

CTCD.EDU/CE

CAREER
DEVELOPMENT

WORKFORCE
TRAINING

PERSONAL
ENRICHMENT

COLLEGE
FOR KIDS

WE HAVE A **CLASS** FOR THAT!

FALL 2024

COURSE SCHEDULE



WELCOME TO CONTINUING EDUCATION

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LEGEND



BRAND-NEW
CLASS



DAY-TIME
CLASS



ONLINE
CLASS ONLY

The Central Texas College of Continuing Education faculty and staff are committed to providing outstanding instruction and services to our community in areas such as: business, Allied Healthcare, industrial technology, information technology, manufacturing, transportation, public safety, Adult Education, GED, personal enrichment and College for Kids.

We are proud of the expertise our faculty bring to the classroom. Whether changing careers or updating your skills, the School of Continuing Education can help you achieve your goals.

Continuing Education Hot line - 254-526-1586

CTC Continuing Education - 254-526-1586

Monday-Thursday-7:30 a.m.-5:30 p.m.

Friday-7:30-11:30 p.m.

Service Area

Lampasas Campus - 512-564-2328

Monday-Thursday-7:30 a.m.-5:30 p.m.

Friday-7:30-11:30 p.m.

Fredericksburg Campus - 256-616-2401

Monday-Thursday-7:30 a.m.-5:30 p.m.

Friday-7:30-11:30 p.m.

Gatesville/TDCJ Campus - 254-526-1973

Monday-Thursday-7:30 a.m.-5:30 p.m.

Friday-7:30-11:30 p.m.

Marble Falls Campus - 254-616-3326

Monday-Thursday-7:30 a.m.-5:30 p.m.

Friday-7:30-11:30 p.m.

Central Texas College Continuing Education believes that all students should have access to college. CTC CE currently has grants for Continuing Education programs. For more information contact Continuing Education Office at 254-526-1586

Texas Reskilling and Upskilling Education (True)
Grant Texas Workforce Scholarships

**Visit our website to get
the most current information
254-526-1586**

www.ctcd.edu/students/continuing-education/

1

2

3

3

ENGLISH AS A SECOND LANGUAGE

Central Texas College Adult Education and Literacy Program is here to help any students who want to complete their High School Equivalency or improve their English reading and writing skills. Our class times vary to fit your needs. We offer morning, afternoon, and evening classes.



53%

The percentage increase in income over 10 years for individuals who have a high school diploma or equivalency.

\$9,620

How much more a person with a high school diploma or equivalent earns, on average, than a non-graduate.

63%

The percentage of all U.S. jobs that require at least a high school diploma or equivalency.

73%

Percentage of adults who attained a high school equivalency or another indicator of high school completion after participating in a federally funded HSE program.

Get the education you need to power your future with Central Texas College

**#MoveAheadwith
#ADULTED**

For more information contact Central Texas College Adult Education at:
Phone: (254) 526-1120 • Email: adult.education@ctcd.edu
website: www.ctcd.edu/AEL

SUCCEED WITH AN EXPERT'S SUPPORT

Our live mentored online courses enable students to ask questions and receive answers from instructors while learning at their own pace from any location.

Live Mentored Courses Available!

- Bookkeeping Administration
- Human Resources: aPHR and PHR
- Pharmacy Technician
- Project Management: CAPM and PMP
- Six Sigma Green Belt




ProTrain™



ATTEND ONLINE FROM ANYWHERE. ENROLL TODAY!

For more information or to enroll, call 1 (844) 292-8641 or email us at enroll@ProTrainEdu.org or find us online at <https://ctcd.theknowledgebase.org>.

Central Texas College



Learn from
the comfort
of home!

Expert Instructor

24-Hour Access

Online Discussion Areas

6 Weeks of Instruction

Hundreds of courses to choose from

Monthly start sessions

Our **instructor-led** online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you. Self paced tutorials also available.

Complete any of these courses entirely from your home or office and at any time of the day or night.

Prices start as low as: **\$115**

Personal Enrichment ONLINE COURSES

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time..

Discover Sign Language

Discover how to use this graceful, expressive language to communicate.

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

Digital Scrapbooking

Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques.

Nutrition and Health Bundle

Build a holistic overview of the profound impact nutrition has on physical, social, emotional, and spiritual health.

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..

Mind Body Therapies Bundle

Learn energy medicine and how to incorporate energy healing with different healthcare methods.

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business.

Mastering Your Digital SLR Camera

Take your photography to the next level by learning how to master lenses, apertures, shutter speed, exposure settings, and more on your digital SLR camera.

Growing Plants for Fun and Profit

This course will teach you everything you need to prosper in the backyard nursery business.

Get Funny!

Learn how to use humor to speak more effectively, write better, and increase your popularity.

Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Interior Design

Learn to transform plain living spaces into beautiful and functional rooms.

Stocks, Bonds, and Investing, Oh My!

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

Real Estate Investing

Make money in any area, in good times and bad, even if you have little money to start with. Learn proven methods of professional real estate investors.

Enroll Now!

ed2go.com/ctcd

Over 300 online courses available

ed2go

0718-01

BUSINESS

CONTACT CONTINUING EDUCATION OFFICE FOR ENROLLMENT DATES



CERTIFIED MANAGER (CM) PROGRAM (ON-LINE)

This is a professional credentialing program that verifies an individual's ability to manage and potential to lead with a level of competency.

COST \$3,000



PARALEGAL (ON-LINE)

This area of study focuses on developing the critical reasoning, analytical skills and legal knowledge essential to succeed in today's paralegal and law-related occupations.

COST \$2,495



START-UP AND BUSINESS OWNER MANAGEMENT (ON-LINE)

This course guides students through content and exercise designed to further understand and application of the steps involved with launching, growing and maintaining a successful business.

COST \$2,795



PROJECT MANAGEMENT PROFESSIONAL (PMP) (ON-LINE)

This course provides participants with an overview of the essential elements of project management and the project management life cycle from project selection to planning to managing and controlling. Students will be introduced to frameworks, practices and techniques for project management.

COST \$999



LEAN SIX SIGMA GREEN BELT (ON-LINE)

The Lean Six Sigma Green Belt course is designed for students who want to learn about and become confident in using Lean and Six Sigma tools to decrease waste and implement process improvements. The emphasis of this course is Lean, Six Sigma tools and the DMAIC Cycle.

COST \$1,695



SALLIE MAE CAREER LOANS



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

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

*School Code 00400389

PROFESSIONAL DEVELOPMENT

CONTACT CONTINUING EDUCATION OFFICE FOR ALL ONLINE ENROLLMENT DATES



Microsoft Office 365 Word 2019 (Online)

This course provides many facets to Microsoft word 2019. Learn the basic functions and the advanced features

COST \$470



Microsoft Office EXCEL 2016 (Online)

Microsoft Excel is the standard sheet application for both personal and business use. This course covers basic, intermediate and advanced competency levels.

COST \$470



Microsoft Office OUTLOOK 2016 (Online)

Microsoft Outlook is by far the most popular email application used by millions of professionals and students. This course covers all the bases including Basic Outlook 2016, Intermediate Outlook 2016 and Advanced Outlook 2016.

COST \$470



CUSTOMIZED TRAINING FOR YOUR EMPLOYEES

Workforce Training Grant - Small businesses with less than 100 employees have access to valuable workforce training at CTC through the Texas Workforce Commission's Skills for Small Business program. To apply or for more information, visit the TWC website at <http://ssb.texasworkforce.org>, e-mail skills@twc.state.tx.us or call toll-free 1-877-463-1777.

GET CUSTOMIZED TRAINING AT YOUR LOCATION!

- Project Management (PMP & CAPM)
- Lean Six Green/Black Belt
- Certified Manager
- Certified Supervisor
- Business Entrepreneurship
- Internal Auditing and the Quality Manager
- Business Continuity Management (BCM) Methodology
- The Financial Aspects of Business Planning
- Profit Strategies for Business
- QuickBooks Online Automating your Business Process & Online Marketing: Reaching Customer Everywhere
- And more!

HEALTH

Pharmacy Technician

Enjoy a satisfying career in the constantly growing and evolving field of health care and prescription medicine while maintaining a stable and straightforward work environment. This program consists of five courses: 1) Introduction to Pharmacy, 2) Pharmacy Law, 3) Pharmaceutical Math, 4) Community Pharmacy Practice and 5) Clinical Instructional Pharmacy Practice. The program prepares you to take licensure/certification Pharmacy Technician Certification Board (PTCB) or Pharmacy Technician Certification (CPHT)

COST/\$1359

**KILLEEN
SPRING 2025**



Clinical Institutional Pharmacy Practice

The course includes in-depth coverage of hospital pharmacy organization **Clinical will start midway through the program. Students will be able to participate based on instructor approval.** (Clock Hours/50, CEUs 5)

Sterile Compounding and Aseptic Technique (SCAT)

Pharmacists and pharmacy technicians training in sterile compounding and aseptic technique (SCAT). **Students must have completed all of their Pharmacy Technician courses or already have their pharmacy technician certification.** The program prepares you to take the licensure/certification of Certified Compounding Sterile Preparation Technician (CSPT).

KILLEEN
SEP 20-OCT 28 **M/W/F** **4 PM-8 PM**
COST/\$448

Clinical Medical Assistant

This course prepares you with the skills to perform basic lab tests and administer medication, learn the body parts and functions, medical terminology, specimen collection and patient care. The program consists of four courses: 1) Medical Assistant Interpersonal and Communication Skills, 2) Anatomy and Physiology for Medical Assistant, 3) Medical Assistant Laboratory Procedures and 4) Procedure in a Clinical Setting. After successful completion, you are eligible to take the medical assistant certification (CCMA).

Clinical: Students will complete 80 clinical hours. Students can begin clinical after passing both the hands-on and written midterm or as soon as the clinical placement is secured. Due to COVID-19, clinical placement may be delayed. Clinical placement is expected within three months of completing the lecture portion of the class. Students may be required to travel. See Clinical Medical Assistant Policies Guide for additional information.

KILLEEN
SEP 23-APR 4 **M-FRI** **6-9 PM**
COST \$2,389

HEALTH CONTINUED

EKG Technician

EKG technicians are trained to record and monitor the heart's electrical activity, recognize and evaluate heart rhythms and perform stress testing. The program prepares you to take the licensure/certification EKG technician (CET) exam.

KILLEEN

SEP 17-DEC 16	M/W/F	5-9 PM
JAN 14-APR 16	M/W/F	5-9 PM
APR 22-JUL 25	M/W/F	5-9 PM
COST \$759		



Medical Billing and Coding Specialist (Online)

Medical billing and coding is one of the fastest-growing work-from-home careers in the healthcare field! This 100% online course prepares you for the Certified Professional Coder (CPC) exam

CONTACT OFFICE FOR ENROLLMENT DATES
COST/\$2,995

CPR for Health Care

Providers American Heart Association Basic Life Support training reinforces healthcare professionals' understanding of the importance of early CPR and defibrillation, basic steps of performing CPR, relieving choking and using an AED. The course book and pocket mask are included in the price of the class. Keilani Middleton is a certified CPR instructor. (1 meeting)

COURSES COMING SOON

4 HOURS
COST/\$65

Certified Veterinary Assistant

Pets are part of our families. If you love animals, there are few jobs more rewarding than a veterinary assistant. This two-part program provides you with all of the information to prepare you to become part of this industry.

1) CVA Basic Course

Gain an understanding of basic patient observation, recordkeeping, care and comfort.

KILLEEN

AUG 27-APR 29	M-W	5 PM-9 PM
COST \$1,085		

DISABILITY SUPPORT SERVICES

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

INFORMATION TECHNOLOGY



Contact Continuing Education Office for Enrollment Dates



A+ Certification (Online)

The A+ Certification is an internationally recognized credential that certifies the competency of service technicians in the computer industry.

COST \$1,995

CompTIA A+ with ITIL Foundation

CompTIA A+ with ITIL Foundation prepares you to work in the technology industry

COST \$2,695



CompTIA Cloud+ (Online)

This class provides students with the knowledge and skills to understand the fundamentals of cloud computing. The course will give you the skills to implement and maintain cloud technologies.

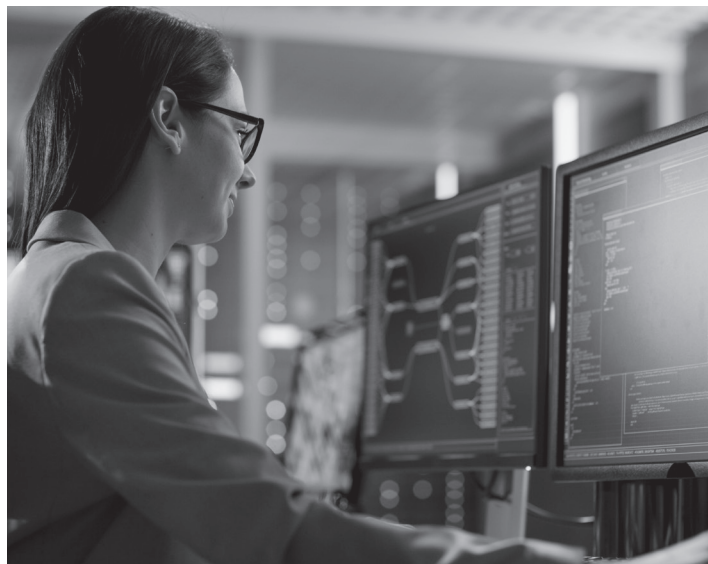
COST \$1,695



Certified Ethical Hacker (Online)

Ethical hacking certification is a unique way to set yourself apart from IT professionals and add even more value to your organization. This course prepares you to take the Certified Ethical Hacker exam 312-50.

COST \$2,896



CAN YOU TEACH?

Fitness
Sign Language
EKG Technician
Welding
Woodworking
Soldering
Clinical Medical Assistant
CPR for Healthcare Providers

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

CREDENTIALING AND LICENSURE EXAMS

The Army Credentialing Assistance program provides funding for courses and exams leading to an industry-recognized academic or vocational credential. Central Texas College offers many exams from these certifying agencies:

- Medical Assistant Certification (CCMA)
- Certified Medical Administrative Assistant (CMAA)
- Certified EKG Technician (CET)
- Certified Billing and Coding Specialist (CBCS)
- Certified Patient Care Technician/Assistant (CPCT/A)
- Phlebotomy Technician Certification (CPT)
- Certified Electronic Health Records Specialist (CEHRS)

TRUCK DRIVING

Trucks deliver 70 percent of all freight tonnage, and 80 percent of U.S. communities receive their goods exclusively by truck. There are currently 3.5 million commercial drivers, averaging \$45,000 in wages annually. Over the next 10 years, the American Trucking Association (ATA) projects a need for 80,000 new drivers per year. These opportunities exist because of industry growth (36%), retirement (37%), drivers not meeting current guidelines (16%) and changing careers (11%). CTC Continuing Education has an approved truck driver training program that will prepare you for this new and exciting career.

FOR ADDITIONAL INFORMATION ON:

- **PREREQUISITES**
- **EMPLOYMENT**
- **TRUCKING DRIVING CLASS SCHEDULE**
- **REGISTRATION INFORMATION**
- **REQUIREMENTS**
- **SCHOLARSHIP**

CONTACT

**CTC CONTINUING EDUCATION
OFFICE PHONE: 254-526-1586**

**CLASS A
TOTAL COST - \$6,995**

**CLASS A (AUTOMATIC ONLY)
TOTAL COST - \$4,995**

**CLASS B
TOTAL COST - \$3,995
SCHOLARSHIPS AVAILABLE AND WIOA SCHOLARSHIP-ELIGIBLE
CONTACT CONTINUING EDUCATION OFFICE FOR**

LIFE-LONG LEARNING

Visit our Registration Information Page for more info:

Crochet Basics for the Beginning Crocheter

The student will learn how to: crochet in rows using basic crochet stitches (chain, single crochet, double crochet, half double crochet, treble crochet); crochet in the round; read a pattern; sew seams in crochet; finish pieces; block finished work; assess gauge; and complete or more small projects. The last class will be devoted learning special stitches (popcorns, bobbles, shell and fan stitches) and starting a crochet project of the student's choice.

AUG 28-SEP 5	M/W	6-8 PM
OCT 9-NOV 6	M/W	6-8 PM
NOV 13-NOV 19	M/W	6-8 PM
COST \$69		

Intro to American Sign Language I

This class touches on basic signs to start your sign language journey. Learn about the origin of sign language, finger spelling, counting, and learn simple phrases and questions. There are the building blocks to communicating in ASL.

SEP 16-SEP 18	M/W	12:00-1:30 PM
SEP 25-SEP 27	M/W	12:00-1:30 PM
OCT 7-OCT 9	M/W	12:00-1:30 PM
OCT 21-OCT 23	M/W	12:00-1:30 PM
NOV 5-NOV 7	M/W	12:00-1:30 PM
NOV 12-NOV 14	M/W	12:00-1:30 PM

Intro to American Sign Language II

This intermediate course is designed for students who have completed the basics of American Sign Language (ASL) and are ready to advance their skills. Building on the foundation laid in the introductory course, students will deepen their understanding of ASL, enhance their signing fluency, and learn more complex structures and expressions.

SEP 16-SEP 18	M/W	5-6:30 PM
SEP 25-SEP 27	M/W	5-6:30 PM
OCT 7-OCT 9	M/W	5-6:30 PM
OCT 21-OCT 23	M/W	5-6:30 PM
NOV 5-NOV 7	M/W	5-6:30 PM
NOV 12-NOV 14	M/W	5-6:30 PM
COST \$29		

1-2 Baby & You

"1-2, Baby & You" is a unique parenting enrichment class designed for parents to bond with their babies and toddlers while exploring various aspects of social-emotional learning (SEL), early math and literacy development, exercise, and wellness. This six-week course provides a nurturing environment where parents can engage in stimulating activities with their little ones, fostering holistic growth and development in a supportive community setting.

SEP 3-19, OCT 1-17, OR NOV 5-21	5-6:30 PM
COST \$49	

LIFE-LONG LEARNING CONT.

Basic DSLR Photography

A course for students and adults which will introduce them to basic photography techniques and provide a skill for fun and enjoyment. The course will help them in academic work using photographic reports, and prepare them for future career opportunities in photography.

AUG 20-SEP 5	T/TH	6-9 PM
SEP 17-OCT 2	T/TH	6-9 PM
OCT 2-OCT 31	T/TH	6-9 PM
COST \$29		



Technology; Intro to Microsoft Office

This six-week continuing education course offers an introductory exploration of the Microsoft Office Suite, focusing on Excel, Word, and PowerPoint. Through hands-on practice and interactive learning, students will develop essential skills in spreadsheet management, document creation, and presentation design. The course is designed for individuals looking to enhance their professional skill set or gain proficiency in using these widely-used software applications. Each session will provide practical exercises, tips, and techniques to empower students to effectively utilize Microsoft Office tools in their academic, professional, and personal endeavors.

SEP 10-OCT 1	T/TH	12-2 PM
OCT 8-OCT 29	T/TH	12-2 PM
COST \$59		

Sewing (Ages 15+)

Thread and operate a sewing machine. Confidently use a variety of seam technique. Use hand sewing for hem, button, hook and eyes. Sew your own new or re-purposed project.

SEP 9-OCT 9	M/W	5-9 PM
OCT 21-DEC 2	M/W	5-9 PM
COST \$99		

Pattern & Draping (Ages 15+)

This course focuses on garment design through draping a dress form using muslin. Students learn the basics of gran, line and silhouette to create their own designs..

SEP 9-OCT 9	T/TH	6-9 PM
OCT 21-DEC 2	T/TH	6-9 PM
COST \$99		

EXERCISE AND FITNESS

Salsa for Beginners

This class integrates basic salsa techniques with cardio. No experience necessary, just have fun, and get fit!

AUG 19-OCT 16	M/W	6-7 PM
OCT 21-DEC 16	M/W	6-7 PM
COST \$59		

Aqua Toning with Kat

Safely tone your body in a low-impact environment. Each student will work at their own pace using water weights, kickboards and aerobic exercises. Bring a towel and wear a one-piece swimsuit or swim trunks. All students will need to sign a liability waiver before entry.

SPRING 2025	M/W	5:45-6:45 PM
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Water Aerobics with Judy (Age 50+)

Water aerobics is a fun workout with easy-to-follow exercise routines to improve cardiovascular conditioning. Bring a towel and wear swimsuits and aqua socks (shoes for water). All students will need to sign a liability waiver before entry.

AUG 20-SEP 24	TUE	10-11 AM
OCT 8-NOV 12	THU	10-11 AM
AUG 22-SEP 26	FRI	9-10 AM
OCT 10-NOV 14	TUE	10-11 AM
AUG 23-SEP 27	THU	10-11 AM
OCT 11-NOV 15	FRI	9-10 AM
TOTAL HOURS 6		
COST/\$29		

no classes on Feb 20, Mar 13-17, Apr 7

Senior Hoops

Senior basketball is a co-ed sport for those over the age of 50. You will learn an adaptation of the game, played with rules for purposely slowing the pace and physicality in order to avoid risk of injury. 6-man teams, 8-minute quarters, limited physical activity. Call Continuing Education for more information.

SEP 3-SEP 12	T/TH	9-10:30AM
SEP 17-SEP 26	T/TH	9-10:30AM
TOTAL HOURS 6		
COST \$29		

Dance Fitness

Shake things up with your fitness routine! Exercise your way to a healthy body and mind in this low-impact class perfect for all endurance levels. Dance Fitness will help reduce stress, build endurance, improve self-image and increase flexibility in a fun and judgement-free environment. Class will combine several forms of dance and fuse them together such as salsa, belly dance, hip-hop and modern. Prior dance experience is not needed. Wear comfortable workout clothing and tennis shoes. Doholla Boheme has been dancing in a variety of different dance styles for over 28 years. (8 meetings)

AUG 22-OCT 10	TH	6-7 PM
OCT 17-DEC 12	TH	6-7 PM



COLLEGE FOR KIDS

Musical Theatre

Students will bring songs to life through musical theater. From nursery rhymes to movie soundtracks, your child will learn to analyze lyrics and express their creative ideas in fun ways.

SEP 9-SEP 25	M/W	12-1 PM
OCT 21-SEP 6	M/W	12-1 PM
COST/\$29		

Basic Aid Training (Age 6-10)

Basic Aid Training (BAT) introduces children to safety information and first aid procedures for a variety of situations with emphasis on safety, recognizing an emergency, getting help and caring for a victim. Students will receive a Certificate of Training from First Aid 4-U at the end of class. Bring a sack lunch. Wear comfortable clothing - no tank tops or short shorts.

MAY 27	SAT	9 AM-2 PM
COST/\$59		

Be Great on Purpose

This course will inspire students to be comfortable with their own distinctive abilities in a structured curriculum that focuses on the student's abilities and talents, fosters their purpose and supports their ideas and passions. This course challenges a student's assertiveness and ability to use their voice to speak out with confidence. It allows children the freedom to move freely in their own exceptionality and celebrate themselves in their journey navigating through their childhood and/or youth.

FEB 6	MON	6-7:30 PM
FEB 20	MON	6-7:30 PM
COST/\$59		



Military Spouse Career Advancement Account (MyCAA)

****Up to \$4,000 is available to eligible military spouses!**

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



ABOUT CONTINUING EDUCATION REGISTRATION

REGISTRATION

Register online or in person at any campus location during regular business hours. Applications may be completed online by visiting <https://www.ctcd.edu/students/continuing-education/>. Registrations are accepted on a first-come basis. Register early to secure a place in the class of your choice. Payment must be made online in your CTC student portal or in person at the time of registration.

PREREQUISITES

Most Continuing Education courses are open to students who feel they can benefit from the instruction. However, some courses are restricted to those students with specific prerequisites.

ELIGIBILITY FOR ENROLLMENT

Continuing Education courses are open to individuals of different ages.

COURSE FEES

Tuition and fees are indicated by each course listing within this catalog as well as by visiting the CTC Continuing Education Course Listing at <https://www.ctcd.edu/students/continuing-education/> and clicking on the course title. Prices are subject to change at the beginning of each term. Students must pay for each class by the first official day of class. Students failing to pay will not receive credit for any class time.

ATTENDANCE

Continuing Education courses have attendance requirements and also require satisfactory completion of the course objectives in order for students to receive a certificate of successful completion.

CERTIFICATE OF COMPLETION

Certification is awarded upon successful completion of required courses. Successful certificate completion requires 80% attendance and achievement of learning objectives in all designated courses. Participants may also elect to take any individual course separate from certificate requirements.

CONTINUING EDUCATION UNITS (CEUS)

One CEU is 10 contact hours of successful participation/completion in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. CEUs are not substituted for college credit hours, but rather are a means of reporting continuing education activities. Transcripts listing CEU credits satisfactorily completed are available on request. CEUs are recognized internationally as a measure of substantial professional education and training.

NOTIFICATION OF CLASS CHANGES

Every effort is made to begin and hold class at the designated time. Each class is contingent on the required minimum number of students. Occasionally, extenuating circumstances arise requiring a cancellation or delay. In such cases, we attempt to notify all students by telephone and or by email. CTC Continuing Education reserves the right, when necessary, to cancel classes, alter schedules or substitute instructors. Students are not notified if a class will be held. Students are contacted only in the event

of a class cancellation or change. If dropping a class prior to the first scheduled class meeting, students must complete the proper Drop form. Requests made after class has begun result in no refund. Materials fees paid to instructors are not refundable.

REFUND POLICY

A full refund can only be awarded if a student withdraws before or on the third-class meeting date or if the class is cancelled. There are no partial refunds. Refunds are processed between one to two weeks after the credits resulting from dropped or cancelled classes. If the payment is made by credit card, it will be refunded via credit card. If the payment is made by cash, checks or money order, it will be reimbursed by check. Tuition and fees paid directly to the institution by a sponsor or covered by scholarship shall be refunded to the source rather than directly to the students. Refunds may only be mailed to the name and address on the student's record. Any refund mailed to the name and address on record is considered delivered.

DISCLAIMER

This schedule has been carefully prepared to assure all information is accurate and as complete as possible. However, the college reserves the right to make changes, which may result in deviations from the information in the schedule content. Those changes will be published in the CTC Continuing Education Course Catalog at <https://www.ctcd.edu/students/continuing-education/>

TEXTBOOKS, SUPPLIES AND MATERIALS

We strongly discourage students outside of the designated age range enroll in the course. Our courses were designed with specific ages in mind to create a positive learning environment for all students.

EMERGENCY CLOSINGS

Cost varies per course. All course costs are listed in the course schedule as well as on our website.

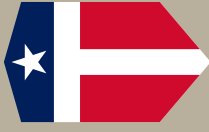
QUESTIONS?

Call Continuing Education at 254-526-1586 or email continue.education@ctcd.edu. We are located on the main CTC campus in Building 559, Room 139. Our hours are 7:30 a.m.-5:30 p.m., Monday through Thursday, and 7:30 - 11:30 a.m. on Friday.

CAN YOU TEACH?

We are always looking for instructors who can develop and teach non-credit courses in a variety of areas including foreign language, creative arts, personal skills, drawing, music, career development, outdoor activities, exercise, dance, sign language, craft classes, floral design, College for Kids classes, food, 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.

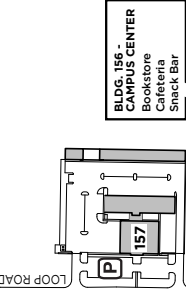
Although we have made every effort to ensure the accuracy of information in this brochure, we cannot always control errors or omissions. CTC reserves the right to cancel, combine or divide classes, to change the time, day or place or to change instructors without notification without incurring obligation.



**CENTRAL
TEXAS
COLLEGE™**

**FOR STUDENTS
OF THE
REAL WORLD**

↑
To:
Farm and Ranch
Management
(Bldg 110)
Warehouse and
Records Storage
(Bldg 153)



**BLDG. 156 -
CAMPUS CENTER**
Cookstore
Cafeteria
Snack Bar

BLDG. 106 - STUDENT CENTER
Rm. 130 Student Life
& Activities
Rm. 201 Academic Studio

**BLDG. 131 - COMPUTER
SCIENCE**
Rm. 118 Office of
Campus Dean

BLDG. 111 - STUDENT SERVICES
Rm. 119A Vet Success Counselors
Rm. 121 Financial Aid Office
Rm. 111 Disability Support Services
Rm. 214 Hazlewood
Rm. 222 Veterans Affairs Office

**BLDG. 137 -
CAMPUS POLICE**
Police Department
Parking Stickers

BLDG. 119 - STUDENT CENTER
Rm. 102A Registration
Rm. 106 CTC ID Cards
Rm. 108 Admissions
Rm. 108 Advising
Evening and
Weekend
Advising
Rm. 202B Transcripts

**BLDG. 118 - SID M. WEISER CATE
CENTER**
Rm. 364 CATE Counseling
Suite 6 Career Center

Bldg #	Building Name
101	Sid M. Weiser CATE Center
102	Oveta Culp Hobby Library
103	Eagle Hall
104	Academic
106	Roy J. Smith Student Center
107	Power Plant
108	Administration
109	Frank W. Mayborn Telecommunications
110	Farm & Ranch Management
111	Student Services (Testing, Financial Aid, Veterans' Services)
112	Lady Bird Johnson Fine Arts
113	Shoemaker Center
117	Child Development Center
118	Sid M. Weiser CATE Center
119	Enrollment Center (Advisement & Registration)
120	Mayborn Residence Hall
121	Computer Science
122	Protective Services
136	Clear Creek Building
137	Campus Police
139	Administrative Computer Center
149	Greenhouse
150	Science Center
151	Natatorium & Physical Education Center
152	Technology Center/Frank & Sue Mayborn Science Theater
153	Warehouse and Records Storage
155	Nursing & Allied Health
156	Anderson Campus Center
157	Facilities Management
158	Student Employee Assistance Program/SARC

**BLDG. 136 - CLEAR
CREEK BUILDING**
Rm. 139
Continuing
Education

**BLDG. 139 - ADMINISTRATIVE
COMPUTER CENTER**
Rm. 180 Adult Education

**BLDG. 155 - NURSING
BUILDING**
Human Resources
Business Services

**BLDG. 151 -
FOOTBALL**

BASEBALL

TENNIS COURTS

POND

KILLEEN

U.S. HIGHWAY 190

CENTRAL TEXAS EXPRESSWAY

COPPERAS COVE