

Featured Office Technology Instructor:

Melissa Gonzalez has been part of the adjunct faculty of CTC since 1999, but recently became a full-time instructor in the Office Technology Department at CTC. Ms. Gonzalez holds a Master of Science in Psychology, and a Bachelors of Professional Studies in Psychology and Communication. Prior to her teaching experience, Ms. Gonzalez spent three years as an Administrative Assistant, and four years as an Executive Secretary. Since 2001, Ms. Gonzalez has taught psychology in the Service Area Campus for CTC, and taught psychology at Temple College from Summer 2008 through Fall 2011. In addition to being a full-time instructor in the Office Technology Skills Center, Ms. Gonzalez also teaches a Business English Distance Learning course.



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Distance Learning Week

The Office Technology Department participated in Distance Learning Week November 7-8. Numerous instructors (Mrs. McAnally, Mrs. Richardson, and Mrs. Gonzalez) and students (Margaret Watson, Anselmo Cisneros, Loiwaskai Brundage, and Natacha Guibert) were available at the department's booth various times during those two days to provide information to prospective students about the degree plans and courses offered. Twenty-eight students filled out data cards to let us know they were interested in being contacted with more about the programs available to them. Five of those students were randomly selected to win Office Technology t-shirts.

Office Technology Skills Center

We're collecting pennies for the scholarship fund!

Simply bring in your pennies, place them in the jar, and

WATCH OUR FUND GROW!



Coming Home

Tonya Eaton, a Business and Healthcare Administration student at CTC, and her family were recently chosen to be featured on the television show "Coming Home". Tonya has been married to SFC Michael Eaton for almost six years, and they have four children—Colton, Mackenzie, Cheyannea, and Michah. This is SFC Eaton's sixth deployment, and the third since he and Tonya have been married. Nine months into the current deployment, Tonya and their children were flown out to Oakland, California, for a Raider's game. Since the boys play high school football, the Raiders' Football Association brought them onto the field to kick a field goal. When they reached the field, the player holding the football was their dad. It was a huge surprise for the family, one that they will never forget. The Eaton's episode of "Coming Home" will air on the *Lifetime* network in February or March 2012.

Focus on Students

Kristen Bridges is a mother of four who recently completed her Health Information Management certificate in the Skills Center.

Ms. Bridges said that she found it easy to learn in the self-paced format, because of how the modules were set up and the assistance from the instructors.

Ms. Bridges finished her internship at Metroplex Hospital in the Health Information Management Department under the supervision of Leanne Starkovich. She says that she learned an abundance of real-life skills in the various areas (birth certificates, scheduling, coding, transcription, etc.)

Ms. Bridges is now working at Dr. Charles Sturtevant's office in Killeen and performs clerical duties, handles creation and maintenance of patient files, insurance verification, and assists with preliminary tests. She loves her new career and is proud of her accomplishments. She is now working towards her AAS in Office Management.

Anselmo Cisneros is currently a student in the Office Technology Skills Center, working towards his Medical Office Specialist Certificate. He began in December 2010. Mr. Cisneros says that he likes the flexibility of the self-paced courses. He is able to take the classes he feels are best at the time and is able to work around his schedule. He says that the instructors are very knowledgeable and helpful and that he likes the environment of the Skills Center.

Vicky Zimmerman, a former Office Technology student, was a stay-at-home military wife and mom who decided to go back to school after being out for 15 years and battling stage four cancer.

She began by working towards her Associates in Business Administration and then decided to continue to get a Bachelor's Degree in Education. She worked part time for the Dean, writing curriculum to earn money to continue her education and achieve her goal of becoming an instructor.

After receiving her Bachelor's she started teaching part-time at CTC, while working on a self-paced Medical Secretary degree. She was then hired as a department assistant for the Office Administration Department.

Ms. Zimmerman left Texas, but was determined to continue her education and get back into the work force. She went on to receive her Master's Degree, and she also got her School District Administrator (SDA) and School Business Administrator (SBA) certifications in New York.

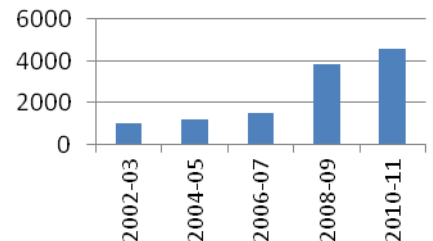
She now holds an administrative position at the Cheektowaga-Maryvale School District in Cheektowaga, New York. She is accountable for the New York State report for Adult Education. Her school district had the highest score in its region last year, receiving a 3.91 out of 4.0.

She says "I owe my motivation and determination to the staff at Central Texas College whom I consider outstanding. I will never forget the way they touched my life."

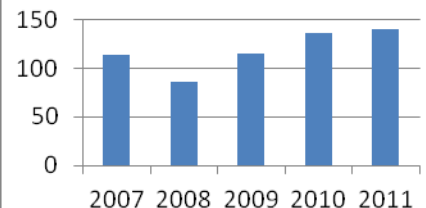
Office Technology Enrollments Increase

The Office Technology Department at CTC offers classes in numerous formats, to include traditional face-to-face courses, distance learning (online) courses, and self-paced courses in the Skills Center. With most classes being offered multiple times a year (the Skills Center offers open enrollment year round for all courses), students are able to have flexibility when working towards completing one of the various degrees or certificates offered by the Office Technology Department. Since 2002, there has been a steady increase in the number of enrollments for face-to-face and online courses, and also for self-paced courses since 2007.

Office Technology Department
Total Enrollments
(Face-to-face and Online
Courses)



Office Technology Department
Skills Center
(Average Enrollments per
Month)



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Hours:

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