WE HAVE A CLASS FOR THAT!

Spring 2020
COURSE SCHEDULE

Life never stops teaching, so don’t stop learning. Success
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**NO TRAINING DEPARTMENT? NO PROBLEM!**

We have a **CLASS** for that!

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**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**

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**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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FOR MORE INFORMATION, CALL 254-526-1586 OR VISIT US ON THE WEB AT WWW.CTCD.EDU/CE

LEGEND

NEW!

BRAND-NEW CLASS

ONLINE CLASS ONLY

FEATURED CLASS

DAY-TIME CLASS

FEATURES

PERSONAL FINANCES

This online course teaches you to create and use budgets, borrow wisely, and plan for your retirement.

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GEOCACHING

Have fun in this real-world, outdoor treasure hunting game using GPS coordinates.

READ MORE ........................................ 21

YOGA UNDER THE STARS

Enjoy an intergalactic yoga experience under starry scencesapes at the Mayborn Science Theater.

READ MORE ........................................ 22

BEGINNING QUILTING

Create your own quilting tradition by learning the basics of color matching, seam allowances, and quilt construction.

READ MORE ........................................ 24
### Online Career Training

Prepare for employment in today's hottest careers!

**Comprehensive, affordable, and self-paced programs.**

### ART & DESIGN
- Adobe Certified Associate (5 Vouchers Included)
- Certified Residential Interior Designer
- Digital Arts Certificate
- Graphic Design with Photoshop
- AutoCAD with AutoCAD 3D
- Mobile & Desktop Web Developer
- Event Management and Design
- Certified Wedding Planner

### LANGUAGE & EDUCATION
- Professional Translator
- Technical Writing
- Child Development Associate

### PROJECT MANAGEMENT & LEAN SIX SIGMA
- PMII Risk Management Professional
- Master Project Management with Microsoft Project
- The Complete Project Manager with CAPM® and PMP® Prep
- Lean Six Sigma Green Belt and Black Belt
- Lean Six Sigma Yellow Belt and Black Belt
- Certified Six Sigma Green and Black Belt
- Certified Six Sigma Green and Black Belt
- Certified Six Sigma with 1-1 Project Coaching

### HR
- Human Resources Professional
- Senior Human Resource Professional with Payroll Practice and Management

### BUSINESS
- Certified Bookkeeper
- Certified Internal Auditing
- Chartered Tax Professional
- Payroll Practice and Management
- Professional Bookkeeping with QuickBooks
- Certified Administrative Professional with Microsoft Office Specialist
- Microsoft Office (MOS) Certification

### ACCOUNTING & ADMINISTRATIVE
- Advertising and Outreach Specialist
- Digital Marketing Strategist
- OMCA® Social Media and Content Marketing
- OMCP® Social and Mobile Marketing Professional
- Activity Director
- Pharmacy Technician
- Physical Therapy Aide
- Veterinary Assistant
- Optician Certification Training

### MARKETING & SALES
- CPC Medical Billing and Coding
- CPC Medical Administrative Assistant
- Clinical Dental or Medical Assistant
- NASM Corrective Exercise (CES) and Performance Enhancement (PES)

### HEALTH & FITNESS
- CCNP
- CCNA: Wireless
- CCNA: Collaboration
- CCNA: Routing and Switching
- CCNA: Security
- ComptIA A+, Network+, Security+
- ComptIA Cloud+
- ComptIA Project+
- ComptIA with ITIL Foundation
- ITIL Foundation
- Full Stack Software Developer
- Certified Ethical Hacker
- Certified Information Security Manager (CISM)
- Front-End Web Developer
- Mobile and Desktop Web Developer

### INFORMATION TECHNOLOGY
- Home Inspection Certification
- Leadership in Energy and Environmental Design (LEED)
- Chemical Plant & Natural Gas Plant Operations
- Electrical Technician
- Freight Broker / Agent Training
- Purchasing and Supply Chain Management
- Commercial Driver Training (CDL)

### TRANSPORTATION
$4,000 for YOUR FUTURE!
ASK how YOU can qualify for $4,000 towards YOUR education.

SOLDIERS

Army Credentialing Assistance program pays for soldiers’ training courses that lead to credentials, licenses, and certifications to enhance skills in an area outside your MOS or branch.

Visit ctd.m.theknowledgebase.org for course details.

MILITARY SPOUSES

MyCAA program pays for military spouses’ portable, flexible training that allows you to pursue credentials, licenses, and certifications from home for many in-demand jobs.

Visit ctcms.theknowledgebase.org for course details.

Whether a Soldier or Military Spouse, choose from a variety of course offerings:

- Associate Professional in Human Resources® (aPHR®)
- Project Management: CAPM and PMP
- Certified Information Security Manager (CISM)
- Cisco: CCNA and CCNP
- Grant Writing Certificate
- Internet Business Associate
- Information Systems Auditor
- Medical Assistant
- Medical Scribe
- Patient Care Technician
- Personal Fitness Trainer
- Pharmacy Technician
- Six Sigma Green Belt
- Veterinary Office Manager

Enrolled students will receive all course materials to include courseware with option to include exam.

For more information on these assistance programs, available courses and to check eligibility call 1 (866) 316-6911 or email: info@ProTrainEdu.org.
PROJECT MANAGEMENT & LEAN SIX SIGMA

Project Management Certificate
Enter the workforce with competitive project management skills or strengthen your business expertise and professional resume with a Project Management certificate! Project management is one of the most rapidly growing professions in America and certified project management skills are now required by many companies. Become the highly effective member any company would want on their project management team in this 40-hour accelerated certificate course by learning methods for planning and controlling projects. Course includes project management concepts and models, critical path, analysis of time/cost benefits and resource utilization. Upon completion, you will be able to define project management compared to general management, describe the phases of the project life cycle, define the roles of the project manager and the project team, define deliverables and stakeholders and identify project management resources. For those who are planning to take PMI’s CAPM® or PMP® exams, this course provides the education hours needed to qualify for the exam. Four practice tests and a resource page will be given out during class. There are two required textbooks: PMBOK® Guide, sixth edition, ISBN: 978-1628251845; PMP® Exam Prep, Ninth Edition, Rita Mulcahy, ISBN: 978-1943704040. The certification exam is not included in the price of this course. Albert Hernandez is a retired Army, PMI-certified project management professional with more than 15 years of experience in project management. (10 or 5 meetings) (4 CEUs, 40 PDUs)

Lean Six Sigma
In this accelerated, fact-to-face course you will learn to define, measure, analyze, improve and control your business processes using Lean Six Sigma methodology. In addition to Levels of Cognition based on Bloom’s Taxonomy, you will learn time-tested processes and techniques that can tremendously improve the performance of your business or organization regardless of its focus. This course is appropriate for most all products and services provided by businesses and organizations, and it will significantly increase your personal value to your business or organization. For those who are planning to take a IASSC™ Lean Six Sigma certification exam, this course provides the educational preparation needed to be successful. There will be a one-hour lunch break; lunch is not provided. Brad Garrett worked as a certified Six Sigma green belt for both Northrop Grumman and Raytheon from 2006-2018 and has successfully used Six Sigma concepts as a program manager, quality assurance manager, lead instructor and lead auditor. (5 meetings) (4 CEUs, 40 PDUs)

COST/$849
SEP 3-OCT 3       T/TH           6-10 PM
SEP 13-OCT 11     FRI           8 AM-5 PM
COST/$849

Overview of Business Continuity
Learn about Business Continuity Management (BCM) methodology and how it can improve your business processes! BCM Planning Methodology includes IT recovery, business continuity, supply chain and crisis strategies. Within each methodology, there are plans that need to be created and managed that will cover incidents, emergencies, events and disasters. Learn how to create a comprehensive business recovery plan including Recovery Time Objective (RTO), Recovery Point Objective (RPO), Business Impact Analysis (BIA), Hazard Vulnerability Analysis (HVA) and Service Level Agreements (SLA). Elaine Hiller has worked in IT for more than 20 years and has spend the last 10 years as a business continuity professional. (5 meetings) (4 CEUs)

COST/$1,249 WITH GREEN BELT VOUCHER
MAR 16-APR 13    M/W         6-10 PM
JUN 15-JUL 13    M/W         6-10 PM
COST/$1,149 WITH YELLOW BELT VOUCHER
JUN 15-JUL 13    M/W         6-10 PM
COST/$949 WITHOUT EXAM

PMP® Exam Boot Camp
PMP-certified project managers earn an average of 20 percent more than their uncertified counterparts. Therefore, the PMP certification is a must-have for any serious project manager. To earn your PMP credential, you must meet the experience and education requirements plus pass the 200-question, multiple-choice PMP examination. 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 which includes change management, processes, environmental effects and time and cost estimations. You will complete practice exercises, receive a four-hour take home exam that can be taken multiple times and receive a valuable resource page. There are two required textbooks: PMBOK® Guide, sixth edition, ISBN: 978-1628251845; PMP® Exam Prep, Ninth Edition, Rita Mulcahy, ISBN: 978-1943704040. Albert Hernandez (see Project Management Certificate). (9 meetings) (3.6 CEUs, 36 PDUs)

COST/$59
APR 24-MAY 22    FRI         6-8 PM
JUN 15-JUL 13    M/W         6-10 PM
COST/$749

Small businesses with fewer than 100 employees have access to valuable workforce training at CTC through the Texas Workforce Commission’s Skills for Small Business program.

For more information or to fill out an application, go to ssb.texasworkforce.org, by emailing skills@twc.state.tx.us or by calling toll-free 1-877-463-1777

COST/$1,149 WITH YELLOW BELT VOUCHER
JAN 24-FEB 21    FRI         6-8 PM
APR 24-MAY 22    FRI         6-8 PM
COST/$59
CAREER DEVELOPMENT

Internal Auditing and the Quality Manager
IAW ISO 9001:2015
Learn how to improve the effectiveness of your business by learning how to be an internal auditor and/or quality manager under International Organization for Standardization (ISO) 9001:2015. You will learn how ISO and the Plan/Do/Check/Act (PDCA) cycle work together as well as how to plan for, execute and report an audit. Then you will learn what is involved with analyzing your audit results to improve your company’s effectiveness. This course also teaches you what is required of a quality manager and how to put together an effective audit program. Brad Garrett is a certified lead auditor instructor for ISO 9001:2015 by Lloyd’s Register with more than 10 years of practical experience as an internal auditor and a quality manager. (2 meetings) (.7 CEUs)

Presentations That Work and What Not To Do!
Successful participants will understand how to prepare, plan and engage their audience by learning skills, techniques and tools to give an engaging and effective presentation in any setting. Topics covered include preparation and tips to plan a successful presentation, self-control for presentations and engaging your audience. Class includes lecture, demonstration, small group work, group discussions, role-playing, a game and more! Keilani Middleton is a military veteran, has a master’s degree in organizational management and more than 20 years of experience with small business operations and leadership. She has a bachelor’s degree in business management and a master’s degree in public administration. (4 meetings) (1.6 CEUs)

Online Private Training
Use our Professional Development Training Series to improve your organization’s performance. These programs can be customized to meet your training objectives and needs. Focus areas include:

The Financial Aspects of Business Planning
Help your small business flourish! Learn how to integrate strategic and financial plans to formulate a comprehensive road map for the progression of your business. Understanding how financial resources, financial goals and financial performance of a business align with its strategy creates a sustainable, competitive advantage that maximizes the company’s value.

Profit Strategies for Business
Profit enables a business to accomplish its mission, including noble causes. If your business is not pursuing a profit, it is either a hobby, stagnate or a money pit. Profit is critical to the success and growth of a healthy business. It is also your reward for all the hard work you put into your business. Join us to hear how to stop the leaks and maximize profits!

For more information, contact the Continuing Education department at 254-526-1586.

Entrepreneurship for Working Small Business Owners
Entrepreneurship is more than having a great idea or providing a service. Learn about running a small business and become more successful! Current and future business owners will gain a basic understanding of many topics including initial capital, accounting, Microsoft Suite, networking, marketing, social media, human resources (pay and benefits), hiring (interviewing and equal opportunity), customer relations, resource management, taxes and laws. You will also learn to build and manage data resource workbooks in Microsoft Excel. Course includes a digital textbook. Be prepared to purchase two ledger books and one receipt book. Mark Bauer has more than 20 years of experience with small business operations and leadership with a bachelor’s degree in business management and a master’s degree in public administration. (4 meetings) (1.6 CEUs)

ACNT 1010 Computerized Accounting: QuickBooks
Online Automating your Business Processes & Online Marketing: Reaching Customers Everywhere
Grow your business by taking control of your bookkeeping. Learn best practices for bookkeeping work flow processes, using QuickBooks Online Platform to automate work flow processes and integrating apps and creating an online ecosystem. We will set up your profile, review accounts receivable and accounts payable work flows and talk about how to reconcile your accounts. The
Make Your Computer Work for You

Whether you are using a computer for work, school or leisure, this class will help you transform a blank page into a professional-looking document. In Office Suite, discover different menu options and their functions including how to use tables efficiently, formatting skills, drawing and inserting objects, the use of columns and charts, illustrations, themes and different text options. Maximize your potential with an introduction to email and calendaring software as a desktop information management tool. You will learn to create and manage messages, contacts, tasks and notes and schedule appointments. Explore internet navigation including email, home page and how to perform basic research to address company/business needs. You will learn to identify basic internet concepts and terminology, use electronic communication and collect and evaluate research data using the internet. At the end of the course, you will be able to identify the components of a computer system, demonstrate basic operating system functions and install and use common applications. This course includes lecture, demonstration and hands-on practice. (4 meetings) (1.2 CEUS)

APR 7-28 TUE 1:30-4:30 PM
COST/$199

Private Leadership Training

Use our Professional Development training seminars to improve your organization’s performance. These programs can be customized to meet your training objectives and needs. Focus areas include:

• Effective Communication
• Law
• Emotional Intelligence
• Employee Engagement
• High Performance Leadership
• Developing High Performance Teams
• And more!

Class may be scheduled at your site or on the Central Texas College campus. For more information, contact the Continuing Education department at 254-526-1586.

COMPUTER TECHNOLOGY AND DESIGN

Safe Surfing the Internet

Learn to browse the internet safely! There are as many ways to compromise your information as there are stars in the sky. Viruses and malware spread with ease and speed through simple actions like clicking on links found on web pages or in emails. An infected computer can run slowly, bombard you with pop-ups, download programs without your permission or allow your sensitive personal information to be accessed. After this course, you will understand the basics of what to click, what to NOT click, how to differentiate ads from content. You will also learn how to configure your web browser so it works for you. Lessons include lectures and hands-on practice. (4 meetings)

MAR 23-APR 1 M/W 5:45-6:45 PM
COST/$29

Make Your Computer Work for You

NEW!

AutoCAD Fundamentals Certificate

This certificate training program covers all aspects of 2D computer-aided drafting and design with the latest versions of AutoCAD. It also includes an introduction to basic 3D modeling concepts ensuring the graduate of this program will have a sound fundamental understanding of both 2D and 3D skills for working with AutoCAD. These three basic courses are essential for architects, engineers, interior designers and all those involved in the production of technical drawings. The delivery format of this course includes self-directed, video lectures and demonstrations, PDF manuals and online support via web-based discussion groups and email support. Protrain, instructor-supported, nine months of access, 144 hours. Funding options available including WIOA.

CHOOSE YOUR START DATE!
COST/$2,445

CONTINUING EDUCATION SPRING 2020 COURSE SCHEDULE

LOOK FOR OUR DAYTIME CLASSES!
CompTIA A+ with Exam Voucher

CompTIA A+ exam is a globally recognized industry standard for establishing an IT career. CompTIA A+ Core Series 220-1001 exam and 220-1002 exam cover expanded content on growing IT support role including expanded baseline security topics. The certification provides a different approach to define competency in operational procedures including basic disaster prevention, recovery and scripting basics and a greater dependency on networking and device connectivity. Recommended prerequisites: high school graduate or GED holder and operating knowledge of Windows or equivalent operating system. Upon completion of this in-classroom course, students will be prepared to take the CompTIA A+ 1001 and 1002 certification exams. Tuition includes book(s), materials and exam voucher. Protrain, 56 hours (40 hours Live Online /16 hours online), instructor-led.

LIVE ONLINE SCHEDULE
MAR 10-APR 21  T/TH  6-9 PM
JUN 9-JUL 21  T/TH  6-9 PM
COST/$1,489

CompTIA Network+ with Exam Voucher

The CompTIA Network+ training measures the necessary competencies for an IT professional with approximately nine months experience in network support or administration. Students will learn the knowledge and skills needed to install, manage and troubleshoot a variety of networks on any platform. Recommended prerequisites: high school graduate or GED holder and operating knowledge of Windows or equivalent operating system. Upon completion of this in-classroom course, students will be prepared to take the CompTIA Network+ certification exam. Tuition includes book(s), materials and exam voucher. Protrain, 48 hours (30 hours Live Online/18 hours online), instructor-led.

LIVE ONLINE SCHEDULE
APR 1-JUN 1  M/W  6-9 PM
COST/$1,345

NEW!

CompTIA Security + with Exam Voucher

This course prepares for the Security+ certification exam which covers industry-wide topics including communication security, infrastructure security, cryptography, access control, authentication, external attack and operational and organization security. Security+ is taught at colleges, universities and commercial training centers around the globe. Many corporations recommend or require the Security+ certification for their IT employees. Companies like Sun, IBM/ Tivoli Software Group, Symantec, Motorola and Olympus Security Group know the value of a Security+ certification and recommend or require it of their IT employees. Recommended prerequisites: high school graduate or GED holder and operating knowledge of Windows or equivalent operating system. Upon completion of this in-classroom course, students will be prepared to take the CompTIA Security+ certification exam. Tuition includes book(s), materials and exam voucher. Protrain, 48 hours (30 Hours Live Online/18 hours online), instructor-led.

LIVE ONLINE SCHEDULE
MAY 5-JUN 4  T/TH  6-9 PM
COST/$1,379

AWS Academy Cloud Developing

Academy Cloud Developing covers the fundamentals of developing applications on Amazon Web Services (AWS). The course is designed to teach students how to use the AWS software development kits (SDKs) to develop secure and scalable cloud applications. The course provides in-depth knowledge about how to interact with AWS using code and covers key concepts, best practices and troubleshooting tips for developing applications on AWS. Prerequisites: Academy Cloud Developing requires a strong foundation in IT concepts and skills. Contact Continuing Education for a complete list. Textbook: AWS Certified Developer Official Study Guide: CLF-C01 Exam 978-1-119490708. Jose Ruiz has a wealth of experience and knowledge developing cloud applications that scale, making use of micro-services and event-driven functionality for Fortune 500 companies. (10 meetings) (2 CEUs)

LIVE ONLINE
FEB 4-MAR 5  T/TH  6:30-8:30 PM
COST/$129

NEW!

AWS Academy Cloud Foundations

AWS Academy Cloud Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing and support. Test new skills and apply knowledge to your working environment through a variety of practical exercises. You will have access to instructor-led training, videos, LMS-hosted content, assessments and hands-on labs. You must be at least 17 years old. Textbook: AWS Certified Cloud Practitioner Study Guide: CLF-C01 Exam 978-1119490708. Jose Ruiz has a wealth of experience and knowledge developing cloud applications that scale, making use of micro-services and event-driven functionality for Fortune 500 companies. (20 meetings) (4 CEUs)

LIVE ONLINE
MAR 24-MAY 28  T/TH  6:30-8:30 PM
COST/$259

PAYMENT NOTICE

The CTC Continuing Education (CE) department is no longer able to run credit card payments in our office. However, students can still pay in our office by logging into WebAdvisor to enter their credit or debit card information. All other forms of payment will require students to go to the CTC Business office, located in building 119. If you normally call in your registration, we will email you instructions so you can log into WebAdvisor and pay online from home after we have enrolled you in class. Payments must be made the same day of registration in order to prevent being dropped from class.
Private Lessons: Technology
Private tutoring is available for a variety of technology topics such as general computing, computer hardware, networking, Microsoft Office Suite, HTML, CSS, Web Page Design, etc. (call for details). Instruction is individually designed for each student according to ability and personal goals. Call to arrange six, one-hour sessions. (5 meetings)
COST/$199

Semi-Private Lessons: Technology
Semi-private tutoring is available for a variety of technology topics such as general computing, computer hardware, networking, Microsoft Office Suite, HTML, CSS, Web Page Design, etc. (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 math classes. 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 ability and personal goals. Call to arrange six, one-hour sessions. (5 meetings)
COST/$119

WLDG 1005 Art Metals (Introductory Blacksmith)
Learn the fundamentals of producing utilitarian and ornamental items in various metals. Develop skills through the techniques used in fabrication with sheet and/or stock materials including various welding and cutting processes. You will demonstrate basic shop safety, describe basic metallurgical compositions of sheet and/or stock materials and apply introductory fabrication techniques for production of functional or ornamental metal work. (8 meetings) (3.2 CEUs)
JAN 13-FEB 10 M/W 6-10 PM
FEB 5-MAR 4 M/W 9 AM-1 PM
COST/$346

AWS SMAW 3G/4G Welding Certification Prep and Exam
Take your American Welding Society, Shielded Metal Arc Welding 3G and 4G welding certification tests at CTC. This course includes four hours of lecture, demonstration (if necessary) and weld practice followed by four hours to take the exam. We cover shop safety, test requirements, plate preparation, weld performance test and destructive weld test. All personal protective equipment (PPE) including welding hood, welding jacket, welding gloves, steel toe boots, safety glasses and any hand tools student prefers to use must be provided by student. Students must be at least 18 years old. There will be a one-hour break for lunch on your own. Jeremiah Edwards is AWS CWI-certified in accordance with D1.1 Structural Welding code-Steel and a welding instructor in the Central Texas College-Central Campus welding department. (1 meeting)
MAR 27 FRI 8 AM-5 PM
APR 24 FRI 8 AM-5 PM
COST/$300
* If this date doesn’t work for you, call to schedule your exam on another day.

Blacksmith:
“As iron sharpens iron…one man sharpens another.” Instructor Joepaul Meyers, CJF, welcomes you his premier Blacksmith program. Prepare to be inspired for a lifetime!

WLDG 1008 Metal Sculpture (Intermediate Blacksmith)
Learn techniques and methods of oxy-fuel and electric welding and cutting to produce ornamental and functional items. Develop skills in material forming, welding, brazing and finishing techniques. Course includes work ethics, artistic styles and professionalism. Demonstrate basic fabrication techniques and safety practices, demonstrate cold and hot metal forming methods and demonstrate various welding joining and cutting processes. (22 meetings) (8.8 CEUs)
MAR 16-JUN 1 M/W 6-10 PM
MAR 16-JUN 1 M/W 9 AM-1 PM
COST/$953

TESTIMONIALS
Blacksmith:

“Prepare to be inspired for a lifetime!”

Joepaul Meyers, CJF, welcomes you to his premier Blacksmith program.

 testimonials
The Corporate Event Planner (CEP) program provides a detailed guideline on how to design and plan an event, set budgets, successfully execute an event, review performance and charge for services. Get prepared for several opportunities in the job market such as activities and events planner, special events planner, marketing coordinator, catering and special events manager and more. At the completion of the course, you will take the Certified Corporate Event Planner exam. Ed2Go Career, 240-hour, six months of access, self-paced course.

CLASS START DATES: JAN 15, FEB 12, MAR 12, APR 16, MAY 14
COST/$995

The ServSafe program provides food safety training, exams and educational materials for food service managers. Students can earn a ServSafe Food Protection Manager Certification and/or ServSafe Food Handler Certification, accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP). Training can include textbooks and exam, if needed. These programs can be customized to meet your training objectives and needs. Focus areas include, but are not limited to:

• **SERVSAFE® FOOD HANDLER PROGRAM:** This course is designed to give hourly employees, in any kind of restaurant, the training, testing, awareness and confidence they need to be in compliance, the ability to recognize and resolve dangerous conditions and support the management team in creating and maintaining a culture of safety for the people, the premises and the assets of any restaurant anywhere in the United States.

• **SERVSAFE® FOOD SAFETY MANAGEMENT TRAINING:** This course is designed to provide the training, testing, awareness and confidence needed to be in compliance with the law and the ability to reduce risk, help prevent incidents and recognize and resolve dangerous conditions and the ability to create a culture of safety for the people, the premises and the assets of any restaurant anywhere in the United States.

Let us be the your training program! We can help you improve your organization’s performance. Classes may be scheduled at your site or on the Central Texas College campus. For more information, contact the Continuing Education department at 254-526-1586.

**NEW!**

**DartDrones**

Our expert flight instructor will teach you everything you need to know to ace the Part 107 Drone License exam. Gain full access to both in-person as well as online material crafted by our expert curriculum developers, resulting in a 99 percent pass rate for all students who have completed our course. Let our experts guide you hands-on through all you need to know about your equipment, safety considerations and advanced flight features. We rotate from indoor to outdoor training so you get flight time with our expert pilots.* After your in-person courses, receive access to our Starting a Drone Business course, Aerial Photography course, Drones for Beginners course and online Part 107 Test Prep. Get expert instruction for Legal Considerations and Liabilities, Drone Insurance, How to Find Customers, Business Operations and more!

**PROGRAM COST/$1,200**

**Part 1: Part 107 Test Preparation**

Our course teaches you everything you need to know to get your commercial drone license. Part 107, the new FAA commercial drone regulation, allows drone pilots to fly UAS or UAVs for business purposes. To fly under Part 107, you need to pass the FAA drone pilot test and receive your commercial drone license. The two-hour, 60-question test requires extensive studying. Each class will have no more than 12 people. If you want to pass the Part 107 drone pilot test – and walk away with hands-on experience as well, this may be the option for you. This course consists of a one-day workshop followed by access to an online study session. (1 meeting)

**TBA IN MAY 2020**

**SAT 8:30 AM-5:30 PM**

**Part 2: Hands-On Drone Pilot Training**

Learn to fly your drone like a pro. Let our experts guide you through the process in our eight-hour Drone Pilot Training course designed to walk you through everything you need to know. Learn everything from FAA rules and regulations to the various settings and features of your drone and finish the day with our expert pilots as they take you outside for some hands-on, one-on-one flight instruction. We will provide a DJI Phantom Series sUAS for the class. Our full-day drone pilot training course will equip you with all of the knowledge and skills you need to become an expert drone pilot. The course offers a combination of classroom training and hands-on flight sessions. This course is built for somebody who has very little to no drone experience. (1 meeting)

**TBA IN MAY 2020**

**SUN 8:30 AM-5:30 PM**

Gain Access to TWO Online classes

**Aerial Photography**

• **Learn to get the best shots:** Our Aerial Photography course teaches you how to angle your drone to get the perfect shot from the perfect height.

• **Understand how to correctly set your camera settings:** Learn about ISO, F-stop, aperture, shutter speed, manual mode and much more. Combination of classroom training and hands-on flight sessions. This course is built for somebody who has very little to no drone experience. (1 meeting)

**Starting a Drone Business under Part 107**

Starting a drone business has become a lot easier! Many new drone pilots are taking advantage of the immense opportunities in the drone industry and are launching their own drone business. Get started faster and with a higher chance of success. Learn from our experts exactly how to launch a successful drone business. Topics include:

• Developing Your Drone Business Strategy
• How to Find Customers
• Business Operations
• Legal Considerations and Liabilities
• Drone Insurance

**Even if you’re a highly-disciplined self-starter, there’s still a good reason to take the in-person course. Our instructors are incredible! On top of the opportunity to be in the same room with a highly-experienced pilot, you will have the chance to hold an aeronautical map, while studying it and discussing it with others in your group.**
CONTINUING EDUCATION SPRING 2020 COURSE SCHEDULE

CAREER DEVELOPMENT

Professional Truck Driving
Just 210 hours of training can get you into a high-paying career. Truck drivers are in big demand around the country. Close to 100 percent of our students get their Class A license and move right into the driver’s seat after completing our four-week job training. Employment assistance is available. The class includes 40 hours of classroom and 170 hours of practical and behind-the-wheel training. Financing is available through ATDS. The program is also eligible for MyCAA, DARS training, and WIOA training. *Initial screening is done at the ATDS office or by calling 254-432-7534. (20 meetings) (20.1 CEUs)

CVOP 1013 Professional Truck Driver I
Provides an overview of the State of Texas Class A Commercial Driver’s License written test. It includes preparation for mastery of the Commercial Driver’s License written examination, general truck driving skills with hands-on component and instruction coordinated with the Department of Transportation.

CVOP 1040 Professional Truck Driver II
This course is a continuation of Professional Truck Driver I. General truck driving with hands-on skill development and instruction coordinated with the Department of Transportation.

BENEFITS OF OUR TRUCK DRIVING SCHOOL INCLUDE:
• APPROVED THIRD-PARTY TESTING CACILTY.
• ONLY USE ONE MONTH OF YOUR VA BENEFITS.
• APPROXIMATELY 95 PERCENT JOB PLACEMENT ATDS TRUCKDRIVING SCHOOL.
• POTENTIAL DEDICATED TRIANGLE RUN; BE HOME ON WEEKENDS!
• POTENTIALLY $65K STARTING PAY WITH BENEFITS.
• PARTNERS WITH WARNER, TMC, SCHNEIDER AND MAVERICK TRUCKING COMPANIES.

Human Resources Professional Exam Prep
Learn about the exciting world of today’s human resource management and prepare for the PHR ® exam throughout this online course. This HR management course weaves together solid human resource principles, timely research and recent events such as the latest rise in unemployment and financial problems facing the U.S. and other countries. The course highlights important challenges facing managers and employees in today’s business climate. Interesting case studies explore real companies and organizations in-depth and delve into some of today’s most effective, unique approaches in dealing with HR issues. In addition, the course provides study materials to help prepare for the PHR ® exam. The PHR ® Exam Study Guide is utilized throughout the course to supplement the Human Resource Management textbook and provide review materials for exam prep. Upon completion of this course, students will have the skills necessary to serve as human resource managers as well as the preparation needed to sit for the PHR ® exam. ProTrain, 36 hours Live Online, instructor-led.

CDEC 1419 Child Guidance
An exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. 32 lab hours required. (16 meetings)
MAR 16-MAY 8 M/W 11 AM-12:20 PM COST/$270

COST/$6995

CHILD DEVELOPMENT TRAINING

The Council for Early Childhood Professional Recognition operates the CDA credentialing program as a major national effort to improve the quality of child care. Focusing on childcare provider skills, the program is designed to provide performance-based training plus assessment and credentialing of child care staff, family child care providers and home visitors. For more information, call 254-526-1900. To register, call 254-526-1586.

DISABILITY SUPPORT SERVICES

PLEASE CONTACT DISABILITY SUPPORT SERVICES AT (254) 526-1195 FOR ANY QUESTIONS.
EXPLORING CAREERS

The Write Way

Get your book published! Whether you are in the beginning or final stages of writing your non-fiction or fiction novellas or novels, this course gives you valuable knowledge. Topics include step-by-step writing and publishing guidance, writer-paced flow, creation of an industry standard book for publishers, publishing basics, book branding/marketing basics and authorpreneur tools for landing speaking/storytelling gigs. This program is designed specifically for aspiring authors who have an amazing story stuck in their head and tired of sitting on their potential profits, who are passionate about reading, writing and storytelling and ready to become a future bestseller or go from book to script. Course includes a workbook; instructor will have additional books available for optional purchase in the classroom ($10 each). Erin Hughley (See Write Publish Launch) (4 meetings)

APR 1-22 WED 5:30-7 PM
MAY 6-27 WED 5:30-7 PM
COST/$75

Voice-Overs...NOW is YOUR Time! – Live Online

In what could be the one of most enlightening hours you’ve ever spent, this class will show you how YOU could actually begin using your speaking voice for commercials, films, videos and more! Most people go about it the wrong way. In this class, you will learn about a unique, outside-the-box way to cash in on one of the most lucrative full or part-time careers out there! This is a business you can handle on your own terms, on your own turf, in your own time and with practically no overhead! And now is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you’ve been looking for! Participants will be provided with logon information after registering.

LIVE ONLINE MAR 20 FRI 7-9 PM
COST/$15

Automotive: Vehicle Preventative Maintenance Inspection

Preventative maintenance (PM) is essential to extending the life of your vehicle. Learn techniques for conducting PM on engine systems, electrical systems, instruments and controls inside the cab and components of the frame and chassis. Course includes lecture, demonstration and supervised practice. Students must wear sturdy material pants and closed-toe shoes. Be prepared to get a little dirty. Students must be at least 16 years old. (1 meeting)

MAR 27 FRI 9 AM-1 PM
APR 24 FRI 9 AM-1 PM
COST/$29

Digital Forensics in Criminal Justice Seminar

This course defines digital forensics and describes the use of digital forensics in law enforcement, private industry and national security. Myths and realities surrounding digital forensics will be addressed. Explore legal and privacy issues surrounding criminal investigations and national security issues. Discuss and observe advanced techniques involving digital forensics including exams on mobile devices in real-time, just as they would be conducted in real criminal investigations. Special digital microscopes allow students to view techniques in the classroom. One hour is set aside for lunch on your own. Scott Lorenz is a police officer and a digital forensics expert who routinely performs forensic examinations of mobile devices in real-time.

APR 24 FRI 9 AM-1 PM
COST/$25

FIND US ON FACEBOOK AT: /CTCCONTINUINGEDUCATION

FOR MORE INFORMATION, CALL 254-526-1586 OR VISIT US ON THE WEB AT WWW.CTCD.EDU/CE
Progress is being made on moving the Licensed Massage Therapy (LMT) program under the Department of Nursing and Allied Health (DONAH). Our goal is to make the program a certificate of completion for college credit. Projected start time is now fall 2020. All approvals from the local level have been received and documentation has been sent to the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for final approvals.

As a certificate of completion for college credit, qualified LMT students may use federal financial aid through Free Application for Federal Student Aid (FAFSA®). As a certificate of completion for college credit, this new program has to be resubmitted for VA education benefits and MyCAA approval.

Once approved, enrollments will be conducted through DONAH (Bldg. 155, second floor). You are welcome to visit DONAH or the LMT program director and leave your information so you can be contacted when enrollments begin.

The LMT program director is in building 136, office 130. You can make an appointment for an office visit by calling 254-501-3011 or emailing viola.crowder-moger@ctcd.edu.

We expect the physical location of the Licensed Massage Therapy program to remain in building 136, located at the corner of Clear Creek Road and Central Texas College Drive until classroom renovations can be accomplished in building 155.

Massage therapy is a healthcare profession regulated by the Texas Department of Licensing and Regulation (TDLR). Students complete the program of study, internship and clinicals prior to graduation. 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). Once graduates meet all the state requirements, they may apply for their state license. A passing score on the MBLEX is good towards licensure in 44 states. Classes must be taken as a cohort in the order in which they are offered. This program requires additional steps to register. Call 254-526-1586 for more information.

**Clinical Medical Assistant**

The U.S. Department of Labor expects employment of medical assistants 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 at least 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. Payment options are available. The program costs $2,999 plus the cost of textbooks and course supplies. Classes must be taken as a cohort in the order in which they are offered. This program requires additional steps to register. 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/ce. (Day program, 59 meetings) (Evening program, 70 meetings) (35.9 CEUs)

Additionally, graduates will be qualified to take the optional Medical Assistant Certification (CCMA) and the Certified Medical Administrative Assistant (CMAA) exams offered by the National Healthcareer Association (NHA). These exams are proctored on CTC campus.

**DAY LECTURE SCHEDULE**

| MAR 23-JUL 2* | M-W | 9 AM-2PM |
| THU | 9 AM-1 PM |

*No class May 25

**COST/$2,999**

**EVENING LECTURE SCHEDULE**

| JUN 1-SEP 30* | M-TH | 5-9 PM |

*No class Sep 7

**COST/$2,999**
MDCA 1010 Medical Assistant Interpersonal and Communication Skills
Class focuses on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting. (Clock Hours/48, CEUs 4.8)

MDCA 1009 Anatomy and Physiology for Medical Assistants
Course focuses on structure and function of human cells, tissues, organs and systems with overview of common pathophysiology. (Clock Hours/58, CEUs 5.8)

MDCA 1052 Medical Assistant Laboratory Procedures
Students will learn about application of governmental health care guidelines including specimen collection and handling, quality assurance and quality control in performance of clinical laboratory improvement amendments (CLIA)-waived laboratory testing. (Clock Hours/64, CEUs 6.4)

MDCA 1017 Procedures in a Clinical Setting
Instruction emphasizes patient assessment, examination and treatment as directed by physician. Skills include vital signs, collection and documentation of patient information, asepsis, office clinical procedures and other treatments as appropriate for ambulatory care settings. (Clock Hours/90, CEUs 9)

MDCA 2031 Advanced Medical Assistant Technician
Course focuses on the theory and application of administration and clinical skills. (Clock Hours/80, CEUs 8)

MDCA 1021 Administrative Procedures
Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third-party reimbursement, credit arrangements and computer use in the medical office. (Clock Hours/19, CEUs 1.9)

NEW! Optional Clinical POFM 1017 Internship - Medical Administrative Support
Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting and third-party reimbursement. (Clock Hours/50, CEUs 5)
COST/$399

Clinical Medical Assistant:
The average pass rate for National Healthcareer Association CCMA exams at CTC during the 2018-2019 academic year is 93 percent - 14 percent above the national average!

Get TWO certifications! Medical Assistant Certification (CCMA) and Certified Medical Administrative Assistant (CMAA)

FACTS!

Medical Scribe Allied Health Professional - Hybrid Synchronous
This course provides a simulated practice of recording verbal communication encountered during patient-doctor interaction and the recording of clinical events as they unfold. It also includes a study of procedures related to the retrieval of diagnostic test results. Procedures used in scheduling diagnostic tests, follow-up appointments, etc. are discussed and practiced. An emphasis is placed on professional and ethical behavior in a clinical healthcare setting. The course is online and self-paced with mentor feedback and assistance as required. All assignments and assessments are lesson-based and should be completed before progressing to the next lesson. Students who complete this comprehensive course will receive a Certification of Completion from ProTrain and the American Healthcare Documentation Professionals Group (AHDPG) and are eligible to sit for the AHDPG National Certification exam. A Certification Practice Exam and a Certification Exam are included in the price of the course. ProTrain, 80 hours (36 hours Live Online/44 hours online), instructor-led.
LIVE ONLINE SCHEDULE
MAR 4-MAY 20 WED 7-10 PM
COST/$1,999

NEW! EKG Technician
Start a successful and meaningful career that will help make a difference in countless lives! EKG rhythms provide important data for the diagnosis of heart conditions. By administering EKGs, testing the electrical activity of the heart through small electrode patches attached to the body, you will be making a life-changing difference by helping people of all ages prevent and treat heart disease. These tests can be performed during physical exams, when cardiovascular problems are suspected, or in preparation for surgery. The need for qualified EKG technicians continues to rise as the aging population in America grows (and with it, the prevalence of heart-related conditions). (15 meetings) (CEUs 6)
MAR 23-APR 22 M-W 5-9 PM
APR 28-MAY 28 T-TH 5-9 PM
COST/$649

ECRD 1011 Electrocardiography
Learn fundamentals of cardiovascular anatomy and physiology. The course includes basic electrocardiography procedures, interpretation of basic dysrhythmias and appropriate treatment modalities.

WE ARE NOW OFFERING CLASSES LIVE ONLINE!
Certified Veterinary Assistant

Texas Veterinary Medical Association (TVMA) offers a simple cost-effective option for certification. The TVMA Veterinary Assistant training program is standardized and documents the basic skills and competencies required for animal care and assistance. In the program, you will acquire the knowledge necessary to support the veterinarian and veterinary technician in their daily tasks while learning intermediate skills. 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/ce. (24 meetings) (12 CEUs)

Certification: TVMA certification exam fees are $135 and the cost of the exam is not included in tuition. In order to receive CVA Level I certification, certain standard requirements must be met and can be found on the TVMA website. Students must complete the CVA Basic Course, CVA Intermediate program and turn in a log of 310 additional clinical hours to take the TVMA Certification exam at CTC campus.

VTHT 1012 Veterinary Animal Care, Husbandry and Sanitation

Survey of basic patient observation, record keeping, care and comfort, animal husbandry, sanitation, safety procedures and the roles and responsibilities of the veterinary team. Describe safety, cleaning and disinfection procedures, bathing/dipping of patients, food and diet preparation, medical record entry, medicating techniques and disease prevention.

CVA Intermediate Program

In this program, you will acquire the knowledge necessary to support the veterinarian and veterinary technician in their daily tasks while learning intermediate skills. Learn about identifying slides, skin scrapings and tape prep for mites, vena puncture, blood tubes and placing catheters. The program educates veterinary assistants in the essential skills and knowledge needed to become effective contributors to the veterinary medical care team. Other topics include general veterinary assistant, veterinary medical imaging, surgical preparation and assistance and veterinary pharmacy and pharmacology. One hour is set aside for lunch on your own. Classes must be taken as a cohort in the order in which they are offered. VTHT 1012 is a prerequisite to this program. This program requires additional steps to register. The program consists of 120 hours of accelerated classroom training with emphasis on skills mastery through hands-on practice. (Total 120 hours) (12 CEUs) (24 meetings)

COST/$1299
MAR 21-SEP 26 SAT 9 AM-3 PM
MAY 16-NOV 14* SAT 9 AM-3 PM
*No class Apr 11, May 23, Jul 4, Sep 5

VTHT 1005 Veterinary Medical Terminology

Introduction to word parts, directional terminology and analysis of veterinary terms. (Clock Hours/32, CEUs 3.2)

VTHT 1011 Veterinary Clinical Skills

Survey of basic veterinary and nursing care skills. Includes aseptic techniques, operating room procedures and the roles and responsibilities of the veterinary team in a clinical setting. Describe common clinical procedures, read and fill prescriptions, outline surgical patient preparation procedures, explain aseptic technique and disinfection, medicating techniques, laboratory procedures, radiology and operating room protocol. (Clock Hours/32, CEUs 3.2)

VTHT 1017 Veterinary Office Management

Practical experience in management of the veterinary practice. Emphasis on client relations, record keeping, inventory, employment skills and computer skills in the veterinary environment. Employ client and veterinary team communication, apply basic business principles such as the maintenance of medical records and computer skills and demonstrate employment skills including interviewing, resume writing and appropriate interview attire. (Clock Hours/48, CEUs 4.8)
Pharmacy Technician

Enjoy a satisfying career in the constantly growing and evolving field of health care and prescription medicine while maintaining a stable and straightforward work environment. Throughout the 200 hours of classroom instruction, you will prepare to take the PTCB national test required by the state of Texas by learning about law, ethics, terminology, body systems, calculations, purchasing, inventory, communication and professionalism in the workplace, study skills and more. Payment options are available. The program costs $2,595 plus the cost of textbooks and course supplies. Classes must be taken as a cohort in the order in which they are offered. This program requires additional steps to register. 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/ce. (50 meetings)

DAY PROGRAM SCHEDULE
JAN 14-JUL 9 T/TH 12-4 PM
CLINICAL: FEB 10-AUG 10
*No class Mar 10, 12

EVENING PROGRAM SCHEDULE
MAY 12-OCT 29 T/TH 5-9 PM
CLINICAL: TBD
COST/$2,595

STUDENT FEEDBACK

Pharmacy Technician: Clinical Experience

“The instructor is AWESOME! She goes over all the information on the PTCB exam. Math isn’t my strongest subject. I was able to finish the program with more confidence because of the way she taught it. If you’re looking to pass the national exam, I’d recommend taking her program!”

PTCB National Exam The CTC student pass rate for PTCB exam in 2019 is 91 percent - 34 percent above the national average!

- TIFFANI CHAO, PTCB-CERTIFIED PHARMACY TECHNICIAN

PHRA 1001 Introduction to Pharmacy

This course provides an overview of the qualifications, operational guidelines and job duties of a pharmacy technician. (Clock Hours/52, CEUs 5.2)
COST/$674

PHRA 1002 Pharmacy Law

Gain an overview of federal and state laws governing the practice of pharmacy, the role of the pharmacy technician and the pharmacist and their associated responsibilities. This course includes the Code of Ethics, patient confidentiality and a comparison of legal and ethical aspects. (Clock Hours/48, CEUs 4.8)
COST/$623

PHRA 1009 Pharmaceutical Math

Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs. (Clock Hours/50, CEUs 5)
COST/$649

PHRA 1013 Community Pharmacy Practice

Introduction to the skills necessary to process, prepare, label and maintain records of prescriptions in a community pharmacy including customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters. (Clock Hours/50, CEUs 5)
COST/$649

Optional Clinical PHRA 1060 Institutional Pharmacy Practice

Explore the fundamentals of the diverse roles and practices of pharmacy technicians in an institutional pharmacy setting. Course includes an-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control. Clinical will start midway through program. Students will be able to participate based on instructor approval. (Clock Hours/50, CEUs 5)
COST/$649

Private Lessons and Semi-Private Lessons: Medical Math and Pharmacy Technician Tutoring

Private tutoring is available for a variety of medical math and pharmacy technician topics such as:

- Drug Calculations
- Law
- Pharmacology
- IV Calculations
- And more (call for details)

Private lessons are geared toward students and medical professionals looking to further their understanding of dosage calculations needed for the pharmacy, nursing and EMT fields. Call to arrange six, one-hour sessions. (6 meetings)

PRIVATE LESSONS COST/$199

Semi-Private Lessons: Semi-private lessons include two students and one instructor. Each student must pay the appropriate fee (listed below). Semi-private lessons are a cost-effective alternative to individual lessons for two people. It is up to the student to find the second student for semi-private lessons. Instruction is designed for each student according to ability and personal goals.

COST/$119

CAN YOU TEACH?

Adobe Suite
Digital Marketing

If you are interested in designing a class, call (254) 526-1586 to request a course proposal or visit www.ctcd.edu/ce in the “Can You Teach?” section to download a course proposal form.
Certified Nurse Aide
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. 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. The program costs $995 plus the cost of textbooks and course supplies. Classes must be taken as a cohort in the order in which they are offered. Additional expenses include a workbook, background check, scrubs, watch with a secondhand, white water-resistant, nursing shoes, state exam fee and textbook. This program requires additional steps to register. Contact Continuing Education at 254-526-1586 or visit www.ctcd.edu/ce for more information.
COST/$995

NURA 1001 Nurse Aide for Health Care
Knowledge, skills and abilities essential to provide basic care to residents of long-term care facilities. Topic include resident’s rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. There is an emphasis on effective interaction with members of the health care team, restorative services, mental health and social services needs. (23 meetings)

PROGRAM LECTURE SCHEDULES
MAR 24-MAY 13  T-TH 6-9 PM
COST/$583

NURA 1060 Clinical - Nursing Assistant/Aide and Patient Care Assistant/Aide
This course provides a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. (6 meetings)

PROGRAM CLINICAL SCHEDULES
APR 4-MAY 16* SAT 7 AM-3:30 PM
COST/$412
*No clinical April 11

NURA 2005 Nurse Aide Skills: Feeding Assistant Training
Upgrade current skills using instruction in recently developed techniques needed for effective patient care. Nursing homes hire trained “single-task” feeding assistants to help residents who have no complicated feeding problems but need some assistance in eating or drinking. The goal is for residents to receive more assistance with eating and drinking to help reduce the incidence of unplanned weight loss and dehydration. Additional topics include nutrition, hydration, therapeutic diets, infection control, sanitation, communication and more. Course includes Heartsaver® AED training and certification. This program requires a background check. Mary Ellen Knox began her nursing career as CNA and she has 28 years of experience caring for residents in long-term care facilities. (Clock Hours/16, CEUs 1.6) (5 meetings)

LECTURE
MAY 19-28  T/TH 6-9 PM

CLINICAL
MAY 30  SAT 10 AM-2 PM
COST/$199

Proper Body Mechanics
Body mechanics describe the way we move as we go about our daily lives. It includes how we hold our bodies when we sit, stand, lift, carry, bend and sleep. Learn about importance of proper body mechanics, transfer techniques, mechanical lifts and how to effectively reposition a patient. This course does not have any prerequisites. Students will be required to wear scrubs and non-slip, closed-toed shoes. Raechelle Moffett is a licensed vocational nurse who has 10 years of experience in the health care field including home health, long-term care and rehab facilities. (3 meetings) (1.2 CEUs)

MAY 4-18  MON 6-10 PM
COST/$149

COMPLIMENTARY HEALTHCARE TRAINING
Effective Time Management in Healthcare
If you are like most healthcare providers, you are already super busy. Improve your time management skills by learning the rationale of time management, methods of time management based on work flow and skills for prioritizing tasks to achieve effective time management. This course does not have any prerequisites. Students will be required to wear scrubs and non-slip, closed-toed shoes. Raechelle Moffett (See Proper Body Mechanics) (3 meetings) (1.2 CEUs)

MAR 23-APR 6  MON 6-10 PM
COST/$149

Total Hygiene
You should listen to your mother - always wash your hands. That’s especially true if you work in healthcare where poor hand hygiene can be matter of life and death. In this course, you will learn how important hygiene, oral care and incontinent care are to a patient’s health and integrity. Acquire effective techniques to promotes healing through hygiene. This course does not have any prerequisites. Students will be required to wear scrubs and non-slip, closed-toed shoes. Raechelle Moffett (See Proper Body Mechanics) (3 meetings) (1.2 CEUs)

APR 13-27  MON 6-10 PM
COST/$149

Proper Body Mechanics
Body mechanics describe the way we move as we go about our daily lives. It includes how we hold our bodies when we sit, stand, lift, carry, bend and sleep. Learn about importance of proper body mechanics, transfer techniques, mechanical lifts and how to effectively reposition a patient. This course does not have any prerequisites. Students will be required to wear scrubs and non-slip, closed-toed shoes. Raechelle Moffett (See Proper Body Mechanics) (3 meetings) (1.2 CEUs)

APR 13-27  MON 6-10 PM
COST/$149

Need CPR for Healthcare Providers
See First Aid & Safety pg. 17
**FIRST AID AND SAFETY**

### CPR for Healthcare Providers

American Heart Association Basic life support training reinforces healthcare professionals’ understanding of the importance of early CPR and defibrillation, basic steps of performing CPR, relieving choking, 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. Oscar Taylor and Keilani Middleton are certified CPR instructors. (1 meeting)

**Cost/$85 per student**

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### Heartsaver® AED with First Aid

Make sure you are prepared to help someone you love in a life-threatening situation. Knowing how to administer CPR effectively could save the life of a family member, friend or co-worker. Students are required to purchase a course book which is included in the price of the class. This course meets requirements for childcare workers. Oscar Taylor is a certified CPR instructor. (1 meeting)

**Cost/$109**

### GED Preparation

If you’re comfortable reading a high school textbook, doing basic math operations like fractions and decimals without a calculator and writing a short letter in English, you’re ready to get started! This course helps you analyze your strengths and weaknesses so you can focus your studying on the areas you need most. You’ll get the basics of what you need to know to succeed on the four GED® test modules: Reasoning Through Language Arts, Social Studies, Science and Mathematical Reasoning. After completion of this course, you should be well-equipped to take - and pass - the GED® test! Ed2go, six-week, instructor-led online course.

**CLASS START DATES: JAN 15, FEB 12, MAR 12, APR 16, MAY 14**

**Cost/$115**

### Heartstart® AED with First Aid

Make sure you are prepared to help someone you love in a life-threatening situation. Knowing how to administer CPR effectively could save the life of a family member, friend or co-worker. Students are required to purchase a course book which is included in the price of the class. This course meets requirements for childcare workers. Oscar Taylor is a certified CPR instructor. (1 meeting)

**Cost/$85 per student**

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### How to Get Started in Game Development

There has never been a better time to start a career in the game development industry. Games can be found on computers, the Web, gaming consoles and virtually every mobile tablet and phone. Industry forecasts indicate gaming will be worth close to $100 billion dollars in the next two years. Talented, creative and enthusiastic people are in great demand in this industry. Whether you want to start your own independent game project in your basement, work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games.

**CLASS START DATES: JAN 15, FEB 12, MAR 12, APR 16, MAY 14**

**Cost/$99**
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 people send to each other and how to respond with appropriate codes in turn. You will explore concepts of verbal and nonverbal expression including personal style, listening, relationship dynamics, self-esteem, conflict management and cultural and gender communication differences.

CLASS START DATES: JAN 15, FEB 12, MAR 12, APR 16, MAY 14
COST/$99

FINANCIAL WELL-BEING

Personal Finance

This course prepares you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, realistic and easy to work into your regular routine. They will help you gain control over the financial impact of the choices you make. You will learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance and plan for your financial future. You will develop a retirement savings plan and be better prepared to make large purchases and plan for taxes. You will learn the essentials of household bookkeeping, record-keeping requirements and much more.

CLASS START DATES: JAN 15, FEB 12, MAR 12, APR 16, MAY 14
COST/$115

SALLIE MAE CAREER LOANS

When savings, scholarships and federal aid aren’t enough, get the money you need to help pay for your undergraduate education. The “option” in the Smart Option Student Loan name means you can choose the type of interest rate and repayment option that work best for you.

*Must apply for loan one month in advance of course start date

COST/$49

LANGUAGE & CULTURE

Basic Irish/Gaelic

Dia duit (Hello)! Irish is said to be the oldest continuously spoken language in Europe. In spite of any rumors to the contrary, it is both easy and fun to learn. Class covers pronunciation, grammar basics and vocabulary to engage in basic conversations. Students will speak enough Irish to earn their Cúpla Focal badge – a pin awarded to learners of Irish in Ireland who have “a couple of words” and are willing to use them. Dennis Corcoran is an Irish speaker who has been teaching Irish at the college level and in conjunction with various Irish organizations since 2005. He has translated plays from Irish to English and most recently, with the permission of the Samuel Beckett Estate, he translated Beckett’s play Rockaby from English to Irish. (4 meetings)

CLASS START DATES: JAN 15, FEB 12, MAR 12, APR 16, MAY 14
COST/$100

Common Core Standards for English

Language Arts K-5

Discover the Common Core State standards for English language arts and gain confidence in applying them to the K-5 classroom. In this course, you will explore the basic elements of the standards - strands, anchor standards and grade articulations -
and you will see how they relate to each other. You will be empowered to speak knowledgeably with parents, peers and the community. You will explore the four English language strands - reading, writing, speaking and listening and language. You will examine how teaching literature gives students the opportunity to explore language and consider the impact of a school-wide literacy plan. You will look at the roles of technology, homework, curricula and assessments in the classroom. You will be inspired by loads of easy-to-use, practical examples of Common Core State Standards-aligned lessons you can use with your own students.

CLASS START DATES: JAN 15, FEB 12, MAR 12, APR 16, MAY 14
COST/$115

OUTDOOR RECREATION

Geocaching
Geocaching is a real-world, outdoor treasure hunting game using GPS-enabled devices. Participants navigate to a specific set of GPS coordinates and then attempt to find the geocache (container) hidden at that location. We'll go over the criteria for caches as well as the rules for placing and finding them, then show you how to log the ones you find. Students who take this class will be well-informed in time for the Texas Geocaching Association spring mega event on March 14. Participants should wear comfortable close-toed walking shoes. Children are welcome but must register with a parent. Janice Veteran is an avid geocacher and was previously the central Texas representative for the Texas Geocaching Association. (1 meeting)
FEB 29 SAT 9 AM-1 PM
COST/$25

TESTIMONIALS

Geocaching:

“All of it – can’t pick just one thing. Truly enjoyed learning about geocaching and excited to get out to find caches!”

“Good mix of classroom and outside time – lots of detailed information.”

GET PHYSICAL

Lose Weight and Keep It Off
Do you want to lose weight and keep it off? Now you can! In this comprehensive course, you’ll discover how to establish a healthy approach to weight loss and weight maintenance. You’ll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you. By the end of this course, you’ll know how to set appropriate and effective goals for eating, exercise and many other elements that affect your weight. You’ll have the skills you need to lose weight and keep it off for a lifetime!

CLASS START DATES: JAN 15, FEB 12, MAR 12, APR 16, MAY 14
COST/$99
Core Strength and Conditioning
Develop your body uniformly while toning muscles and gaining flexibility! Appropriate for intermediate to advanced fitness levels, you’ll work out using a mixture of light weight resistance, cardio and Pilates. Wear comfortable workout clothing and tennis shoes. Bring a yoga/Pilates mat and towel. Angela Reese has been involved in dance and fitness as a participant and instructor for more than 20 years. (6 meetings)
JAN 17-FEB 28* FRI 11:45 AM-12:45 PM
MAR 20-MAY 1* FRI 11:45 AM-12:45 PM
COST/$35
*No class Feb 7, Apr 10

Basketball Fundamentals
Whether you want to learn the sport, brush up on your skills or relive your glory days, basketball is fun for everyone. Begin class with the basics such as shooting, dribbling and passing. To get familiar with the game, a few drills will be introduced. Specific drills will teach you offensive and defensive principles and practicing these drills can enhance your performance and help you perfect your technique on the court. Students must wear athletic clothing and gym shoes. Chris Armstrong has been playing basketball since 1988. (4 meetings)
FEB 7-28 FRI 10-11:30 AM
APR 17-MAY 8 FRI 10-11:30 AM
COST/$29

Yoga Under the Stars
Join us for an intergalactic yoga experience under the starry scenescape inside the Mayborn Science Theater at CTC. The class integrates basic yoga techniques with breath work creating a cosmic meditation experience as deep skies pass overhead and we journey together through infinite space. It’s truly magical! No yoga experience necessary and all levels welcome. Please bring your own mat. Instructor TBD. (1 meeting)
FEB 21 FRI 6-7 PM
MAR 20 FRI 6-7 PM
APR 17 FRI 6-7 PM
MAY 15 FRI 6-7 PM
COST/$15

WATER FITNESS

Aqua Aerobics with Kat
Safely tone your body in a low-impact environment. Each student will work at their own pace using water weights, kick boards, aerobic exercise, Pilates and yoga with the goal of increasing their endurance level while toning their body. No swimming skills are necessary. Bring a towel and wear a one-piece swimsuit or swim trunks. Water shoes are recommended. Kathleen McDonald has been teaching for 10 years and is Aquatic Exercise SCW-certified instructor. (6 meetings)
JAN 8-FEB 5* M/W 6-7 PM
FEB 12-MAR 18* M/W 6-7 PM
MAR 25-APR 20 M/W 6-7 PM
APR 27-MAY 20 M/W 6-7 PM
COST/$39
*No class Jan 20, Feb 17, Mar 9, 11

Water Aerobics with Judy (Age 50+)
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 a one-piece swimsuit or swim trunks. Water shoes are recommended. Judy Mills is a certified water aerobics instructor. (6 or 12 meetings)
JAN 9-FEB 18 T/TH 9-10 AM
FEB 25-APR 9* T/TH 9-10 AM
APR 16-MAY 26 T/TH 9-10 AM
COST/$39

Aqua Spin with Kat
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. Water shoes are recommended. Kathleen McDonald (see Aqua Aerobics with Kat). (8 meetings)
JAN 10-FEB 28 FRI 5:30-6:30 PM
MAR 20-MAY 15* FRI 5:30-6:30 PM
COST/$39
*No class Apr 10

Military Spouse Career Advancement Account (MyCAA)
**Up to $4,000 is available to eligible military spouses!
Spouses of active-duty military members around the world are able to enjoy a $4,000 career education benefit funded through the Department of Defense. There are a variety of training options available and we offer programs in all of the approved fields. We have knowledgeable staff available to assist you with making your career decision. Contact us or visit https://aiportal.acc.af.mil/mycaa to establish an account. Please continue the action by accepting the certificates when prompted, “Continue to this website (not recommended).”
DANCE

Hoop Dance

Hoop isn’t just child’s play! HoopDance or ‘hooping’ is a low-impact full body aerobic exercise that, with practice and play, can build strength and flexibility, improve memory and focus and promote balance from the inside out. New hoopers will be introduced to new on-and-off body tricks, transitions and techniques in each class with an emphasis on creative self-expression. Wear comfortable clothing that allows for free movement (no slippery fabrics like silk). No prior hoop dance experience necessary. Hoops are provided. Selena James is a certified HoopLove coach and hooper of more than six years. (8 meetings)

JAN 6-FEB 3* M/W 6-7 PM
JAN 7-30 T/TH 7:15-8:15 PM
FEB 5-MAR 4* M/W 6-7 PM
MAR 16-APR 8 M/W 6-7 PM
MAR 17-APR 9 M/W 7:15-8:15 PM
APR 13-MAY 6 M/W 6-7 PM
APR 14-MAY 7 T/TH 7:15-8:15 PM
MAY 11-JUN 8* M/W 6-7 PM
MAY 12-JUN 4 T/TH 7:15-8:15 PM

COST/$45

*No class Jan 20, Feb 17, May 25

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/or 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 Arnold 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)

JAN 6-FEB 3* M/W 9-10 AM
JAN 7-30 T/TH 7:15-8:15 PM
FEB 5-MAR 4* M/W 9-10 AM
FEB 6-MAR 3 T/TH 7:15-8:15 PM
MAR 16-APR 8 M/W 9-10 AM
MAR 17-APR 9 T/TH 7:15-8:15 PM
APR 13-MAY 6 M/W 9-10 AM
APR 14-MAY 7 T/TH 7:15-8:15 PM
MAY 11-JUN 8* M/W 9-10 AM
MAY 12-JUN 4 T/TH 7:15-8:15 PM

COST/$39

*No class Jan 20, Feb 17, May 25

MUSIC

Zumba®:

What were the best features of the class?

“The instructor’s high energy!”

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. Sheeda Murphy (see STRONG 30*). (4 meetings)

JAN 7-28 TUE 5-5:30 PM
JAN 10-31 FRI 10-10:30 AM
FEB 4-25 TUE 5-5:30 PM
FEB 7-28 FRI 10-10:30 AM
MAR 3-31* TUE 5-5:30 PM
MAR 6-APR 3* FRI 10-10:30 AM
APR 17-MAY 8 FRI 10-10:30 AM
APR 7-28 FRI 10-10:30 AM
MAY 5-26 TUE 10-10:30 AM
MAY 15-JUN 5 FRI 10-10:30 AM

COST/$15

*No class Mar 10, 13

FOR MORE INFORMATION, CALL 254-526-1586 OR VISIT US ON THE WEB AT WWW.CTCD.EDU/CE
ARTS & CRAFTS

Drawing for the Absolute Beginner

If you’ve always been interested in drawing but don’t really know how to get started, then this is the course for you. Gain a solid foundation and understanding of the basics of drawing and become the artist you’ve always dreamed you could be! You’ll become intimately familiar with paper types, drawing styles, rendering techniques and the basic principles of perspective, layout, design, lighting, volume and space. If you have an interest in learning what it’s like to draw or would love to increase your current knowledge in the field of art and illustrating, then this course aims to fulfill all of your needs.

CLASS START DATES: JAN 15, FEB 12, MAR 12, APR 16, MAY 14
COST/$99

Second Saturday Scrapbook Crop

A scrapbooking crop, or simply a crop, is a gathering of like-minded people who bring their photographs, memorabilia, embellishments, paper and albums to work on projects. It is an opportunity for social interaction, artistic inspiration and friendly collaboration as well as a time to be productive and work on all of your projects you have wanted to complete. A project kit will be provided by the instructor. You are also encouraged to bring your own projects from home. There will be door prizes and make ‘n takes. Bring a sack lunch. Laura Skarpa (see Stampin’ & Scrappin’ with Laura).

(1 meeting)

JAN 11 SAT 10 AM-5 PM
FEB 8 SAT 10 AM-5 PM
MAY 9 SAT 10 AM-5 PM
COST/$19

Beginner 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.

(4 meetings)

JAN 9-30 THU 6-8 PM
FEB 6-27 THU 6-8 PM
APR 2-23 THU 6-8 PM
MAY 7-28 THU 6-8 PM
COST/$49

Basic DSLR Photography

Master the buttons, dials and switches on your DSLR camera while learning to take beautiful photographs. You’ll discover what all of the controls on your camera are used for and how settings impact your photos, especially if you’ve just gotten your digital camera or have a new one that is confusing. Students must bring a DSLR camera (no compact/point-and-shoot cameras) and its user’s manual. Carroll Hall’s photographs have been published in newspapers and magazines.

(6 meetings)

JAN 14-30 T/TH 6-9 PM
FEB 18-MAR 5 T/TH 6-9 PM
APR 18-APR 30 T/TH 6-9 PM
COST/$55

ANIMALS

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 will 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 will learn the basics of first aid and find out how to administer pills, liquid medications and injections to an uncooperative cat or dog. You will 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 that need immediate veterinary care.

CLASS START DATES: JAN 15, FEB 12, MAR 12, APR 16, MAY 14
COST/$115

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 will 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 will learn the basics of first aid and find out how to administer pills, liquid medications and injections to an uncooperative cat or dog. You will 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 that need immediate veterinary care.

CLASS START DATES: JAN 15, FEB 12, MAR 12, APR 16, MAY 14
COST/$115
**For the Love of Chocolate**

Just in time for Valentine’s Day! Chocolate is the perfect gift to make someone feel special. Learn the basics of working with chocolate and surprise that special someone with elegant chocolate roses, dipped truffles, a delicious chocolate drink or other decadent treats. Each student will leave with a half-dozen chocolate-dipped strawberries and other chocolate treats. Please wear sleeved shirts and comfortable, closed-toe shoes. Bring an apron and a food container. Melinda Hodge holds a degree in culinary arts and is a professional baker and pastry chef. (1 meeting)

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**Hoop Dance for Kids (Age 7-14)**

Discover infinite movement through hoops! Hooping is a low-impact, full-body aerobic exercise your littles will love! In this class series, kids learn the fundamentals of hoop dance through expressive movement and creative dance. With regular practice and play, hooping can build strength and flexibility, improve memory and focus and promote balance. Course includes on and off body hooping, hoop transitions and hoop games. Wear comfortable clothing that allows for free movement (no slippery fabrics such as silk). No prior experience or hula hooping skills necessary! Selena James is a certified Hoop Love coach and hoop dancer of six years. (4 meetings)

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**K-Pop Dance (Age 10-15)**

K-pop (abbreviation of Korean pop) is a music genre originating in South Korea that has taken the world by storm. Students will be taught various dance techniques and a dance routine to the song “Boy with Luv” by the popular Korean boy band BTS. A videographer will be present on the last day of class to film a performance. Wear clothing that is easy to dance in. April Flowers is a former member of a K-pop dance crew. (4 meetings)

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**Dog and Cat First Aid (Age 6-16)**

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. Students will receive a Certificate of Training from First Aid 4-U at the end of class. Kenya Andrews has been a certified trainer and volunteer with the American Red Cross for more than 28 years. (1 meeting)

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**TESTIMONIALS**

Dog and Cat First Aid:

**What were the best features of the class?**

- “Everything was easy to learn.”
- “I liked doing CPR on the stuffed animal dogs.”
- “Training yourself on being a veterinarian and also having pets.”

**CAN YOU TEACH?**

If you are interested in designing a class, call (254) 526-1586 to request a course proposal or visit www.ctcd.edu/ce in the “Can You Teach?” section to download a course proposal form.
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 __ Non-Hispanic/Latino

Race: __ American Indian or Alaska Native __ Asian __ Black or African American __ White __ 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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<th>SYNONYM NUMBER</th>
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WHAT ABOUT PARKING?
Parking permits are not required for non-reserved spaces. 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. Credit cards, money orders, cashier’s checks or cash are accepted for payment at the Business Office in Building 119. Our office no longer accepts cash! For your convenience, you can pay for your classes online in our office or on your computer using WebAdvisor.

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.

REFUND POLICY
To receive a refund or withdraw from a course, students must contact the Continuing Education office in person. Refunds and withdrawals will follow the official CTC schedule which can be found on the CTC website at http://www.ctcd.edu/academics/catalog/catalog-texas/college-costs/. For additional questions regarding this policy, contact the Continuing Education department. Emergency withdrawal will be considered filed as of the date of the emergency orders or medical certification of family members. Any exceptions to this policy will require approval of the appropriate dean and bursar.

WHAT ARE CEUs?
CEUs are nationally recognized to record satisfactory completion of certain approved occupationally-related programs. One CEU is awarded for every 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 7:30 a.m.-5:30 p.m., Monday through Thursday, and 7:30 - 11:30 a.m. on Friday.

CAN YOU TEACH?
We are always looking for instructors who can develop and teach non-credit 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.
WHAT'S INSIDE?

Empowering your employees

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

Lean Six Sigma will teach you to define, measure, analyze, improve and control business processes. See pg. 6

Our ServSafe Training program helps employees earn a ServSafe Food Handler Certification or ServSafe Food Protection Manager Certification. See pg. 11

Expand your own capabilities

Blacksmithing covers fabrication of iron objects using hot and cold forging on an anvil. See pg. 10

Become an EKG Technician by learning how to test electrical activity in the heart using an EKG machine. See pg. 15

Life never stops teaching, so don't stop learning

Spring 2020 Course Schedule

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