

Program Descriptions

Basic Education and Test Preparation

College Examination Preparation (SAT, TOEFL, GRE, GMAT)

Courses review all verbal and mathematical content of major college entrance examinations plus test-taking skills and strategies.

Locations: NE, NW, SE, SO, TR

General Educational Development (GED)

The series of courses review all subject matter areas of the GED examination plus test-taking skills and strategies. See the TCC website at www.tccd.edu/ContinuingEducation for additional GED training locations.

Locations: Learning Centers, NE, NW, SE, OC, TR

Transitional Skills

This program offers a multitude of education opportunities for developmentally challenged individuals to train for employment, polish their academic skills, enhance their ability and potential to live independently, and build their esteem in an age-appropriate environment.

Locations: SO, TR - College Explorations, SE - First Choice Program, NE - Pathways, TR - Transitional Skills, NW - Stepping Stones

Career Programs

Automotive

Automotive Metal Repair Technician

Program prepares individuals for entry-level work in the automotive collision repair field. Program provides instruction on systems and practical skills in basic and minor metal repair, structural and damage repair, and auto body mechanical and electrical service.

Locations: SO

Automotive Refinishing Technician

Program prepares individuals for entry-level work in the automotive collision repair field. Program provides instruction on systems and practical skills in basic, intermediate, advanced refinishing, and specialized topics in automotive body repair techniques.

Locations: SO

Automotive Engine Analysis Technician

Program prepares individuals for entry-level work in the automotive service and repair field. Program provides instruction on systems and practical skills in brakes and wheel service, electrical systems, alternative fuels, and auto engine performance analysis.

Locations: SO

Automotive Heavy Line Technician

Program prepares individuals for entry-level work in the automotive service and repair field. Program provides instruction on systems and practical skills in manual drive trains, axles, automatic transmission and transaxles, engine repair, heating and air conditioning, and suspension and steering.

Locations: SO

Business - Entrepreneurial Training

FastTrac® Growth Venture TM

Program is designed for entrepreneurs who have been in business for at least two years and are ready to take their business to the next level of success. The class size is limited to allow the participants enough time to dialogue with each other and ask questions of each speaker.

Locations: Small Business Development Center

BUSG-1008 Small Business FastTrac New Venture

Developed by the Ewing Marion Kauffman Foundation, the FastTrac New Venture is for aspiring entrepreneurs. Designed to introduce essential business information and skills to build a strong business foundation. Provides established framework to establish a personal concept and business plan. Offers an interactive forum to efficiently produce a personal concept and vision analysis and provide strategies to develop a comprehensive business plan for a start-up business.

Locations: Small Business Development Center

Business - General Topics

Human Resource Management

Courses focus on personnel practices including compensation, benefits, legal issues and performance appraisals. Those working with personnel in the nonprofit sector will benefit from taking the Volunteer Development course.

Locations: NW, SO SE, OC

Trainer Certification (TCP)

Program offers a series of courses in professional training for subject matter experts. Certifications offered are Certified Instructor, Certified Instructional Designer, and Certified Training Manager. The certifications meet the competencies set forth by the International Board of Standards for Training, Performance and Instruction (IBSTPI). In the schedule, course titles begin with "TCP."

Locations: DL, NE

Business - Office Careers

Accounting Technician I & II

Program offers a series of self-paced courses in office technology skills emphasizing accounting principles, financial analysis, statement preparation, and asset and equity accounting in proprietorships, partnerships and corporations. See TCC Web page or contact campus location for course selection and start dates.

Locations: NE, NW, SO SE, TR, OC

Administrative Assistant I & II

Program offers a series of self-paced courses in office technology skills and knowledge emphasizing office management principles and techniques. See TCC Web page or contact campus location for course selection and start dates.

Locations: NE, NW, SO SE, TR, OC

Data Entry Specialist

Program offers a series of self-paced courses in office technology skills and knowledge emphasizing data entry processes, data systems, and their applications. See TCC Web page or contact campus location for course selection and start dates.

Locations: NE, NW, SO SE, TR, OC

Medical Secretary

Program offers a series of self-paced courses in office technology skills and knowledge emphasizing medical office practices, procedures, and their applications. See TCC Web page or contact campus location for course selection and start dates.

Locations: NE, NW, SE, OC

Business - Office Careers *(continued)*

Office Assistant I & II

Program offers a series of self-paced courses in office technology skills and knowledge emphasizing basic office bookkeeping, data entry, communications, word processing and records management. See TCC Web page or contact campus location for course selection and start dates.

Locations: NE, NW, SO SE, TR, OC

Business and Office Careers Professional Continuing Education (CEUs)

Certified Public Accountant

TCC offers Texas State Board of Public Accountancy Mandatory Continuing Education courses. Tarrant County College is a Texas State Board of Public Accountancy Continuing Education Sponsor – ID No. 339.

Locations: NW

Computers

Computer Foundations

An introduction to computer hardware, software and the everyday use of computers. Includes the basics of the Windows environment and an introduction to popular business productivity software applications in Microsoft Office.

Locations: NE, NW, TR

Computer Aided Drafting and Design Technology (CAD)

The program covers AutoCAD basics and moving up to higher level skills that lead to professional enrichment and a well-rounded AutoCAD technical skill set.

Locations: NE, SO

Digital Literacy Certification

The program presents a broad range of computing concepts and techniques as well as an understanding of the impact that computing and the Internet have on society. Courses prepare individuals to take the Internet and Computing Core Certification (IC3) exam. More information on the IC3 exam can be found at info.certiport.com or see TCC Web page or contact campus location for course selection and start dates.

Locations: NW

PC Network Certification

Program prepares individuals to become a PC computer and general network technician. Courses include a combination of A+ and a Network+ instruction. Course reviews all subject matter areas plus test-taking skills and strategies to prepare students to take the A+ computer technician examination. Tuition for the course includes all tuition, books, test vouchers, tools, academic software, testing preparation software, lab fees and materials. See TCC Web page or contact campus location for course selection and start dates.

Locations: NW

Construction and Maintenance

HVAC EPA Certification

Program prepares individuals for EPA certification and includes HVAC skills and knowledge in proper handling of Freon.

Locations: SO

Construction and Maintenance Licensure Examination Preparation

HVAC State Licensure Exam Preparation Course

Course covers HVAC theories and concepts with special emphasis on the understanding, interpretation and documentation of the mechanical code, Texas Boiler Law, Rules and Regulations, and requirements for the state mechanical contractor's license. See www.license.state.tx.us/acr/acrfaq.htm or the TCC Web page for testing prerequisites.

Locations: SO

Electrical Codes - Beginning (Apprentice to Journeyman)

An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on residential applications of wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

Locations: SO

Electrical Codes - Advanced (Journeyman to Master)

In-depth coverage of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring protection and methods, special conditions, and advanced calculations.

Locations: SO

Landscape Irrigator Licensing Course

Course provides training for careers in commercial and residential irrigation system installation and repair. All subject matter areas are reviewed, plus test-taking skills and strategies to prepare students to take the state licensure examination given by the State Board of Irrigators.

Locations: NW

Cooking and Dietetics

Cake Decorating, Beginning and Advanced

Courses provide instruction in basic to advanced techniques in cake decorating for birthdays, weddings for entry-level work. Topics include easy frosting recipes and creating intricate forms such as leaves, borders, sweet peas, roses and lattice work.

Locations: NW, SE, TR, SO

Dietary Manager

Program provides on-the-job training for supervisory positions in health-care food service. Program includes skills and knowledge in food-service management and in nutrition planning, preparing and serving food. Program includes practical projects and experiences at a health-care facility.

Locations: SE

Engineering and Technology

Aviation Maintenance and Avionics

Courses provide instruction in basic aviation science to more specialized training in aircraft assembly and composite bonding. Completion of a series of courses can prepare student for the Airframe and Power Plant Licensure test.

Location: NW

Upholstery



Upholstery – Basic and Intermediate

This program is designed for students with an interest in upholstery for personal or professional use. Students will learn proper padding and fabric, removing old upholstery, making patterns for new upholstery, installing correct base, cutting and fitting foam cushions, safety and use of tools, tufting seats and backs, hand and machine care and finishing the work. Students must take Basic level to continue on to Intermediate. Intermediate level will construct frames, springing, padding, diamond tufting. Each student will bring his or her own projects to complete.

NOTE: Additional tools and supplies may be needed based on projects.

**Call Continuing Education Services
on Northwest Campus at 817-515-7759.**



Growing Grapes in Texas

This course will explore the many types of grapes grown worldwide, their many uses, and their growing requirements, finally focusing on the types of grapes adaptable to Texas and the Metroplex region. There will be discussions of grape phenology, soil requirements, pest management, water quality and demand, canopy management, nutrition, mechanization, and harvesting. Students will get hands-on experience in grape anatomy, taxonomy, selection, availability, planting, irrigation, pruning and trimming, trellising, and other aspects of vineyard management at the TCC vineyard and at a commercial vineyard located near the TCC Northwest Campus.

**Call Continuing Education Services
on Northwest Campus at 817-515-7759.**

First Choice Program Southeast Campus

Mission Statement: The First Choice Program creates a pathway for individuals with special needs to increase their quality of life by enhancing academic, living, social and employability skills to assist students in meeting daily challenges.

Goal: To equip special needs individuals with the skills necessary to move from dependence to a greater sense of personal independence, accomplishment and independent living using creative and real-life situation methods.

**For more information call
Southeast Campus
Continuing Education Services
817-515-3420**

Engineering and Technology *(continued)*

Pilot and Instrument Ground School

Courses include instruction in basic elements of private pilot ground school and instrument ground school. Instruction includes flight fundamentals, airplane systems, air traffic control, navigation, weather theory and federal air regulations. Instrument ground school covers aerial navigation systems, instruments and charts used for instrument flight, and FAA regulations. Courses qualify as part of a program leading to FAA certification.

Locations: NW

Electronics and Technology

Program provides skills and knowledge for electricians and computer maintenance technicians. Courses offer instruction in basic electronics including the analysis of DC-AC circuits and solid state circuits.

Locations: SO

Robotics and Automation

Program prepares individuals to become robotics and automation technicians. Instruction includes technical and manual skills needed to fabricate, test, install, operate and maintain automated equipment.

Locations: SO

Welding Technician

Program prepares individuals for entry-level work in the welding field. The program provides knowledge of systems and practical skills in shielded metal arc welding, gas metal arc welding, layout and fabrication, and flux cored arc welding. The program concludes with a capstone course in a basic gas tungsten arc welding project.

Locations: SO

Health Care

Registered Dental Assistant

Program provides fundamentals of dental assisting procedures and job-entry skills. The clinical phase allows students to gain hands-on experience in area dental offices.

Locations: NE

Dietary Manager

Program provides on-the-job training for supervisory positions in health-care food service. Program includes skills and knowledge in food service management, nutrition planning, and preparing and serving food. Program includes practical projects and experiences at a health-care facility.

Locations: SE

Long-Term Care Activity Director

Program prepares individuals to develop and provide services and recreational activities to those residing in long-term care facilities. Program includes skills and knowledge in assessing medical records, observation, and consultation with other staff members to provide activities consistent with the client's needs and abilities.

Locations: TR

Medical Coder

Program prepares individuals to organize and evaluate patient records for completeness and accuracy. Program includes study of coding medical information for insurance purposes and knowledge of classification manuals and disease processes. The state of Texas requires Medical Coders to be certified. The American Academy of Professional Coders (AAPC) certification is available.

Locations: TR

Medical Insurance Billing

Program prepares individuals to review purchase orders, sales tickets, hospital records and insurance requirements to prepare itemized statements, bills and invoices for billing and recordkeeping purposes.

Locations: TR

Medical Transcriptionist

Program prepares individuals to listen to recorded information from physicians and other health-care professionals and transcribe the information into medical reports, correspondence and other administrative documents. Program includes office technology skills and knowledge emphasizing grammar, word processing and medical terminology. The American Association for Medical Transcription (AAMT) certification for Certified Medical Transcriptionist (CMT) is available.

Locations: TR

Nurse Aide

Courses prepare individuals to provide nursing-related bedside care in health-care facilities. Courses include skills and knowledge required to prepare students to take the Texas Department of Aging and Disability Examination for Nurse Aide to become a Certified Nurse Aide. The exam is included in the program. See TCC Web page or contact campus location six months prior to enrolling for entrance requirements.

Locations: TR

Pharmacy Technician

Program provides individuals with skills and knowledge in the fundamentals of community pharmacy technician principles and procedures. The clinical phase allows students to gain hands-on experience in area pharmacies.

Locations: TR

Phlebotomy Technician

Program provides individuals with skills and knowledge in technical and procedural aspects of phlebotomy including collection of blood specimens and venipuncture. The clinical phase allows students to gain hands-on experience in area clinical facilities. See TCC Web page or contact campus location three months prior to enrolling for entrance requirements.

Locations: TR

Health-Care Licensure Examination Preparation

Registered Dental Assistant Certification

Course prepares first-time dental assistants to take the Texas State Board of Dental Examiners (TSBDE) examination. Includes review of radiology, infection control and jurisprudence. The exam is included as a part of the course.

Locations: NE

Medication Administrator Certification

Course prepares individuals to administer designated medications and perform associated duties as a Medication Aide in health-care agencies. The course includes skills and knowledge required to prepare students to take the Texas Department of Aging and Disability examination for Medication Aide to become a Certified Medication Aide. See TCC Web page or contact campus location three months prior to enrolling for entrance requirements.

Locations: TR

Nitrous Oxide Monitoring Certification

This course is specifically designed to prepare the dental auxiliary to obtain certification in nitrous oxide monitoring as mandated by the State Board of Dental Examiners.

Locations: NE

Phlebotomy Certification Exam

TCC offers the exam to become a certified Phlebotomist by the National Association for Health-Care Professionals. (NAHP)

Locations: TR

Health-Care Professional Continuing Education (CEUs)

Health-Care Professionals

Courses prepare professionals to meet the renewal of licensure and certification requirements for Emergency Medical Services (EMS), Long-Term Care Administrators, Radiologic Technologists, and Physical Therapists' Assistants. See TCC Web page or contact campus location for course selection and start dates.

Locations: NE, TR

Medication Administration Update

Course prepares professionals to meet the renewal of licensure and certification requirements for medication administration. This course meets the guidelines established by the Texas Department of Aging and Disability Services.

Location: TR

Mental Health Professionals

Courses prepare professionals to meet the licensure renewal requirements set by the Licensed Professional Counselor Act (Texas Civil Statutes, Article 4512G). Continuing Education Units (CEUs) are awarded for renewal courses for licensed social workers (LSW/LMSW), professional counselors (LPC), chemical dependency counselors (LCDC), and marriage and family therapists (LMFT). See TCC Web page or contact campus location for course selection and start dates.

Locations: NE

Registered Nurse (RN) Refresher

Courses provide a review of all subject matter areas for inactive registered nurses who wish to renew their license. Courses include skills and knowledge in major topics such as the Nurse Practice Act, holistic nursing care, roles of professional nurses, and critical thinking principles. The refresher clinical course provides students experience that enables them to apply specialized occupational theory, skills and concepts. The lecture portion of this program is taught online.

Locations: TR

Insurance

Insurance All Lines Adjuster

Course reviews all subject matter areas of the all lines adjuster profession including catastrophe claims, auto accident claims, and workers' compensation claims to prepare individuals to take the all lines adjuster licensing examination. The exam is included as a part of the course. This course is approved by the Texas Department of Insurance (Provider #32319).

Locations: SO

Insurance Licensure Examination Preparation

Prepare for a national designation in insurance or the Texas Public Adjuster Exam. TCC offers online review courses for INS (Program in General Insurance), AIC (Associate in Claims), and CPCU (Chartered Property/Casualty Underwriter), and Public Adjuster through the American Institute for CPCU at www.aicpcu.org. This same site also offers the textbooks and exam schedules.

Locations: SO

Insurance Professional Continuing Education (CEUs)

Courses meet the mandatory CE requirement for licensees. This classroom-based program offers 15 hours (13 hours General CE and 2 hours Ethics/Consumer Protection) every November, March and August. We provide customized workplace courses for companies with 14 or more individuals who need these mandatory CEUs. Provider # 32319.

Locations: SO

Interior Design

Floral Design (Beginning and Advanced)

Program prepares individuals as professional floral designers. The program includes training in principles and elements of design, selection of appropriate materials, containers, and accessories to plan and create arrangements for specific occasions.

Locations: NW, TR

Home Interior Decorating (Beginning and Advanced)

Program prepares individuals to work as professional home designers. Topics include interior design basic skills and fundamentals. The 12-hour practicum in the advanced course allows students to gain hands-on experience with local designers and designer stores. The two levels of the program must be completed sequentially.

Locations: SO, TR

Upholstery (Beginning and Advanced)

This program prepares individuals in the fundamentals and intermediate techniques of upholstery. Students will bring their own projects and learn the process for choosing proper padding/fabrics, removing old upholstery, upholstery measuring/patterns, installation of correct base, cutting/fitting foam cushions, tufting seats and much more. Personal safety and care of machines and tools will be stressed.

Locations: SO, NW

Interpreter and Translator

Spanish Court Interpretation and Translation

Program provides Spanish/English-speaking professionals training in simultaneous, consecutive, and sight interpretation and translation skills. Courses review skills and knowledge required to prepare students to take the Licensed Court Interpreter examination.

Locations: NW

Public Safety

Police Academy • Fire Academy

TCC offers basic academy training for civilians interested in working as a police officer or firefighter. Additional specialized courses are also available to police and fire departments. For additional program information and/or specialized courses for the public-safety professional, see the TCC Web page or contact the campus location.

Locations: NW

Real Estate

Professional Home Inspector

This online, self-paced course, developed in conjunction with American Home Inspectors Training Institute (AHIT www.ahit.com/affiliates/tccd/), offers you the best in nationally certified home inspection training. Training topics in construction fundamentals, communication skills, and preparation of professional home inspection reports prepare you to start a home inspection business. The Texas Real Estate Commission has approved our Texas Distance Learning Master Course for the 448 hours required to obtain a Professional Home Inspector License.

Locations: NE

Real Estate Licensure

Courses offered to satisfy the State of Texas education requirements to obtain a Texas Real Estate License and prepare for the state examination for licensure. The Texas Real Estate Commission (TREC) requires completion of 210 classroom hours of real estate education prior to allowing a candidate to sit for the licensing examination. For more information concerning real estate licensing, contact www.trec.state.tx.us, or see the TCC Web page or contact the campus location.

Locations: NE

Children and Youth

Home Schooling

Specialized courses geared toward home-schooled students for mathematics and science. Contact campus locations for opportunities for dual credit for college-level mathematics. See TCC Web page or contact campus location for course selection and start dates.

Locations: NE, NW, SE, SO

English as a Second Language (ESL)

Learn to speak, read and write English. A series of courses help build language skills to enable students to function in an English-speaking society. Contact the Office of Continuing Education on the campus of your choice before enrolling in an ESL class.

Locations: NE, NW, OC, SE, SO, TR

Aprenda a hablar, leer y escribir en inglés a través del programa de Inglés Como Segundo Idioma o ESL. El programa consta de una serie de cursos que ayudan a construir las competencias lingüísticas que permitirán a los estudiantes funcionar en una sociedad de habla inglés. Por favor llame a la Oficina de Educación Continua en el sitio de su preferencia antes de matricularse en las clases de ESL.

Ubicaciones: NE, NW, OC, SE, SO, TR

Học nói, đọc và viết tiếng Anh. Một loạt các khóa học giúp xây dựng các kỹ năng cho người học sinh có thể sinh hoạt trong một xã hội nói tiếng Anh. Xin liên lạc với văn phòng Continuing Education nơi trung tâm bạn muốn học trước khi bạn đăng ký lớp.

Nơi chốn: NE, NW, OC, SE, SO, TR

Personal Enrichment

Continuing Education offers classes for all ages in arts and crafts, dance, music and theatre, languages and communications, photography, physical fitness/recreation/sports, and many other areas.

Locations: NE, NW, SE, SO, TR

In The Community

Corporate Services

TCC Corporate Services offers full-day, half-day and evening training programs at your business or at our training facilities. We conduct training at multiple locations across Tarrant County. Our customized solutions offer expert instructors, result-oriented techniques and tools, small classes, and accommodating schedules.

TCC Opportunity Center

*Jennifer Hawkins, Director of Corporate Services
5901 Fitzhugh Avenue, Fort Worth, Texas 76119
817-515-2580*

Corporate Training Center, AllianceTexas

*13600 Heritage Parkway, Suite 100, Fort Worth, Texas 76177
817-515-2200*

Small Business Development Center

The Small Business Development Center (SBDC) is a professional management counseling service and entrepreneurial training funded by TCC, the State of Texas, and the U.S. Small Business Administration (SBA). The center is designed to provide small businesses in Tarrant County with the practical assistance needed to survive, grow and prosper. The program is part of a nationwide system that links the resources of federal, state and local government to institutions of higher education and the private sector to meet the complex needs of small businesses. Qualified professionals provide counseling and entrepreneurial business courses.

The James E. Guinn Complex

*Wayne Huddleston, Director of the Small Business Development Center
150 South Freeway, Suite 229, Fort Worth, Texas 76104
817-871-6028*

Workforce Services

TCC Workforce Services operates a network of learning centers in the community that assist people in improving their basic reading, math and English-as-a-Second-Language skills as well as preparing them to pass the GED test. Additional services are available for out-of-school youth and adults to enhance work-readiness skills, explore careers, enter vocational training, and prepare for college-level coursework. These services are available at no cost to qualified individuals.

TCC Opportunity Center

*Cesar Diaz, Interim Director of Workforce Services
5901 Fitzhugh Avenue, Fort Worth, Texas 76119
817-515-2585*