Spring 2021
COURSE SCHEDULE

Personal Enrichment classes are short-term commitments that result in long-term gains.

Acquire knowledge, meet new people, and experience new ways to learn!
NO TRAINING DEPARTMENT? NO PROBLEM!

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

Take advantage of our Customized Training service.

Workforce education and training programs are designed to meet the special needs of individuals and businesses. Opportunities are available for those individuals who wish to learn a new skill or enhance their existing talents. Whether you want to develop better technical, planning, communication, customer service, leadership or supervisory skills, you’ll find courses planned with you in mind.
The new year is upon us and we have a New Year’s resolution for you! Learn something new every day. Whether you are looking for a new career, professional development or an epicurean adventure, we have the class for you! We are always eager to showcase our new classes along with many past favorites.

We realize the current unpredictable COVID-19 outbreak may have an impact on our spring offerings and it is possible some or all of our face-to-face classes may have to be postponed or cancelled. However, we are prepared to offer you flexible opportunities to learn online, in the classroom and in a blended format. If and when we must make a decision to cancel classes, any registrations will be fully refundable. We have a number of courses available online for both career advancement and personal enrichment if you feel more comfortable with an online format for now.

We have given lengthy and careful consideration to how we can ensure an exceptional education with an opportunity to complete hands-on skills that adheres to guidance from public health experts. For training that requires face-to-face interaction, measures will be in place for instructors and students while in the classroom in accordance with the CDC recommended guidelines. All students and instructors are expected to fully comply with CTC policies, protocols and guidelines related to COVID-19 procedures and complete required training and forms. To find information about returning to campus, see our website at https://www.ctcd.edu/covid-19-return-to-campus/

Thank you for allowing Continuing Education to be your choice for training and lifelong learning. You can still contact us by phone to register, or to ask questions, at 254-526-1586 or by email at continue.education@ctcd.edu

Sincerely,

Teresa Chavez
Associate Dean, Continuing Education and Adult Education
Central Texas College
WHAT’S NEW!

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COMPLETE SMALL BUSINESS STARTUP:

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SCWK 2007 Social Problems ........................................................................ 9

Fast-Track to GamED .................................................................................. 10

The Fun in Failure ....................................................................................... 11

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FEATURES

BEYOND THE SCOPE

Be empowered to achieve goals, maximize your passions and gifts while learning about self-care, empowerment, getting through obstacles that are faced everyday, academic success, development of talents, and fostering habits that cause a positive outcome.

READ MORE ......................................................... 20

HOOP DANCE

Discover infinite movement through hoops! Hooping is a low-impact, full body, aerobic exercise. With regular practice, hooping can build strength and flexibility, improve memory and focus, and promote balance.

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

GET A JUMPSTART ON 2021

A New Year lends itself to newness in other areas too. Check out webinars on Goal Setting that Brings Results, Using Time Effectively, The Blessings of Organization, and Mistakes Winners Do Not Make.

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

WINE 101

Join us virtually the last Friday of each month for a journey to learn about wine. The goal of each class is the same: to simplify the process of learning about and tasting wine. “Zoom” in for a Friday night happy hour full of unpretentious, fun learning.

READ MORE ......................................................... 23
## Online Career Training

Prepare for employment in today’s *hottest* careers!

Comprehensive, affordable, and self-paced career and certification training.

<table>
<thead>
<tr>
<th>ART &amp; DESIGN</th>
<th>CREATIVE ARTS TRAINING AND CERTIFICATIONS</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>✓ Adobe Certified Associate (5 Vouchers Included)</td>
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<tr>
<td></td>
<td>✓ Certified Residential Interior Designer</td>
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<tr>
<td></td>
<td>✓ Graphic Design with Photoshop</td>
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<td></td>
<td>✓ AutoCAD with AutoCAD 3D</td>
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<td></td>
<td>✓ Mobile &amp; Desktop Web Developer</td>
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<td></td>
<td>✓ Event Management and Design</td>
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<td>✓ Certified Wedding Planner</td>
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<thead>
<tr>
<th>LANGUAGE &amp; EDUCATION</th>
<th>PROJECT MANAGEMENT &amp; LEAN SIX SIGMA CERTIFICATIONS</th>
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<tbody>
<tr>
<td>✓ Medical / Court Interpreter (Spanish/English)</td>
<td>✓ Lean Six Sigma Green Belt and Black Belt</td>
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<tr>
<td>✓ Technical Writing</td>
<td>✓ Lean Six Sigma Yellow Belt and Black Belt</td>
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<tr>
<td></td>
<td>✓ Certified Six Sigma Green and Black Belt</td>
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<td>✓ Certified Six Sigma with 1-1 Project Coaching</td>
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<td>Teacher’s Aide with ParaPro Prep</td>
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<td>Child Development Associate</td>
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<th>BUSINESS</th>
<th>ACCOUNTING &amp; ADMINISTRATIVE</th>
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<td>✓ PMI Risk Management Professional</td>
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<td>✓ Project Management w/ Microsoft Project</td>
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<td>✓ Project Management with CAPM® /PMP® Prep</td>
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<td>✓ Certified Bookkeeper</td>
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<td>✓ Certified Internal Auditing</td>
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<td>✓ Chartered Tax Professional</td>
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<td>✓ Payroll Practice and Management</td>
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<td>✓ Certified Paralegal</td>
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<td></td>
<td>✓ Professional Bookkeeping with QuickBooks</td>
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<td></td>
<td>✓ Certified Administrative Professional w/ Microsoft Office Specialist</td>
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<td></td>
<td>✓ Microsoft Office (MOS) Certification</td>
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<tr>
<th>HEALTH &amp; FITNESS</th>
<th>MARKETING &amp; SALES</th>
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<tbody>
<tr>
<td>✓ CPC, CCA, or CBCS Medical Billing &amp; Coding</td>
<td>✓ Advertising and Outreach Specialist</td>
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<tr>
<td>✓ CCMA Medical Administrative Assistant</td>
<td>✓ Digital Marketing Strategist</td>
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<tr>
<td>✓ Clinical Dental or Certified Medical Assistant</td>
<td>✓ OMCA® Social Media and Content Marketing</td>
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<td>✓ Pharmacy Technician</td>
<td>✓ OMCP® Social and Mobile Marketing Professional</td>
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<td>✓ Activity Director</td>
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<td>✓ Certified Physical Therapy Aide</td>
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<td>✓ Veterinary Assistant</td>
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<td>✓ Optician Certification Training</td>
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<tr>
<th>INFORMATION TECHNOLOGY</th>
<th>HEALTH AND FITNESS</th>
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<tr>
<td>✓ Cisco CCNA Certification Training</td>
<td>✓ CPC, CCA, or CBCS Medical Billing &amp; Coding</td>
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<tr>
<td>✓ Certified Ethical Hacker</td>
<td>✓ CCMA Medical Administrative Assistant</td>
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<tr>
<td>✓ Certified Information Security Manager (CISM)</td>
<td>✓ Clinical Dental or Certified Medical Assistant</td>
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<tr>
<td>✓ Certified Information Systems Security Professional (CISSP)</td>
<td>✓ Pharmacy Technician</td>
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<td>✓ Activity Director</td>
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<td>✓ Certified Physical Therapy Aide</td>
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<td>✓ Optician Certification Training</td>
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<th>TRADES &amp; TRANSPORTATION</th>
<th>TRANSPORTATION/LOGISTICS</th>
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<tr>
<td>✓ Home Inspection Certification</td>
<td>✓ Freight Broker / Agent Training</td>
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<tr>
<td>✓ LEED Certification Training</td>
<td>✓ Purchasing/Supply Chain Management</td>
</tr>
<tr>
<td>✓ Chemical Plant &amp; Natural Gas Plant Operations</td>
<td>✓ Certified Green Supply Chain Professional</td>
</tr>
<tr>
<td>✓ Electrical Technician or Residential Electrician</td>
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**Military Credentialing Assistance, MyCAA, Tuition Assistance** Available. Complete in 3 - 12 months.

**REGISTER TODAY!** [https://careertraining.ed2go.com/ctcd](https://careertraining.ed2go.com/ctcd) or call 855-520-6806

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FOR MORE INFORMATION, CALL 254-526-1586 OR VISIT US ON THE WEB AT WWW.CTCD.EDU/CE
Do You Qualify for $4,000 in Training?

Our Self-Paced Online and Live Online* career certification courses offer quality training for military spouses and soldiers in as little as a few months from anywhere. We will guide you through the entire process – from pre-enrollment to course completion.

Courses Enrolling Now!*  
To check eligibility, call 1 (866) 316-6911 or email info@ProTrainEdu.org.

For more information visit:
My Career Advancement Account – MyCAA (for military spouses)  
https://ctcms.theknowledgebase.org
Army Credentialing Assistance – CA (for soldiers)  
https://ctcd.theknowledgebase.org

*Self-Paced Online courses available with CA and MyCAA funding. Live Online courses available with MyCAA funding ONLY.
To earn your PMP® credential, a must-have for any serious project manager. To further your career as a project manager and to advance your project management skills, 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. (9 meetings) (3.6 CEUs, 36 PDUs)

**BMGT 1021 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. Four practice tests and a resource page will be given out during class. There will be a one-hour lunch break on Fridays; lunch is not provided. (10 or 5 meetings) (4 CEUs, 40 PDUs)

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<tr>
<th>Date Range</th>
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<th>Time</th>
<th>Cost</th>
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<tbody>
<tr>
<td>MAR 22-APR 19</td>
<td>M/W</td>
<td>6-10 PM</td>
<td>$859</td>
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<tr>
<td>MAY 20-JUN 17</td>
<td>T/TH</td>
<td>6-10 PM</td>
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<td>*Course will be available live-online if campus closures continue through fall 2020.</td>
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**Certification:** Both courses provide the education hours needed to qualify for the PMI®, CAPM® and PMP® exams offered through Project Management Institute. This exam can be taken at the CTC Testing Center. The certification exam is not included in the price of this course.

**Textbooks required for Project Management Certificate and PMP® Exam Boot Camp**


**Instructors:** Albert Hernandez is a retired Army, PMI-certified PMP with more than 20 years of experience in project management. Erasmus Quaye is a veteran, civil engineering professional and PMI-certified PMP with six years of PMP experience and five years of teaching experience.

**TESTIMONIALS**

During the summer of 2020, I attended two live-online courses offered by Central Texas College - Introduction to Project Management Professional and Project Management Professional Exam Boot Camp with instructor Albert Hernandez. These courses gave me the fundamental building blocks needed to further my career as a project manager and to obtain my PMP certification. The live-online course enables you to attend the class from the comfort of your own home with engaged and knowledgeable instructors.

- Aaron M. Adkins, PMP

**LEAN SIX SIGMA**

**Lean Six Sigma Green Belt**

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 products and services provided by businesses and organizations and it will significantly increase your personal value to your business or organization. Certification: For those who are planning to take an IASSC™ Lean Six Sigma certification exam, this course provides the educational preparation needed to be successful. The certification exam is not included in the price of this course.

**Certification:** Certification for those who are planning to take an IASSC™ Lean Six Sigma certification exam, this course provides the educational preparation needed to be successful.

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**Instructors:**

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/$949**

**No class Mar 19**

**LEARN SIX SIGMA**

**Lean Six Sigma Green Belt**

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 additional 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 products and services provided by businesses and organizations and it will significantly increase your personal value to your business or organization. Certification: For those who are planning to take an IASSC™ Lean Six Sigma certification exam, this course provides the educational preparation needed to be successful. The certification exam is not included in the price of this course.

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**COST/$949**

**No class May 31**

**WEEKLY TRAINING GRANT**

**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.
CAREER DEVELOPMENT

Lean Six Sigma Black Belt
Six Sigma Black Belts streamline organizational processes through strategic improvement projects. These highly-skilled professionals will lead and mentor a team of Green Belts to complete projects that deliver sustainable results. This online Six Sigma training course will help you prepare for the Lean Six Sigma Black Belt certification exam. You will be enabled to transform your organization by reducing costs, increasing revenue and improving collaboration. You will learn how to manage multiple projects and ensure their alignment meets organizational goals. Ed2Go Career, 75-hour, six months of access, self-paced course. Certification: Upon completion of this course and the required project, you will be prepared for the Lean Six Sigma Black Belt certification exam. The fee for this exam is included with the course.

SCHEDULE: CHOOSE YOUR START DATE!
COST/$1,695

Human Resources Professional Exam Prep - Live-Online
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. This 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, this course provides study materials to help prepare for the PHR® exam. The PHR® Exam Study Guide will be utilized throughout the course to supplement the Human Resource Management textbook and provide review materials for exam prep. Certification: 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 HR Certification Institute ® (HRCI ®) PHR ® (or SPHR ®) certification exam. Tuition includes book(s) and materials. ProTrain, 36 hours, instructor-led.

JAN 1 & 15, FEB 1 & 15, MARCH 1 & 15, APR 1 & 15, MAY 1 & 15.
COST/$2,700

SMALL BUSINESS

Certified Manager (CM) Program - Online
The Certified Manager (CM*) certification is a professional credentialing program that verifies an individual’s ability to manage and potential to lead with a level of competency. CM certification is attained by meeting eligibility requirements for education and experience and passing a series of three CM assessment exams. Program applicants should have prior work experience but may or may not hold a management title. Employers look to the CM certification to distinguish candidates for hiring and career advancement. Enjoy the flexibility of studying individually anytime and anywhere with this self-directed, online certification prep. Enrollment is continuous, allowing applicants to apply online and get started right away. The proctored CM exams can be scheduled whenever the applicant is ready to test, allowing individual control over the pace of completion. Additionally, the exams can be taken on any computer with reliable internet access, eliminating the need to travel to a testing center. A new class begins the first and 15th of each month.

SPRING START DATES: JAN 1 & 15, FEB 1 & 15, MARCH 1 & 15, APR 1 & 15, MAY 1 & 15.
COST/$1,199

CAREER LOANS

BMGT 1024 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 a quality manager under International Organization for Standardization (ISO) 9001:2015. Learn from an instructor with years of experience as both an internal auditor and a quality manager who is certified to teach lead auditors by Lloyd’s Register out of London - one of the industry leaders in this arena. 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. Once that is complete, 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 (See Lean Six Sigma). (2 meetings) (.7 CEUs)

ONLINE
FEB 16-17 T/W 6-9:30 PM
MAR 30-31 T/W 6-9:30 PM
COST/$89

FACE-TO-FACE
MAY 7 FRI 8 AM-4:30 PM
COST/$89

SALLIE MAE

FIND US ON FACEBOOK AT: /CTCCCONTINUINGEDUCATION

*Must apply for loan one month in advance of course start date
*SCHOOL CODE 00400398
HMSY 2028 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, recovery point objective, business impact analysis, hazard vulnerability analysis and service level agreements. Instructor: Elaine Hiller has worked in IT for more than 20 years and has spent the last 10 years as a business continuity professional. (5 meetings) (1 CEU)

APR 9-APR 26   FRI        6-8 PM
COST/$59
*Course will be available Live-Online if campus closures continue through Spring 2021.

PSYCHOLOGY OF PEOPLE

The study of various approaches to determinants, development and assessment of personality.

JAN 19-MAY 14    ONLINE
JAN 19-MAR 12    ONLINE
MAR 22-MAY 14    ONLINE
APR 12-JUN 4     ONLINE
IN DISTRICT COST/$285
OUT OF DISTRICT COST/$ $357
NON-RESIDENT COST/$744

Soft Skills Suite Achieving Success with Difficult People

Do you know people whose behavior makes completing even the simplest tasks difficult? Would you like to learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors or family members? Join this class and get helpful information for understanding yourself, solving people problems and improving your relationships and personal and professional productivity.

Interpersonal Communication

Communicating successfully depends on effective use of communication strategies and behaviors. Words, facial and body movements, tone of voice, even clothing and situation, all form an intricate symbol system that must be quickly translated by those who want to communicate. This course shows you how to manage the conscious and unconscious codes of meaning we send to each other and to respond with appropriate codes in turn. Communicating is necessary. Knowing how to do it well is personally satisfying and professionally wise.

Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach. You’ll discover the steps necessary to achieve your goals, as well as the power ordinary, everyday decisions can have over the quality of your life. You’ll develop some important guidelines for when to take risks, when to trust your luck and what to do if you make a mistake. The goal of this course is to give you the power to live
CAREER DEVELOPMENT

Individual Excellence
Develop career-enhancing skills in a single course that covers 12 popular one-day seminar topics including goal setting, time management and personal organization. You'll learn how to improve your creative abilities, gain confidence with financial matters and how to minimize conflict in your life. Develop a fulfilling career plan and improve relationships with co-workers, friends and family.

ED2GO CAREER, 96-HOUR, INSTRUCTOR-LED COURSE.
START DATES: JAN 15, FEB 12, MAR 18, APR 15, MAY 13
COST/$395

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, stagnant 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.

QuickBooks Online
Automating your Business Processes and 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 lecture-style course includes follow-along demonstrations and practice providing hands-on experiences with the QuickBooks Online software. A training/reference book is included in the price of the course. Harold Keeter has a BA in accounting, more than 10 years of professional work experience in the accounting field and owns a successful online bookkeeping and tax preparation business.

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

GAMIFICATION

Distance Gamification
Distance Gamification is a self-paced, online course designed for anyone hoping to better engage and/or educate an internet audience. Participants learn how to implement gamified training strategies by “playing” their way through resilience-boosting quests that include free films, readings and online learning games. Although the quests are self-paced, there will be periodic deadlines to ensure opportunities for asynchronous discussion, collaboration and feedback. This course looks beyond typical gamification gimmicks like leaderboards, points and badges to the motivation strategies employed by game design experts. Upon completion, students will have created a universally engaging game-like quest for a topic of their choice. Students will have asynchronous opportunities to participate, collaborate and give/receive feedback. Instructor: Jeremy Royster is a transformative curriculum author with extensive experience intrinsically motivating students through personalized instruction. As an adjunct instructional technology professor, he has proven expertise amplifying engagement through his online gamified classroom. Certified in technology education (PK-12) and education technology leadership, Royster also creates live-action escape rooms for his middle school students.

CHOOSE YOUR START DATE!
COST/$149

Fast-Track to GamED
Fast-Track to GamED is the fast-track version of Distance Gamification, without the certificate. When applied correctly, Game-based learning and gamification techniques inspire learners to persevere through repeated failures to achieve long-term goals. All of our lessons, or “quests,” in this course model the very strategies you will learn to employ in your learning environment. Experience the benefits of GamED learning first-hand as you learn how to apply the strategies to your instruction. By the end of Fast-Track to GamED you will have created a GamED quest for a topic of your choice ready to launch.

Included: One-year access to our database of teacher-created game-quizzes, subject-specific quests, and curated resources. Instructor: Jeremy Royster is a transformative curriculum author with extensive experience intrinsically motivating students through personalized instruction. As an adjunct instructional technology professor, he has proven expertise amplifying engagement through his online gamified classroom. Certified in technology education (PK-12) and education technology leadership, Royster also creates live-action escape rooms for his middle school students.

CHOOSE YOUR START DATE!
COST/$149

Get ahead in life by earning your GED or improving your English language skills. Contact Adult Education at 254-526-1120 or go to www.ctcd.edu/ael for more information or to apply for enrollment.
The Fun in Failure

Nine Self-paced Learning Modules

The Fun in Failure is a resilience reinforcement system employing games to train participants how to reframe mistakes as learning opportunities. Jane McGonigal, author of SuperBetter, explains purposeful play “really does help you become less depressed, better connected and more resilient in real life.” (Slate, 2015) All games position players fail repeatedly in order to learn how to win. The lessons, or “quests,” in The Fun in Failure have been designed like games to help you master the teachings of grit gurus like McGonigal. Upon class completion, you will have unlimited access to the learning modules and all of your work. Are you ready to turn your failures into fun? Course includes up to one hour of personal instructor support. Instructor Jeremy Royster (See Distance Gamification).

CHOOSE YOUR START DATE!
COST/$99

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, operating knowledge of Windows or equivalent operating system. Tuition includes book(s) and materials. Protrain, 56 hours (40 hours live-online/16 hours online), instructor-led.

Certification: Upon completion of this in-classroom course, students will be prepared to take the CompTIA A+ 1001 and 1002 certification exams. Tuition includes exam voucher.

LIVE-ONLINE SCHEDULE
JAN 19-MAR 2      T/TH      6-9 PM CST
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, operating knowledge of Windows or equivalent operating system. Tuition includes book(s), materials and exam voucher. Protrain, 48 hours (30 hours live-online/18 hours online), instructor-led.

Certification: Upon completion of this in-classroom course, students will be prepared to take the CompTIA Network+ certification exam.

LIVE-ONLINE SCHEDULE
MAR 9-APR 8        M/W     6-9 PM CST
COST/$1,345

MIRROR CLASSES

A Mirror course is the articulation of a CEU or non-credit course into a for-credit course applicable toward a certificate or associates degree. Students will receive evaluated credit for Mirror courses offered through Continuing Education.

Mirror Class!
POFT 1029 Beginning Keyboarding

Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Course schedule includes lecture and lab. (9.6 CEUs)

JAN 19-MAY 14      ONLINE
IN DISTRICT COST/$285
OUT OF DISTRICT COST/$357
NON-RESIDENT COST/$744

NEED CPR FOR HEALTHCARE PROVIDERS

See First Aid & Safety page. 18

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

CONTINUING EDUCATION SPRING 2021 COURSE SCHEDULE

AWS Academy Cloud Foundations

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. Textbook Required. Prerequisites: Cloud Computing Architecture requires a strong foundation in IT concepts and skills. You must be at least 17 years old. (10 meetings) (2 CEUs)

Certification: This course prepares students to pursue an AWS certified cloud practitioner certification.

LIVE-ONLINE SCHEDULE
MAR 30-APR 29  T/TH  6-8 PM
COST: $199

ITNW 1007 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 and 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)

APR 9-20  FRI  NOON-2 PM
COST/$29

Cloud Computing Architecture

Cloud Computing Architecture is an AWS Academy curriculum designed to help students develop technical expertise in cloud computing. The curriculum is delivered through instructor-led classes, hands-on labs and project work. You will have access to course manuals, online knowledge assessments, labs and a free practice certification exam. You must be at least 17 years old. Prerequisites: Cloud Computing Architecture requires a strong foundation in IT concepts and skills. Certification: This course prepares you for the AWS-certified Solutions Architect - Associate certification exam and includes a discount voucher for the certification exam. (15 meetings)

LIVE-ONLINE SCHEDULE
MAY 4-JUN 22  T/TH  6-8 PM CST
COST/$399

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, operating knowledge of Windows or equivalent operating system. Tuition includes book(s) and materials. Protrain, 48 hours (30 hours live-online/18 hours online), instructor-led.

Certification: Upon completion of this in-classroom course, students will be prepared to take the CompTIA Security+ certification exam. Tuition includes exam voucher.

LIVE-ONLINE SCHEDULE
APR 15-MAY 18  T/TH  6-9 PM CST
COST/$1,379

Certified Ethical Hacker

Exam voucher included!
Are you interested in network security and information technology but, perhaps, want more of a challenge than typical IT provides? If so, ethical hacking certification is a unique way to set yourself apart from other IT professionals and add even more value to your organization. As a certified ethical hacker, you’ll use the same techniques as the bad guys to assess security and identify weaknesses, except you’ll use these hacking powers for good. To put it one way, “To beat a hacker, you need to think like a hacker.” This course will immerse you into the hacker mindset, putting you in the driver’s seat of hands-on activities. You will scan, test, hack and secure your own systems. You will learn the five phases of ethical hacking (reconnaissance, gaining access, enumeration, maintaining access and covering your tracks) and the ways to approach your target and succeed at breaking in every time. This accredited course provides you with advanced hacking tools and techniques so you can assess the security posture of an organization with the same approach these malicious hackers use. You’ll be able to identify weaknesses and fix the problems before they are identified by the enemy, preventing what could
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, WIOA training and Veterans Benefits.

Initial screening is done at the ATDS office or by calling 254-432-7534. (20 meetings) (20.1 CEUs)

PROGRAM SCHEDULES

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COST/$6995

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.

AUTOMOTIVE, MANUFACTURING & TRANSPORTATION TRAINING

BENEFITS OF OUR TRUCK DRIVING SCHOOL INCLUDE:

- APPROVED THIRD-PARTY TESTING CACILITY.
- 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.

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, WIOA training and Veterans Benefits.

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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.

NEW!

Mirror Class! AUMT 1005 Intro to Automotive Technology

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities and basic automotive maintenance. This course prepares students to take the Automobile and Light Truck Certification ASE – A1 Engine Repair exam offered through Automotive Service Excellence. Course schedule includes lecture and lab. (9.6 CEUs)

JAN 19-MAY 14  M/W  2-5 PM
JAN 19-MAY 14  T/TH 6:20-9:30 PM
IN-DISTRICT COST/$380
OUT-OF-DISTRICT COST/$476
NON-RESIDENT COST/$992

LOOK FOR OUR DAYTIME CLASSES!

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

CONTINUING EDUCATION SPRING 2021 COURSE SCHEDULE

PERSONAL ENRICHMENT CLASSES

Discover new talents, develop new skills, and express creativity with Continuing Education at CTC! Explore our personal enrichment classes and find a class for you starting on page 20.

MIRROR CLASSES

A Mirror course is the articulation of a CEU or non-credit course into a for-credit course applicable toward a certificate or associates degree. Students will receive evaluated credit for Mirror courses offered through Continuing Education.

PUBLIC SERVICE

FITT 2013 Concepts of Physical Fitness
ACSM Certified Personal Trainer Preparation

The course offers professional development as well as theoretical proficiency required for qualified personal trainers. It also provides a hands-on approach as an integral component of preparation for careers emphasizing exercise prescription and training utilizing a practical skill approach. After completion of the program, students will be prepared to sit for the ACSM-CPT exam and enter the job market with a valid credential denoting their qualified status. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of General Studies or Associate of Applied Technology degrees. Certification: This course prepares students to take the ACSM Certified Personal Trainer® exam offered through the American College of Sports Medicine. (6.4 CEUs)

DISABILITY SUPPORT SERVICES

PLEASE CONTACT DISABILITY SUPPORT SERVICES AT (254) 526-1195 FOR ANY QUESTIONS.
We are expecting Southern Association of Colleges and Schools Commission on Colleges’ (SACSCOC) approval for the Licensed Massage Therapy (LMT) program to move under CTC’s Department of Health Sciences (DHS). This will allow us to start our next cohort with the spring 2021 semester.

Students have to be enrolled in Central Texas College, meet with an Academic Advisor, take the reading and writing sections of the Texas Success Initiative and have their financing determined.

Students can then complete their application packets for the LMT program. Packets will be available under Department of Health Sciences (Bldg. 155, second floor) and online.

SACSCOC approval will make the program a certificate of completion for college credit. Once we receive SACSCOC approval, we can request the program be approved by the VA so students can use their VA educational benefits, and by Department of Education so students can use the Free Application for Federal Financial Aid (FAFSA) process to pay for the program.

You may contact the LMT program director via email at viola.crowder-moger@ctcd.edu or call 254-501-3011 and leave a voicemail with your name, phone number and a brief message.

Massage therapy is a licensed 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 licensing 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 46 states. Classes must be taken as a cohort in the order in which they are offered. This program requires additional steps to register. Call 254-526-1890/1266 for more information.

All COVID-19 rules apply.
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) Certification: Graduates will be qualified to take two option certification exams. These exams are proctored on the CTC campus.

**COST/$2,595**

**COST/$2,712 WITH EXAM VOUCHER**

Certification: Graduates will be qualified to take two optional certification exams. These exams are proctored on the CTC campus.

- • Pharmacy Technician Certification Board (PTCB)
- • Pharmacy Technician Certification (CPhT) through National Healthcare Association

**LIVE-ONLINE LECTURE SCHEDULE**

**JAN 20-AUG 2** M/W 5-9 PM

**SKILLS LAB SCHEDULE**

**MAY 5-JUL 28** WED 5-9 PM

*No class Jan 18, Feb 15, Mar 15, 17, May 31, Jul 5

*Course lectures will be available live-online. Students will complete lecture hours online and small group, hands-on lab training on campus.

**PHRA 1009 Pharmaceutical Math**

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

**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)

**Optional Clinical PHRA 1060 Institutional Pharmacy Practice**

Explore the fundamentals 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

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**Allied Healthcareer Exams offered at CTC Testing Center!**

- • National Healthcareer Association
  - Medical Assistant (CCMA)
  - Medical Administrative Assistant (CMAA)
  - EKG Technician (CET)
  - Pharmacy Technician (CPhT)
- • Pharmacy Technician Certification Board (PTCB)

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**TESTIMONIALS**

**CLINICAL MEDICAL ASSISTANT:**

The average pass rate for National Healthcareer Association CCMA exams at CTC during 2019 academic was 91% - 10% above the national average!

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

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**Clinical Medical Assistant**

The U.S. Department of Labor expects employment of medical assistants to increase 23 percent through the year 2028. 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 $2,695 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 56 meetings) (Evening program 65 meetings) (34 CEUs)

Certification: Graduates will be qualified to take the optional Medical Assistant Certification (CCMA) exam offered by the National Healthcareer Association (NHA). This exam is proctored on the CTC campus.

**PROGRAM SCHEDULE**

**MARCH 24-JUNE 30**

- **M/W** 9 AM-2 PM
- **THU** 9 AM-1 PM
- **NO CLASS MAY 31, JUL 5**
- **CLINICAL DATES:** TBA
- **COST/$2,695**
- **COST/$2,850 WITH EXAM VOUCHER**

*Course lectures will be available live-online. Students will complete lecture hours online and small group, hands-on lab training on campus. Subject to schedule adjustments due to campus requirements for COVID19.*

**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 coworkers 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 a 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 1060 Advanced Medical Assistant Technician**

Course focuses on the theory and application of administration and clinical skills. (Clock Hours/80, CEUs 8)

**MDCA 1021 Administrative Certification Bootcamp For Clinical Medical Assistants**

As a certified administrative medical assistant, the student will be trained to perform administrative work using specific knowledge of medical terminology and hospital, clinic or laboratory procedures. Enjoy a rewarding career in healthcare where your responsibilities may include 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. Graduates will be qualified to take the optional Certified Medical Administrative Assistant (CMAA) exam offered by the National Healthcareer Association (NHA). This exam is proctored on the CTC campus. (Clock Hours/55, CEUs 5.5) (11 meetings)

**PROGRAM LECTURE SCHEDULE**

**FEBRUARY 1-MARCH 10**

- **M/W** 9 AM-2 PM
- **COST/$459**
- **NO Class Feb 15**

**COST/$399**

**CVA Basic Course**

**VTHT 1012 Veterinary Animal Care, Husbandry, and Sanitation**

Gain an understanding 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. In addition to 35 hours of classroom instruction, you are required to complete 35 volunteer hours outside of class. The program costs $399 plus the cost of textbooks and course supplies. (12 meetings) (3.5 CEUs)

**JANUARY 25-MARCH 6**

- **M/W** 9 AM-NOON
- **T/TH** 6-9 PM
- **COST/$399**

**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, venepuncture, blood tubes and placing...
CAREER DEVELOPMENT

CONTINUING EDUCATION SPRING 2021 COURSE SCHEDULE

2) CVA Intermediate Program

Program consists of two courses:

Veterinary Assistant (CVA)

Certification:

Veterinary medical imaging, surgical preparation and assistance and veterinary pharmacy and pharmacology. VTHT 1012 is a prerequisite to this program. The program costs $1,299 plus the cost of textbooks and course supplies. This program consists of 120 hours of accelerated classroom training with emphasis on skills mastery through hands-on practice. (30 meetings) (12 CEUs)

MAR 29-JUL 14* M/W 9 AM-1 PM
MAY 11-AUG 19 T/TH 6-10 PM
COST/$1,299

*No class May 31, Jul 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. It 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 and explain aseptic technique and disinfection, medicating techniques, laboratory procedures, radiology and operating room protocol. (Clock hours/40, CEUs 4)

VTHT 1017 Veterinary Office Management

Practical experience in management of the veterinary practice. Emphasis is 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)

Certification: The Certified Veterinary Assistant (CVA) program consists of two courses:

1) CVA Basic Course
2) CVA Intermediate Program

You must take both programs to apply for the certification exam through Texas Veterinary Medical Association (TVMA). 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. The 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 on the CTC campus.

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 make 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). This program costs $649 plus the cost of textbooks and course supplies. Certification: Graduates will be qualified to take the optional EKG Technician (CET) exam offered by the National Healthcareer Association (NHA). This exam is proctored on the CTC campus. (15 meetings) (CEUs 6)

NEW! EKG Technician

START DATES: JAN 13, FEB 10, MAR 17, APR 14, MAY 12
COST/$78

FIRST AID AND SAFETY

CPR for Healthcare Providers

At this time, the American Heart Association (AHA) has not approved virtual Basic Life Saver (BLS) courses. AHA has given us direction on how to hold a BLS class while still adhering to social distancing guidelines. Classes will have no more than six students plus the instructor. Students need to be six feet apart. Students will wash hands and use gloves when touching mannequins and everyone must bring and wear their own mask. Masks will not be provided.

JAN 28 THU 8 AM-NOON
JAN 29 FRI 8 AM-NOON
FEB 11 THU 8 AM-NOON
FEB 12 FRI 8 AM-NOON
FEB 20 SAT 8 AM-NOON
MAR 6 SAT 8 AM-NOON
MAR 11 THU 8 AM-NOON
MAR 12 THU 8 AM-NOON
APR 17 SAT 8 AM-NOON
APR 22 THU 8 AM-NOON
MAY 8 SAT 8 AM-NOON
MAY 14 FRI 8 AM-NOON
COST/$65

*If campus is closed to students on the date of class, the class will be canceled

NEW! Certificate in Infectious Diseases and Infection Control

Infectious diseases are a key concern for any healthcare professional. Globally, infectious diseases are responsible for more than 25 percent of all deaths, second only to cardiovascular disease. Millions more individuals are affected by the most common types of infectious diseases which can have both short- and long-term health consequences. This online course offers insights into infectious diseases essential for medical professionals. By the end of this course, you’ll have a solid understanding of the most common infectious diseases as well as a grasp of the procedures that can help contain them. Ed2go Fundamentals, 13 hours, six weeks access, live-online, instructor-led or self-paced.

NEW! Certificate in Infectious Diseases and Infection Control

START DATES: JAN 13, FEB 10, MAR 17, APR 14, MAY 12
COST/$78

ED2GO FUNDAMENTALS, 13 HOURS, SIX WEEKS ACCESS, LIVE-ONLINE, INSTRUCTOR-LED OR SELF-PACED

Find us on Facebook at:
/CTCCCONTINUINGEDUCATION

18
ONLINE PERSONAL ENRICHMENT COURSES

Learn from the Comfort of Home

Our Online Enrichment courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners.

Complete any of these courses entirely from your home at any time.

- **Speed Spanish**
  Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time. [LC SPT]

- **Discover Sign Language**
  It’s truly amazing how much you can communicate just by using your hands! Add in different facial expressions, and you have a full conversation! [LC SPT]

- **Drawing for the Absolute Beginner**
  Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be! [LC SPT]

- **Introduction to Digital Scrapbooking**
  Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques. [LC SPT]

- **Learn to Buy and Sell on eBay**
  Auction pros teach you how to work from home or earn extra income by buying and selling goods online. [LC]

- **Get Funny!**
  Learn how to use humor to speak more effectively, write better, and increase your popularity. [LC SPT]

- **Growing Plants for Fun and Profit**
  This course will teach you everything you need to prosper in the backyard nursery business. [LC]

- **Start Your Own Edible Garden**
  Learn how to grow delicious, nutritious fruit and vegetables in your own backyard. [LC SPT]

- **Introduction to Journaling**
  Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity. [LC SPT]

- **Start Your Own Arts and Crafts Business**
  Learn how to start your own arts and crafts business from a professional artist. [LC SPT]

- **Discover Digital Photography**
  An informative introduction to the fascinating world of digital photography. [LC SPT]

- **Beginning Conversational French**
  Discover how easy it can be to learn common words and phrases for both leisure and business. [LC SPT]

Enroll Now! ed2go.com/ctcd

These and many other online courses to choose from!

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

**Beyond the Scope**

Beyond the Scope means that something is out of range. Challenge your everyday thinking and take a look at yourself Beyond the Scope! Be empowered to achieve goals, maximize your passions and gifts while learning about self-care, empowerment, getting through obstacles that are faced every day, academic success, development of talents, and fostering habits that cause a positive outcome. The class will also discuss the importance of how to recognize and cope with domestic violence, PTSD, depression, anxiety, and bullying. Mental stimulation through positive reinforcement will be introduced to inspire you to reach your goals through step-by-step concepts of writing down a plan and following that strategy through. Students must have basic computer skills and be familiar with Microsoft Word. Bring paper and a pencil to class. Schantel Thomas is an experienced speaker on domestic violence awareness and an advocate for victims who suffer from depression, anxiety, PTSD, and bullying. (4 meetings)

**Reading & Writing**

Students who publish will be able to participate in our biannual community book signing events! Supplies are included in the class cost. Erin Hughley is a published author of more than 12 titles, an editor, a children’s book publisher and a writing consultant/instructor. (4 meetings)

**Jan 19-Feb 9 Tue**

**Noon-1:30 PM**

**Cost/$79**

*Course will be face-to-face with social distancing or available live-online if campus closures continue through spring 2021.*

**Love to Write: Memoirs and Self-Help**

Join us for four weeks of storytelling as we learn how to bring your story to life. Have you ever thought about writing a memoir or self-help book? This course will help guide you through your story and make you industry standard-ready whether you plan to self-publish or submit your manuscript to a publisher. Supplies are included in the class cost. Erin Hughley (see Moms Who Write: Children’s Books). (4 meetings)

**Jan 20-Feb 10 Wed Noon-1:30 PM**

**Cost/$69**

*Course will be face-to-face with social distancing or available live-online if campus closures continue through spring 2021.*

**Love to Write: Fiction and Romance**

If you enjoy a good fiction or romance read in your spare time, this class is for you! In the Love Who Write: Fiction and Romance, we create our own steamy stories. This class is for those who love reading and writing romantic suspense, romantic comedy, contemporary romance or urban romance. We’ll spend four weeks of learning the ins-and-outs of an enjoyable novel and applying it as we work in groups creating our own short stories or novellas. Supplies are included in the class cost. Erin Hughley (see Love Who Write: Children’s Books). (4 meetings)

**Jan 21-Feb 11 Thu 12-1:30 PM**

**Cost/$79**

*Course will be face-to-face with social distancing or available live-online if campus closures continue through spring 2021.*

**Love to Write: Children’s Books**

Everyone has a story to tell! Love to Write: Children’s Books is for people of all writing levels who enjoy storytelling and dream of creating a story to publish, whether it is about a particular subject or your own child. Join us for four weeks of fun and writing as we create our children’s books together.

**Nature Poetry**

Enjoy the calm, serenity and beauty of nature and broaden your ability to comprehend and express your connection to the natural world by learning the art of nature poetry! Students will learn to craft unique forms of nature/environmental poetry, overcome writer’s block, learn techniques on how to get published and produce new works of poetry. New and existing poets that want to expand their knowledge are welcome. Students will share their work (if they choose to) at the end of each class. Bring a notebook and writing utensil. Nicole Metts is a published poet and founder of the Central Texas Writers Society. (3 meetings)

**Mar 27-Apr 10 Sat 10-11 AM**

**Apr 17-May 1 Sat 10-11 AM**

**Cost/$29**

*Course will be face-to-face with social distancing.*

**CREDENTIALING ASSISTANCE PROGRAM**

Central Texas College offers live-online, online and in-person credentialing options in the following areas:

- Business and Business Technology
- Automotive, Construction, Manufacturing, and Transportation
- Health Care
- Public Service
- Science, Technology, Engineering or Math (STEM)
- And more!

Specific course offerings include:

- Project Management
- Lean Six Sigma
- CompTIA A+, Network+ and Security+
- aPHR *
- Complete Small Business Start Up
- Medical Assistant
- EKG Technician
- Pharmacy Technician
- And many more!

Find more information at https://www.ctcd.edu/credentialing

Contact Morgan Matlock at morgan.matlock@ctcd.edu for specific questions about program offerings.
**OUTDOOR RECREATION**

**GET PHYSICAL**

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 fundamentals 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 is a licensed Zumba® and Strong Nation™ instructor. (4 meetings)

MAR 23-APR 13  TUE  6-6:30 PM  
APR 27-MAY 18  TUE  6-6:30 PM  
COST/$19

*Course will be face-to-face with social distancing or available live-online if campus closures continue through spring 2021.

**Hoop Dance**

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

MAR 24-APR 14  WED  6-7 PM  
APR 28-MAY 19  WED  6-7 PM  
COST/$35

*Course will be face-to-face with social distancing.

**TESTIMONIALS**

Geocaching:  
What were the best features of this class?

“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.”

Geocaching

X marks the spot! Geocaching is a real-world, outdoor treasure hunting game using GPS-enabled devices. It is a brilliant way to socially distance and still have fun! Participants navigate to a specific set of GPS coordinates and then attempt to find the geocache (container) hidden at that location. Class will start in the classroom to go over the lingo of the trade, criteria for caches and the rules for placing and finding them. Then, show you how to log the ones you find. Then venture outside to find a few caches. Participants should wear comfortable, close-toed, walking shoes and bring a GPS device (phone or GPS unit). Children are welcome but must register with a parent. Janice Veteran is an avid geocacher who has logged more than 14,000 finds, more than 200 hides, and was previously the Central Texas representative for the Texas Geocaching Association. (1 meeting)

MAR 5  SAT  9 AM-1 PM  
COST/$35

*Course will be face-to-face with social distancing.

**TESTIMONIALS**

“Great exercise and fun.”

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

Water Aerobics with Judy:  
What were the best features of this class?

“It’s good for my health and bones!”

“The people! The instructor is the greatest!”

“Great exercise and fun.”

**WATER FITNESS**

**CREATIVE CUISINE**

**NEW!**

For the Love of Chocolate

Chocolate is the perfect gift to make someone feel special. Learn the basics of working with chocolate and impress that special someone with elegant chocolate roses, dipped truffles, and a delicious chocolate drink. Each student will leave with a half-dozen chocolate dipped strawberries and other decadent 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)

FEB 6  SAT  10 AM-3 PM  
COST/$59

*Course will be face-to-face with social distancing.

**TESTIMONIALS**

“Great exercise and fun.”

“Even the kids got in on the fun.”

“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. Bring a towel and wear swimsuits and aqua socks (shoes for water). Registration is limited to one session with a January start date and one session with a March start date. Social distancing guidelines will be in place. Judy Mills is a certified water aerobics instructor. (6 meetings)

JAN  
JAN 12-FEB 16  (SESSION 1)  
TUE  9-10 AM  
JAN 12-FEB 16  (SESSION 2)  
TUE  11:30 AM-12:30 PM  
JAN 14-FEB 18  (SESSION 3)  
THU  9-10 AM  
JAN 15-FEB 19  (SESSION 4)  
FRI  9-10 AM  
MAR  
MAR 2-APR 13*  (SESSION 5)  
TUE  9-10 AM  
MAR 2-APR 13*  (SESSION 6)  
TUE  11:30 AM-12:30 PM  
MAR 4-APR 15*  (SESSION 7)  
THU  9-10 AM  
MAR 5-APR 23*  (SESSION 8)  
FRI  9-10 AM  
COST/$25

*No class Mar 16, 18, 19, Apr 2

*Course will be face-to-face with social distancing.
**CONTINUING EDUCATION SPRING 2021 COURSE SCHEDULE**

**PERSONAL ENRICHMENT***

- A new year lends itself to newness in other areas too. Happy newness! May you flourish and grow in all areas of life. Students will be given a Zoom link upon registering. Please make sure to download and set up a Zoom account before the class start time at www.zoom.us. Mona Dunkin is certified in reality therapy, choice theory and leading management, mental health and youth counseling and faith-based counseling. (1 meeting)

- Psychiatrist William Glasser suggests love and belonging is a basic genetic need of every living creature. Since all eight-plus billion of us others are on this Planet-Earth Spaceship together, we might as well get along. Learn how to adapt their methods.

- Everyone has 24 hours a day. How we use them is up to us. Learn to be effective and efficient so you can add useful hours to your day. Go from crises living to productivity and peace. Find freedom and flexibility in a well-tuned schedule.

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**GETTING STARTED WITH ZOOM**

1. **Create Your Account (optional)**
   - Go to https://zoom.us/signup to create your free Zoom account. If you choose not to create an account, you’ll need to type in a display name each time you join a meeting.

2. **Download Zoom (optional)**
   - Desktop/laptop computer: Go to https://zoom.us/download and click the blue “Download” button underneath the Zoom Client for Meetings heading.
   - iPhone/iPad: Download the Zoom app from the Apple App Store.
   - Android Phone/Tablet: Download the Zoom app from the Google Play Store.

   If you prefer not to download Zoom onto your computer or device, you can still join meetings using your internet browser. When you click on the link for a Zoom meeting, look for and select the “join from your browser” option.

3. **Try It Out**
   - Guide for New Users: Visit https://support.zoom.us to read Zoom’s quick start guide for new users.
   - Join a Test Meeting: Practice your Zoom skills before you join an actual meeting. Go to https://zoom.us/test.
   - Attend a Zoom Training: Zoom’s experts host free and interactive live training webinars daily. Get up to speed in less than an hour. Visit support.zoom.us to register for a live training or watch a recording of a previous training.
   - Top 20 Zoom Resources: View the most commonly accessed resources on Zoom’s website at support.zoom.us.

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**LIVE-ONLINE VIA ZOOM**

- **NEW! Get A Jumpstart on 2021**
  A new year lends itself to newness in other areas too. Happy newness! May you flourish and grow in all areas of life.

- **Goal Setting that Brings Results**
  One of the greatest causes of failure is the inability to see the complete picture. Develop a step-by-step system for success, learn the principles of goal setting and obtain evaluation tools to keep you on track for ultimate results.

  **JAN 6 WED 8-9 AM**
  **COST/$9**
  *Course will be live-online via Zoom.

- **Using Time Effectively**
  Everyone has 24 hours a day. How we use them is up to us. Learn to be effective and efficient so you can add useful hours to your day. Go from crises living to productivity and peace. Find freedom and flexibility in a well-tuned schedule.

  **JAN 13 WED 8-9 AM**
  **COST/$9**
  *Course will be live-online via Zoom.

- **The Blessings of Organization**
  Receive helpful insights to get rid of perfection, high expectations and big disappointments. See ways to resign from clutter and revive simplicity.

  **JAN 20 WED 8-9 AM**
  **COST/$9**
  *Course will be live-online via Zoom.

- **Mistakes Winners Do Not Make**
  Learn the secrets of winners – what they do and don’t do. Be surprised how easy it is to adapt their methods.

  **JAN 27 WED 8-9 AM**
  **COST/$9**
  *Course will be live-online via Zoom.

- **What is Love**
  Psychiatrist William Glasser suggests love and belonging is a basic genetic need of every living creature. Since all eight-plus billion of us others are on this Planet-Earth Spaceship together, we might as well get along. Learn how to adapt their methods.

  **FEB 3 WED 8-9 AM**
  **COST/$9**
  *Course will be live-online via Zoom.

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**FIND US ON FACEBOOK AT:**

https://www.facebook.com/ctccontinuingeducation
**Wine 101**
Join us virtually the last Friday of each month for a journey to learn about wine. The goal of each class is the same: to simplify the process of learning about and tasting wine. “Zoom” in for a Friday night happy hour full of unpretentious, fun learning. A list of wines will be suggested for the tastings if you wish to join along, or you can join in with your own glass and expand your repertoire. We will begin with introductions, then dive in to how wine is made, wine types, wine regions/styles, tasting/demonstrations and tips on tasting and buying. A course book is included. Students will be given a Zoom link upon registering. Please make sure to download and set up a Zoom account before the class start time at www.zoom.us. Michelle Stone is a wine and spirit education trust-certified candidate who has hosted food and wine events during the last five years.

**ABOUT WINES**
**JAN 29**  FRI  6-7 PM
**WHITE WINES**
**FEB 26**  FRI  6-7 PM
**RED WINES**
**MAR 26**  FRI  6-7 PM
**ROSE WINES**
**APR 30**  FRI  6-7 PM
COST/$19
*Course will be live-online via Zoom.

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**NEW**

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**Ed2Go Courses for Teachers**

**Teaching Students With ADHD**
In this course, you will discover practical ways to help children with ADHD control their behavior and succeed in school. You will learn from the real experts: the children themselves. You will find out how Kristi controls her behavior and how Wanda handles boredom. You will see how Adam jump starts his thought processes, how Harry satisfies his need to move without bothering his teacher and how Darren aces his homework. In addition, you will hear from parents and teachers about the amazing benefits of simple adaptations in space, structure, rules and expectations. You will also explore some myths and facts about ADHD and see how this condition affects motivation, activity level, attention and memory. By the time you’re done, you will have the skills and knowledge needed to help students with ADHD achieve their full potential. Register at ed2go.com/ce. Instructor-led or self-paced.

**START DATES: JAN 13, FEB 10, MAR 17, APR 14**
**COST/$125**

**Working Successfully with Learning Disabled Students**
This course teaches you how to meet the diverse needs of students with disabilities in your classroom. With lessons developed by an experienced special educator, you will explore the special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills and writing. In this course, you will discover easy, practical and creative strategies to help your struggling students find their light bulb moments. Register at ed2go.com/ce. Instructor-led or self-paced.

**START DATES: JAN 13, FEB 10, MAR 17, APR 14**
**COST/$125**

**Disabling Students**

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**Integrating Technology in the Classroom**
In this teacher professional development course, you will learn the secrets of technology integration in the classroom and gain the skills educators need to use tools such as wikis, podcasts and blogs effectively. You will discover simple ways to integrate technology to enhance your subject material and meet your common core standards and other course goals. You will learn how to design presentations for auditory, visual and kinesthetic learning styles, how to teach keyboarding and word processing, how to develop standards-
based lesson plans and more. Whether you're new to the integration process or already use technology in the classroom, learning about emerging educational technologies is vital to your students’ success. By the time you finish this online teacher training course, you will know how to integrate technology across the curriculum. Register at ed2go.com/ce. Instructor-led or self-paced.

**START DATES: JAN 13, FEB 10, MAR 17, APR 14**  
**COST/$125**

**Creating a Classroom Website**

In this fun, easy-to-understand course for teachers, you will learn how to build a site with text, images, animations, tables, links and more. Then you will create a WebQuest and a blog to add to your site. You'll also discover how students can use site builders to create their own websites in minutes. You will be amazed by how simple creating a classroom website can be and all the ways in which having one can make you a more effective and dynamic teacher. By the end of this course, you'll have your own published classroom website and you'll feel energized by your great new teaching tool. Register at ed2go.com/ce. Instructor-led or self-paced.

**START DATES: JAN 13, FEB 10, MAR 17, APR 14**  
**COST/$125**

**Creating Classroom Centers**

In this course, you will learn how to create and implement center activities that boost independent learning in the classroom. You will start out learning what a center is, what benefits it offers and how to make the most of it. Next, you will explore some very common mistakes teachers make with centers and gain tips for keeping your planning time to a minimum. You will receive step-by-step instructions for creating a center schedule that students at every reading level can use independently. Short on classroom space? You will get great ideas for storing your center and explore some alternatives to having a permanent spot for every center. You will master an easy, effective process for introducing centers and their materials to your students and develop strategies for what to do when things don’t go quite as planned. The insights you will gain will show you how to adjust your centers routine for both your fastest learners and those who need more time. Register at ed2go.com/ce. Instructor-led or self-paced.

**START DATES: JAN 13, FEB 10, MAR 17, APR 14**  
**COST/$125**

**The Creative Classroom**

Creativity will abound in your classroom as you tap your students’ hidden talents. Learn how to use creativity to teach reading, writing, visual arts, performing arts, social studies, science, mathematics and physical and health education. Develop creative new approaches to field trips, learning labs, activities, exercises, assignments and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom. Register at ed2go.com/ce. Instructor-led or self-paced.

**START DATES: JAN 13, FEB 10, MAR 17, APR 14**  
**COST/$125**

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**COLLEGE FOR KIDS SUMMER PREVIEW**

**SAVE THE DATE**

**SATURDAY MAY 1, 2021**  
**9 AM-NOON**

**MEET THE INSTRUCTORS**  
**TOUR THE FACILITIES**  
**PREVIEW THE CLASSES**  
**REGISTER FOR CLASSES**
Central Texas College District does not discriminate in admissions or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, national origin, gender, disability, age or veterans status.
Our Office no longer accepts cash or personal checks! Payment must be made by credit/debit card, money order or cashier’s check.

IN PERSON Register at CTC, Bldg. 136 Rm. 139. Office Hours are Monday - Thursday 8 am to 5 pm and Friday 8 to 11 am.

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

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

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

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

Legal Name: ____________________________
Previous Last Name(s): ____________________________
Local Address: ____________________________
City: ____________________________ State: _______ Zip: ____________
Primary Phone: ____________________________ Alternate Phone: ____________________________
SSN: ____________________________ Date of Birth: ____________

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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CONTINUING EDUCATION SPRING 2021 COURSE SCHEDULE
WHAT ABOUT PARKING?
Parking permits are not required for non-reserved spaces. Anyone parking in a reserved parking or official use only 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, due to limited class size, it’s a good idea to sign up early. If the class you want to take is full, ask to be placed on a waiting list. Then, if an opening occurs, we will call you.

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

HOW DO I PAY FOR MY CLASS?
Payment options are listed at the top of the inside back pages. Payment is always due at registration. Our office no longer accepts cash. Credit cards, money orders, cashier’s checks or cash are accepted for payment at the Business Office in Building 119. 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 each 10 contact hours of instruction included in a specified continuing education program or activity. Successful completion is attendance-based unless otherwise noted. 90 percent attendance is required for successful completion of most classes. Some classes require 100 percent attendance.

WHAT IS THE DIFFERENCE BETWEEN ONLINE AND LIVE-ONLINE?
Online (asynchronous) courses are delivered asynchronously where students learn on their own schedule (self-paced learning) without a real-time instructor. Students can enroll in the course at any time, as long as the course is active and available. Live-online (synchronous) courses are in a live virtual meeting room where students and teachers meet together to communicate with voice, video and whiteboard. Live-online classes require students and instructors to be online and connected to the internet at the same time.

QUESTIONS?
Call Continuing Education at 254-526-1586 or email 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 noncredit courses in a variety of areas including foreign language, creative arts, personal skills, painting, drawing, music, career development, outdoor activities, exercise, dance, sign language, craft classes, floral design, College for Kids classes, food and entertainment, travel, culture and writing. For more information about our programs, to discuss a class idea or to request a course proposal package, please contact our office. Although we have made every effort to ensure the accuracy of information in this brochure, we cannot always control errors or omissions. CTC reserves the right to cancel, combine or divide classes, to change the time, day or place or to change instructors without notification without incurring obligation.
WHAT'S INSIDE?

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

Internal Auditing and the Quality Manager IAW ISO 9001:2015
Learn what is required of a Quality Manager and how to put together an effective Audit Program. See pg. 8

Overview of Business Continuity
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. See pg. 9

Expand your own capabilities
Lean Six Sigma Green Belt
In this accelerated, fact-to-face course you will learn to define, measure, analyze, improve and control your business. Learn time-tested processes and techniques that can tremendously improve the performance of your business or organization regardless of its focus. see pg. 7

Certified Manager (CM) Program - Online
This program verifies an individual's ability to manage and potential to lead with a level of competency. Employers look to the CM certification to distinguish candidates for hiring and career advancement. see pg. 8

WE NEED YOU!
Share your expertise and passion with self-motivated adult learners and children! We are currently looking for dynamic instructors who can develop and teach noncredit courses for Personal Enrichment and/or College for Kids for summer 2021. To submit a course proposal, visit www.ctcd.edu/ce.

SHARE THIS COURSE SCHEDULE WITH A FRIEND!