WHAT’S INSIDE?

**Empowering your employees**

*Customized Training* programs can strengthen company performance and bottom-line results.

*see inside cover*

Our *Solving Classroom Discipline Problems* provides a step-by-step approach to effective, positive classroom discipline.

*see page 5*

**Becoming a Person of Influence**

teaches you insightful ways to interact more positively with others to increase your personal and organizational success.

*see page 15*

**Expand your own capabilities**

*State of Texas Security Officer Academy* covers the information and skills needed to obtain a license to work as a security officer for a private business in Texas.

*see page 6*

*Massage Therapy Daytime Program* allows you to train and test for a rewarding career in massage therapy in less than 12 months.

*see page 11*

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Life never stops teaching, so don’t stop learning!

Whether you want to learn with your peers or mix it up with people of all ages, we offer classes with you in mind. Check out our Lifelong Learning section ...
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NO TRAINING DEPARTMENT?
NO PROBLEM!
We have a CLASS for that!
Take advantage of our Customized Training service.
Work with us to develop programs tailored to the content, schedule and location requirements of your business. From customer service to bookkeeping and leadership, we can help you increase employee productivity and improve customer satisfaction.

CALL US TODAY! (254) 526-1586

We have moved! Our office is now located in Building 136, room 139 (formerly the Texas A&M University-Central Texas location). Our office no longer accepts cash or personal checks! Payment must be made by credit/debit card, money order or cashier’s check.

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WHAT’S NEW!

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WEIGHT LOSS, LESS STRESS & METABOLIC WELLNESS
Explore holistic solutions for stress, fatigue and weight loss by learning how your body’s hormone cycle and thyroid can be your worst enemy.

READ MORE .......................... 12

WATERCOLOR
Illuminate the artist within you! Learn basic watercolor skills and techniques to create your own masterpiece.

READ MORE .......................... 19

WATER AEROBICS
Using the resistance of the water, this class is a total body workout including aerobics, toning and stretching.

READ MORE .......................... 24

HEALING POWERS OF REFLEXOLOGY
Reflexology is a natural healing art based on the principle there are “reflexes” in the feet which correspond to every part, gland and organ of the body.

READ MORE .......................... 12
Welcome to our Ed2go online instruction program!

Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. Our instructors are famous for their ability to create warm and supportive learning communities. It’s no wonder many long-lasting friendships have formed in our lively and intelligent discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You can complete any of these courses entirely from your home or office at any time of the day or night.

**SALES & MARKETING**
- Business & Marketing Writing
- Small Business Marketing on a Shoe-String
- Marketing Your Business on the Internet
- Keys to Effective Communication
- Professional Sales Skills
- Effective Selling

**ACCOUNTING**
- Accounting Fundamentals
- Creating a Successful Business Plan
- Intro to QuickBooks

**BUSINESS ADMINISTRATION**
- Administrative Assistant Fundamentals
- Purchasing Fundamentals
- Building Teams That Work

**PERSONAL ENRICHMENT**
- 12 Steps to a Successful Job Search
- Individual Excellence
- Write Your Life Story

**ED2GO CAREER TRAINING & CERTIFICATION**
- Professional Bookkeeping QuickBooks
- Certified Wedding Planner
- Lean Mastery
- Non-Profit Management
- Project Management
- Technical Writing
- Grant Writing
- Event Management & Design
- Residential Interior Design

**PROTRAIN ONLINE**
- HRCI/PHR
- Banking Management Operations
- Chartered Financial Analyst
- Chartered Tax Professional
- Spanish in the Workplace
- AutoCAD

For a more extensive list of course offerings and to register, visit our website: www.ctcd.edu/ce
Solving Classroom Discipline Problems

Some teachers enjoy peaceful, orderly classrooms while others face daily discipline battle. The difference is some teachers know the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Ed2go, six-week, instructor-led online course.

CLASS START DATES: MAR 16, MAY 18
COST/$99

Teaching Students with Autism: Strategies for Success

Just 20 years ago, we didn’t see students with autism in our classrooms. But today, we teach children with high-functioning autism and Asperger’s Syndrome right alongside their peers. Reaching and teaching these students requires a delicate balancing act: understanding how their brains are wired, helping them turn challenges into opportunities and learning to enjoy the rich perspective they bring to the classroom. If you’ve ever had a student who blurted out in class, screamed when someone patted his or her shoulder or rocked back and forth in the chair, you’ll appreciate the lessons ahead. We’ll discover the neurobiology behind these disorders and the way it affects student behavior, learning and thinking. Most important, you’ll learn creative, easy, low-budget strategies to help these kids succeed in the classroom and beyond. Develop the skills to counter these students’ social awkwardness, sensory sensitivities, meltdowns, problems with homework completion, language reciprocity issues and violent fixations. Ed2go, six-week, instructor-led online course.

CLASS START DATES: MAR 16, MAY 18
COST/$99

What Employers Want: Skills for Successful Employment & Advancement

Whether you’re new to the workforce or find your work experience and time on the job never seem to be good enough to warrant a promotion… even with a degree, it’s time to take a serious look at what may be holding you back. Learn what CEOs and business owners are really looking for when seeking or keeping an employee by defining and exploring the “soft skills” in demand in today’s market. Whether it’s your communications skills, interaction with supervisors and coworkers, attitude or bad habits on the job, you can get back on the right path. Class includes critical thinking activities, role playing and lecture. Dress is relaxed or business casual. Constance M.C. Fletcher is a master’s degree candidate in organizational leadership and change.

CLASS START DATES: MAR 16, MAY 18
COST/$99

Calculation of Drug Dosages - Mini NEW!

Learn how to solve pharmaceutical calculation problems encountered in the preparation and distribution of drugs. This class focuses on metric and household measurement conversions for pharmaceutical use, calculations of basic oral dosage forms and basic understanding of flow rate calculations. This is a fast-paced, challenging refresher course for students and medical professionals looking to further their understanding of dosage calculations needed for the pharmacy, nursing and EMT fields. There is no prerequisite for this class. Text book is highly recommended but not required. Calculation of Drug Dosages: A Work Text, 10th Edition by Sheila J. Ogden RN MSN & Linda Fluharty RN MSN, ISBN-13: 978-0323310697. Be prepared to take extensive notes in class. Michaela Ison, CPhT, RPhT has 12 years experience working and teaching in the medical field. (3 meetings) (.7 CEUs)

CLASS START DATES: MAR 16, MAY 18
COST/$99
PROFESSIONAL DEVELOPMENT cont.

**Calculation of Drug Dosages - The Basics NEW!**

Learn how to solve pharmaceutical calculation problems encountered in the preparation and distribution of drugs. This class focuses on metric and household measurement conversions for pharmaceutical use, understanding fractions in medicine, understanding ratio, proportions and percentage calculations in medicine, understanding calculations of multiple dosage forms and intermediate understanding of flow rate calculations. This is a fast-paced, challenging refresher course for students and medical professionals looking to further their understanding of dosage calculations needed for the pharmacy, nursing and EMT fields. There is no pre-requisite for this class. Textbook is highly recommended but not required. Calculation of Drug Dosages: A Work Text, 10th Edition by Sheila J. Ogden RN MSN & Linda Fluharty RN MSN, ISBN-13: 978-0323310697. Be prepared to take extensive notes in class. Michaela Ison (See Calculation of Drug Dosage-Mini). (6 meetings) (1.2 CEUs)

APR 22-MAY 27 FRI 12:30-2:30PM COST/$59

**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. There are two required textbooks: PMBOK® Guide, fifth edition, 2013, PMI and PMP® Exam Prep, 2013, Rita Mulcahy, Albert Hernandez (see PMP Certification Program). (8 meetings) (3.2 CEUs, 32 PDUs)

MAY 2-25 M/W 6-10PM COST/$649

**State of Texas Security Officer Academy**

Completing this course will enable you to obtain the required license to work as a security officer for a private business in the State of Texas, including the following licenses: non-commissioned (unarmed), Oleoresin Capsicum (OC), ASP tactical baton and commissioned (armed), personal protection officer, LTC license to carry. You will need to go to Chaparral Protection Academy after course completion in order to receive the required firearms portion of the training. Students are not authorized to use the college’s firing range for certification or practice. Prerequisites include a background check from the state Police Department. To be eligible to enroll, participants must not have any convictions for class B misdemeanors within the last 5 years or class A misdemeanors within the last 10 years; must not have any convictions for any felonies; if prior military must have an honorable discharge; and NO current or outstanding charges. You must be at least 18 years old. There will be a one-hour break for lunch. David Guthrie currently manages a security company and training school and has worked in the private and public safety fields since 1991. (20 meetings)

APR 4-MAY 5 M-TH 6-10 PM COST/$695

**ServSafe**

The ServSafe program provides food safety training, exams and educational materials to food service managers. Students can earn the ServSafe Food Protection Manager Certification accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP). The program blends the latest FDA food code, food safety research and years of food sanitation training experience. Managers learn to implement essential food safety practices and create a culture of food safety. All content and materials are based on actual job tasks identified by the food service industry to help you protect customer health, improve employee performance and preserve business reputation. There will be a 20-minute lunch break (lunch is not provided). The required textbook is ServSafe Coursebook, 6th Edition, English (approximately $110). The exam will be given on the second day of class. Abdul Sanford is a certified ServSafe instructor and registered ServSafe examination proctor. (2 meetings) (1.2 CEUs)

MAR 26-APR 2 SAT 8AM-5PM
APR 9-16 SAT 8AM-5PM
COST/$95

**OSHA 511 (OSHA 10/30 hours)**

Occupational Safety and Health Administration (OSHA) is the part of the Department of Labor ensuring safe and healthy working conditions for Americans by enforcing standards and providing workplace safety training. This course covers the OSHA standards for general industry found in the Code of Federal Regulations 1910 along with other relevant policies, procedures and safety and health principles for general industry. Emphasis is placed on those areas that are the most hazardous and frequently cited by OSHA. You will learn the appropriate OSHA standards that apply to a hazard, identify elements of a successful safety and health program, identify frequently cited OSHA standards and implement an effective record-keeping procedure. This class covers the following topics: hazard violation workshop, means of egress and fire protection, personal protective equipment, material handling, electrical safety standards and work practices, hazard communication, introduction to industrial hygiene, machine guarding, lockout/tagout, walking/working surfaces, OSHA recordkeeping and ergonomics. Participants must be at least 16 years old. Tim Garland, owner of a safety and consulting business, educates employers and employees in occupational safety. (2 or 6 meetings)

MARCH 28-29 M/T 8AM-1PM
MAY 9-10 M/T 5-10PM
COST/$200 (10 HOURS)
OR
MARCH 28-APR 4 M-F 8AM-1PM
MAY 9-16 M-F 5-10PM
COST/$525 (30 HOURS)
HAZWOPER Refresher (8 Hours)

This course is the annual refresher designed for employees who have had the 40-hour course “HAZWOPER for Clean-up Operations” in hazardous waste clean-up operations (RCRA, CERCLA and/or voluntary) according to 29 CFR 1910.120(e)(HAZWOPER). The course provides updated information on the classification of hazardous materials, detection and monitoring, the use of protective equipment (including protective suits and breathing apparatus) and the implementation of safety practices. The OSHA coverage was extended to state government employees by the Environmental Protection Agency in 40 CFR 311.1. Participants are required to successfully complete an end of course examination proving competency or attainment of the course objectives. After initial training, refresher training is required annually. Participants must be at least 16 years old. Tim Garland (see OSHA 511) (2 meetings) (.8 CEUs)

MAY 17-19 T-TH 8AM-NOON
COST/$125

Entrepreneurs at Home

Direct selling is the marketing and selling of products to customers away from a fixed retail location. Whether you sell out of your home, at parties, through a website or by going door-to-door, you can generate sales and build your business on a part- or full-time basis. Explore this exciting and lucrative career field by getting an overview of direct sales, developing a business strategy and honing the entrepreneurial skills needed to grow your new or existing business. Topics include marketing, financing, party planning, one-on-one sales, presentations, networking and teambuilding. Jessica Simpson has nine years of experience working in the direct sales arena. (1 meeting)

APR 9 SAT 9AM-1PM
COST/$35

Start Your Own Small Business

Learn how to take your dream of starting a business and put it into action. In this class, you’ll learn everything you need to know about starting a business. You’ll begin by discovering the tricks to picking the right opportunity for you. Next, you’ll learn how to develop proven marketing techniques to easily build sales. Since every business needs money, we’ll discuss traditional and nontraditional financing options. Finally, you’ll learn easy-to-implement employee-management procedures and how to write business policies that help you build your business. You, as a business owner, need to manage all your limited resources. One resource that often gets overlooked is your time. In the final lesson, you’ll learn time-management techniques especially for entrepreneurs. While taking this course, you’ll discover the secrets that separate the successful entrepreneurs from the struggling ones. Ed2go, six-week, instructor-led online course.

CLASS START DATES: MAR 16, MAY 18
COST/$99

NEED CPR FOR HEALTHCARE PROVIDERS?

See First Aid & Safety pg. 13

Our office no longer accepts cash or personal checks! Payment must be made by credit/debit card, money order or cashier’s check.
Start a Pet Sitting Business

If you’re an animal lover, find out how you can start your own pet sitting business to translate your passion into a profitable career! In this course, you’ll master the essentials of running a cat and dog sitting business. You’ll begin with pet care, including nutrition, exercise, first aid and identification of common diseases. You’ll learn the basics of first aid and find out how to administer pills, liquid medications and injections to an uncooperative cat or dog. Next, you’ll discover how to handle home visits and impress your potential clients. You’ll also explore sticky situations that can arise such as lost pets, pets that die unexpectedly and pets needing immediate veterinary care. In addition, you’ll delve into finances and explore start-up costs, accounting, fee-setting, business plans and low-cost marketing. You’ll find out how to obtain required insurance, hire employees as your business expands and entice financial institutions to loan you money. To complete the picture, you’ll identify many opportunities for expanding your pet sitting services. By the end of this course, you’ll have all the knowledge you need to become a professional pet sitter. In addition, you’ll see how your pet sitting business can grow to continually challenge and satisfy you. Ed2go, six-week, instructor-led online course.

CLASS START DATES: MAR 16, MAY 18
COST/$99

Direct Sales Leadership/ Sponsoring

Explore the mind set of an effective recruiter and become the successful business leader you’ve always wanted to be. Learn how to share your business opportunity with everyone you meet by communicating effectively to potential recruits, leading a team, training future leaders and increasing your business numbers. Jessica Simpson (see Entrepreneurs at Home). (1 meeting)

APR 16 SAT 9AM-1PM
COST/$35

Financial Management for Direct Sales

A great product doesn’t sell itself. You need solid marketing and financial plans in order to succeed. From social media to word-of-mouth, discover different ways to market your product while controlling your business finances and making your money work for you. Jessica Simpson (see Entrepreneurs at Home) (1 meeting)

APR 23 SAT 9AM-1PM
COST/$35

360° PERSONAL FINANCE

How Money Works

Stop living paycheck to paycheck and save more money for the future. Learn how to lower your monthly insurance expenses, save money for your children’s education and decrease monthly debt payments. After completing this course, you will have to the tools to make wiser, more informed financial decisions! Participants must be at least 18 years old. Norman Mitchell is a number one best-selling author in the financial world. His financial practice has been voted number one in central Texas. (6 meetings)

MAR 31-APR 21 THU 6-8PM
COST/$29

Investments for Beginners

Discover how to take that next step into investments from a basic savings and checking account. Students will learn the basics of what stocks, bonds, mutual funds and derivatives are and how they work. Students are encouraged to bring a tablet or laptop to class. Patrick Kerr has 22 years of experience in the financial service industry as a stockbroker, bond trader and options principal using both group and one-to-one sales to provide securities his brokerage firm sold. (4 meetings)

APR 5-14 T/TH 6-8PM
COST/$29

Intermediate Investment

Take your investments to the next level. Learn the vital details of stocks, bonds, charting, technical and fundamental analysis. Discover how to develop a selection process for these investments and explore options and other stock and bond derivatives. Students are encouraged to bring a laptop, smart phone or Internet-accessible device to class to look at, follow and evaluate investments. Perquisite: Students must have completed Basic Beginner’s Investment class. Patrick Kerr (see Investments for Beginners). (4 meetings)

MAY 10-19 T/TH 6-8PM
COST/$45

TIPS AND TRICKS

Wedding Planning Basics

Planning a wedding involves endless details, deadlines, drama and, far too often, enough stress to make you want to just elope. Get solid advice and tips to help you handle the “big day” including the wedding budget, design and décor, etiquette and how to handle all of the intricate parts of planning a wedding. Q&A time will allow students to bring their own concerns to the table. Geri Schwartzman, certified wedding planner, is the owner of the award-winning event planning company which was named best in central Texas. (4 meetings)

MAR 28-MAY 19 THU 6-8PM
COST/$29
How to Get a Federal Job

Federal jobs are very competitive with an average of 300–500 people applying for just one position, which often keeps individuals from ever applying. Don’t be discouraged! Learn how to analyze a federal job announcement for keywords, answer the qualifying questionnaire and support the questionnaire by linking answers to your resume. Participants will also learn how to write an effective federal resume by addressing specific details federal agencies require and by matching your qualifications to the core competencies in the job announcement. Special hiring authorities, veteran preferences and military spouse preferences will also be discussed. Dress is relaxed or business casual. Cindy Guzman is the owner of a career coaching business and has been teaching individuals how to apply for federal jobs for more than five years. (1 meeting)

APR 9 SAT 12-4PM
COST/$25

Computer Skills for the Workplace

Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees with the desired computer skills. This course is a great introduction to Windows 10 and Office 2016 and is designed to provide the fundamental computer competencies you need to survive and prosper in today’s fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently; focusing on practical application for software most common to the workplace. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization. Ed2go, six-week, instructor-led online course.

CLASS START DATES: MAR 16, MAY 18
COST/$99

Introduction to Microsoft Excel 2007

Work with numbers? Then you need to learn Excel 2007. In this unique six-week online workshop, you’ll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You’ll also learn the secrets behind writing powerful mathematical formulas, using the function wizard to quickly and automatically calculate statistics, loan payments, future value and more. You’ll also learn the best ways to sort and analyze data, create custom charts and graphs, create three-dimensional workbooks, build links between files, endow your worksheets with decision-making capabilities and automate oft-repeated tasks with macros and buttons. Ed2go, six-week, instructor-led online course.

CLASS START DATES: MAR 16, MAY 18
COST/$99

Merrill Ream Speed Reading

Are you struggling to keep up with a flood of email, articles, reports and books? Save yourself hours of time and increase your productivity by learning to read faster and with better comprehension. Taught by acclaimed speed reading expert Dr. Merrill Ream, this course is a complete speed reading experience. Topics are presented in a logical progression with plenty of time to help you master the skills and techniques you’ll need for lasting proficiency as a speed reader. Ed2go, six-week, instructor-led online course.

CLASS START DATES: MAR 16, MAY 18
COST/$99
Professional Truck Driving

Just 160 hours of training can get you into a high-paying career. Truck drivers are in big demand around the country. Almost 100 percent of our students get their Class A license and move right into the driver’s seat after completing the four-week class. Employment assistance is available. The class includes 40 hours of classroom and 120 hours of practical and behind-the-wheel training. Financing is available. *Call ACT at 254-501-8600 or 325-665-1243 or visit www.ctcd.edu/academics/instructional-departments/industrial-technology/professional-truck-driving for more information. (20 meetings) (16 CEUs)

MAR 28-APR 22 M-F 7AM-4PM
APR 11-MAY 6 M-F 7AM-4PM
APR 25-MAY 20 M-F 7AM-4PM
MAY 9-JUN 3 M-F 7AM-4PM
MAY 23-JUN 17 M-F 7AM-4PM
COST/$5995

Mastering Your Android Phone

We live in a golden age when it comes to technology. The average person carries more computing power in their pocket or purse than what NASA used to land a man on the moon! Here, you will find everything you need to know when it comes to both the iPhone and Android operating systems (sure, all androids are different but they contain the same basic functionalities). In this class we cover it all from button functions, screen gestures and settings to sending and receiving messages and emails and finding, adding and creating contacts. Plus, you’ll learn to utilize everything from navigation and maps to taking great pictures and video. And we’ll give you tons of little tips and tricks that will surprise even the most seasoned user so you can show them up for a change. Protrain, self-paced online course. 25-hour/mentor-supported/12 months of access.

COST/$299

Adobe Photoshop

Learn how to design artwork and manipulate photographs to create beautiful graphic images. This class is a basic introduction to tools and concepts used to create images and edit photographs. Projects include cleaning up old or damaged photos, building a collage and incorporatimg text and graphics. Students must have basic computer knowledge. Bring a USB thumb drive to class. Krista Kasper has 10 years of experience in Graphic Design. (3 meetings) (.9 CEUs)

APR 15-29 FRI 5:30-8:30PM
COST/$85

Mastering Your iPhone

We live in a golden age when it comes to technology. The average person carries more computing power in their pocket or purse than what NASA used to land a man on the moon! Here, you will find everything you need to know when it comes to both the iPhone and Android operating systems (sure, all androids are different but they contain the same basic functionalities). In this class we cover it all from button functions, screen gestures and settings to sending and receiving messages and emails and finding, adding and creating contacts. Plus, you’ll learn to utilize everything from navigation and maps to taking great pictures and video. And we’ll give you tons of little tips and tricks that will surprise even the most seasoned user so you can show them up for a change. Protrain, self-paced online course. 25-hour/mentor-supported/12 months of access.

COST/$299

Simply put... we’re simply beautiful 91.3 KNCT-FM

The ONLY radio station in Central Texas playing YOUR kind of music!

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www.knct.org
BECOME A **MASSAGE THERAPIST**

Massage therapy is a healthcare profession regulated by the Texas Department of State Health Services (TDSHS). Central Texas College Continuing Education’s 600-hour certificate of completion program exceeds state requirements and includes 550 hours of classroom training followed by a 50-hour internship. The program prepares the graduate to sit for the State of Texas licensure examination through the Federation of State Massage Therapy Boards’ Massage and Bodywork Licensing Exam (MBLEX). A passing score on the MBLEX extends licensure to 41 states. The program costs approximately $4,000 plus the cost of textbooks, course supplies, equipment and exams. Classes must be taken as a cohort in the order in which they are offered. Call 254-526-1586 for more information. **This program is approved for the use of VA educational benefits, Voc Rehab and MyCAA.**

**MSSG 1013 Anatomy and Physiology for Massage**

In-depth coverage of the structure and function of the human body including cell structure and function, tissues, body organization and the integumentary, skeletal, muscular, nervous and endocrine systems. It emphasizes homeostasis/wellness care. (29 meetings) (Clock Hours/85, CEUs 8.5)

**APR 4-JUN 8** * M-W 9AM-NOON  
**COST/$565**  
*No class May 30

**MSSG 1011 Massage Fundamentals I**

This course is an introduction to the theory and the application of skills necessary to perform Swedish massage. (42 meetings) (Clock Hours/125, CEUs 12.5)

**APR 4-JUL 12** * M-W 1-4 PM  
**COST/$835**  
* No class May 30, Jul 4

**MSSG 1007 Business Practices and Professional Ethics**

The course offers a study of physical and financial office practices and marketing. It includes ethical practices for massage therapists as established by law or regulatory agency. (17 meetings) (Clock Hours/50, CEUs 5)

**APR 7-JUL 28** * TH 9AM-NOON  
**COST/$335**  
*No class May 30, Jul 4

**MSSG 1009 Health and Hygiene**

The study of safety and sanitation practices. The course covers the importance of proper body mechanics, maintaining a healthy lifestyle, maintaining the massage environment and the advantage of therapeutic relationships. (9 meetings) (Clock Hours/25, CEUs 2.5)

**APR 7-JUN 2** * TH 1-4 PM  
**COST/$165**  
*No class May 30

**MSSG 1005 Hydrotherapy/Therapeutic Modalities**

Learn about the use of accepted hydrotherapy and holistic healthcare modalities of external application of temperature for its reflexive effect. (7 meetings) (Clock Hours/20, CEUs 2)

**JUN 9-JUL 21** * TH 1-4 PM  
**COST/$135**  
*No Class Jul 4

**MSSG 2013 Kinesiology for Massage**

Covers applied study of human kinesiology. Muscle movements and dysfunctions are discussed and palpated to include theory and practice of functional muscle testing. (19 meetings) (Clock Hours/55, CEUs 5.5)

**JUN 13-AUG 17** * M/W 9AM-NOON  
**COST/$365**  
*No Class Jul 4

**MSSG 2014 Pathology for Massage**

This is a general discussion of pathologies as they relate to massage therapy including universal precautions and their management in professional practice. It also covers etiology, signs, symptoms and physiological reactions to disease and injury. (15 meetings) (Clock Hours/45, CEUs 4.5)

**JUN 14-SEP 20** * TUE 9AM-NOON  
**COST/$299**  
*No class Sep 5

**MSSG 1091 Healthcare Communication**

This course focuses on communicating client healthcare concerns/reports to physicians. (15 meetings) (Clock Hours/45, CEUs 4.5)

**AUG 4-SEP 19**  
**VARIERES M-TH 9AM-NOON**  
**COST/$299**  
*No class Sep 5

**MSSG 2086 Internship**

Internship massages are performed in the school environment under the supervision of a licensed massage therapy instructor. Students run the internship like they would run a business. The school invites the public to participate as recipients of massages by the interns. (21 meetings) (Clock Hours/50, CEUs 5)

**SEP 15-OCT 27**  
**TUE-SAT TIME VARIES**  
**COST/$334**
COMPLIMENTARY HEALTHCARE TRAINING

Weight Loss, Less Stress and Metabolic Wellness
Explore holistic solutions for stress, fatigue, weight loss and lack of motivation by learning how your body's hormone cycle and thyroid can be your worst enemy (especially if taking HRT) or best friend. Students will also learn about the damaging effects of stress and steps to take for weight loss, stress reduction and becoming metabolically stable. Dr. Ryan Vaughn has extensive training in functional endocrinology, functional blood chemistry and functional neurology. He holds a bachelor's in nursing and human biology and is a doctor of chiropractic. (1 meeting)

APR 9 SAT 10AM-NOON
MAY 21 SAT 10AM-NOON
COST/15

Healing Powers of Reflexology
Reflexology is a natural healing art based on the principle there are “reflexes” in the feet which correspond to every part, gland and organ of the body. Through application of pressure on these reflexes, reflexology relieves tension, improves circulation and helps promote the natural function of the related areas of the body. Wear comfortable clothing. Tawni Lay, a trained reflexology practitioner with numerous years of experience. (1 meeting)

MAY 20 FRI 2-5PM
COST/$25

NEW! Ortho-Bionomy® Isometrics NEW!
Ortho-Bionomy Isometric and isotonic techniques are used in working inefficient muscular tension patterns as well as underdeveloped muscle tone. Students will have related anatomy presented and a chance to practice technique. Through the use of restraining movement while the muscle is engaged, self-correcting reflexes are stimulated and habitual holding patterns can be released. Participants learn how the conscious use of obstacles can help promote change from rigid physical patterns to greater mobility and allow the client to actively participate in the session. About the instructor: Tracy Gilliam has been a massage therapist since 1993, a massage therapy instructor and continuing education provider since 1995 and an Instructor of Ortho-Bionomy since 2007. She incorporates visual, auditory and kinesthetic techniques in her classes. (2 meetings) (Clock Hours/16, CEUs 1.6)

MAY 21-22 S/S 9AM-6PM
COST/$250

HEALTHCARE CAREER TRAINING

Pharmacy Technician
Train to become a pharmacy technician in less than one year! The course prepares you to take the PTCB national test required by the state of Texas. Topics include law, ethics, terminology, body systems, calculations, purchasing, inventory, communication and professionalism in the workplace, study skills and more. The course consists of 200 hours of classroom instruction. Financing is available. To learn more about this exciting career field and additional class requirements, contact the Continuing Education Department at 254-526-1586 or visit us at www.ctcd.edu/students/continuing-education/professional-development-workforce-training/ (7 meetings) (3.5 CEUs)

MAR 26-27* SAT 9AM-2PM
COST/$295
*No class Apr 30

Certified Nurse Aid
The need for dependable, well-trained bedside nursing care is as prevalent as ever, ranging from hospitals to home health agencies to long-term care facilities. The certified nurse aide (CNA) plays an important role providing basic care while ensuring the safety and comfort of patients. Course curriculum includes an overview of the field, resident rights, communication, patient care, basic nursing skills and more. This course has been updated to the new requirements for nurse aide training effective September 1, 2013. Call for more information. Prior to admission, program applicants must provide a high school graduation or GED transcript, proof of immunizations, two references and a background check. Additional expenses include a workbook, background check, scrubs, watch with a secondhand, white water-resistant, nursing shoes, state exam fee and textbook. Contact Continuing Education at 254-526-1586 or visit www.ctcd.edu/students/continuing-education/pdf/cna-summary for more information. (26 meetings)

LEC APR 4- MAY 11 M-TH 5-9:30PM
ORIENTATION/CLINICAL
MAY 13 FRI 8AM-5:15PM
CLINICALS MAY 16-19 M-TH 8AM-5PM
COST/$995

Veterinary Assistant
According to the U.S. Department of Labor, the need for veterinary assistants is expected to grow “faster than average” by 2018. As a veterinary assistant, you will help the veterinarian or veterinary technician in their daily tasks. Learn to feed, water 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. The course consists of 35 hours of classroom instruction with a 35 volunteer hours to be completed independently by the student. Students are given one hour for lunch. To learn more about this exciting career field and additional class requirements, contact the Continuing Education Department at 254-526-1586 or visit us at www.ctcd.edu/students/continuing-education/professional-development-workforce-training/ (7 meetings) (3.5 CEUs)

MAR 26-MAY 14* SAT 9AM-2PM
COST/$295
*No class Apr 30

Clinical Medical Assistant
According to the U.S. Department of Labor, employment of medical assistants is expected to increase 29 percent through the year 2022. Clinical medical assistants work in a physician's office or a clinic setting helping physicians carry out procedures, care for patients,
perform basic lab tests and administer medications. Learning objectives include identification of body parts and their functions, medical terminology, specimen collection, administration of oral and injectable medications and patient communication. Students must be 18 years of age, possess a high school diploma or equivalent and are required to take an English and math assessment the first day of class. Additionally, graduates will be qualified to take an optional certification exam offered by the National Healthcareer Association (NHA). Payment options are available. To learn more about this exciting career field and additional class requirements, contact the Continuing Education Department at 254-526-1586 or visit us at www.ctcd.edu/students/continuing-education/professional-development-workforce-training. (70 meetings)

APR 4-DEC14*  M/W  5:30-9:30 PM
CLINICALS
TBA
COST/$2,495
*No class May 30, Jul 4, Sep 5, Nov 11, Nov 23-25

**FIRST AID AND SAFETY**

**CPR for Healthcare Providers**
Basic life support training reinforces healthcare professionals’ understanding of the importance of early CPR and defibrillation, basic steps of performing CPR, relieving choking and using an AED; and the role of each link in the chain of survival. The course book and pocket mask are included in the price of the class. Jared Koppes, Rhonda Watson and Lisa Presswood are certified CPR instructors. (1 meeting)

APR 2 SAT 9AM-1PM
APR 5 TUE 4:30-8:30PM
APR 16 SAT 9AM-1PM
APR 21 THU 4:30-8:30PM
APR 30 SAT 9AM-1PM
MAY 5 THU 4:30-8:30PM
MAY 7 SAT 9AM-1PM
MAY 21 SAT 9AM-1PM
COST/$45

**Dog and Cat First Aid**
Being prepared for emergencies involving a dog or cat is the least you can do for your furry family members! This class teaches you how to protect yourself and the animal from further harm, injury or suffering during emergencies by teaching prompt, effective first aid actions and care. Wear comfortable clothes. No tank tops or shorts. Please indicate whether you are a “dog” or “cat” person when registering. Kenya Andrews is a certified instructor trainer with the American Red Cross and has been with the organization for 27 years as an instructor. (1 meeting)

APR 14  THU  9AM-2PM
MAY 16  MON  9AM-2PM
COST/$59

**EXAM PREPARATION**

**Basic Math Review**
Whole numbers, fractions, proportions, percentages, measurements, statistics, real numbers, basic algebraic expressions and equations...words that can strike terror into the hearts of our bravest souls! But, never fear, we have a solution for your problem with math. The class focuses on real life practical applications and examples to help you improve your skills before taking college placement exams and better prepare you for the working industry. Bring pencils, paper and a scientific calculator (not graphing) to class. A textbook is optional which will be explained on the first day of class. Andrea Chambers has a Bachelor of Science degree in mathematics and is currently working on a master’s degree in mathematics. She has tutored more than two years for the CTC Developmental Studies program. (6 meetings)

APR 2-MAY 7  SAT 11:30AM-1:30PM
COST/$39

**Everyday Math**
Math isn’t about plugging numbers into formulas. Math can be incredibly useful - but only if you understand how and when to apply it in your everyday life. This course shows you how to use math to your advantage. The lessons in this course are filled with practical exercises and information you can put to immediate use. You’ll learn how to calculate percentages, including the proper amount to pay in tips, commissions, taxes and discounts. You’ll find out how to calculate interest rates and develop a better understanding of mortgages, credit cards and other types of loans. You’ll discover a handy method for converting one type of measurement to another and you’ll be able to calculate areas correctly so you don’t overspend on your next home improvement project. You’ll become adept at interpreting graphs, calculating the probability that something will (or won’t) happen and understanding the statistics embedded in test results, polls and even news stories. Ed2go, six-week, instructor-led online course.
CLASS START DATES: MAR 16, MAY 18
COST/$99

**Grammar Refresher**
Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You’ll explore the basics of English grammar, like sentence structure and punctuation, as well as more sophisticated concepts like logic and clarity. A patient instructor, memorable lessons, vivid examples and interactive exercises will give you ample opportunity to put what you learn into practice. Reacquaint yourself with old, forgotten rules, meet some new ones and discover your own grammatical strengths. Ed2go, six-week, instructor-led online course.
CLASS START DATES: MAR 16, MAY 18
COST/$99

Our office no longer accepts cash or personal checks! Payment must be made by credit/debit card, money order or cashier’s check.
**LANGUAGE AND CULTURE**

**Introduction to Russian**

From historic cities and idyllic countryside to artistic riches and fascinating architecture, explore the language and culture of Russia. Learn to read and write using the Cyrillic alphabet and master conversational phrases used in everyday communications. Each class meeting includes a short lecture on simple grammar concepts, pronunciation drills, small group work and a cultural presentation and/or explanation. Bring pen and a notebook to class. Handouts will be provided by the instructor. Irina Bobrovitskaya is a native speaker of Russian and taught Russian at a university level. (8 meetings)

**MAR 22-APR 14**
**T/TH**
**7-8PM**
**COST/$39**

**Conversational Spanish**

Get a thorough background in grammatical structures, vocabulary and phonetics with emphasis on correct pronunciation. Practice useful vocabulary in everyday Spanish conversation and discuss cultural and travel topics. Class includes pronunciation, present tense, time, days of the week, colors and numbers. Nilka Evans, a native of Panama, has been involved with area schools helping with the English Language Learners program. (8 meetings)

**MAR 28-APR 20**
**M/W**
**6-8PM**
**COST/$49**

**NEW!**

**American Sign Language (ASL) Signing Time Workshops (Age 6-14) NEW!**

Signing helps children of all ages and abilities communicate and connect with the people they love. The award-winning Signing Time curriculum can provide a foundation for learning ASL as a second language. Students will be introduced to the fingerspelling alphabet, number system, beginning vocabulary, introductory phrases and deaf culture. Have fun learning with the use of crafts, music and games. Optional take-home curriculum will be available for sale after class. Prerequisites are not required. You may join at any time. Come sign with us! Bree Loggins is a certified Signing Time Academy master instructor with 14 years of ASL experience. (1 meeting)

**AGES 6-9**
**APR 2**
**SAT**
**3-5PM**

**MAY 7**
**SAT**
**3-5PM**

**AGES 10-14**
**APR 2**
**SAT**
**5:30-7:30PM**

**MAY 7**
**SAT**
**5:30-7:30PM**

**COST/$25**

**NEW!**

**ASL Baby Signing Time (Age Birth-2) NEW!**

Research shows signing allows babies to communicate before they can speak, reduces tantrums and frustration and increases bonding and communication between parent and child. Exposing your child to sign language may even increase the child’s IQ. Our circle-time caregiver/child classes are based on the award-winning Baby Signing Time curriculum and are a fun and interactive way to start learning with your child. The first class uses “A New Day” curriculum and the second class uses “Let’s Be Friends” curriculum. Pre-requisites are not required. You may join at any time. Optional take-home curriculum will be available for sale after class. Pre-requisites are not required. You may join at any time. Bree Loggins (See ASL Signing Time Workshops). (4 meetings)

**APR 5-26**
**TUE**
**12:30-1:30PM**

**MAY 3-24**
**TUE**
**12:30-1:30PM**

**COST/$45**

**NEW!**

**ASL Preschool Signing Time (Age 3-5) NEW!**

Once a child begins to talk, signing continues to offer important educational benefits. Research shows that pre-school and elementary children who use signs and fingerspelling expand their vocabularies more quickly and develop more positive attitudes toward reading. Signing also facilitates a child’s ability to learn letters, numbers and sight words more easily. Join us as we explore basic ASL vocabulary in a fun and interactive way that will strengthen early learning. Using the award-winning Signing Time curriculum, caregivers/students will have fun learning with the use of crafts, music and games. The first class uses “A New Day” curriculum and the second class uses “Let’s Be Friends” curriculum. Optional take-home curriculum will be available for sale after class. Pre-requisites are not required. You may join at any time. Bree Loggins (See ASL Signing Time Workshops). (1 meeting)

**MAR 29**
**TUE**
**5-7PM**

**MAY 31**
**TUE**
**5-7PM**

**COST/$19**

**PARENTING**

**Potty Time Workshop**

This caregiver-focused workshop will help to make potty training easier and more fun by incorporating American Sign Language into any potty training method you choose. Workshop participants will learn how to prepare, when to get started, what signs to use and how to encourage, motivate and celebrate their child during the potty training process. Tuition includes one set of handouts and workshop admittance for two adult caregivers. Optional take-home curriculum will be available for sale after class. Previous signing experience is not required. Children are welcome to attend with their caregivers, but child attendance is not mandatory. Bree Loggins (See ASL Signing Time Workshops) (1 meeting)

**APR 2**
**THUR**
**5-7PM**

**MAY 25**
**THUR**
**5-7PM**

**COST/$19**
**Introduction to Creative Writing**
Cultivate your creative writing abilities through an introduction to fiction and memoir writing. In addition to working within literary conventions to produce manuscripts, students will be exposed to exemplary texts from a variety of genres by select authors. Lastly, students will learn to critique their own work and the work of others by participating in writing workshops that foster a positive feedback session amongst classmates. A laptop is recommended but not required. Please bring a notebook and pen to class. Sandra Desjardins is a manuscript editor and has extensive experience with novel development. (3 meetings)

**Advanced Novel Writing**
Writing a novel is the ultimate challenge – a steep climb over hundreds of pages that must work as a unified and engrossing whole. This course is designed for students who have completed a minimum of 10,000 words or more and have a genuine interest in the revision process. Additionally, students will learn how and where to market their work while learning about the demands of novel writing. A laptop is recommended, but not required. Please bring a notebook and pen to class. Pre-requisite: Introduction to Creative Writing. Sandra Desjardins (see Introduction to Creative Writing). (3 meetings)

**Becoming a Person of Influence**
Whatever your vocation or aspiration, you can increase your impact on others by becoming a person of influence. Managers will see their employees respond with new enthusiasm. Parents will connect with their children on a deeper level. Coaches will see players blossom. Pastors will reach more people. Salespeople will break more records. Learn simple, insightful ways to interact more positively with others and watch your personal and organizational success go off the charts! Participants must be 18 years old to register. Bring $13 to purchase a book from the instructor. Norm Mitchell, a public speaker and bestselling author, has trained for more than 15 years using John Maxwell’s Leadership programs. (4 meetings)

**Positive Self-Talk**
According to scientific research, we talk to ourselves approximately 50,000 times daily and 80 percent of what we say to ourselves is working against us! Our perspectives about everything, including our self-image, are created by what others tell us and what we tell ourselves. If you learn to “think” about what you are thinking about and redirect thoughts in a more optimistic direction, you can begin to create a brighter future in all areas of your life. Bring a yellow legal pad and a pen to class. Sharon Hollis has received extensive training in the “Thoughts = Words = Actions = Results” principle and is a state-registered provider/instructor for the “Together in Texas” healthy marriage program. (1 meeting)

**Interpersonal Communication**
Communicating successfully depends on effective use of communication strategies and behaviors. Words, facial and body movements, tone of voice, even clothing and situation, all form an intricate symbol system that must be quickly translated by those who want to communicate. This course shows you how to manage the conscious and unconscious codes of meaning we send to each other and to respond with appropriate codes in turn. It explains and explores concepts of verbal and nonverbal expression including personal style, listening, relationship dynamics, self-esteem, conflict management and cultural and gender communication differences. Ed2go, six-week, instructor-led online course.

**Get Assertive!**
Learn specific techniques to become more assertive in all parts of your life. Discover how people manipulate you and how you submit to being a victim. Understand the difference between passive, aggressive and assertive behaviors, and see how inner dialogues keep people acting in passive ways. This course will help you understand which behaviors to use with others so they perceive you as being assertive. When you begin to exhibit your new confidence in relationships, people will counter in various ways. You’ll learn how to stand firm in the face of this resistance. Get the assertiveness training you need in order to be more confident and powerful with family members, friends, bosses, co-workers, professionals, service people and even total strangers. It’s your turn to speak up! Ed2go, six-week, instructor-led online course.

**Listen to Your Heart and Success Will Follow**
Intelligently facilitated and fast-paced, Listen to Your Hear, and Success Will Follow will help you enjoy the rewards that come from doing what really makes you happy! With a complete understanding of your own interests, values, needs and abilities, you’ll learn
how you can use work to express yourself and share your interests and talents. Your every day will be filled with joy and inspiration, and a greater depth of meaning will be added to everything you do. This course is skillfully crafted to weave experiential learning with the conceptual presentation, giving you time to experience, understand and implement each new strategy as it is introduced. Ed2go, six-week, instructor-led online course.

CLASS START DATES: MAR 16, MAY 18
COST/$99

Viniyoga Workshop: A Breath-Centered Approach to Yoga

Viniyoga is an ancient approach to yoga using repetition in postures and breath to help heal and balance the body and spine. Students will be introduced to this approach, which has sequencing that prevents injury and many available modifications and adaptations to fit various physical needs. Students will learn about the biomechanics of the breath and the movement of the spine. There will be lecture, demonstration and practice. Wear comfortable clothing and bring a yoga mat and snack or light lunch.

Tawni Lay is a 500-hour registered Viniyoga teacher with more than 17 years of experience. (1 meeting)

APR 15 FRI 1-5PM
COST/$35

The Forgiveness Project

The process of forgiveness can be learned. It is not something you do for someone else, it is for you so you can move into the future without being burdened by the grievances of the past. Instead of holding on to hurtful events in your heart and mind, learn how to shed toxic feelings and free yourself from resentment in order to make room for more happiness and joy in your life. Sharon Hollis (see Positive Self-Talk). (1 meeting)

MAY 7 SAT 10AM-NOON
COST/$19
Zumba

Zumba combines high-energy and motivating music with unique moves and combinations that allow participants to dance away their worries and get in shape. It is based on the principle a workout should be fun and easy to do. With a fusion of Latin and international tunes, Zumba combines the principles of interval and resistance training to maximize caloric output, fat burning and total body toning. Bring a water bottle and towel to each class. Demeka Randolph is a licensed Zumba instructor. (8 meetings)

MAR 29-APR 21 T/TH 6-7PM
APR 26-MAY 19 T/TH 6-7PM
COST/$35

Water Spin

This aerobic workout tones your legs, buttocks, abdomen and arms. Class includes a warm up, 30 to 40 minutes of water cycling and a cool down. No swimming skills are necessary but you must be comfortable using a pool noodle or jog belt to suspend your body in water up to six feet deep. Bring a towel and wear a one-piece swimsuit or swim trunks. Kathleen McDonald (see Water Fitness Training). (4 meetings)

APR 1-22 FRI 5:30-6:30PM
APR 29-MAY 27* FRI 5:30-6:30PM
COST/$25
*No class May 20

Belly/Oriental Dance

Learn Oriental dance, better known in the western world as Belly Dance. This ancient, mesmerizing form of dance plays an integral part in Middle Eastern celebrations. It is also a fun form of exercise for students of all ages and sizes. Prior experience is not necessary. Class focuses on flexibility and muscle isolations, improving posture and fundamental moves. You’ll also learn how to combine moves and dance on your own. No pre-requisite for this class. Wear comfortable, form-fitting exercise clothing. Shoes are not necessary but ballet, jazz or similar dance shoes or socks are recommended. Hip scarves are not required but make dancing more fun and help define the hip line. A long or large triangular scarf will work. Bring water to class to stay hydrated. Sabine, also known as Mahasin, has been happily dancing since 2003 and teaching since 2009. (8 meetings)

MAR 21-APR 13 M/W 7:15-8:15PM
APR 18-MAY 11 M/W 7:15-8:15PM
MAY 16-JUN 13* M/W 7:15-8:15PM
*No Class May 30
COST/$35

Tribal Belly Dance

Tribal Belly Dance is a fun improvisational group dance. Dancers learn movement vocabulary and cues that allow them to dance in unison in a “Simon says” fashion. These dance movements find their origin in the more folkloric styles of Oriental dance and from tribes all across the Middle East, North Africa and the Romani people. Pre-requisite: students must have Belly/Oriental Dance experience and instructor’s approval to take this course. Wear comfortable clothes you can move in (nothing too baggy.) Hip scarves are not required but make dancing more fun and help define the hip line. A long or large triangular scarf will work. Bring water to class to stay hydrated. Janet Adams started dancing at age four with classical ballet and has experience with Oriental dance and currently specializes in tribal style and gypsy dance. (8 meetings)

MAR 21-APR 13 M/W 7:15-8:15PM
APR 18-MAY 11 M/W 7:15-8:15PM
MAY 16-JUN 13* M/W 7:15-8:15PM
*No Class May 30
COST/$35
Group Piano
This group piano class is for beginners who have little or no piano experience. Class focuses on the keyboard, improvisation and note reading. Students must have a piano or keyboard available for daily practice. Music supply costs will vary per student. Shin-Young Yun has a master’s degree in music with a specialization in performance. (6 meetings)

AGE 5-12
MAR 28-MAY 2  MON  6:30-7:30PM
AGE 13+ AND ADULTS
MAR 28-MAY 2  MON  7:30-8:30PM
COST/$89

Private Lessons: Instruments and Voice
Private lessons are available for voice and a wide variety of instruments (call for details). Instruction is individually designed for each student according to age, ability and personal goals. Students must have the instrument available for daily practice. Call to arrange 30- or 45-minute lessons. (6 meetings)

COST/$119 (30-MINUTE LESSON)
COST/$165 (45-MINUTE LESSON)

Semi-Private Lessons
Semi-private lessons are available for voice and a wide variety of instruments (call for details). Semi-private lessons include two students and one instructor. Each student must pay the appropriate fee (listed below). Semi-private lessons are an excellent alternative to individual lessons for families with more than one child taking music instruction. It is up to the student or parent to find the second student for semi-private lessons. Instruction is individually designed for each student according to age, ability and personal goals. Students must have the instrument available for daily practice. Music supply costs will vary per student. Call to arrange 30- or 45-minute lessons. (6 meetings)

COST/$89 (30-MINUTE LESSON)
COST/$135 (45-MINUTE LESSON)

Alcohol Ink Techniques
The art of scrapbooking includes many different mediums. This class provides an introduction to the exciting world of alcohol inks and how they can be used on a variety of surfaces including glass beads that can be made into a necklace, ceramic tiles that can be used as trivets and paper that can be made into gift tags. Michele Seitz has numerous years of experience in the use of many art mediums including scrapbooking, crocheting, watercolors and formal art classes. No supply list - instructor provides everything needed! See examples at CE office! (1 meeting)

MAR 26  SAT  10AM-NOON
COST/$25

Beginning Sketching and Drawing
Learn basic sketching and drawing skills using pencil and charcoal. Students will sketch and draw a still-life setting and learn to SEE with their eyes. Be prepared to spend $50-$70 on supplies (supply list available when registering.) Keep receipts for all supplies until the first day of class. Graciela Olivarez is pursuing a degree in art. (6 meetings)

MAR 29-APR 14  T/TH  6-8PM
COST/$49

LICENSED MASSAGE THERAPY PROGRAM
SEE PAGE 11 FOR MORE DETAILS • FOR MORE INFORMATION, CALL (254) 526-1586
**Arts and Crafts Cont.**

The Art of Quilting

The art and tradition of quilting has been handed down over the centuries through numerous cultures. Start a tradition of your own by creating a family heirloom of your own. Course topics include tools, color matching, seam allowances and quilt construction. In this beginner course, students will also learn how to make different quilt designs for quilt tops. Students must bring a sewing machine and purchase supplies. A supply list is available. Jinette Campbell has more than 26 years of quilting experience. (5 meetings)

**Acrylic Painting**

Develop the skills needed to create amazing paintings. Learn how to blend and mix colors, convey expressions and bring everyday items to life with a splash of color! You will begin with a simple painting and finish with a masterpiece. Be prepared to spend $50-$70 on supplies (supply list available when registering.) Keep receipts for all supplies until the first day of class. Wear clothes you can get messy! Graciela Olivarez (see Beginning Sketching and Drawing). (6 meetings)

**Watercolor**

Illuminate the artist within you! Learn basic watercolor skills and techniques to create your own masterpiece. Be prepared to spend $50-$70 on supplies (supply list available when registering.) Keep receipts for all supplies until the first day of class. Graciela Olivarez (see Beginning Sketching and Drawing). (6 meetings)

**Photography**

### Advanced Photography Composition Class

Picture composition is one of the most important aspects of a great photograph. What you include in the image and how you arrange the elements can add or subtract from its quality. Learn tips that add a more artistic touch to your photography. Students must have a DSLR camera, knowledge of camera’s operations, manual, aperture and shutter priority shooting modes. This class is held off campus and is not designed to teach basic camera operations. James Stanley is a local freelance photographer/writer whose work has been published in the Killeen Daily Herald newspaper, Tex Appeal and Texas Tough magazines as well as showcased in the U.S. Embassy in Moscow. (1 meeting)

**Chasing the Light**

Gain experience using and controlling light to create better photographs. The course covers light exposures during photos, light fall-off, light direction, multiple exposures, ambient light vs. flash, combining ambient light with flash and the 30 percent rule of light. Students must have a DSLR camera with full manual mode, must have knowledge of camera’s operations, hand-held flashlight and tripod. An off-camera flash is optional but highly recommended. This class is not designed to teach basic camera operations (see Basic Photography). Roland “Top” Ramirez is a retired Marine who gained valuable teaching experience. (6 meetings)

**Basic Photography**

Express yourself through the art of photography. Discover how to use and take care of your DSLR/interchangeable lens camera by learning basic functions like understanding ISO, aperture, shutter speed and more. Explore how they all work together with available light to produce the desired photo. Learn about the different types of lenses and their functions. Become familiar with compositing a photograph with the elements of composition. Students must bring a DSLR camera (no compact/point-and-shoot cameras) and the camera's user manual. Students have the option of displaying a photograph in the CTC CE building. This is an additional expense and more details will be given out on the first day of class. Darkroom techniques will not be covered in this course. Roland “Top” Ramirez (see Chasing the Light). (6 meetings)
CONTINUING EDUCATION SPRING 2016 COURSE SCHEDULE

CREATIVE CUISINE

Rolls from Around the World (Age 13+ and Adults) NEW!
There’s a reason rolled foods are so popular - using a tasty ingredient as a vehicle for getting a variety of fillings into our bellies is an age-old technique in nearly every country of the world. The menu includes American lettuce stuffed roll, Indian-Kati roll, Asian spring roll and British arctic roll. Please wear sleeved shirts and closed-toed shoes. Bring an apron and food container. Chef Virgil has a degree in culinary arts. (1 meeting)
MAR 26 SAT 11AM-4PM
COST/$49

Basic Cake Decoration (Age 13+ and Adults) New!
This class teaches the basic skills and proper use of equipment needed for successful cake decorating. Students will learn how to ice a cake with butter-cream, use gel colors and create roses. The techniques can be used on decorative cookies and cupcakes. The last day to register for this class is March 31. Please specify yellow or chocolate cake at registration time. Cakes will be pre-baked by the chef. Students will take a seven-inch decorated cake home. Be prepared to spend $20-25 on supplies (supply list available when registering). Keep receipts for all supplies until the first day of class. No pre-requisite for this class. Please wear sleeved shirts and closed-toed shoes. Bring an apron and cake container. Instructors are from the Culinary Arts department. (1 meeting)
APR 2 SAT 11AM-4PM
COST/$49

Make it Saucy! (Age 13+ and Adults) NEW!
Learn to make infused oils, flavored vinegars, dressings and sauces. Summertime salads taste even better with homemade dressing and sauces which can be flavorful and healthy. Explore interesting and unique sauces, dressings and more to add pizazz to your salads, vegetables and meats. Melinda Hodge holds a degree in culinary arts and is a professional baker and pastry chef. Please wear sleeved shirts and closed-toed shoes. Bring an apron and food containers (several one-pint mason jars are best). (1 meeting)
APR 23 SAT 10AM-3PM
COST/$45

Cupcake Sensation! (Age 13+ and Adults) New!
Let your imagination run free while learning to decorate with butter cream, fondant and royal icing. The last day to register for this class is April 7. Please specify yellow or chocolate cake at registration time. Cupcakes will be pre-baked by the chef. Students will take one dozen decorated cupcakes home. Be prepared to spend $20-25 on supplies (supply list available when registering.) Keep receipts for all supplies until the first day of class. No pre-requisite for this class. Please wear sleeved shirts and closed-toed shoes. Bring an apron and cake container. Instructors are from the Culinary Arts department. (1 meeting)
APR 9 SAT 11AM-4PM
COST/$45

Dinner in a Bag (Age 13+ and Adults) NEW!
Dinner in a bag, En papillote, or Al cartoccio, is a method of cooking where the food is put into a folded pouch or parcel and then baked. Learn to use different parcels for the menu: fish en papillote, hamburger al foil, root vegetable pilaf and stuffed pears. Please wear sleeved shirts and closed-toed shoes. Bring an apron and food container. Chef Virgil has a degree in culinary arts. (1 meeting)
APR 16 SAT 11AM-4PM
COST/$49

Spring Desserts (Age 13+ and Adults) NEW!
Celebrate the sweet flavors of spring. Your guests will leave your gathering on a high note after sampling these mouthwatering dishes! Learn to prepare chocolate truffles, lemon bars, mint chocolate meringues and fresh berries with a warm sabayon glaze. Please wear sleeved shirts and closed-toed shoes. Bring an apron and food container. Chef Virgil has a degree in culinary arts. (1 meeting)
APR 30 SAT 11AM-4PM
COST/$49

If you are interested in designing a class, call (254) 526-1586 to request an application. You can also check out our website www.ctcd.edu/ce and go to the “Can You Teach?” section to download a course proposal form.

CAN YOU TEACH?

Stained Glass
 Gardening
 Landscaping
 Music
 German
 Mosaic

If you are interested in designing a class, call (254) 526-1586 to request an application. You can also check out our website www.ctcd.edu/ce and go to the “Can You Teach?” section to download a course proposal form.
Gum Paste Flowers
Meet Cake (Age 13+ and Adults) New!
Learn how to make a unique handmade bouquet of flowers. Techniques include cherry blossom, mimosa, forget-me-not and hibiscus flowers. The last day to register for this class is May 5. Students will prepare the cake on the first class and decorate on the second. Students will take a seven-inch cake with gum paste flowers home. Be prepared to spend $20-25 on supplies (supply list available when registering.) Keep receipts for all supplies until the first day of class. No pre-requisite for this class. Please wear sleeved shirts and closed-toed shoes. Bring an apron and cake container. Instructors are from the Culinary Arts department. (2 meetings)
MAY 6-7 FRI/SAT NOON-4PM
COST/$55

To Grill or to BBQ? (Age 13+ and Adults) NEW!
To grill or to BBQ...that is the question! What is the difference between grilling and barbecuing anyway? Grilling is the most popular method of cooking over a flame and usually involves high heat and short cook times. Barbequing involves lower, indirect heat and longer cook times. This course teaches you how to make BBQ chicken with cucumber relish, warm grilled potato salad, BBQ steakhouse crostini and grilled maple peaches with cream. Please wear sleeved shirts and closed-toed shoes. Bring an apron and food container. Chef Virgil has a degree in culinary arts. (1 meeting)
MAY 14 SAT 11AM-4PM
COST/$49

Alcohol Ink Techniques (Age 13-17)
The art of scrapbooking includes many different mediums. This class provides an introduction to the exciting world of alcohol inks and how they can be used on a variety of surfaces including glass beads that can be made into a necklace, ceramic tiles that can be used as trivets and paper that can be made into gift tags. Michele Seitz has numerous years of experience in the use of many art mediums including scrapbooking, crocheting, watercolors and formal art classes. No supply list - the instructor provides everything needed! See examples at CE office! (1 meeting)
MAR 26 SAT 2-4PM
COST/$25

Young Learners

To Potty Time Workshop
This caregiver-focused workshop will help to make potty training easier and more fun by incorporating American Sign Language into any potty training method you choose. Workshop participants will learn how to prepare, when to get started, what signs to use and how to encourage, motivate and celebrate their child during the potty training process. Tuition includes one set of handouts and workshop admittance for two adult caregivers. Optional take-home curriculum will be available for sale after class. Pre-requisites are not required. You may join at any time. Bree Loggins (See ASL Signing Time Workshops) (1 meeting)
MAY 29 TUE 5-7PM
MAY 31 TUE 5-7PM
COST/$19

American Sign Language (ASL)
Signing Time Workshops New! (Age 6-14)
Signing helps children of all ages and abilities communicate and connect with the people they love. The award-winning Signing Time curriculum can provide a foundation for learning ASL as a second language. Students will be introduced to the fingerspelling alphabet, number system, beginning vocabulary, introductory phrases and deaf culture. Have fun learning with the use of crafts, music and games. Optional take-home curriculum will be available for sale after class. Pre-requisites are not required. You may join at any time. Bree Loggins is a certified Signing Time Academy master instructor with 14 years of ASL experience. (1 meeting)
AGES 6-9
APR 2 SAT 3-5PM
MAY 7 SAT 3-5PM
AGES 10-14
APR 2 SAT 5:30-7:30PM
MAY 7 SAT 5:30-7:30PM
COST/$25

For more information, call 254-526-1586 or visit us on the web at www.ctcd.edu/ce
CONTINUING EDUCATION SPRING 2016 COURSE SCHEDULE

NEW!

Launching Your Own Business
Don't be afraid to be your own boss!
In this hands-on, facilitated workshop, participants identify their concerns and fears of starting a new business and learn to move forward with a mindset of seizing the opportunity to create a new future for themselves as an entrepreneur. The program introduces entrepreneurship under current economic conditions and explains the entrepreneurial planning process by identifying potential business ideas and identifying the research needed to determine business viability. Marcus Carr is the director of the Central Texas Business Resource Center and a fellow entrepreneur who has started several businesses. (1 meeting)

JAN 10 SAT 9AM-1PM
COST/$25

NEW!

ASL Baby Signing Time (Age Birth-2)
Research shows signing allows babies to communicate before they can speak, reduces tantrums and frustration and increases bonding and communication between parent and child. Exposing your child to second language may even increase the child’s IQ. Our circle-time caregiver/child classes are based on the award-winning Baby Signing Time curriculum and are a fun and interactive way to start learning with your child. The first class uses “A New Day” curriculum and the second class uses “Let's Be Friends” curriculum. Pre-requisites are not required. You may join at any time. Optional take-home curriculum will be available for sale after class. Bree Loggins (See ASL Signing Time Workshops). (4 meetings)

APR 5-26 TUE 10:30-11:30AM
MAY 3-24 TUE 10:30-11:30AM
COST/$45

NEW!

ASL Preschool Signing Time (Age 3-5)
Once a child begins to talk, signing continues to offer important educational benefits. Research shows pre-school and elementary children who use signs and fingerspelling expand their vocabularies more quickly and develop more positive attitudes toward reading. Signing also facilitates a child’s ability to learn letters, numbers and sight words more easily. Explore basic ASL vocabulary in a fun and interactive way that will strengthen early learning. Using the award-winning Signing Time curriculum, caregivers/students will have fun learning with the use of crafts, music and games. The first class uses “A New Day” curriculum and the second class uses “Let’s Be Friends” curriculum. Optional take-home curriculum will be available for sale after class. Pre-requisites are not required. You may join at any time. Bree Loggins (See ASL Signing Time Workshops). (4 meetings)

APR 5-26 TUE 12:30-1:30PM
MAY 3-24 TUE 12:30-1:30PM
COST/$45

Our office no longer accepts cash or personal checks! Payment must be made by credit/debit card, money order or cashier’s check.
Basic Aid Training (Age 6-10)
This training teaches participants how to understand and use Emergency Actions Steps, give general care and basic first aid. Students will also learn fire prevention and safety, poison patrol, Water Whiz safety, how to avoid getting lost, Internet safety and how to be safe while riding or operating anything with wheels. Wear comfortable clothing suitable for exercise. Bring your own lunch. Kenya Andrews (See Dog and Cat First Aid). (2 meetings)
APRIL 23-30 SAT 9AM-1PM
COST/$45

Basic CSI Junior (Age 8-15)
Students will learn basic criminal investigation terminology and the “how-to’s” of processing a crime scene. Classroom exercises focus on searching and analyzing latent prints, using light sources and processing items with different latent print powders and other techniques. Students are encouraged to wear clothing that allows them to get dirty. Bring a snack for break time! Natasha Hale is a latent print examiner for the Killeen Police Department. (2 meetings)
APRIL 23-30 SAT 10AM-1PM
COST/$39

Dino Quest (Age 6-12)
Unearth an adventure and discover the most fascinating creatures from the past - dinosaurs! Explore the 15 types of dinosaurs, learn the difference between hungry herbivores and cranky carnivores, create your own dinosaur and make your own fossils. Class also discusses what a paleontologist does. Wear comfortable clothing. Carroll Beckom (see Extraterrestrials). (3 meetings)
MAR 14-16 M/T/W 9 AM-NOON
COST/$59

Messy Science (Age 6-12)
Roll up your sleeves and get messy with hand-on experiments involving volcanoes and static electricity. Class includes a show in the Mayborn Science Theater. Wear comfortable clothing and bring a snack. Carroll Beckom (see Extraterrestrials). (1 meeting)
APR 9 SAT 1-4 PM
COST/$39

Young Naturalist (Age 6-12)
Learn how to apply the scientific method while investigating the science behind aquatic ecosystems, natural resources, the food chain and endangered species. Build an “insect zoo,” a birdbath and terrarium. Have fun while satisfying the requirements for the Girl Scout’s Junior Animal Habitats badge, Cub Scout’s Wildlife Conservation awards for belt loop or academic pin and the Webelo Naturalist skill award. Wear comfortable clothing and bring a snack. Carroll Beckom (see Extraterrestrials). (1 meeting)
MAY 14 SAT 1-4 PM
COST/$39

LEARN TO COOK
Our cooking classes are open to students age 13+... See p. 20
LIFELONG LEARNING

YOU MUST BE 50+ TO ENROLL IN THESE LIFELONG LEARNING CLASSES.

EXERCISE

Water Aerobics

Water aerobics is a fun workout with easy-to-follow exercise routines to improve cardiovascular conditioning. Using the resistance of the water, this class is a total body workout including aerobics, toning and stretching. It can also improve your strength and flexibility leading to better muscular endurance and balance. CTC maintains pool water at approximately 80 degrees. Bring a towel and wear swimsuits and aqua socks (shoes for water). Judith Mills is a certified water aerobics instructor. (6, 10 or 12 meetings)

MAR 25-MAY 27  FRI  9-10AM  COST/$29
MAR 29-MAY 5  T/TH  9-10AM  COST/$35
MAY 12-MAY 31  T/TH  9-10AM  COST/$25

Viniyoga Workshop: A Breath-Centered Approach to Yoga

Viniyoga is an ancient approach to yoga using repetition in postures and breath to help heal and balance the body and spine. Students will be introduced to this approach which has sequencing that prevents injury and many available modifications and adaptations to fit various physical needs. Students will learn about the biomechanics of the breath and the movement of the spine. There will be lecture, demonstration and practice. Wear comfortable clothing and bring a yoga mat and snack or light lunch. Tawni Lay is a 500-hour registered Viniyoga teacher with more than 17 years of experience. (1 meeting)

APR 15  FRI  10AM-2PM  COST/$35

Healing Powers of Reflexology

Reflexology is a natural healing art based on the principle there are "reflexes" in the feet which correspond to every part, gland and organ of the body. Through application of pressure on these reflexes, reflexology relieves tension, improves circulation and helps promote the natural function of the related areas of the body. Wear comfortable clothing. Tawni Lay, a trained reflexology practitioner with numerous years of experience. (1 meeting)

MAY 20  FRI  2-5PM  COST/$25

Save the date!

Licensed Massage Therapy Program will host

The International Institute of Reflexology

REFLEXOLOGY OPEN HOUSE

Thursday, April 7 • 2-4:30 p.m.

Central Texas College Campus
Building 136, Room 134
Located in bldg. 136 at the corner of Clear Creek Road and Central Texas College Drive

LECTURE IS FREE & OPEN TO THE PUBLIC
(1.5 hour lecture followed by an one hour Q&A)

WE HAVE A CLASS FOR THAT!

For more information or to register call (254) 526-1586 or visit us on the web at www.ctcd.edu/ce

f/CTCLicensedMassageTherapy
WHAT ABOUT PARKING?
Parking permits will be issued to those who are registered in our classes. Be sure to display it prominently. Do not park in reserved parking places. Anyone parking in a reserved parking space will receive a parking ticket.

WHAT IF A CLASS IS FULL?
You may register for a class any time prior to the first meeting. However, it’s a good idea to sign up early. Class size is limited! If the class you want to take is full, ask to be placed on a waiting list. Then, if an opening occurs, we will call you.

WHERE’S MY TEACHER?
Teachers rarely miss a class, but if a class is unexpectedly canceled, we make every effort to call you. However, since cancellations often happen on short notice, we post a sign at your class to notify you. The class will then be rescheduled.

HOW DO I PAY FOR MY CLASS?
Payment options are listed at the top of the inside back pages. Payment is always due at registration. Our office no longer accepts cash! Credit cards, money orders or cashier’s checks are accepted for payment.

WHEN CAN I REGISTER?
You may register for a class as soon as the course schedule is available. We highly recommend you register and pay for a class a minimum of three business days before the class starts.

CANCELLATION POLICY
No tuition refunds will be made except in case of course cancellations or official withdrawal from a course. The refund policy for non-credit courses is as follows:

1. All refunds will be processed based on the date the withdrawal form is filed with the Records Office.
2. For courses that meet for more than one class session, refunds of 100% will be made only if the application for refund/withdrawal is filed before the second class meeting.
3. For courses that meet for only one class session, refunds of 100% will be made only if the application for refund/withdrawal is filed with the Records Office before the beginning of the class.
4. Emergency withdrawal will be considered filed as of the date of the emergency leave orders or medical certification of family emergency. Refunds under emergency conditions will follow the schedule of above.
5. Any exceptions to the above policy will require approval of the appropriate dean and the bursar.

WHAT ARE CEUs?
CEUs are nationally recognized to record satisfactory completion of certain approved occupationally-related programs. One CEU is awarded for each 10 contact hours of instruction included in a specified continuing education program or activity. Successful completion is attendance-based unless otherwise noted. 90 percent attendance is required for successful completion of most classes. Some classes require 100 percent attendance.

QUESTIONS?
Call Continuing Education at (254) 526-1586 or email us at continue.education@ctcd.edu. We are located on the main CTC campus in Building 136, Room 139. Our hours are 8 am-5 pm, Monday through Thursday, and 8-11 am on Friday.

CAN YOU TEACH?
We are always looking for instructors who can develop and teach noncredit courses in a variety of areas including foreign language, creative arts, personal skills, painting, drawing, music, career development, outdoor activities, exercise, dance, sign language, craft classes, floral design, College for Kids classes, food and entertainment, travel, culture and writing. For more information about our programs, to discuss a class idea or to request a course proposal package, please contact our office.

Although we have made every effort to ensure the accuracy of information in this brochure, we cannot always control errors or omissions. CTC reserves the right to cancel, combine or divide classes, to change the time, day or place or to change instructors without notification without incurring obligation.
CONTINUING EDUCATION SPRING 2016 COURSE SCHEDULE

Central Texas College District does not discriminate in admissions or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, national origin, gender, disability, age or veterans status.
**IN PERSON** Register at CTC, Bldg. 136 Rm. 139. Office Hours are Monday - Thursday 8am to 5pm and Friday 8 to 11am.

**BY PHONE** Call (254) 526-1586. Payment must be made with a credit/debit card.

**BY FAX** Fax a completed registration form to (254) 526-1600. Call us at (254) 526-1586 to make a payment.

**BY MAIL** Send completed registration form to: CTC Continuing Education P.O. Box 1800, Killeen, TX 76540 Call (254) 526-1586 for payment.

Anyone needing accommodations to participate in these courses, please contact Disability Support Services at 526-1195.

Legal Name: ___________________ LAST  FIRST  MIDDLE INITIAL  SUFFIX

Previous Last Name(s): __________________________________________________________

Local Address: __________________________ City: _______ State: _______ Zip: _______

Primary Phone: __________________________ Alternate Phone: __________________

SSN: __________________________ Date of Birth: __________ MM-DD-YY

Please provide the following race/ethnic data. This information is requested on a voluntary basis by the U.S. Department of Education. (check all that apply): (This information will not affect your admission to the college.)

Ethnicity:  □ Hispanic/Latino              Race:  □ American Indian or Alaska Native □ Asian □ Black or African American □ White

□ Non-Hispanic/Latino          □ Native Hawaiian or Other Pacific Islander

Gender:  □ Male  □ Female Email: __________________________

High School Graduate:  □ Yes  □ No Date: __________ Name of high school attended: __________________________

If you did not graduate, have you earned a GED?  □ Yes  □ No Date: __________

Name and state of college/university: __________________________

State and county of legal residency for tax purposes: __________________________

CTC does not discriminate in admission or access to, treatment or employment in its programs and activities on the basis of race, color, religion, national origin, gender, disability, age, sex based or veterans status. If you have any type of documented disability for which special services might be helpful, please contact Disability Support Services at (254) 526-1195.

**MEDIA CONSENT:** If you do not wish for you or your child to be photographed for use in CTC advertising and/or campus printed and online publications, please check the box below. Your consent includes waiver of any financial remuneration, right to inspect or approve photos and also releases CTC from any liability for use of the images.

□ I do not consent to be photographed for use in CTC advertising or publications.

I agree to abide by all college rules and regulations as outlined in the College Catalog. I certify the information on this form is complete and correct. I request registration in the courses listed on this form. I also understand that I have received or been directed to bacterial meningitis information on the college website (www.ctcd.edu/student-immunization), as directed by the State of Texas, Senate Bill 31, 2001.

Signature: __________________________ Date: __________________________

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CONTINUING EDUCATION AT
CENTRAL TEXAS COLLEGE
P.O. Box 1800
Killeen, Texas 76540-1800

Keep catalog through
MAY 2016

WHAT'S INSIDE?
Empowering your employees

Customized Training programs can strengthen company performance and bottom-line results.
see inside cover

Our Solving Classroom Discipline Problems provides a step-by-step approach to effective, positive classroom discipline.
see page 5

Becoming a Person of Influence teaches you insightful ways to interact more positively with others to increase your personal and organizational success.
see page 15

Expand your own capabilities

State of Texas Security Officer Academy covers the information and skills needed to obtain a license to work as a security officer for a private business in Texas.
see page 6

Massage Therapy Daytime Program allows you to train and test for a rewarding career in massage therapy in less than 12 months.
see page 11

Life never stops teaching, so don’t stop learning

Check out our Lifelong Learning section...