

# COMMUNITY EDUCATION

In response to the community's unique needs, Laredo College offers a diverse range of educational opportunities through its Continuing Education and Adult Education and Literacy programs, with a particular focus on adult learners. Courses and programs are available to support the lifelong learning goals of adults across all backgrounds, providing flexible and accessible education options. For a full listing of available courses, descriptions, and fees, please visit [www.laredo.edu/ce](http://www.laredo.edu/ce) (<http://www.laredo.edu/ce/>)

## Continuing Education

The Continuing Education Department offers courses and programs to community members interested in enhancing their occupational, professional, cultural, or social skills beyond their current levels. We continually strive to provide a comprehensive inventory of short non-credit courses in various disciplines.

Continuing Education courses are featured in a printed quarterly schedule which is disseminated throughout the community and on the LC website. Courses are also publicized by the Marketing and Public Relations Office with the cooperation of the local news media. All courses are taught by highly qualified instructors, and general information pertaining to their content is provided at the time each course is publicized. For Continuing Education course descriptions and fees refer to [www.laredo.edu/ce](http://www.laredo.edu/ce) (<http://www.laredo.edu/ce/>) or visit us at the Ft McIntosh Eloy Garcia Building Room 102 or South Campus Academic and Advanced Technology Center (AAC) Room 231.

Under the following general categories, a variety of programs are available:

### Business Applications

Bookkeeping Certification  
Payroll Certification  
QuickBooks Workshops & Certification  
Office Management & Leadership  
Associate Professional in Human Resources  
Professional Legal Secretary  
Microsoft Office Suite

### Safety & Health

OSHA 10-HR- General Industry  
CPR/First Aid/ AED  
Cat & Dog First Aid

### Workplace Preparation

Food Manager Protection Certification  
Substitute Teacher Training

### Professional Health Programs

Registered Dental Assistant  
Pharmacy Technician  
Patient Care Technician  
Medical Billing & Coding  
Medical Administrative Assistant  
EKG Technician  
Community Health Worker  
Basic Life Support (BLS) for Healthcare Providers

### Logistics & Transportation

Certified Logistics Associate

Certified Logistics Technician  
Professional Truck Driving (CDL - Class A)  
Professional Bus Driving (CDL - Class B) Forklift  
Operations & Certification  
Hazardous Materials Transport

## Continuing Education Grading Criteria

Generally, there are no examinations required for courses within Continuing Education. However, it is recommended that you inquire about prerequisites or placement requirements before enrolling in a course or program. Continuing Education instruction is offered as short non-credit courses or programs. Continuing Education awards CEUs (Continuing Education Units) upon successful participation or completion of a course. CEUs indicate a measure of substantive professional education and training. A CEU is defined as one-tenth of a contact hour.

To receive a Certificate of Completion, participants must meet 90% attendance of total course hours, and when applicable the following grading criteria apply:

Criteria	Percentage
Attendance	70%
Assignments	10%
Quizzes	10%
Class Final Exam	10%

For course descriptions and fees refer to [www.laredo.edu/ce](http://www.laredo.edu/ce) (<http://www.laredo.edu/ce/>).

## Adult Education and Literacy

The Adult Education & Literacy program provides services throughout the year at Webb, Zapata and Jim Hogg Counties. Services are provided at Laredo College Ft. McIntosh and South campuses, as well as at numerous sites within the tri-county area. The Ft. McIntosh office is located in the Eloy Garcia Building Room 111 and the South campus office is located in the Academic & Advanced Technology Center (AAC) Office Room 231; office hours at both campuses are open from 8 A.M. to 9 P.M. from Monday through Thursday, and 8 A.M. to 12 P.M. on Fridays. The program offers classes in Adult Basic Education (ABE), English as a Second Language (ESL), English Literacy/Civics (EL Civics) Instruction, and the High School Equivalency (HSE) Exam preparation. Classes are also offered to prepare participants to enter the workforce or to transition to post-secondary education. A specific class schedule will be determined on an individual basis when the student enrolls.

In compliance with the Texas Workforce Commission (TWC) grant funding guidelines, a student may be admitted to the Adult Education and Literacy Program at Laredo College if the student:

- Is 18 years old or older living in Webb, Jim Hogg or Zapata County. (If the individual is 17 years old, he/she must have a withdrawal letter from the last school they attended along with a signed parent consent form. If the individual is 16, he/she must have an official court order along with a withdrawal letter and parental consent form.)
- Is not enrolled in, or required to be enrolled in, secondary school under state law;
- Lacks mastery of basic skills;
- Does not have a secondary school diploma or equivalent; or
- Is unable to speak, read, and write English.

## Purpose of Adult Education & Literacy

- To assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency;
- To assist adults who are parents to become full partners in their children's education;
- To assist adults in the completion of a secondary school education.

## Assessment

Adults interested in Adult Education & Literacy programs supported through TWC grants must be assessed prior to enrollment in an adult education course.

## Orientation

In order to prepare the adult to be successful in the program and to assist in the transition back to the classroom, an orientation is conducted as a separate component prior to enrollment. During the orientation, a variety of topics are presented. Among them are program information, goal setting, review of study skills, note-taking, time management, and learning styles.

The objectives of the orientation session are to help the adult decide if he/she is ready to commit to the education process and to provide him/her with some of the necessary tools to be successful in his/her studies

## Enrollment

Adults wishing to enroll in Adult Education & Literacy courses will be asked to provide a valid identification and proof of residency. The following are valid identifications:

- Birth certificate
- Official record showing date of birth
- Baptismal record
- DD-214, Certificate of Release of Discharge from Active Duty
- Driver's license
- Federal, state, or local governmental identification card
- School records
- School identification card
- Work permit
- Native American tribal document
- Other official documents issued by a federal, state or local government agency, such as discharge documents from the Texas Department of Criminal Justice, with date of birth included, or a voter registration card or certificate
- Other official documents issued by a foreign government agency, such as a consular

Note: Under the Workforce Innovation and Opportunity Act, states will have to prove that adult education students have earned their GED, are gainfully employed, and/or are enrolled in higher education or other training programs. The Social Security Number is the only identification number that can be used to check the respective files in the Texas Education Agency, the Texas Workforce Commission, and the Texas Higher Education Coordinating Board. If a Social Security Number is not provided, student success will be difficult to track.

## Attendance

Adults enrolling in adult education courses funded through TWC grants must be committed to attending and actively participating in the respective course(s) in which they are enrolled. Adults are required to

attend classes to remain enrolled. Adults will be dropped after being absent for three consecutive class periods or six non-consecutive class periods. In case of an emergency, the adult must make arrangements with the instructor to make-up all missed work in order to remain enrolled in the program.

## Class Schedules

Daytime and evening classes are offered at Laredo College Fort McIntosh and South campuses. Classes are also offered throughout the community with a variety of schedules. For additional information, please contact the Adult Education & Literacy Offices, Ft. McIntosh Campus at (956) 721.5436 or South Campus at (956) 794.4436.

## High School Equivalency (HSE) Exam

The HSE Series consists of four exams: Mathematical Reasoning, Social Studies, Science and Reasoning through Language Arts (Reading & Writing). Students will be tested on their ability to read and process information, solve problems, and communicate effectively. Students will also be required to write an essay when applicable to the subject area.

The State guidelines specify that in order for students to be eligible to take the HSE exams and receive a certificate of High School Equivalency, the following conditions must be met:

1. The individual must be a resident of Texas or a member of the U.S. Armed Forces stationed at a Texas installation.
2. The individual must be at least eighteen (18) years old. A seventeen (17) year old is eligible to test after submitting the High School Non-Enrollment Form and the Parental Consent Form to TEA A sixteen (16) year old may test if
  - a. recommended by a public agency that has supervision/custody under a court order or
  - b. in a Job Corps. Training program and submit the Court Ordered 16 or 17 year-old Form.
3. The individual must have a government (national or foreign) issued photo ID, such as a state driver license, Department of Public Safety identification cards, military ID, passport, U.S. passport card of a matricula consular
4. When applicable, the individual must also present a Social Security Card.

Applicants must register, schedule and pay for the HSE exam by visiting [www.myged.com](http://www.myged.com) (<http://www.myged.com/>) or [www.myged.com](http://www.myged.com) (<http://www.myged.com/>).

## Local Testing Centers

- Laredo College Assessment Center 956-721-5418
- TAMU Testing Center 956-326-2131

## Customized Training

The Continuing Education Department offers Customized Training to the business community, through specialized training customized to meet your company's needs. The Continuing Education Department can be your single source for on-site or on-campus training.

Why customized training?

- Businesses will improve their overall performance by enhancing employee productivity and morale, offering employees professional development opportunities, and meeting regulatory and state-mandated certification needs.

- Customized training is convenient; we will design and deliver top-quality training that is effective and timely.
- Customized courses are affordable; learn more by calling 956-721-5374.

## **Workforce Innovation and Opportunity Act (WIOA)**

The Workforce Innovation and Opportunity Act (WIOA) program is a collaborative initiative involving Congress, the U.S. Department of Labor, the Governor of Texas, the Texas Workforce Commission's Workforce Development Division, and Workforce Solutions for South Texas. This partnership is designed to create pathways for individuals to enhance their employability through skills development and training. Through Texas Workforce Solutions, eligible participants are sponsored to receive specialized training at Laredo College (LC), empowering them to build in-demand skills and advance their career prospects in alignment with regional labor market needs. This joint effort ensures a robust connection between education, workforce development, and economic growth in Texas. The following areas of study are eligible:

- Air Conditioning and Refrigeration
- Applied Accounting
- Automotive Technology
- Computer Electronics Technology
- Dental Assisting
- Diesel Engine Mechanics and Repair
- Electrical Technology
- Import-Export
- Management
- Medical Assisting
- Nursing
- Pharmacy Technician
- Professional Truck Driver
- Vocational Nursing