

# 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  
W. C. Smith Building  
Carthage, Texas 75633  
(903) 693-2067

## **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  
Painting  
Photography  
Pottery  
Private Voice Lessons  
Quilting  
Sewing

### **Safety and First Aid**

Adult and Pediatric First Aid\*  
Adult/Child/Infant CPR\*  
Advanced Cardiac Life Support\*  
Basic Life Support\*  
Blood-borne Pathogens  
Emergency Medical Responder  
Emergency Medical Services  
Intro to Safety and Health

### **Languages**

Command Spanish  
English as a Second Language  
Sign Language  
Spanish Skills

### **On-Line Classes**

CCI eLearning  
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**

Aromatherapy  
Dental Assistant\*\*  
Dialysis Tech\*\*  
EKG Technician\*\*  
Healing Touch  
IV Therapy\*  
Massage 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  
Cardio Fitness  
Kickboxing  
Kickstart  
Pi-Yo  
REFIT  
Spin  
Yoga  
Zumba

### **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.

### **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