

Addiction Studies

The following are entry-level courses for becoming a Substance Abuse Counselor. In order to obtain an Oregon CADC 1 or Idaho ISAS certification, a number of other requirements must be fulfilled.

HSER 202 COUNSELING TECHNIQUES I

Meets: Saturdays, live class meets every other week, Jan. 14 - Mar. 24, 2012 - 8:00 am to 5:00 pm

Location: Caldwell Center (live class)

Instructor: Michelle Turner (CA) Ryan Porter (OW) Web

Course Fee: 4 credits + book

Live Class Dates: 1/14, 1/28, 2/11, 2/25, 3/10, 3/24

Web class begins Jan. 9, 2012

Course provides an introduction to a variety of techniques used in group and individual counseling practices with emphasis on those relevant to the addictions treatment. Course available this year only as either a "live" lecture course, or by web-based instruction. Pre-requisite for web course: good computer skills for both internet and email, and able to follow on-line instructions and deadlines. Other recommended pre-requisites: HSER101, HSER102, HSER 200 or related experience.

Course Number: HSER 202-CA or HSER 202-OW

HSER 228 SCREENING & ASSESSING

Meets: TBA - meets on Fridays

Location: Caldwell Center (live class) **Time:** 1 - 9 p.m.

Instructor: John Fulmore (OA) and Allan West (OW)

Course Fee: 4 credits + applicable fees.

Class Dates: TBA (live class)

Web class begins Jan. 9, 2012

Surveys the process of obtaining and interpreting client information to determine substance abuse and substance dependence issues. Investigates how to utilize collateral information to determine client characteristics and needs, courses of action and available resources with the client's community. Presents the importance of gathering and interpreting information necessary for treatment planning and evaluating the progress of clients. Recommended prerequisites: HSER 101, HSER 102 and HSER200.

Course Number: HSER228-OA or HSER 228-OW

Agriculture

PESTICIDE - PRIVATE APPLICATOR CORE TRAINING

Meets: Tuesday, Jan. 31, 2012, 8:00 a.m. to Noon

Location: TVCC - Weese Bldg., Room 110

Course Fee: TBA

This workshop will review (a) current federal and state laws (b) pesticide labeling (c) methods of pesticide application, equipment use, calibration and cleanup (d) safety equipment in pesticide application (e) proper handling, transportation, storage and disposal of pesticides and containers (f) toxicity of pesticides to humans and other life forms (g) protecting farm workers and the public from pesticide exposure (h) and the endangered species act. This also qualifies for continuing education hours in both Oregon and Idaho for those who already have their licenses.

Course Number: AG 090-OA

PESTICIDE PRIVATE APPLICATOR REVIEW

Meets: Thursday, Feb. 2, 2012, 1:00 - 5:00 pm

Location: TVCC - Weese Bldg., Room 110

Instructor: Staff

Course Fee: TBA

This workshop will prepare individuals to take the State of Oregon pesticide examination. Once course is completed, arrangements can be made to take the examination at the TVCC Testing Center. (Cannot be taken the same day). To schedule a testing date and time, call 541-881-5799. \$25 test fee, to be paid direct to Test Center.

Course Number: AG 090-OB

PESTICIDE - COMMERCIAL APPLICATORS, LAWS & SAFETY

Meets: Tuesday, Feb. 28, 2012, 8:00 a.m. - 5:00 p.m.

Location: TVCC Weese Bldg., Room 110

Instructor: Eric Jemmett

Course Fee: \$110 per person Includes text book and handouts

The Commercial Pesticide Applicator License is required of individuals who apply or supervise the application of pesticides on the land or property of others while employed by a commercial pesticide operator.

Course Number: AG 090-OC Winter

PESTICIDE - COMMERCIAL APPLICATORS, RIGHT OF WAYS

Meets: Wednesday, Feb. 29, 2012, 8:00 a.m. - 5:00 p.m.

Location: TVCC Weese Bldg., Room 110

Instructor: Eric Jemmett

Course Fee: \$115 per person Includes Text Book and handouts

The Commercial Pesticide Applicator License is required of individuals who apply or supervise the application of pesticides on the land or property of others while employed by a commercial pesticide operator. The license is also required of those who apply restricted-user pesticides to non-agricultural land that belongs to them or their employer, even if they are not employed by a commercial pesticide operator.

Course Number: AG 090-OD Winter

Computer Classes

SENIOR "SURFING" INTERACTING WITH THE INTERNET

Meets: Mondays, Jan. 23 - March 19, 2012 - 2:30 - 4:30 p.m.

Location: TVCC, Barber Hall Room 221

Instructor: Darlene Escobar

Course Fee: \$69 per person

Are you new to computers or want to get a review of the internet and email basics? If so, then this fun and interactive class is for you. Classes will include: how to "surf" the web and go to websites and webpages. Learn to use Google for searching for information, places and things. Setup a free email address. Send and receive email and digital photos. Our instructor is patient, knowledgeable and fun!

Course Number: CS 0901-OD

CPR Certification

The American Heart Association strongly promotes knowledge and proficiency in BLS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Classes with low enrollment are subject to cancellation. Books are available for purchase in the Albertson Building. If you would like a class held on-site or need more information call Jennifer at 541-881-5755

HEALTHCARE PROVIDER CPR

Meets: Saturday, Jan. 7, 2012 8:30 a.m. to 3:00 p.m.

Location: TVCC - Albertson Bldg. Room 103

Instructor: AHA Staff

Course Fee: \$45 per person, Book \$16 (required)

This class offers the American Heart Association CPR training for health care providers and rescuers. The course covers the Emergency Cardiovascular Care Guidelines including use of Automatic External Defibrillators and Bag Valve Mask Devices. Adult, child and infant CPR will be covered.

Course Number: HPE 0907-OA

HEALTHCARE PROVIDER CPR RECERT

Meets: Thursday, Feb 9, 2012, 6:00 p.m. -10 p.m.

Location: TVCC - Albertson Bldg. Room 103

Instructor: AHA Staff

Course Fee: \$35 per person

This course teaches CPR, AED use, relief of choking in adults and children and infant CPR and relief of choking, and the use of barrier devices for all ages. Class is designed for the professional rescuer/providers requiring recertification. Must hold a current HC Provider card to attend.

Course Number: HPE 0907-OB

HEARTSAVER FIRST AID CPR/AED

Meets: Saturdays, Jan. 21, Feb. 18 & March 17, 2012, 8:30 a.m. - 5:00 p.m.

Location: TVCC FRCC Classroom #2

Instructor: AHA Instructor/Training Staff

Course Fee: \$45, \$16 book (recommended)

For the lay rescuers responsible for providing first aid or CPR in the critical first minutes before professional help arrives. Participants will learn CPR for the adult, child and infant and use of the AED. They will also learn to recognize and respond appropriately to medical, injury and environmental emergencies. Meets OSHA requirements.

Course Number: HPE 0910-OA/ OB & OC

Crafts & Woodworking

WOODWORKING - OPEN LAB

Meets: Wednesdays, Jan 11 - Mar 14, 2012 - 6:00 p.m. to 9:00 p.m.

Location: Weiser High School Wood Shop

Instructor: Jerry King

Course Fee: \$109 per person; Includes Lab fee (plus cost of materials)

Beginning through advanced students welcome. If you wish to design, repair or finish wood home furnishings in an open lab environment, this is the class for you. Class will review basic woodworking skills, shop safety, use of hand and power tools and project cost estimation. A safety orientation is conducted the first night of class and is required before students can work on individual projects.

Course Number: COMM 096-OA

Drawing & Painting

INTRO TO PAINTING & DRAWING

Meets: Fridays, Jan. 13, - Mar. 23, 2012, 1:00 - 4:30 p.m.

Location: TVCC Art Building Room 3

Instructor: Sandy Micheli

Course Fee: \$99 per person, Senior rate \$60

Interested in painting and don't know where to start? This introductory class starts with a refresher course in drawing to sharpen your skills in line, form, negative space, scale, shadow and tone in preparation for painting. Explore color techniques, mixing paints, selecting and preparing canvas, brushes, etc. Once you have some of the basics down, you will move in with the larger group (1:00 - 3:00 pm) and work on individual projects. There will be some flexibility in session times until we know the final number of participants. Call 541-881-5755 for a list of materials.

Course Number: ART 053-OA, Seniors OS

Electrical Apprenticeship

To qualify for this course, students must be in their 4th year of the Electrical Apprenticeship Program and have successfully completed fall quarter. In addition, all students need to be employed in an approved electrical shop and certified by the state as an electrical apprentice. Questions? Call (541) 881-5755.

FOURTH YEAR APPRENTICE

Meets: Wednesdays, Jan. 11 - Mar. 21, 2012 - 6:00 - 10:00 pm

Location: TVCC Tech Lab Bldg., Room TL-104

Instructor: Terry Schreiner

Course Fee: \$500

Students must have successfully completed the third year and also the Fall Term. NOTE: Apprentices should check their job hours against education hours to make sure they are in alignment with completion in June of 2012. All participants must continue to meet state apprenticeship and employment requirements for either Oregon or Idaho.

Course Number: APP 0904-OB

Enrichment

WRITING YOUR LIFE STORIES

Meets: Wednesday, Jan. 25 - Feb. 29, 2012, 1:30 p.m. to 3:00 p.m.

Location: TVCC

Instructor: Judy Cox

Course Fee: \$79 per person

Do you have a personal story you want to share- a tale of adventure, inspiration, humor, or memory? This class will inspire you to finally get those stories in writing. Preserve your personal history, or that of other family members. Whether your stories are just for you and your family, or you seek a wider audience through publication, this class is for you. Bring pen and notebook-we will be writing! The instructor is an award-winning author.

Course Number: WR 052-OA

Emergency Medical Technician

TVCC offers One Year Emergency Medical Technician Certificate program, which provides students with the first year of a two-year degree leading to becoming a paramedic and is designed to articulate with an Associate of Applied Science Degree in Emergency Medical Technology-Paramedic or a baccalaureate degree in Emergency Medical Services. The certificate program requires a minimum of 47 credits.

EMT REFRESHER COURSE FOR EMT BASIC & EMT INTERMEDIATES

Meets: Meets over Two Weekends - TBA

Location: TVCC Four River Room FRCC-2

Instructor: TBA

Course Fee: \$129 per person, both weekends (32 hours)

\$ 79 per person, one weekend only (16 hours) EMT-B or EMT-I

****ATTENTION OREGON EMTs**** Grant Funds Available

This EMT refresher course meets the guidelines as stated in the EMT National Registry for continuing educational requirements. It consists of 24 hours of didactic coursework and 8 hours of subject matter review from the EMT Basic curriculum. A cadre of special speakers who are experts in their field will present lectures in a number of areas including: airway, patient assessment - medical and trauma; cardiac management, medical emergencies (respiratory, allergic reaction, environmental; various trauma situations, pediatric emergencies, ambulance operations; hazmat awareness, general pharmacology, BLS skill stations, A & P review; intubation, IV therapy & administration, cardiac arrest, etc. Participants must have current healthcare provider CPR certification and proof of status as EMT Basic or Intermediate at the time of registration. This is a self-support course and must have at least 10 participants.

Course Number: EMT 112-OA, or EMT112-OB

EMT BASIC (PART 2)

Meets: Mondays and Wednesdays, Jan. 9 - April 18, 2012, 6:00 - 9:00 pm

Meets: Add'l Test Prep Time Spring Term

Location: TVCC Campus - FRCC Classroom #2

Instructor: Heather Collins, EMT-I and Kammy Rios

Course Fee: 10 credits (total) plus applicable books/supplies

This is the second part of the EMT Basic Course which began in Fall Term. **Students must have successfully completed Part I to register.** Course is designed to prepare individuals to deal with the wide variety of pre-hospital emergencies and limited to non-evasive procedures. This requires both classroom study and practical experience. Several weekend workshops are scheduled and some additional study time may continue into April to assist students in preparation for the Oregon State Exam.

Course Number: EMT 152-OD and OI

**PLEASE CALL (541) 881-5755
OR (541) 881-5757 FOR MORE
INFORMATION OR TO REGISTER**

Flagger Certification

FLAGGER CERTIFICATION

Meets: Saturday, March 31, 2012, 9:00 a.m. - 2:30 p.m.

Location: TVCC Ontario-FRCC 2

Course Fee: \$75 per person (includes materials & card)

This 5-hour course provides the necessary classroom hours and written examination necessary in qualifying for basic certification to work roadside flagging projects. Upon successfully passing the examination, a card will be issued to you with the necessary certification to work roadside flagging projects. The card is recognized in Oregon, Idaho, Washington, and Montana. Certification cards are valid for three years. TVCC does not guarantee job placement or handle a list of prospective employers. Classes fill rapidly. We encourage you to register as soon as possible to guarantee a space. Minimum enrollment of 10 needed to hold each class.

Course Number: INED 090 OA

Food Handlers Certification

OREGON FOODHANDLER CERTIFICATION

Meets: By appointment only. Please call for information (541) 881-5755 or (541) 881-5757

Location: TVCC Campus - Testing Center

Course Fee: \$10 per person (includes book, card). MUST PRE-REGISTER

The State of Oregon requires all people working in the food industry or anyone handling food whether commercially or as a volunteer, attend and successfully complete the Foodhandler Certification course. Cards are valid for three years. This self-study course is also available in Spanish. TVCC can also provide customized Foodhandler classes for interested businesses and civic groups and other organizations.

Course Number: COMM090F-OI/SA

Gardening

PERENNIAL PLANT IDENTIFICATION AND GROUND PREPARATION

Meets: Thursday, Jan. 19 - March 15, 2012 - 7:00 - 9:00 pm (9 weeks)

Location: TVCC Campus, Weese Bldg. Room 104

Instructor: Jean Findley

Course Fee: \$89 per person (Includes handouts)

Jean Findley was honored in Better Homes and Gardens Magazine "Country Gardens". Learn to identify and maintain these hardy plant species that can bring garden delights from spring through autumn. Hardy, herbaceous (non-woody) perennials provide interest in color and texture year after year with minimal care. Class sessions focus on site preparation, local and regional varieties, selecting the right plants for the right places and ground preparation and maintenance for the Western Treasure Valley / Intermountain West area. Jean Findley is a local botanist and has been gardening for more than 10 years with many hundreds of different varieties in her award-winning garden. All seasoned and would-be gardeners are welcome. Register early as space is limited.

Course Number: HORT 053-OA

Health and Wellness

LOW IMPACT AEROBICS FOR ADULTS

Meets: Mondays, Tuesdays & Thursdays, Jan. 9 - March 29, 2012, 9:00 - 10:00 am

Location: TVCC Gymnasium Room PE-221

Instructor: Terry Hardy

Course Fee: \$125 per person - \$99 for Seniors

Studies have shown that any type of physical exercise can improve one's health and longevity. "Better Bones and Balance" techniques are also incorporated into this low impact class. Ideal for adults and seniors who have not followed regular exercise routines or want to add a new type of activity to their schedule. Pre-registration required. This is a self-support class subject to minimum enrollment to cover costs.

Course Number: HPE 053-0B or HPE 053-0S

Health Care Professions

NURSING PAX TUTORING

Meets: Held over two Saturdays - Feb 4 & 11, 2012. 9:00 am - 4:00 pm

Location: TVCC Campus, Oregon Trail Room OT-3

Instructor: Debra Cant & Staff

Course Fee: \$55 per person

Here's a chance to get some specialized tutoring in preparation for the Nursing PAX exam scheduled in March. Receive instruction and review in math (decimals, fractions, ratios and proportions) and science areas specific to requirements. Plus, reading and test-taking strategies to help you throughout the process. **NOTE: THIS IS NOT REGISTRATION FOR THE NURSING PAX TEST!**

Course Number: NURS050-0A

Spanish Training

SPANISH FOR THE WORKPLACE AND COMMUNITY

Meets: To be determined based on demand

Location: TVCC Campus, Albertson Center Room 103

Instructor: Debi DeBord

Course Fee: \$135 per person, includes student manual with CDs

Spanish for the Workplace and Community Spanish are comprehensive courses dedicated to the general, all-purpose Spanish language items needed in most workplace environments where Spanish-speaking clients or employees are found. It covers a wide range of issues such as hiring, firing, scheduling, medical emergencies, safety concerns, etc. No attempt has been made to address any ONE specific industry. It can be used effectively by those with NO prior knowledge of Spanish; those with some for training, and those who are bilingual by family circumstance. **EXCELLENT COURSE!** Contact the TVCC Small Business Development Center at 541-881-5762 to register.

Course Number: SPAN0901-0D

We have a new name!

Find out what else we're doing

TVCC is involved in a fundamental reorganization of its schedule of classes.

As part of this change, we have a new name. Welcome to the **Center for Business, Workforce & Community Learning**.

Although the name is new, the focus is still on providing classes that meet our community's needs.

You may have noticed that our class listing is smaller this time to allow us to rethink and review our classes to better meet the demands of our changing community demographics.

With a reputation for exceptional community education classes, delivered by a committed and caring teachers, we are trying to make sure we can continue to meet your expectations.

Our goal is to enhance community success by offering relevant classes to meet personal enrichment and recreational education needs.

We want to be responsive to your feedback during this reinvention stage. Please let us know what classes you would like offered in the future, and how you would like to partner with us in offering classes.

We are now located in the Albertson Center complex at the south end of the TVCC campus.

We can be reached at (541) 881-5755.

We look forward to hearing from you!

Andrea, Jenn, Sheryl & Deb

WEATHER CLOSURES

Classes at TVCC will be held except under extremely adverse weather conditions. In the event of class cancellations, the TVCC switchboard (541-881-8822) message will be updated as soon as a decision is made, a message will be put on the TVCC website and all local media outlets will be notified. TVCC specifically relies on radio station **KSRV 1380 AM** to update students throughout the day.



www.tvcc.cc

A Snapshot of Small Business Success



TVCC
BizCenter

Houston Photography Comes Into Focus

Enthusiasm. Passion. Enjoyment. It becomes very clear, very fast that these three words can be used to describe how Buffy Houston feels about her work. As owner of **Houston Photography** in Ontario, Buffy loves her work and the people she comes in contact with. Combining this passion with her photographic skills has helped Buffy grow her business and become one of the BizCenter's success stories.

Buffy's interest in photography started at an early age. As time passed, she found herself taking more and more pictures for friends and community organizations. When asked how this free service turned into a business, Buffy said, "I was forced into it." She was working at Care-O-Sell when the store owner, Chris Kodama, noticed the increasing requests for Buffy's photography and the compli-



Houston
Photography

ments flowing back about her work. With a gentle push, Chris Kodama told her to "go grow your own business" and directed her to the services of the BizCenter. Buffy's husband

Buffy Houston, of Houston Photography, is always ready for the next shot. Contact her at: buffyhouston@yahoo.com; (208) 793-5978; www.wix.com/buffy1121/houston

Kelly also encouraged her to follow her dream and is a strong supporter. "Kelly was the largest source of support from the 'get-go,'" Buffy says, "and he pushed me to do more."

In 2004, **Portraits by Buffy** became a reality. Last year, the business name was changed to **Houston Photography**. Buffy credits her business's growth in part to a dedication to customer service. Buffy stresses she will do what it takes to make a photo shoot work. She tells her clients, "Whatever works for you guys, I will make work for me." This customer-focused approach has led to her many repeat customers, and new clients are often referred to her from the great word-of-mouth endorsements.

Buffy's portfolio includes special occasions, family portraits, landscapes, babies and kids, and local youth team

sports, along with anything else that a customer might want. She is currently in the process of photographing about 350 basketball players of the Upwards Program. Although **Houston Photography** doesn't limit itself to any one subject area, Buffy does say that natural light and outdoor photography might be a bit of a specialty. And she can't go long without adding that kids are a favorite subject matter. "There is nothing like taking pictures of newborns," Buffy says.

So what is the next step for **Houston Photography**? A new business location! With plans to have the new storefront open on March 1, Buffy will join the downtown Ontario business scene. **Houston Photography** and Diana's Delights will be sharing a building at 230 S. Oregon St. in Ontario. With the move, she plans to add limited edition prints to her offerings. Where would Buffy like her business to be in ten years? With a laugh she says, "Ten times the size with branches all over the country!"

Buffy gives the TVCC BizCenter and her family credit for helping her follow her dreams. Buffy states that the BizCenter was always there with sound business advice. Buffy adds, "They [BizCenter] were on top of me and would not let me slack." That support leads her to exclaim, "The group is awesome; they are 10s on a scale of 1-5."

But Buffy never strays far from giving her family thanks and recognition for her business venture. Husband Kelly is "there in every aspect he is needed." The best unpaid employee there is! Buffy's two daughters, Kaitlyn and Meagan, are also part of the photography support group.

Meagan might have more inclination to be in front of the camera rather than behind the lens, but she likes to assist in getting the kids to smile at picture time. And Kaitlyn expressed her enthusiasm for her mother's photography business when she said she wanted to grow up and be a photographer like mom. "Family support is huge," Buffy injects simply and sincerely.

Some of her most rewarding business accolades is the feedback from her customers. After a picture shoot for a family Christmas card, Buffy received a text from the wife expressing her thanks. The husband had not been looking forward to the process, but, with Buffy's comfortable way with people and relaxing mannerisms, he left with a change of attitude. "It wasn't as bad as he thought!"

Buffy's advice to others interested in starting a business: Do some business planning and get some guidance. The BizCenter is a great resource to utilize. But she can't help from adding emphatically, "Go for it!" "Put your heart and soul into it. If it is a passion, it will work."



New Venture Business

WHAT TO EXPECT FROM YOUR LOCAL BIZCENTER: The TVCC BizCenter offers complete, one-stop, business assistance and advisory. We want our customers to feel like they can ask us about anything, no matter what level of progress or understanding they are at in developing or expanding their business. We offer free, confidential individual business advising and a variety of interactive workshops at affordable prices. We have a library resource collection that you can borrow from, business planning workbooks for sale, and menu driven computer programs onsite to guide in the development of writing your business plan. We counsel with and provide information to hundreds of businesses and entrepreneurs every year. For additional information about our services and programs call a BizCenter team member today at 541-881-5762 or email bizcenter@tvcc.cc

BUSINESS BASICS: HOW TO START YOUR OWN BUSINESS

Meets: Tuesday, Jan. 10 or Tuesday, Feb. 21, 2012
1:00 pm-4:30 pm

Location: TVCC Albertson Center, Room 103

Instructor: Michael Braden, CPA

Course Fee: \$50: 1st person, \$25: 2nd person from same entity

Thinking about Starting a New Business? This class is ground zero for helping aspiring entrepreneurs review the basics necessary to every business, be it home-based, retail, construction, or service. Learn about business plans, why you should have one and how to prepare one. The workshop will also cover the legal entities of business, licensing, taxes, record keeping, financial resources available, and marketing. Learn the basics from a successful small business entrepreneur! This is a one time, 3.5 hour course offered on several different dates for your convenience. Don't miss this unique opportunity to start your new business venture with salient, up-to-date information that will position you for success.

Course Number: BIZC090-ZA



Michael Braden

Business Certification

OREGON CCB ~ CONSTRUCTION CONTRACTORS BOARD ~ EXAMINATION STUDY GUIDE

Location: Home Study

Instructor: Instructor Supported

Course Fee: \$245 plus \$18 shipping if needed.

Oregon law requires individuals wishing to be licensed as a contractor to take 16 hours of approved contractor education courses and pass a comprehensive two-hour test on the course material. This self-paced, instructor-supported, home study interactive CD-ROM, prepares you to take the Oregon Construction Contractors Board Examination. The \$245 fee includes: "We Build Contractors" interactive CD-ROM, OR Contractor's Reference Manual, Current OR Revised Statutes and Administrative Rules (CCB) on disk, OR CCB Candidate Handbook, Instructions on how to make the manual easier to use, Tabs to insert in the manual to make it easier to locate needed information, and unlimited toll free phone access to approved instructors. You'll also receive comprehensive business assistance and advisory services provided by the BizCenter customized for your individual business needs, to include assistance in filling out your CCB license application and registering your business 'correctly' with the State of Oregon. For details on CCB education requirements and/or to purchase your CCB home study educational curriculum, contact the TVCC BizCenter at (541) 881-5762.

Course Number: BIZC092-ZA

Financial Tools

QUICKBOOKS 2011 FOR STARTERS & NEXT STEP

Meets: Starters: Tuesday, Feb. 14, 2012

Next Step: Friday, Feb. 17, 2012

Time: 9:00 am-2:00 pm

Registration Deadline: Wednesday, Feb. 8, 2012

Location: TVCC Workforce Training Center Room 104

Instructor: MICHAEL BRADEN, CPA

Course Fee: \$150 Per Person for Both OR \$100 for Either

QuickBooks For Starters:

Find out how to set up your books right the first time, using QuickBooks Pro or Premier. If you are new to QuickBooks or have little bookkeeping experience, this class will get you started. Topics include how to navigate in QuickBooks, set up a company file, enter your sales & pay your bills. This class is intended to create a solid foundation for continued personal development using this powerful accounting software.

Quickbooks - Next Step:

In this continuation class, which builds on the fundamental foundation of QuickBooks for Starters, you will find out about some of QuickBooks built-in features. Topics will include how to create and customize company forms and reports, do basic job costing, memorize transactions, and reconcile bank and credit card statements. This class is targeted for the small business owner, entrepreneur, or individual wanting to gain confidence in the basic functions of this powerful accounting software. Limited Seating. Call (541) 881-5762 to reserve your spot.

Course Number: TBA

Spanish for Business

CUSTOMIZED SPANISH FOR YOUR BUSINESS INDUSTRY

Location: Customized Right In Your Workplace

Course Fee: Call the TVCC BizCenter at (541) 881-5762 for info

Does your company or agency need Spanish language training? Need Something Customized? WE CAN HELP and WE CAN COME TO YOU! For years, TVCC has been providing top-quality, results-driven corporate and government training in occupational Spanish and cross-cultural issues, using an inventory of innovative training programs from Command Spanish®. TVCC can send a Certified Command Spanish® Trainer to provide onsite training to your business or agency, thereby eliminating travel costs for your staff. We can customize training! If none of the existing Command Spanish® programs fit your needs, TVCC can work with you to develop a customized Spanish language training program specifically for your company or government agency. This course will come with a specialized manual and CD.

Business Management

BECOMING AN EXCELLENT SUPERVISOR

Meets: Thursday February 16, 2012, 9:00 am - 1:00 pm

Location: TVCC Albertson Room 103

Instructor: Dr. Marty Seidenfeld

Course Fee: \$70 per person **Registration Deadline:** Wednesday, Feb. 8, 2012

People often become supervisors by being promoted "up from the ranks." While good at their jobs before, they may be challenged to perform supervisory functions even if they have no experience or training. This fast-paced course will give new supervisors the tools to do their jobs and let experienced supervisors hone their skills.

Course Number: BIZC090-ZD

Business Marketing

SOCIAL MEDIA MARKETING FOR YOUR BUSINESS

Meets: Thursday, March 8, 2012, 9:00 am - Noon

Location: Workforce Training Center 104

Instructor: Tami Anderson

Course Fee: \$40.00 Per Person **Registration Deadline:** Wednesday, Feb. 29, 2012

Participants will receive pre-course materials to complete and bring to class. Explore how to set up a successful social media business presence and organize a social media marketing package. This workshop will focus on how to bring social media marketing into a realistic marketing package. You will choose which social media works best for you or your company and detail how to put it into action. This advanced Social Media Marketing presentation will offer a more detailed plan for using social media to market your business. At this presentation you will receive training in:

- Choosing the right modes of social media marketing for you
- Developing a plan for continued consistency and implementation
- Exploring your message and what is going to appeal to your market
- Time management as it pertains to social media marketing
- Delegating the plan

Course Number: BIZC090-SM

SIMPLE STEPS TO BUILD A REFERRAL MARKETING SYSTEM AND INCREASE YOUR REFERRAL BASED BUSINESS

Meets: Tuesday, March 13, 2012, 10 am to noon

Location: TVCC Albertson Room 103

Instructor: David C. Smith, Valens Point, LLC

Course Fee: \$69

(Take both Simple Steps and 7 Steps workshop for a combined reduced fee of \$148)

Does your business rely on referrals to get new customers? Most businesses do, but unfortunately they don't have systems in place to properly manage the process in order to achieve predictability and successful growth and revenue.

We all know that referrals are great - but are you leaving referrals to chance? We typically don't devote enough time into ensuring referrals are highly tuned and effective. Attend this presentation and discover the simple steps for creating a referral process that will generate leads for the customers you really want.

Participants in the presentation will learn:

- Why referrals work and why we make referrals
- Where referrals fit into your marketing strategy
- Creating a business worthy of referrals
- Simple Steps to create a system for referrals
- How to hone your referral targets
- Tips on educating and motivating referral sources

Course Number: TBA

7 STEPS TO SMALL BUSINESS MARKETING SUCCESS

Meets: Tuesday, March 13, 2012, 1:00 pm - 4:00 pm

Location: TVCC Albertson Room 103

Instructor: David C. Smith, Valens Point, LLC

Course Fee: \$69

(Take both Simple Steps and 7 Steps workshop for a combined reduced fee of \$148)

Description: Practical and effective marketing is simply a system. While this may be hard for some business owners to come to grips with - leaning instead towards the "marketing is a strange form of creative voodoo thinking" - marketing is not only a system, it may be the most important system in any business. Marketing is getting someone that has a need to know, like and trust you.

This workshop will cover the 7 core steps that make up the simple, effective and affordable marketing system. Businesses that appreciate and implement this approach to marketing grow in a consistent and predictable manner.

The principles of this workshop are based on the DuctTape Marketing System™:

1. Strategy before tactics
2. The progression from Awareness to Referral Generating Customers
3. Content Marketing is essential
4. Build a total web presence
5. Lead generation Systems
6. Execute a lead conversion system
7. Execution consistency

Course Number: TBA

ONLINE LEARNING



Treasure Valley Community College BizCenter

Career Training Programs

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace.

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development
- Courses are all open-enrollment and self paced
- All materials, workbooks, and software are included
- Payment plans available

Pharmacy Technician

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

Medical Coding and Billing

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting.

Medical Transcription

This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist.

Six Sigma Black Belt

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office. Any time of the day or night.

Features:

- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/tvccdel
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

MORE COURSES AVAILABLE AT OUR WEBSITES

www.gatlineducation.com/tvccdel

www.ed2go.com/tvccdel

Wildland Fire Training



2012 WILDLAND FIRE TRAINING SCHEDULE

All Wildland Fire classes sponsored by Treasure Valley Community College meet or exceed federal course standards as outlined by the National Wildfire Coordinating Group (NWCG). TVCC is an active partner with local and regional federal and state agencies to provide training opportunities for

current agency personnel, private fire contractors and individuals seeking employment as firefighters. Many of these courses have pre-requisites requirements in order to register. Space is limited and there are enrollment pre-registration deadlines. For more information, contact the TVCC Center for Business, Workforce and Community Learning, 541-881-5757 or 541-881-5755.

S-330 TASK FORCE / STRIKE TEAM LEADER

Meets: Monday - Wednesday, March 12 - 14, 2012 8:00 a.m. - 5:00 p.m.
Location: TVCC Campus FRCC Classroom 2
Instructor: TBA
Course Fee: \$250 per person

This course meets the training requirements for Task Force and Strike Team Leader positions. The class is open to Single Resource Bosses and Initial Attack Incident Commanders. A minimum of 10 registrants is required for this class. **PREREQUISITES:** Qualified as a Single Resource Boss.

Course Number: NATR 123-YA/OS

S-230 CREW BOSS - SINGLE RESOURCE

Meets: Monday - Wednesday, February 27 - 29, 2012 8:00 a.m. - 5:00 p.m.
Location: TVCC Campus FRCC Classroom 2
Instructor: TBA
Course Fee: \$199 per person

The S-230 is designed to meet the training needs of a crew boss on a wildland fire incident. Topics include: preparation, mobilization, tactics and safety, off line duties and demobilization. **PREREQUISITES:** S-130/190, Qualified FFT1, Recommended S-290

Course Number: NATR 115-YA/OS

S-231 ENGINE BOSS - SINGLE RESOURCE

Meets: Thursday & Friday, March 1 & 2, 2012 8:00 a.m. - 5:00 p.m.
Location: TVCC Campus FRCC Classroom 2
Instructor: TBA
Course Fee: \$149 per person

S-231 is an interactive course that provides examples and exercises specific to wildland fire suppression. **PREREQUISITES:** S-130/190, S-290, S-230, Qualified FFT1

Course Number: NATR 117-YA/OS

S-260 FIRE BUSINESS MANAGEMENT

Meets: Thursday & Friday, TBA 8:00 a.m. to 5:00 p.m.
Location: TVCC Campus - FRCC Classroom 2
Course Fee: \$150 per person

This course is designed to train students in fire business management principles. Topics include: employee responsibilities and conduct, recruitment, agency forms, personnel time recording, pay and commissary, injuries and much more. Pre-Work Required. **PREREQUISITES:** S-130/190

Course Number: NATR 107-YA/OS

S-270 BASIC AIR OPERATIONS

Meets: Monday & Tuesday, January 30 & 31, 2012 8:00 a.m. - 5:00 p.m.
Location: TVCC Campus FRCC Classroom 2
Course Fee: \$139 per person

This course provides the trainee a survey of uses of aircraft in fire suppression and provides trained instruction on how to conduct themselves in and around aircraft. **PREREQUISITES:** S-130/190

Course Number: NATR 108-YA/OS

L-280 FOLLOWERSHIP TO LEADERSHIP

Meets: Thursday & Friday, February 23 & 24, 2012 8:00 a.m. - 5:00 p.m.
Location: TVCC Campus FRCC Classroom 2
Course Fee: \$139 per person

This training course is designed as a self-assessment opportunity for individuals preparing to step into a leadership role. The course combines one day of classroom instruction followed by a second day in the field with students working through a series of problem solving events in small teams (Field Leadership Assessment Course). **PREREQUISITES:** L-180, experience on incident assignments in operations or support functions.

Course Number: WORK 0910-YA/OS

S-290 INTERMEDIATE FIRE BEHAVIOR

Meets: Monday - Thursday, March 19 - 22, 2012 8:00 a.m. - 5:00 p.m.
Location: TVCC Campus FRCC Classroom 2
Instructor: Bob Both
Course Fee: \$250 per person

S-290 is designed to meet training requirements to work in the ICS Operations Section as a Single Resource Boss. Course will instruct prospective fireline supervisors in wildland fire behavior for effective and safe fire management operations. **PREREQUISITES A MUST:** S-130/190, plus one year experience recommended

Course Number: NATR 104-YA/OS

S-390 FIRE BEHAVIOR CALCULATIONS NEW COURSE

Meets: Monday - Thursday, March 5 - 8, 2012 8:00 a.m. - 5:00 p.m.
Location: TVCC Campus FRCC Classroom 2
Instructor: Bob Both
Course Fee: \$245 per person

This course instructs trainees in fire behavior calculations with emphasis on the use of nomograms in assessment or potential for extreme fire conditions. Key topics include: evaluation and input of fireline data to calculate fire behavior for rate of spread, fire intensity, flame length, maximum spotting distances and safe control tactics. Must be Single Resource Boss qualified. A minimum of 10 registrants is required for this class. **PREREQUISITES:** S-290, Qualified Single Resource Boss

Course Number: NATR 122-YA/OS

M-410 FACILITATIVE INSTRUCTOR COURSE TRAIN THE TRAINER

Meets: Monday - Friday, TBA 8:00 a.m. - 5:00 p.m.

Location: TVCC Campus FRCC Classroom 2

Course Fee: \$500 per person

This 40-hour course trains existing and potential instructors on how to prepare and present effective training programs. Key areas include written performance and instructional objectives, preparation of lesson plans, preparation and operation of audio-visual aids and equipment, various methods of communication, individual and team presentations, management of classroom learning environments and use of testing procedures. Evening break-out sessions and actual classroom demonstrations/presentations are integral parts of this course. 8 – 16 hours of pre-work are required. Meets NWCG standards as outlined in the M410 guidelines.

Course Number: WORK 0921-YA

S-130/190 BASIC FIREFIGHTER II

Meets: Saturday & Sunday, January 7, 8, 14, 15, 2012 (two weekends) 8 a.m. to 7 p.m.
OR March 26-30, 2012 8 a.m. to 5 p.m.

Location: TVCC Campus Workforce Training Center Room 101

Course Fee: \$220 per person Get a Jump Start on the Fire Season

Course includes S-130 Firefighter training, S-190 Introduction to Fire Behavior, and L-180 Human Factors. Fire Shelter as required prior to certification as an entry-level Firefighter (FFT2) under the wildland qualification System. Field exercise requires boots and leather gloves.

Course Number: NATR 101- YA/OS Winter YB/SB Spring

S-131 ADVANCED FIRE FIGHTER TRAINING

Meets: Friday, April 6, 2012 8:00 a.m. - 5:00 p.m.

Location: TVCC Campus FRCC Classroom 2

Course Fee: \$105 per person

Additional instruction at the Advanced Firefighter/Squad Boss (FFT1) level including training on tactics and safety. This course is designed to be interactive containing several exercises designed to facilitate group discussion. **PREREQUISITE:** S130/190 plus one year of actual field experience

Course Number: NATR 121-YA/OS

S-200 INITIAL ATTACK IC

Meets: Thursday & Friday, April 12 & 13, 2012 8:00 a.m. - 5:00 p.m.

Location: TVCC Campus FRCC Classroom 2

Course Fee: \$130 per person

This course will provide the individual in charge of the initial attack of small, non-complex fires, the training needed for size-up, deployment of forces, suppression, mop up, communications, and administrative duties. **PREREQUISITES:** Qualified Single Resource Boss

Course Number: NATR 109-YA/OS

S-212 WILDFIRE POWER SAWS

Meets: Friday - Sunday, TBA Spring Term 8:00 a.m. - 5:00 p.m.

Location: TVCC Campus FRCC Classroom 2

Course Fee: \$220 per person

Wildland Fire Chain Saws, S-212, is an instructor-led course intended to be presented at the local level. The course lessons provide introduction to the function, maintenance and use of internal combustion engine powered chain saws, and their tactical wildland fire application. Field exercises support entry level training for firefighters with little or no previous experience in operating a chain saw, providing hands-on cutting experience in surroundings similar to fireline situations. ** Successful completion for entry level. Does not constitute certified Faller designation. Students will be required to provide the following: * Chainsaw-Gloves-Boots-Hard Hat-Safety Goggles-Chaps **PREREQUISITES:** Qualified FFT2, current certification in Basic First Aid and CPR.

Course Number: NATR 202-YA/OS

S-215 FIRE OPERATIONS IN THE URBAN INTERFACE

Meets: Monday - Wednesday, April 9 - 11, 2012 8:00 a.m. - 5:00 p.m.

Location: TVCC Campus FRCC Classroom 2

Course Fee: \$239 per person

Meets training needs for initial attack incident commanders and company officers confronting wildland fire threatening life, property, and improvements. Units include: size-up, initial strategy and action plan, structure triage, tactics, action plan assessment, public relations and follow-up and safety. **PREREQUISITES:** S-290, Qualified FFT 1

Course Number: NATR 116-YA/OS

RT-130 2009 ANNUAL REFRESHER

Meets: Saturday, March 10, 2012 OR April 7, 2012 8:00 a.m. - 5:00 p.m.

Location: TVCC Campus Barber Hall Room 113

Course Fee: \$60 per person

Refresh skills in applying the risk management process and rules of engagement to recognize and mitigate hazards in their work environment. Updates on current issues and fire shelter deployment practice.

Course Number: NATR 002-YA or YB

TVCC OFFERS CUSTOMIZED INDUSTRY TRAINING

TVCC 's Center for Business, Workforce & Community Education provides customized training developed around the specific needs of employers. We offer flexibility by providing training delivered on-site with participating companies or at TVCC facilities. Training time is based on the unique needs of the client. Examples of training include Wildland Fire, CPR/ First Aid, OSHA safety and numerous other industry competency-based curriculum. Courses are offered in English and Spanish. TVCC also offers an Associate of Applied Science in Wildland Fire Management. Call us today to find out how we can help you with all of your employee training needs!

For more information, contact The Center for Business, Workforce & Community Education at 541-881-5757 or 541-881-5755.

TVCC Adult Education

ADULT BASIC SKILLS/ GED CLASSES

Students enter this program with a variety of goals. These goals may include improving reading, writing and math skills, increasing employability skills, preparing for vocational or academic programs, or completing a GED.

Group classes in the various subject areas are scheduled as well as labs for additional individualized study.

Orientation sessions are held once a month; call (541) 881-5849 to reserve a space.

ONTARIO CLASSES

Monday through Thursday, 9 a.m. - 3 p.m.

Tuesday & Thursday, 6 - 9 p.m.

Fridays, 9 a.m. - noon

NYSSA CLASSES

Tuesday & Thursday, 9 a.m. - 6 p.m. GED

Tuesday & Thursday, 6 p.m. - 9 p.m. ESOL

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Adults in the community who wish to improve their communication skills in the English language may enroll in ESOL classes.

In addition to group classes, students may supplement their studies with a variety of computer and video programs, or participate in the Study English at Home program.

New students need to attend an orientation session. Call 541-881-5846 to reserve a space.

English classes are held year round in Ontario and Nyssa, and during winter quarter in Vale and Annex.

STUDY ENGLISH AT HOME

This program is for people who cannot attend classes on campus or who want to supplement their classes with study at home. In order to take advantage of this program, students must have at least an intermediate command of English and the motivation to study alone.

For more information, call (541) 881-5849.

CITIZENSHIP PREPARATION

This class is for residents who wish to go through the Naturalization process. Topics of study include: United States history and government, Rights and Responsibilities of Citizens, and Civic participation. Materials are available for residents who wish to go through the Naturalization Process. Call 541-881-5846 for information.

HIGH SCHOOL EQUIVALENCE PROGRAM

HEP (High School Equivalence Program) is a program to help students get their GED in either English or Spanish and pays for the test (\$115).

The program also has other benefits such as lunch passes, a completion stipend, and in certain cases, housing in the on-campus residence halls.

To qualify, you must be able to prove agricultural experience during the last two years and meet the program's academic standards.

The course of study is the same as other non-HEP students preparing for the GED in Spanish or English.

To see if you qualify, call 541-881-5920, or 541-881-5922.

Get a free class!

EARN YOUR GED AND TAKE A TVCC CLASS FOR FREE

Upon obtaining the GED certificate, students may obtain a tuition waiver for one TVCC class.

Students must satisfy other normal admission criteria, maintain satisfactory academic progress and arrange for financial aid for additional classes if needed.

If you achieve a score of 500 or higher on the GED test, you will also receive an additional free college class.

For more information about this opportunity, contact TVCC Adult Education at (541) 881-5849.

TVCC CLASES PARA ADULTOS

PREPARACION PARA EL GED EN ESPAÑOL/ EDUCACION BASICA PARA ADULTOS

Los estudiantes que ingresan a este programa tienen una variedad de objetivos.

Algunos de estos objetivos incluyen el de mejorar las destrezas en lectura, escritura y matemáticas. También de aumentar las habilidades para encontrar empleo, el de prepararse para programas vocacionales o educativos; o completar la certificación para el GED en Español. Se planifican las clases en grupo de acuerdo a las materias que se necesitan, así mismo estudios individuales.

Hay sesiones de orientación que son requeridas para entrar en el programa. Estas sesiones son una vez por mes, y se necesita llamar al teléfono 541-881-5849 para inscribirse.

CLASES DE GED EN ESPAÑOL IN ONTARIO

Las clases por la mañana son:

Martes, miércoles, jueves 9 am - 12 pm

Las clases por la tarde son:

martes y jueves, 6-9 pm

LA PREPARACION PARA LA CIUDADANIA

Se provee asistencia individual para los residentes que desean hacer el proceso de Naturalización si tienen más de 50 años y han tenido su residencia legal en los Estados Unidos por lo menos 15 años.

Los temas incluyen: La historia y el gobierno de Los Estados Unidos, Los Derechos y Responsabilidades de los Ciudadanos, y la preparación Cívica.

Llame al teléfono 541-881-5849, si desea más información.

PARA LOS ESTUDIANTES QUE HABLAN OTROS IDIOMAS (ESOL)

Los adultos en la comunidad que desean mejorar su comunicación en inglés pueden inscribirse en las clases de ESOL.

Adicionalmente a las clases en grupo, los estudiantes pueden suplir sus estudios con una variedad de programas de computación o pueden participar en el programa de Estudio de Inglés en Casa. Para inscribirse en ESOL, se requiere asistir a una sesión de orientación.

Llame al teléfono 541-881-5849 para mayor información.

CLASES DE INGLES IN ONTARIO

Las clases por la mañana son:

lunes a jueves, 9 am -12 pm

Las clases por la tarde son:

martes y jueves, 6-9 pm

Las clases de inglés se ofrecen todo el año en los centros de Ontario, Nyssa, y en Annex y Vale en el invierno.

EL PROGRAMA HEP

HEP es un programa de equivalencia a la preparatoria. Este es un programa que ayuda a los estudiantes a obtener su certificado del GED tanto en inglés como en español.

Uno de los beneficios de HEP es que ayuda a pagar la matrícula de los exámenes del GED que son \$115.

Otros beneficios incluyen; una pequeña beca, la comida, y posiblemente residencia en el colegio, también los gastos de transporte.

Para calificar, se necesita tener experiencia de trabajo con los productos del campo durante los últimos dos años. También se necesita obtener ciertas calificaciones (grados académicos) para poder calificar.

Para mayor información, llame al teléfono 541-881-5920, or 541-881-5922.

HOW DO I REGISTER FOR CLASSES?

Mail-in, phone-in, or walk-in registration welcome!
TVCC's Center for Business, Workforce & Community Learning is located in the Albertson Center across from the TVCC Baseball Fields. We offer one-stop services to all our students and an improved level of customer service. Our offices are open Monday through Friday, from 8 a.m. - 5 p.m. We're even open during the lunch hour!

PLEASE DON'T FORGET

Your space in a class is not guaranteed until payment is received. TVCC's Center for Business, Workforce & Community Learning operates on a first-come, first-served basis, so it is recommended that you register as soon as possible. Also, please fill out the registration form completely to avoid delays.

REFUNDS & CANCELLATIONS

A full refund for non-credit classes will be granted if a withdrawal request is made at least two working days prior to the first day of class. Withdrawal requests must be made by calling (541) 881-5755 or (541) 881-5757. Appeals to this policy may be made in writing to Center for Business, Workforce & Community Learning.

A minimum number of registrants is required in order for most classes to be held. Classes are subject to cancellation if the minimum is not met. When a class is cancelled by TVCC, registered students will be notified and given a full refund.

NEED TO TALK TO US?

Give us a call! The TVCC Center for Business, Workforce & Community Learning can be reached by telephone at (541) 881-5755 or (541) 881-5757. Please fax information to 541-881-5511.

**TVCC CENTER FOR BUSINESS, WORKFORCE & COMMUNITY LEARNING CLASSES
REGISTRATION FORM**

Name (please print clearly) _____
 Address: _____
 City, State, Zip: _____
 Social Security Number: _____
 TVCC ID Number: _____
 Daytime Phone: _____
 Evening Phone: _____
 Date of Birth: _____
 ___ Male ___ Female Email: _____

PAYMENT ARRANGEMENTS:

Check enclosed (please make payable to TVCC)
 Purchase Order (please attach copy)
*Please call us at 541-881-5755 to pay with a **credit card**.*

CLASS(ES) YOU ARE REGISTERING FOR:

TITLE: _____
 DATE(s): _____
 TIME: _____
 COURSE FEE: _____
 Additional Courses
 1. _____
 2. _____
 3. _____
 TOTAL FEES: _____

Mail registration form to:

TVCC Center for Business, Workforce & Community Learning
 650 College Blvd., Ontario, OR 97914

Fax to: (541) 881-5511

Questions?

Please call (541) 881-5755, or (541) 881-5757

Please photocopy form for additional registrants.