded a high school diploma or its equivalent, anyone 18 years of age or older regardless of the person’s previous educational experience, and students eligible for concurrent/dual credit who have completed their sophomore year of high school.

Teen program classes provide opportunities to learn everyday skills like cooking, as well as fun art classes. Teens can also learn to decorate on a budget or they can take introductory courses in the technical skills field to sample career choices they may not have considered.

Community education provides opportunities in a variety of areas, including hobbies, personal health, physical fitness, and even to learn a new language. Courses are tailored to meet community needs and interests. Courses may also be organized to provide customized training for industry or groups. For more information, call (903) 693-2067.
Non-credit courses in the following areas are scheduled at various times during the academic year. Interested persons should check the schedule available online at http://www.panola.edu/wkfc-cont-ed/ to determine the particular courses offered each term.

### Community Education Classes

#### Art and Music
- Ceramics
- Drawing
- Music Theater
- Painting
- Watercolor

#### Business
- Customer Service
- Financial/Investments
- Intro to Accounting
- Leadership
- Starting Your Own Business
- Supervision

#### Special Interests
- Archery
- Cake Decorating
- Concealed Handgun
- Craft Classes
- Crochet
- Dog Obedience
- Genealogy
- Guitar
- Heritage Cookbooks
- Hunter Education
- Jewelry Making
- Learning Dominoes: 42
- Mineral Right Laws
- Photography
- Pottery
- Private Voice Lessons
- Quilting
- Sewing

#### Languages
- Command Spanish
- English as a Second Language
- Sign Language
- Spanish Skills

#### On-Line Classes
- Education to Go
- Gatlin Education Services
- Pro Train

#### Professional Development
- Basic Electrical
- Carpentry
- Computer Skills
- Creative Arts for Early Childhood
- Electrician License Renewal CEU
- EPA 608 Certification*
- Food Service Manager Certification*
- Food Service Safety*
- Forklift*
- Intro to Criminal Justice
- Motor Control
- Paraprofessional Teacher Assistant
- Professional Truck Driving**
- QuickBooks
- Real Estate**
- Welding
- Well Control*

#### Health Sciences
- Dental Assistant**
- EKG Technician**
- IV Therapy*
- Medication Aide**
- Nurse Aide**
- Nurse Aide Refresher
- Pharmacy Technician**
- Phlebotomy Technician**
- Professional Development for Medication Aide
- Professional Development for Nurse Aide
- Professionalism in Healthcare
**Personal Health**
- Aerial Yoga
- Barre Above
- Bungee Fitness
- Cardio Fitness
- Drumming Fitness
- Kickboxing
- Kickstart
- Pi-Yo
- REFIT
- Spin
- Yoga
- Zumba

**Youth & Teen Programs**
- Art Camp
- Baseball Camp
- Basketball Camp
- Cookie Decorating
- Cooking Camp
- Crafts
- Glam Camp
- Jewelry Making
- Science Camp
- STEM Camp
- Theater Camp
- Twirling Camp
- Volleyball Skills Camp

**Adult Education and Literacy**

Citizenship and the Community
- English as a Second Language
- Pre-TxCHSE
- TxCHSE Test Preparation
- U.S. Citizenship

*Certification
**State exam required to practice

Registration for Community Education courses is continuous throughout the year. Course schedules are available online for the fall, spring, and summer terms. Schedules and online registration are also available on the Panola College website or through Workforce and Continuing Education.

**Adult Education & Literacy (AEL)**

Adult Education & Literacy (AEL) is the fundamental instruction and study of materials and subject matter equivalent of grades 1 through 8. This course is for the adult in need of skills in reading, writing, and arithmetic up to the eighth grade level. Upon successful completion of this program students will be able to read newspapers and popular magazines, handle finances (checkbook), and improve job skills. For more information, call (903) 693-2067.

**Texas Certificate of High School Equivalency (TxCHSE)**

Texas Certificate of High School Equivalency (TxCHSE) is preparation for the High School Equivalency Diploma, which may be acquired by passing the TxCHSE exams. A pre-test is required to determine if a student is eligible to take the official test or if he or she needs additional preparation. Students must be at least 17 years old and officially withdrawn from a public school. This course is for the adult whose high school education was interrupted. These classes allow students to progress from the 9th to 12th grade at their own pace in five areas: writing, social studies, science, reading, and math.

**English as a Second Language (ESL)**

English as a Second Language (ESL) is for adults who want to speak and write practical, everyday English. In keeping with the philosophy of making educational opportunities available to the community at large, Panola College provides a wide range of services both to individuals and organizations through its Workforce and Continuing Education (CE) division.
**CERTIFIED NURSE AIDE**

The Nurse Aide program at Panola College is an “open” program; however, the program requires additional requirements. Admission to Panola College does not guarantee admission to specific courses or programs of study.

Certified Nurse Aides (CNAs) work in nursing homes, assisted living, Hospice, hospitals, community based long-term care, home health, correctional institutions, and other long-term care settings. Nurse Aides work under a nurse’s supervision and help patients of all ages perform the most basic daily tasks.

The Nurse Aide program provides students with the knowledge, skills, and abilities essential for the provision of basic care to patients in hospitals or at home and residents in long term care facilities. The program offers information necessary for nurse aides to provide nursing related activities in a compassionate, competent, caring manner as a valuable member of the healthcare team.

Upon completion of the program, a student is prepared to take the National Nurse Aide Assessment Program Examination (NNAAP) to become a Certified Nurse Aide.

**Chair/Advisor**

Wendy Fehner, (903) 693-1197, wfehner@panola.edu

**Department Mission**

To protect the dignity, worth, and rights of all people and to promote communities and the society they form by helping people throughout their lifespan.

**Job Outlook**

Employment of nursing assistants is projected to grow 8 percent from 2019 to 2029, faster than the average for all occupations. Because of the growing elderly population, many nursing assistants will be needed in long-term care facilities. CNAs work in nursing and residential care facilities and in hospitals and home health care facilities. Nurse aides who pass the state certification examination will be able to work in all health care related areas of employment.

**Certified Nurse Aide**

**Areas of Specialization**

- Home health aide
- Hospitals
- Long term care/geriatrics
- Physicians' offices
- Sub-acute care facilities

**How to Apply to the Certified Nurse Aide Program**

Contact the Workforce & Continuing Education Office at (903) 693-2067 for enrollment.

**Requirements of the Certified Nurse Aide Program**

- Must be at least 17 years of age.
- Must submit to a criminal background check and an employability check by the Texas Department of Public Safety and the Texas Department of Aging and Disability Services (to be completed at the time of application to program). If affected by background or employability check results, students will be advised before the start of the program of their ineligibility.
- Students must be physically and mentally capable of performing the necessary tasks and skills required of a nurse aide. A student will be expected to transfer, move, ambulate, or lift patients on a regular basis; therefore, must be able to lift at least 40 pounds.
- Must have all required immunizations or antibody titers.