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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  
Telecommunications Course  
Truck Driving  
Veterinary Assistant  
Project Management Professional Certification Program  
Project Management Professional (PMP) Exam Boot Camp

## Allied Health Care Professions

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

## 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)

## 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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## Truck Driving

*A program that prepares individuals to apply technical knowledge and skills to drive trucks and buses, delivery vehicles, for-hire vehicles and other commercial vehicles. Includes instruction in operating gas, diesel, or electrically-powered vehicles; loading and unloading cargo or passengers; reporting delays or accidents on the road; verifying load against shipping papers; arranging transportation for personnel; and keeping records of receipts and fares. (Total 160 Contact Hours)*

### **CVOP 2033 Advanced Driving Skills I**

Operation of a tractor-trailer combination in city and highway conditions. Includes controlling and maneuvering the vehicle through various traffic situations in different conditions with numerous tractor-trailer combinations. (80 hours)

### **CVOP2037 Advanced Driving Skills II**

Continuation of tractor-trailer operation in city and highway conditions. Exploration and practical applications of space management techniques, improved methods for control in difficult traffic situations, and effective operation in various conditions. (80 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 320 Contact Hours)*

### **MDCA 1009 Anatomy and Physiology**

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. (68 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 2031 Adv. Medical Assistant Technology**

The course focuses on the theory and application of administration and clinical skills. (40 hours)

## 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. (76 hours)

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**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. (40 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)

## 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. (50 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. (20 hours)

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**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.(40 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.(2 hours)