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# Continuing Education

Continuing Education courses cover a variety of subjects and offer alternative opportunities to individuals seeking non-traditional educational experiences. These courses are open to interested persons without regard to eligibility for admission to college-credit programs.

Continuing Education programs at Central Texas College have been designed to provide opportunities for learning new skills for employment or to upgrade present skills. CTC offers programs sanctioned by appropriate state and national associations and state licensure boards. Education programs can be tailor-made and, if desired, offered in-house to meet specific job upgrading and mobility needs of individual organizations. In addition to job-related education Central Texas College's Continuing Education department offers courses that foster personal growth and enrichment.

Continuing Education classes may be offered in the following areas:

## **Professional Development & Workforce Education**

Basic Peace Officer Academy  
Basic Jailer Course  
Manufacturing  
Telecommunications Course  
Truck Driving  
Veterinary Assistant

## **Allied Health Care Professions**

Clinical Medical Assistant  
Certified Nurse Aide  
Licensed Massage Therapy Program  
Pharmacy Technician

## **Veteran and Industry Partnership**

Project Management Professional Certification Program  
Project Management Professional Exam Boot Camp

## **Customized Training**

Continuing Education can teach one of our existing classes just for your business at your location or on our campus. We can also develop training for your business. Take advantage of our customized training service by working with us to develop programs tailored to the content, schedule and location requirements of your specific business. These programs are a wonderful way to increase employee productivity and improve customer satisfaction.

## **Online Continuing Education**

There are several options available for online continuing education. Visit our website for additional information.

For more information concerning Continuing Education programs, call 526-1586 or visit our website <http://www.ctcd.edu/students/continuing-education/>

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# Professional Development and Workforce Education

## Basic Peace Officer Academy

*The Basic Peace Officer Non-Credit Academy program objectives are to provide sufficient knowledge and skill to agency sponsored students to successfully complete the Texas Commission on Law Enforcement licensing examination. Supporting academic coursework and basic core competencies will provide an optimal opportunity for the graduate to profit from further study and practice as an educated member of the community.*

### **CJLE 1006 Basic Peace Officer I**

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. \*\*\* (160 hours)

### **CJLE 1012 Basic Peace Officer II**

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. \*\*\* (160 hours)

### **CJLE 1018 Basic Peace Officer III**

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. \*\*\* (160 hours)

### **CJLE 1024 Basic Peace Officer IV**

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. \*\*\* (160 hours)

### **CJLE 1029 Basic Peace Officer V**

Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. Satisfies or exceeds the Texas Commission on Law Enforcement approved Basic Peace Officer Academy Course #1000. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. \*\*\* (160 hours)

## Basic Jail Course

Human relations; observation; evaluation of prisoners; booking procedures; classification; mug shots; fingerprinting; strip searches; meals; medical services; visitation; inmates rights and privileges; detention areas; disturbances; riots; fire procedures; release procedures; and key, knife and tool control. Includes the required Texas Commission on Law Enforcement objectives for course #1007. (108 hours)

## Basic Telecommunicator Course

This course complies with the licensure requirements of the State of Texas for a Basic Telecommunicator license through TCOLE. Upon completion of this course the student will demonstrate skills as a public safety dispatcher; radio operations; identify legal issues regarding telecommunications; process radio logs and documentation; and prioritize emergency calls for management; stress management, and crisis intervention. Fulfills requirements for licensing as a telecommunication operator under the Texas Commission on Law Enforcement Course #1013. (48 hours)

## Manufacturing

This program includes five courses with curriculum developed by Manufacturing Skills Standards Council (MSSC). This program is approved by Manufacturing Institute to instruct transition soldiers to an assessment of Certified Production Technician (CPT). (Total 352 hours)

### **OSHT 1001 Introduction to Safety and Health**

An introduction to the basic concepts of safety and health. (48 hours)

### **MFGT 1002 Introduction to Automated Manufacturing**

Overview of automated manufacturing principles; including manufacturing process, control systems, and measurement theory. (80 hours)

### **ENTC 2031 Manufacturing Materials**

Identification of materials used in manufacturing including metals, plastics, composite materials, concrete, ceramics and wood. Includes application of material properties and quality standards for selection of materials to manufacture components. (64 hours)

### **INMT 1019 Manufacturing Process**

Exploration of a variety of methods used in manufacturing. Theory and application of processes including but not limited to metal forming, welding, machining, heat treating, plating, assembly procedures, and process control considerations, casting and injection molding. (80 hours)

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**MFGT 1006 Mechanical Principles in Automated Manufacturing**

Overview of mechanical principles used in automated manufacturing. Includes common measurement methods, engineering drawings, and mechanical methods used in automated manufacturing. (80 hours)

## Truck Driving

*A program that prepares individuals to demonstrate the safe operation and compliance with the law in various maneuvers of a commercial vehicle in different traffic situations; operate a tractor-trailer combination; and maneuver the vehicle safely frontward and backward around various obstacles. (Total 210 Contact Hours)*

**CVOP 1013 Professional Truck Driver I**

Overview of the State of Texas Class A Commercial Drivers License written test. Includes preparation for mastery of the Commercial Drivers License written examination, general truck driving skills with hands-on component, and instruction coordinated with the Department of Transportation. (105 hours)

**CVOP 1040 Professional Truck Driver II**

A continuation of Professional Truck Driver I. General truck driving with hands-on skill development and instruction coordinated with the Department of Transportation. (105 hours)

## Veterinary Assistant

*As a Veterinary Assistant you will help the Veterinarian or the Veterinarian Technician in their daily tasks. Students will learn to feed and give water to pets; examine them for signs of illness, disease or injury; clean and disinfect cages and work areas; as well as sterilize laboratory and surgical equipment in laboratories, animal hospitals and clinics. This program combines 35-hours of accelerated classroom training with emphasis on skills mastery through hands on practice and supervision and 35-hours of volunteer experience to be completed independently. (Total 70 Contact Hours)*

**VTHT 1012 Veterinary Assistant**

Survey of basic patient observation, record keeping, care and comfort, animal husbandry, sanitation, safety procedures, and the roles and responsibilities of the veterinary team. (35 hours)

# Allied Health Care Professions

## Clinical Medical Assistant Training Program

*As a Clinical Medical Assistant, the student will be trained to help the physician carry out procedures, care for patients, perform basic lab tests and administer medications. The Clinical Medical Assistant works in a physician's office or a clinic setting. This course consists of 280-hours of accelerated classroom training with emphasis on skills mastery through hands-on practice and supervision and a 40-hour clinical. (Total 340 Contact Hours)*

**MDCA 1009 Anatomy and Physiology for Medical Assistants**

The course emphasizes the structure and function of human cells, tissues, organs, and systems with an overview of common pathophysiology. (58 hours)

**MDCA 1010 Medical Assistant Interpersonal and Communication Skills**

The course emphasizes the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting. (48 hours)

**MDCA 1017 Procedures in a Clinical Setting**

The course emphasizes patient assessment, examination, and treatment as directed by physician. Course includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings. (90 hours)

**MDCA 1052 Medical Assistant Lab. Procedures**

Students will learn to abide by governmental healthcare guidelines. The course includes specimen collection and handling, quality assurance and quality control in performance of laboratory testing. (64 hours)

**MDCA 1060 Clinical-Medical Clinical/Assistant**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (80 hours)

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## Certified Nurse Aide Training Program

*This 116-hour course includes 76 hours of classroom instruction (including skills lab) and 40 hours of clinical practice in a long term care facility. Training will provide students with the knowledge, skills and abilities essential for providing basic care to long term care residents. (Total 116 Contact Hours)*

### **NURA 1001 Nurse Aide for Health Care**

The course teaches the knowledge, skills, and abilities essential to providing basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis is on effective interaction with members of the health care team, restorative services, mental health and social service needs. (68 hours)

### **NURA 1060 Clinical Nursing Assistant/Aide**

Students will receive a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (48 hours)

## Licensed Massage Therapy

*A 600 classroom hour certificate of completion program in compliance with the Texas Department of State Health Services. The program prepares the graduate to sit for the State of Texas licensure examination – MBLEx – the Federation of State Massage Therapy Boards' Massage and Bodywork Licensing Exam which is good in 41 states. Graduates are prepared for a massage therapy career in a variety of healthcare settings. The LMT Program provides classroom instructions and supervised internship experience. (Total 600 Contact Hours)*

### **MSSG 1007 Busi. Practices & Professional Ethics**

The study of physical and financial office practices and marketing. Includes ethical practices for massage therapists as established by law or regulatory agency. Meets the minimum 45-contact-hour requirement for licensure. (50 hours)

### **MSSG 1013 Anatomy & Physiology for Massage**

In-depth coverage of the structure and function of the human body. Includes cell structure and function, tissues, body organization, and the integumentary, skeletal, muscular, nervous, and endocrine systems. Emphasizes homeostasis/wellness care. Meets the minimum 75-contact-hour requirement for Anatomy and Physiology for licensure. (85 hours)

### **MSSG 2013 Kinesiology for Massage**

Applied study of human kinesiology. Muscle movements and dysfunctions will be discussed and palpated. Includes theory and practice of functional muscle testing. Meets the minimum 50-contact-hour requirement for licensure. (55 hours)

### **MSSG 2014 Pathology for Massage**

General discussion of pathologies as they relate to massage therapy. Includes universal precautions and their management in professional practice. Also covers etiology, signs, symptoms, and the physiological and psychological reactions to disease and injury. Meets the minimum 40-contact-hour requirement for licensure. (45 hours)

### **MSSG 1009 Health and Hygiene**

The study of safety and sanitation practices including universal precautions. The importance of proper body mechanics, maintaining a healthy lifestyle, maintaining the massage environment, and the advantage of therapeutic relationships is also included. Meets the minimum 20-contact-hour requirement for licensure. (25 hours)

### **MSSG 1005 Hydrotherapy/Therapeutic Modalities**

The use of accepted hydrotherapy and holistic healthcare modalities of external application of temperature for its reflexive effect. Meets the minimum 20-contact-hour requirement for licensure. (20 hours)

### **MSSG 1011 Massage Fundamentals I**

Introduction to the theory and the application of skills necessary to perform Swedish massage to meet the minimum 125-contact-hour requirement for licensure. (125 hours)

### **MSSG 2011 Massage Fundamentals II**

A continuation of Massage Therapy Fundamentals I. Emphasizes specialized techniques and assessment of client needs to identify a specific plan of care. Completes the requirements for Massage Techniques for licensure. (100 hours)

### **MSSG 1091 Special Topics (Healthcare Communication)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (45 hours)

### **MSSG 2086 Internship**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. (50 hours)

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## Pharmacy Technician

*As a Pharmacy Technician you will help the pharmacist package or mix prescriptions, maintain client records, refer clients to the pharmacist for counseling, assist with inventory control and purchasing, as well as collect payment and coordinate billing. This course consists of 200 hours of accelerated classroom training with emphasis on skills mastery through hands-on practice and supervision. (Total 200 Contact Hours)*

### **PHRA 1001 Introduction to Pharmacy**

An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques. (46 hours)

### **PHRA 1002 Pharmacy Law**

Survey of federal and state laws governing the practice of pharmacy. Describes the legal and ethical constraints governing technician responsibilities and pharmacist responsibilities in various settings. (30 hours)

### **PHRA 1009 Pharmaceutical Math**

Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ration and proportion, percentage, dilution and concentration, mill equivalents, units, intravenous flow rates, and solving dosage problems. (46 hours)

### **PHRA 1013 Community Pharmacy Practice**

Introduction to the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. Designed to train individuals in supply, inventory, and data entry. Includes customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input, editing, and legal parameters. (78 hours)

### **PHRA 1060 Clinical-Pharmacy Technician/Assistant**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Explore the fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. Course includes an-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement, and inventory control. (50 hours)

## Veteran and Industry Partnership

### **Project Management Professional Certification Program**

The Project Management Professional (PMP®) credential is the most important industry-recognized certification for people working in project management. Our program is a five-meeting course that delivers the critical details needed for a successful, accelerated learning experience. You will learn how to initiate, plan, execute, monitor, control and close projects. Upon completion, you will be able to demonstrate you have the experience, education and competency to successfully lead and direct projects.

### **Project Management Professional (PMP) Exam Boot Camp**

To earn your PMP® credential, you must meet the experience and education requirements plus pass the PMP® examination, a 200-question, multiple-choice test. Regardless of how advanced your project management experience or education might be you should still prepare vigorously for the exam. In this class, you will review test-relevant material, complete practice exercises and receive a four-hour take home exam that can be taken multiple times.

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# Fort Hood Transition Programs

## SAP - Winterprise Systems Business Analysis

*Courses must be taken in the order listed to ensure prerequisite requirements.*

### **BMGT 1091 Introduction to Enterprise Systems**

This course is an introduction to enterprise systems with a particular emphasis on SAP software. This includes the fundamentals of enterprise resource planning (ERP) systems concepts and the importance of how they are used within an organization. Students will have an applied curriculum that takes them through the following business processes: financial and cost accounting (FICO), production, sales, material planning, and inventory & warehouse management. Students will learn the front-end end user perspective of each of these areas on the most current SAP system, and become comfortable with creating standard business documents such as general ledger postings, purchase orders, production orders, sales orders, and goods movements' postings in and out of the warehouse.

### **ITSC 1091 ERP Configuration**

This is an advance level course that will focus on the implementation phase of enterprise (ERP) systems. Emphasis is on based on three key areas of: defining and assigning user organizational levels (company code, plant, storage location, etc..), defining master data requirements (chart of accounts, cost centers, customer master data, vendor master data, material master data), and implementation of business rules for each module of an enterprise system. Students will have a back end look of enterprise system and complete hands on exercises using the SAP IMG implementation tool where they will create the required organizational elements and master data, and then test out the configuration for each business process (FICO, production, sales, MRP, and IWM). Prerequisite: BMGT 1091.

### **ITSC 1092 Enterprise Systems, Tools, Concepts, and Careers**

This seminar course provides an overview discussion of ERP emerging trends and projects. This can include a look at new ERP software tools, reviewing case studies on ERP implementation issues, discussion of "big data" generated by enterprise systems and data analytics tools, and a preview of career opportunities for those with an ERP skillset.

### **BMGT 1097 ERP Business Process Integration with Simulation**

This seminar course emphasizes the integration of enterprise systems within an organization using a sequence of ERP simulation games. Students will compete as corporate teams to make common business decisions such as product lines, sales pricing, advertising, production levels, and distribution markets using one or more ERP simulation games (Distribution game, Manufacturing game, etc..) with the ultimate goal to see who will be the most profitable. The objective of these exercises is to show how a common ERP system is used by managers to carry out business decisions.

### **BMGT 1095 ERP Program CAPSTONE**

This capstone course in ERP systems leads students through the official SAP TERP10 (training in ERP for 10 days) certification course culminating in the SAP professional certification exam. Students will complete a rigorous curriculum that includes the integration of the complete supply chain and business process to include FICO, Purchasing, Manufacturing, Sales, MRP, Inventory & Warehouse Management, Enterprise Asset Management, Project Systems, and Business Intelligence. The knowledge base will include the integration of organizational levels, master data, business process, and reporting. After completion of this final course and exam students will be awarded an SAP Certification and will be ready for a career as an SAP implementation consultant. Prerequisite: BMGT 1091 and ITSC 1091.