LOCATIONS

Main Campus
6101 Montana Avenue
El Paso, TX  79925
(915) 779-8031

Extension Campus
5919 Brook Hollow
El Paso, TX  79925
(915) 779-8031

Extension Campus
5929 Brook Hollow
El Paso, TX  79925
(915) 779-8031

Beaumont Branch Campus
3871 Stagg Drive, Suite 194
Beaumont, TX  77925
(409) 291-4900

College Station Branch Campus
2704 Texas Avenue South, Suite 2
College Station, TX  77840
(979) 703-1306

Killeen Branch Campus
1001 South Fort Hood Street
Killeen, TX  76541
(254) 432-5680

Lubbock Branch Campus
4620 50th Street, Suite 14
Lubbock, TX  79414
(806) 785-2100

Longview Branch Campus
1905 W. Loop 281, Suite 21
Longview, TX  75064
(903) 704-0544

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.
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ADMISSIONS REQUIREMENTS
The admissions process depends on a truthful exchange of information between the applicant and the school. Any applicant not accepted for admission will be notified and no charges will apply. Provide Vista College with official documentation of completion of secondary education. Acceptable documentation includes official high school transcripts, original diploma, a verifiable General Educational Development (GED) certificate or a verifiable original diploma document or official transcript indicating completion of an associate degree at an accredited post-secondary institution. Homeschool documentation may also be accepted.

Some of the continuing education seminars may also require proof of employment from the required industry or work environment, which demonstrates at least 6 months of work experience.

SEMINAR REFUND POLICY
Texas Workforce Commission – Career Schools and Colleges
1. The effective date of termination for refund purposes will be the earliest of the following: (a) the last date of attendance; or (b) the date of receipt of written notice from the individual.
2. If tuition and fees are collected in advance of entrance, and the individual does not enter school, not more than $100 shall be retained by the school.
3. If the individual fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the individual will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
4. A full refund of all tuition and fees is due in each of the following cases: (a) an enrollee is not accepted by the school; (b) if the seminar of instruction is discontinued by the school and thus prevents the individual from completing the seminar; or (c) if the individual's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.
5. REFUND POLICY FOR INDIVIDUALS CALLED TO ACTIVE MILITARY SERVICE.
An individual of the school or college who withdraws from the school or college as a result of the individual being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each seminar in which the individual is enrolled: (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the individual for the seminar and a cancellation of any unpaid tuition, fees, or other charges owed by the individual for the portion of the seminar the individual does not complete following withdrawal; (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the seminar, other than courses for which the individual has previously received a grade on the individual's transcript, and the right to re-enroll in the seminar, or a substantially equivalent seminar if that seminar is no longer available, not later than the first anniversary of the date the individual is discharged from active military duty without payment of additional tuition, fees, or other charges for the seminar other than any previously unpaid balance of the original tuition, fees, and charges for books for the seminar; or (c) the assignment of an appropriate final grade or credit for the courses in the seminar, but only if the instructor or instructors of the seminar determine that the individual has: (1) satisfactorily completed at least 90 percent of the required coursework for the seminar; and (2) demonstrated sufficient mastery of the seminar material to receive credit for completing the seminar.
6. Refunds will be totally consummated within 60 days after the effective date of termination.
ATTENDANCE REQUIREMENTS

Absence shall be charged for a full day when the individual does not attend any of the scheduled classes on that day. A partial day of absence shall be charged for any period of absence during or at the end of the day.

An individual attending Vista College shall be terminated when the individual is absent for more than eight consecutive school days or more than 20% of the total course, whichever occurs first.

Tardiness is a disruption of a good learning environment and is discouraged. Frequent tardiness without legitimate reasons may be cause for disciplinary action up to and including probationary status. Individuals arriving five (5) or more minutes late for a class, or that leave prior to the end of class, will be considered “tardy” or “left early.” Tardiness and early departures affect the individual’s overall education and attendance.

VISTA COLLEGE CAMPUS CATALOG

With the exception of the policies and procedures indicated in the Vista College Continuing Education Catalog, all policies and procedures of the Vista College campuses in the state of Texas appear in the Vista College Catalog on the Vista College website at www.vistacollege.edu.
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<td>EL = EL PASO CAMPUS</td>
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ALIEd health • Campus Seminars

Bloodborne Pathogens CAN CEU Training Seminar
VCPD12 $61 1 HR
This seminar provides an understanding of blood borne pathogens. Individuals will learn about: government regulations regarding blood borne pathogens, common and lesser known blood borne pathogens, and how to prevent exposure to blood borne pathogens.
Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

Communicating with Special Needs Patients CNA CEU Training Seminar
VCPD19 $61 1 HR
Individuals will learn to communicate effectively with supervisors, the care team, residents and family members. Nursing assistant must be able to make brief, accurate oral and written reports to residents and staff. This seminar will help develop these professional communication skills.
Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

Communication CNA CEU Training Seminar
VCPD32 $61 1 HR
Individuals will learn the importance of verbal and written communications.
Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

Cultural Diversity CNA CEU Training Seminar
VCPD22 $61 1 HR
The individual will learn about cultural diversity.
Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

Death and Dying CNA CEU Training Seminar
VCPD23 $61 1 HR
The individual will gain an overview on how to care for dying residents.
Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

EKG Technician Seminar
EKG100 $500 99 HRS
This EKG Technician course prepares the individual to perform routine electrocardiograms. These readings assist the physician to diagnose irregularities or changes in the patient’s heart. The class will prepare individuals to recognize normal and abnormal rhythms, document rhythm strips to provide reliable test results for the physician’s interpretation, administer the EKG, and operate the electrocardiograph machine. EKG Technicians may be employed in hospitals, emergency care clinics or physicians’ offices.
Prerequisites: An individual entering this seminar must provide documentation of completion from an accredited allied health program or work in a medical environment for 6 months.

Electronic Health Record Specialist
EHR100 $500 90 HRS
This seminar provides a basic understanding of EHR tasks and functional benefits that is continuously reinforced by actual EHR experiences. The seminar focuses on EHR rules, regulations, and innovations.
Prerequisites: An individual entering this seminar must provide documentation of completion from an accredited allied health program or work in a medical environment for 6 months.

Evaluation and Management Coding Seminar
VCPD35 $400 21 HRS
Evaluation and Management Coding will provide the individual with the opportunity to learn about the information and documentation required to effectively code procedures and services from the Evaluation and Management (E/M) section of the CPT Manual. Individuals will be trained to review patient/healthcare provider documentation to assign the appropriate codes for healthcare services.
Prerequisites: An individual entering this seminar must provide documentation of completion from an accredited medical insurance billing and coding program or work in a medical environment for 6 months.

Fall Prevention CNA CEU Training Seminar
VCPD24 $61 1 HR
The Individual will learn about:
1. Accident prevention
2. Factors contributing to a patient’s risk of falling
Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

Family Roles and Their Significance in Healthcare CNA CEU Training Seminar
VCPD25 $61 1 HR
The individual will gain an overview of various family units and their significance in health care of the patient.
Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

Geriatric Considerations CNA CEU Training Seminar
VCPD26 $61 1 HR
This seminar provides an understanding of the geriatric patient. Individuals will learn about: psychosocial needs, holistic care, promotion of independence and self-care for maintenance of health and well-being.
Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

Infection Control CNA CEU Training Seminar
VCPD18 $61 1 HR
The individual will be able to identify the most effective means of decreasing the spread of infection in healthcare; identify the means of transmission, common signs and symptoms, and available treatments for communicable diseases commonly found in healthcare; identify standard precautions used in infection control; compare and contrast standard and transmission-based precautions; demonstrate competency utilizing current infection control methods in clinical skills; and demonstrate competency utilizing sterile and aseptic techniques in clinical skills.
Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

Incident Reporting CNA CEU Training Seminar
VCPD16 $61 1 HR
Individual will learn the importance of accurately reporting an incident and the guidelines, to follow when reporting an incident. Topics include incident reporting guidelines and procedures to follow when completing an incident report.
Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

Maintaining Adequate Hydration CNA CEU Training Seminar
VCPD27 $61 1 HR
The individual will learn about the importance of maintaining adequate hydration.
Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

Managing Pain CNA CEU Training Seminar
VCPD22 $61 1 HR
The Individual will learn to assume an active role in the team approach to pain assessment and management. The Individual will be able to use pain assessment techniques, manage patients experiencing pain and use strategies to reduce pain.
Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

Managing the Alzheimer Patient CNA CEU Training Seminar
VCPD11 $61 1 HR
The Individual will be able to understand how Alzheimer’s disease is diagnosed and classified or staged, with differing symptom affecting the lifestyle, environment and challenges placed on caregivers. They will gain an understanding of treatment modalities for Alzheimer disease, and how to manage problem behavior.
Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

Managing Stress CNA CEU Training Seminar
VCPD28 $61 1 HR
The Individual will learn how to recognize stressors and methods of managing stress.
Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

Nursing Care of Diabetes CNA CEU Training Seminar
VCPD14 $61 1 HR
The Individual will learn current information about diabetes, including the ability to provide safe, optimal care and effective patient education.
Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

Nursing Care of Strokes CNA CEU Training Seminar
VCPD17 $61 1 HR
The Individual will learn current information about strokes, including the ability to provide safe, optimal care and effective patient education.

**Prerequisites:** An individual entering this seminar must currently have a CNA/NATP license.

**Nutrition CNA CEU Training Seminar**  
**VCPD20 $61 1 HR**  
The individual will be able to identify the six basic nutrients and their benefits, understand physiological, social, economic, and life style factors that influence nutritional status, food choices, and specific life stage concerns, and explain special diets for residents who are ill.  
**Prerequisites:** An individual entering this seminar must currently have a CNA/NATP license.

**Phlebotomy for Healthcare Professionals Seminar**  
**PH101 $500 45 HRS**  
The individual will be introduced to the legal and ethical issues associated with being a Phlebotomist. This seminar will cover the Anatomy and Physiology of the Cardiovascular System. Individuals will be trained to perform a variety of blood collection methods using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles, and blood culture specimen collection on adults, children, and infants. Emphasis will be placed on infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Individuals will be taught specimen handling, processing, and accessioning.  
**Prerequisites:** An individual entering this seminar must provide documentation of completion from an accredited medical insurance billing and coding program or work in a medical environment for 6 months.

**Positioning and Lifting CNA CEU Training Seminar**  
**VCPD21 $61 1 HR**  
The Individual will learn the appropriate techniques needed to properly position and lift patients.  
**Prerequisites:** Individuals enrolling in this seminar must currently have a CNA/NATP license.

**Professionalism in the Workplace CNA CEU Training Seminar**  
**VCPD29 $61 1 HR**  
The individual will learn about professionalism in the workplace.  
**Prerequisites:** Individuals enrolling in this seminar must currently have a CNA/NATP license.

**Recognition and Care of Patients with Mental Illness CNA CEU Training Seminar**  
**VCPD30 $61 1 HR**  
The Individual will learn about some of the more common forms of mental illness, their signs and symptoms, and guidelines for observing and reporting their occurrence.  
**Prerequisites:** An individual entering this seminar must currently have a CNA/NATP license.

**Recognition and Care of Patients with Swallowing Difficulties CNA CEU Training Seminar**  
**VCPD33 $61 1 HR**  
The Individual will learn the signs/symptoms and management of patients with swallowing difficulties.  
**Prerequisites:** An individual entering this seminar must currently have a CNA/NATP license.

**Rehabilitation and Restorative Care CNA CEU Training Seminar**  
**VCPD31 $61 1 HR**  
The Individual will learn the importance of promoting independence and how exercise improves health, the use of various assistive devices and equipment, and guidelines for maintaining proper body alignment.  
**Prerequisites:** An individual entering this seminar must currently have a CNA/NATP license.

**Resident’s Rights CNA CEU Training Seminar**  
**VCPD13 $61 1 HR**  
The Individual will learn ethical principles and of ethical problems in the nursing assistant’s professional world. Individuals will be able to analyze ethical situations within the scope of their job duties. The seminar includes lectures, discussions, study of codes of ethics and resident’s rights.  
**Prerequisites:** An individual entering this seminar must currently have a CNA/NATP license.

**Skin Management CNA CEU Training Seminar**  
**VCPD15 $61 1 HR**  
The Individual will learn how to provide skin care and how to prevent further damage to the skin.
Prerequisites: An individual entering this seminar must currently have a CNA/NATP license.

ALLIED HEALTH • ONLINE SEMINARS

Direct Introduction to Radiography Continuing Education Online Seminar
TXZ0192009 $99  9 HRS
This self-paced, untimed online seminar is designed as a comprehensive seminar in Radiography with detailed information about bones, cartilage, and joints. It includes information for individuals to learn the various parts that comprise bones, processes and functions that occur in bone, types and functions of bone cells, and standard classifications of bones. The seminar also discusses the history of X-rays, working of x-ray equipment, film development methods, common imaging techniques depending whether bones, cartilage, or joints are involved, and how digital technology has advanced this field. The seminar also provides information about regulations of medical devices, FDA regulatory actions, and local and national laws.
Prerequisites: An individual entering this seminar must have a current Texas X-ray Technician license.

Direct Radiobiology Basics Continuing Education Online Seminar
TXZ0192008 $99  6 HRS
This self-paced, untimed online seminar is designed as a comprehensive seminar intended to provide information on Direct Radiobiology Basics. It combines many different subjects which aid the individual in understanding the body and how injuries or disease occurs including detailed examination of the appendicular skeleton. Individuals receive instruction on techniques for proper x-ray placement to achieve the best pictures of the bones so doctors can see the injury and/or disease.
Prerequisites: An individual entering this seminar must have a current Texas X-ray Technician license.

Direct Radiography/Anatomy Basics Continuing Education Online Seminar
TXZ0192010 $99  10 HRS
This self-paced, untimed online seminar is designed as a comprehensive seminar which combines the study of both radiography and anatomy of human bones. It includes information on different types of bone fractures, injury, healing, and bone growth. The evolution of the X-ray, different types of X-ray equipment, radiographic principles, CAT scans, and MRI’s are also reviewed. Systems of measurements and their equivalences, Nucleic Acids, and DNA are also discussed. The examination of the goals and standards that best advance the field of Teleradiology are included in this seminar.
Prerequisites: An individual entering this seminar must have a current Texas X-ray Technician license.

Radiobiology Essentials Continuing Education Online Seminar
TXZ0037006 $72  8 HRS
This self-paced, untimed online seminar is designed as a comprehensive seminar that introduces Radiobiology Essentials and presents a detailed study of cells, DNA replication, and cell reproduction. The main objective is to examine how radiation affects human cells – particularly how it affects DNA. Research studies examine the fundamentals of nuclear reactions and atomic radiation emissions and the relationship between radiation and illness. The seminar answers questions regarding ionizing radiation in relation to the biological effects and details the system of radiation measurements.
Prerequisites: An individual entering this seminar must have a current Texas X-ray Technician license.

Radiography Anatomy Essentials Continuing Education Online Seminar
TXZ0037005 $72  11 HRS
This self-paced, untimed online seminar is designed as a comprehensive seminar that introduces Radiology Anatomy Essentials through a detailed study of bones and cartilage. The individual learns about the various processes and functions that occur in bone, types and functions of bones cells, the standard classifications of bones, different types of bones fractures, and the healing process. Basic principles of imaging technology as well as the different methods of x-raying fractures are reviewed. This seminar specifically discusses common fractures of the hip, wrist, femur, knee, and pelvic bones and is specifically beneficial to radiography technologists. Terminology designating anatomical directions, planes, and joint motion as well as joint angles is also covered. Individuals must complete ten lessons in order to receive a Certification of Completion.
Prerequisites: An individual entering this seminar must have a current Texas X-ray Technician license.

Radiography Technology Essentials Continuing Education Online Seminar
TXZ0037004 $72 7 HRS
This self-paced, untimed online seminar is designed as a comprehensive seminar that introduces the field of Radiology through a quick review of its history starting with the discovery of X-rays, how they are produced in nature, how machines are designed to create X-rays, equipment, photomultipliers, transformers, film development methods and common imaging techniques used in radiography. The seminar also includes how digital technology revolutionized radiology departments. Individuals will learn technology surrounding tele-radiology including software, network systems, and hardware integrations within digital radiography that allow for the archiving of digital images. Other areas include government standards and how regulations influenced the technical field that uses radiation devices and commercial market that produces and sells these devices.

Prerequisites: An individual entering this seminar must have a current Texas X-ray Technician license.

TRADES • CAMPUS SEMINARS

Carbon Monoxide Analysis Certification Training Seminar
VCPD-7 $250 8 HRS
This one-day seminar is designed to provide HVAC Technicians with the required review and training to take their Carbon Monoxide Analysis Certification. The seminar provides instruction in basic information regarding signs and symptoms of carbon monoxide poisoning, sources of carbon monoxide poisoning, testing procedures, combustion and principles of combustion gas, pressure measurements, measuring air flow, and preparing building and combustion appliance zones. At the conclusion of this seminar, individuals will be eligible to take the Carbon Monoxide Analysis Certification exam.

Prerequisites: An individual entering this seminar must currently be Registered HVAC Technician.

Electrical Metallic Conduit Bending and Fabrication Seminar
VCPD-4EMT $580 17 HRS
In this two-day introduction seminar, the apprentice electrician will learn fundamentals of preparing and installing an electrical metallic tubing (EMT Conduit) system. Individuals will learn types of bends and their applications, mathematical calculations for bending, bending techniques, cutting techniques, securing the system in place, and applying safe work practices.

Prerequisites: An individual entering this seminar must hold a current apprentice electrician license and have basic skills in mathematics.

Combustion Analysis and Fuel Efficiency Seminar
VCPD-6 $500 16 HRS
This one-day seminar is designed to provide basic information HVAC service technicians need to know to be productive and effective when installing and servicing combustion appliances. Topics such as carbon dioxide formation and release, carbon monoxide generation, thermal heat transfer and flame temperature, as well as steps and procedures to increase efficiency and reduce emissions and carbon monoxide safety precautions will be covered. Individuals should expect to increase their knowledge of combustion, the combustion process, combustion control, and draft and venting of fuel fired appliances.

Prerequisites: An individual entering this seminar must currently be Registered HVAC Technician.

Fire Alarm Systems Technician Test Prep Seminar
VCPD-9 $400 16 HRS
This two-day test-prep seminar is designed to prepare engineering technicians working in the fire alarm industry and engaged in a combination of fire alarm system activities the training required to take the Fire Alarm Systems Certification exam. Technical areas covered include applicable codes and standards, types of detectors and signaling systems, supervision requirements, power requirements, building/space structure and occupancy considerations, and basic electricity and electronics.

Prerequisites: An individual entering this seminar must provide documentation of employment in the related field for 3 months.

Heat Pump Technician Certification Training Seminar
VCPD-8 $250 8 HRS
This one-day seminar is designed to provide basic information HVAC service technicians need to know to be productive and effective when installing and servicing combustion appliances. Topics such as carbon dioxide formation and release, carbon monoxide generation, thermal heat transfer and flame temperature, as well as steps and procedures to increase efficiency and reduce emissions and carbon monoxide safety precautions will be covered. Individuals should expect to increase their knowledge of combustion, the combustion process, combustion control, and draft and venting of fuel fired appliances.

Prerequisites: An individual entering this seminar must currently be Registered HVAC Technician.
This two-day seminar is designed to provide HVAC Technicians with the required review and training to take their Heat Pump Technician Certification exam. The seminar provides instruction in basic refrigeration and heat pump components, air flow, methods of defrost, dual fuel systems, trouble shooting, wiring, voltage, and concepts and characteristics of different heat pump systems. At the conclusion of this seminar, individuals will be eligible to sit for the Heat Pump Technician Certification exam.

**Prerequisites:** An individual entering this seminar must currently be a Registered HVAC Technician.

**HVAC DUCT & Envelope Tightness Testing Certification Training Seminar**

**VCPD-5**  
16 HRS  
$500

In this two-day seminar, Individuals will learn the skills and calculations necessary to acquire certification in testing of HVAC ducts and envelopes installed in structures. The lecture portion covers the fundamentals of ducts and envelopes, the importance of tightness in these systems as it applies to energy conservation, and the process of setting up the test. A computer-generated exam is administered to each individual at the completion of the first day of theory. The second day of class involves work in the lab in which the individual tests the tightness of a system through simulation, utilizing real-life testing equipment including vacuum and pressurizing equipment. A paper test is administered to each individual at the completion of the hands-on portion of this seminar. Results of both tests are submitted to the certifying agency for grading and issuance of certificates.

**Prerequisites:** An individual entering this seminar must be employed in the HVAC industry as an installer, technician, or contractor.

**Video Security System Technician Test Prep Seminar**

**VCPD-10**  
16 HRS  
$400

This two-day test-prep seminar is designed to prepare qualified program technicians for certification as a Video Security Systems Technician, Level I. The seminar is based on an analysis of tasks that are performed by a component technician in areas or “domains” such as system installation, testing and commissioning, troubleshooting, and documentation. Topics include safe worksite practices, installation of correct coaxial and twisted pair video cables, installation of camera mounts, assembling of camera hardware and mounting, low voltage power connections, splices & junctions, and assembling cabinets, racks, and mount equipment. At the conclusion of this seminar, individuals will be eligible to sit for the Video Security Systems Technician Level I certification exam.

**Prerequisites:** An individual entering this seminar must provide documentation of employment in the related field for 3 months.

**TRADES • ONLINE SEMINARS**

**Electrician NEC Code Changes Continuing Education Online Seminar**

**TDLR #20041**  
4 HRS  
$40

This timed online seminar is designed as a comprehensive continuing education seminar that provides information on the changes found from the NFPA NEC ® 2014 and 2008 books. Many terms and key words in the NEC 2014 Code that were changed or otherwise revised from the 2008 NEC Code are given. Primarily, those changes that draw on important safety information from the NEC Code or help the individual to achieve learning objectives by their review are presented. This seminar is also designed to provide lifesaving training regarding safety and the prevention of workplace hazards. Individuals will develop understanding of the OSHA requirements and will be able to reduce or eliminate electrical safety hazards in their workplace.

**Prerequisites:** An individual entering this seminar must have a current Texas Electrician license.

**HVAC Fundamentals Continuing Education Online Seminar**

**TDLR #20040**  
4 HRS  
$99

This HVAC Fundamentals timed online seminar is designed as a comprehensive continuing education seminar that provides a basic overview of HVAC designs and the need for HVAC systems. The different scientific principles, different elements and compounds that are used in the profession are covered. HVAC Fundamentals also describes duct system design, air distribution, infiltration, and ventilation. The use of psychometrics, the technique of mental measurements is discussed. The seminar also reviews maintenance of HVAC systems and procedures to make systems perform better. HVAC Fundamentals also discusses electrical systems and their
controls. Ethics in the HVAC industry are also discussed. The Individual must complete all eleven chapters in order to receive a Certificate of Completion.

**Prerequisites:** An individual entering this seminar must have a current Texas HVAC license.

**HVAC Rules, Laws, Health & Safety Continuing Education Online Seminar**

**TDLR #20037**  
$99  
4 HRS

This timed online seminar is designed as a comprehensive continuing education seminar that covers changes in federal, state, and municipal laws within the State of Texas HVAC industry over the past two years. The seminar also includes a mandatory Ethics requirement, HVAC business, laws, health and safety, and environmental requirements. OSHA, EPA, and NOISH standards and regulations and responsibility of the Licensee and License’s company (including any penalties that might be incurred) are also covered. Individuals must complete all seven lessons in order to earn a Certificate of Completion.

**Prerequisites:** An individual entering this seminar must have a current Texas HVAC license.

**HVAC Systems and Standards I Continuing Education Online Seminar**

**TDLR #20038**  
$99  
4 HRS

This timed online seminar is designed as a comprehensive continuing education seminar that provides review of HVAC conditions and the needed equipment for each condition. This seminar provides instruction in using refrigerant correctly and manages its usage. Electricity and its foundation in HVAC systems are also discussed. HVAC Systems & Standards I seminar reviews how air is distributed throughout a home or building, the different exhaust systems used for ventilation, and how to properly ventilate a building. It also includes discussion on the impact HVAC in order to receive a Certificate of Completion.

**Prerequisites:** An individual entering this seminar must have a current Texas HVAC license.

**HVAC Systems and Standards II Continuing Education Online Seminar**

**TDLR #20039**  
$99  
4 HRS

This HVAC Systems and Standards II timed online seminar is designed as a comprehensive continuing education seminar that covers more specific content in Heat systems, zones, controls, and thermostats. Detailed information is provided in ventilation and exhaust systems and the way air is distributed through the home or building. Mechanical, refrigeration, and cooling systems are also reviewed. Individuals will learn how to install each type of HVAC system and how to trouble shoot problems. Individuals must complete the eleven lessons in order to earn a Certificate of Completion.

**Prerequisites:** An individual entering this seminar must have a current Texas HVAC license.

**Texas Tow Truck Operator Rules & Safety Continuing Education Online Seminar**

**TDLR #20036**  
$30  
4 HRS

This Texas Tow Truck seminar is designed as a timed online continuing education seminar which provides information regarding key components of the Texas Tow Act, the Vehicle Towing Occupations Code, Title 14, Regulations of Motor Vehicles and Transportation Chapter 2308 and the Administration Rules of the Texas Department of Licensing and Registration codes and guidelines. Seminar content offers instruction on the basics of highway and driver safety issues for tow truck operators and drivers. Codes of Conduct and Customer Services are covered as well as educational, training and skill requirements that meet current standards in regard to technical and mechanical advancements within the towing industry. Individuals will become familiar with various codes regarding licensing, insurance requirements, towing laws and regulations and the importance of vehicle inspection, safety measures, professionalism and courtesy in this service-based field. Key points and guidelines are provided for those that own Tow Truck companies. Individuals must complete all eight lessons to receive a Certificate of Completion. Upon completion of the seminar, the CE hours are reported to the Texas Department of Licensing and Regulation by the State CE office.

**Prerequisites:** An individual entering this seminar must have a current Texas Tow Truck Operators.

**OFFICE SUPPORT • ONLINE SEMINAR**
<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Business Office Support - BOS101</td>
<td>32</td>
</tr>
<tr>
<td>Business Office Support II - BOS102</td>
<td>32</td>
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<tr>
<td>Business Office Support III - BOS103</td>
<td>32</td>
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<td>Business Office Support IV - BOS104</td>
<td>32</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>128</strong></td>
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This seminar will prepare online individuals to employ skills needed in online coursework and the workplace. This seminar is presented in four (4), sixteen (16) hour lessons/modules. It is designed to provide an overview of basic personal, professional, and self-management skills, including setting goals, professional communication skills, and time and stress management. It will focus on ways to improved study habits to increase one’s memory and motivations and to strengthen decision making and problem solving skills. Additionally, this seminar will prepare individuals to provide office support by employing various tasks such as note-taking, communication, conflict resolution, setting priorities, office information technology, office decorum, office safety, laws, rules, and regulations.

**Prerequisite:** NONE
Continuing Education Catalog
Addendum

300 North Coit Road, Suite 1400
Richardson, TX 75080
972-733-3431, Ext. 1707

Publish Date: February 1, 2020
Effective Date: January 1, 2020 – December 31, 2020
Volume 36

LOCATIONS

Main Campus
6101 Montana Avenue
El Paso, TX 79925
(915) 779-8031

Extension Campus
5919 Brook Hollow
El Paso, TX 79925
(915) 779-8031

Extension Campus
5929 Brook Hollow
El Paso, TX 79925
(915) 779-8031

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.
ADMISSIONS REQUIREMENTS

The admissions process depends on a truthful exchange of information between the applicant and the school. Any applicant not accepted for admission will be notified and no charges will apply. Applicants must provide Vista with official documentation of completion of secondary education. Acceptable documentation includes official high school transcripts, original diploma, a verifiable General Educational Development (GED) certificate or a verifiable original diploma document or official transcript indicating completion of an associate degree at an accredited post-secondary institution. Homeschool documentation may also be accepted.

Some of the continuing education seminars may also require proof of employment from the required industry or work environment, which demonstrates at least 6 months of work experience.

Medical Spanish for Heritage Speakers

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNIT 1: Introduction to Healthcare</th>
<th>UNIT 2: Medical Institutions</th>
<th>UNIT 3: First Aid &amp; Emergency Response</th>
<th>UNIT 4: Medical Specialties</th>
<th>UNIT 5: Surgical Procedures</th>
<th>UNIT 6: Mental Health</th>
<th>UNIT 7: Infancy &amp; Old Age</th>
<th>UNIT 8: Public Health</th>
<th>Course Review and Final Exam</th>
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<td>HRS</td>
<td>8 HRS</td>
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<td>6 HRS</td>
<td>12 HRS</td>
<td>18 HRS</td>
<td>12 HRS</td>
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<td>8 HRS</td>
<td>10 HRS</td>
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</table>

Medical Spanish is designed to expand the student’s vocabulary and proficiency in Spanish for healthcare. The course focuses on building medical vocabulary and developing speaking, writing, and presentation skills in Spanish within the context of healthcare. This includes study and research on various healthcare topics, role-play scenarios, research, significant vocabulary acquisition, and, when possible, guest speakers and visits to local clinics or hospitals.

Prerequisite: Learners must test-in via Language Plus placement exam and place at Intermediate level or higher.

COURSE MATERIALS

All required textbooks and other materials are provided to the student at the start of the course at no additional cost.


Selections from:
Continuing Education Catalog
Addendum

300 North Coit Road, Suite 1400
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972-733-3431, Ext. 1707

Publish Date: March 1, 2020
Effective Date: January 1, 2020 – December 31, 2020
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<td>Extension Campus</td>
<td>5919 Brook Hollow</td>
<td>(915) 779-8031</td>
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<tr>
<td>College Station Branch Campus</td>
<td>2704 Texas Avenue South, Suite 2</td>
<td>(979) 703-1306</td>
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<tr>
<td>Killeen Branch Campus</td>
<td>1001 South Fort Hood Street</td>
<td>(254) 432-5680</td>
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<tr>
<td>Longview Branch Campus</td>
<td>1905 W. Loop 281, Suite 21</td>
<td>(903) 704-0544</td>
</tr>
<tr>
<td>Beaumont Branch Campus</td>
<td>3871 Stagg Drive, Suite 194</td>
<td>(409) 291-4900</td>
</tr>
<tr>
<td>Lubbock Branch Campus</td>
<td>4620 50th Street, Suite 14</td>
<td>(806) 785-2100</td>
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Some of the continuing education seminars may also require proof of employment from the required industry or work environment, which demonstrates at least 6 months of work experience.

Intravenous Therapy
VCPD36 $250 6 THEORY HRS/6 LAB HRS

This course provides an introduction to Intravenous Therapy for healthcare professionals. The course focuses on IV procedures, uses, regulations.

Prerequisite: An individual entering this seminar must provide documentation of completion from an accredited allied health program or work in a medical environment for 6 months.

COURSE MATERIALS
All required textbooks and other materials are provided to the student at the start of the course at no additional cost.