

Advanced Skills Education Program (ASEP)

**Increase your chances of promotion with ASEP.
Earn Certificate of Completion
in Supervision Management – 14 credit hours.**

ASEP, formerly LSEI, provides instruction for all Non-Commissioned Officers (NCOs), and is aimed at enhancing communication, management, leadership and supervisory skills at the unit level.

As a supplement to the unit's professional development program, ASEP courses can improve job performance and provide a more skilled core of leaders to perform the unit mission.

Variety of courses offered include:

- Effective Military Writing
- Conducting Briefings
- Professional Ethics of the NCO
- Stress Management

Each ASEP course involves twenty hours of on-duty instruction. ASEP classes include interactive instruction using a combination of lectures, practical exercises and hand-on activities.

<http://www.ctcd.edu/locations/europe/programs/asep/>

**Upon successful completion of a course,
each participant is awarded
one semester hour of college credit
from Central Texas College.**

www.ctcd.edu/europe

**FOR STUDENTS
OF THE
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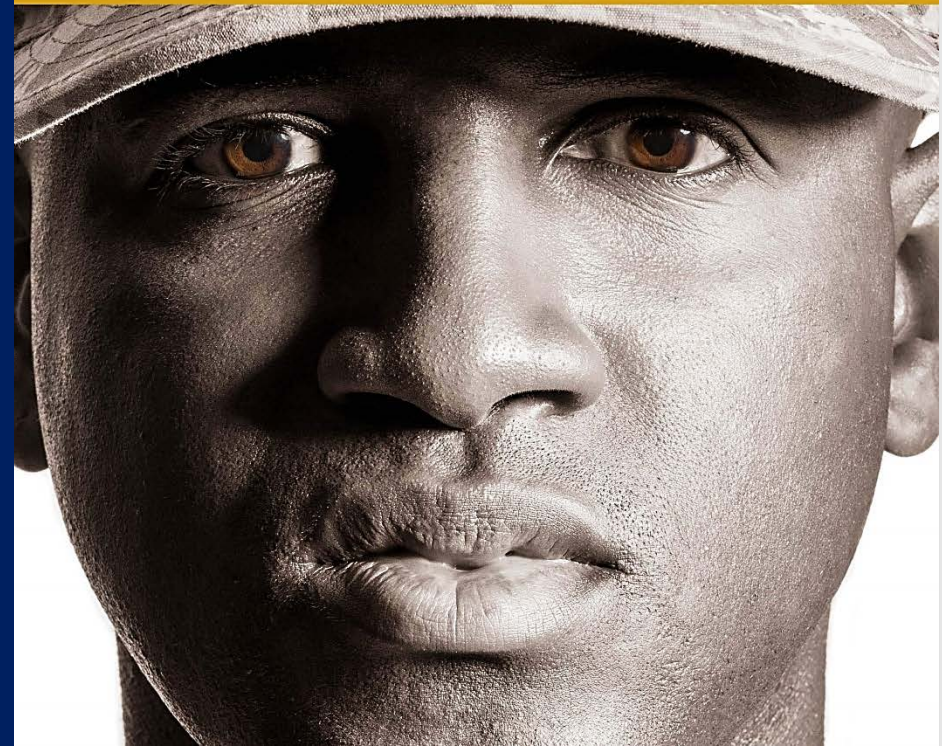


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BMGT 1177 Critical and Creative Thinking 1-0-1
This course is designed to provide the students with the skills and knowledge required to develop structured approaches to critical/creative thinking and problem solving in the workplace.

MTBC 1170 Conducting Briefings 1-0-1
Teaches how to prepare and conduct military style information briefings. Special attention is given to organizing material, to developing effective delivery skills and the use of audiovisual aids to enhance briefings.

MTBC 1171 Effective Writing I 1-0-1
The course explains the communications process; describes the writing process; and covers identifying, analyzing and constructing effective sentences and paragraphs.

MTBC 1173 Effective Writing II 1-0-1
Building on the student's basic knowledge of grammar and writing techniques, this course concentrates on improving writing skills through the use of practical exercises.

MTES 1170 Professional Ethics 1-0-1
This course examines current definitions of ethics and provides opportunities for group and personal analysis of ethical issues. Participants will gain experience in making ethically-related decisions through exercises with case studies. The lecture material and group exercises will increase participant awareness in the principles involved in ethical decision making.

MTES 1171 Professional Values 1-0-1
This course is a study of the Seven Army values and their application to military and personal life. It is designed to acquaint the student with the Army Seven Values, distinguish between professional values and personal values, and understand how they apply to their unit, community and nation.

MTHO 1170 Historical Principles of War 1-0-1
This course provides the student with an understanding of the nine principles of war with specific battle examples of each; discusses their application to the history of the United States military; enables the student to apply the military concepts and principles used in past engagements to that of the present and future missions of the military.

MTHO 1171 Middle East Culture 1-0-1
To provide soldiers with a general knowledge of the culture of the people who inhabit the Middle East. This course will provide a brief overview of the history and culture to include: governmental structure, politics, influence of nomadic tribes, religious influence, heritage, family roles, arts, education, business wealth, poverty, jobs, language, health and medicine. Food, drink, dress, etiquette, holidays, organizations, and media are also covered. (Military Science Management-AAS)

MTHR 1171 Performance Oriented Training 1-0-1
This course is designed to provide the student with a basic knowledge and understanding of the rationale, methods, techniques, and procedures for determining training needs; the selection of resources to enhance training effectiveness; and how to prepare, present and evaluate training.

MTHR 1172 Prevention of Sexual Harassment 1-0-1
This course provides students with an overview of sexual harassment including definition, cause, impact, and suggested approaches for dealing with sexual harassment problems when they arise in the workplace. It examines ethical guidelines and actions supervisors can take to avoid sexual harassment. It also includes how to objectively handle complaints.

MTHR 1173 Counseling Practicum Technique 1-0-1
Examines the counseling role of supervisors. Emphasizes speaking, listening, and writing skills through simulated counseling situations and the preparation of the leadership counseling forms. The course reviews leadership principles and positive counseling techniques by analyzing various case studies.

MTHR 1174 Time Management 1-0-1
Teaches efficient use of time management and organizational skills. Supervisors learn to eliminate time wasters, increase productivity, better distribute work and schedule tasks more efficiently.

MTHR 1175 Career Management 1-0-1
This course provides students with the basic management techniques for career management. It will assist individuals in building a base of information for career planning, training and professional development and establishing and working with career goals for themselves and their subordinates.

MTHR 1176 Stress Management 1-0-1
This course explores the relationship between stress and work performance. Provides mechanisms that will enable participants to manage personal stress constructively, help subordinates cope with stress, and reduce stress in the workplace. Emphasis on reducing stress levels to achieve high performance in organizations.

MTIR 1170 Interpersonal Relationships 1-0-1
This course provides the student with the tools to become more understanding of themselves and others. It presents techniques to better deal with difficult people. It defines the basic differences between people in an attempt to create a better understanding of those with whom we work. It reviews the basic model for dealing with these differences.

MTLE 1170 Crime Prevention 1-0-1
This course will provide a basic understanding of crime prevention. It will also cover the historical background, fundamental concepts, and techniques for the deterrence and prevention of crime.

MTLM 1170 Managerial Planning 1-0-1
Develops complex skills in setting goals, planning and coordinating objectives, and allocating resources. Managerial styles and models are applied to simulated and real problems.

MTLM 1171 Managing Resources 1-0-1
Working with management problems such as inventory control, planning the efficient use of available resources and creative problem-solving within the limitations of budget constraints. and deployed environments and focus on ensuring contractors fulfill the obligations to the government.

MTMM 1170 Increasing Work Site Efficiency 1-0-1
This course is designed to assist supervisors to increase knowledge about performance, job satisfaction, and efficiency of oneself and subordinates at the work site. The course will suggest and demonstrate a systematic process to organize work methods and work environments in order to accomplish more work in less time using fewer resources. The course provides techniques for increasing productivity at the work site.

MTMM 1171 Problem Solving 1-0-1
This course presents an effective problem solving and decision making model for management settings and offers hands-on practice in using problem solving techniques. This course includes defining, analyzing, and solving management problems. It is designed to present a logical approach to problem solving, and step-by-step process for the achievement of desired results.

MTOB 1170 Styles of Leadership 1-0-1
A study of the current Army thoughts on leadership with hands-on practice in developing and practicing a leadership style within the framework of the military organization.

MTOB 1171 Improving Work Performance 1-0-1
This course is designed to provide students with the knowledge and tools needed to define desired work performance and design/implement appropriate strategies to improve performance. Topics include a behavioral approach to management, performance standards, motivation, leadership, communication, and worker training. Participants will learn behavioral theories and complete practical exercises that provide experience leading to improved work performance.

MTPF 1170 Personal Financial Management I 1-0-1
This course provides students with the basic management techniques for planning personal financial affairs and developing a base of information to use during the counseling of subordinates, including budgetary controls, family budgets, financial concepts, credit, debt, and risk management, bank accounts, borrowing, investing, and insurance.

MTPF 1171 Personal Financial Management II 1-0-1
This course provides students with the basic management techniques for planning personal financial affairs and developing a base of information to use during the counseling of subordinates, including investment concepts, mutual funds, IRAs, retirement, and estate planning. Prerequisite: MTPF 1170.

POFT 1132 Workplace Diversity 1-0-1
This course provides basic knowledge about cultural awareness, including cultural heritage, work force diversity, human rights and communications. Students will be able to identify and demonstrate benefits of valuing diversity and effective cultural contacts. Includes behavioral expectations and standards in the business environment.

For more information, please see CTC Catalog, Programs of Study, p. 72.

<http://www.ctcd.edu/academics/catalog/catalog-continental-international/>

Each course is a one (1) semester credit hour course