WE HAVE A CLASS FOR THAT!

FALL 2023

COURSE SCHEDULE
Welcome to Continuing Education

We Can Help!

Take advantage of Career Services. A free service of CTC.

Career Services assists students in all phases of the career planning and job search process. Our goal is to support students' pursuit of career success through cultivation and enhancement of their ability to choose careers, master job search techniques and research employment information.

Call Today! (254) 526-1106

Our building number has changed! We are now building 253E Suite 6.
Email: career.center@ctcd.edu
Monday - Thursday: 7:30 a.m. - 5:30 p.m.
Friday: 7:30 - 11:30 a.m.

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Continuing Education Offers Exceptional Learning Opportunities for Lifelong Learners & is pleased to offer exceptional opportunities for both students and professionals seeking to gain high-demand skills, acquire industry certifications, advance in their career or find a new hobby. We offer a variety of virtual and physical classroom training options which cater to the needs of each individual student. Whether you are just getting started in your career or looking to take your skill set to the next level, CTC has a program that will fit your unique needs.

Thank you for choosing us as your source for lifelong learning! Visit ctcd.edu/continuingeducation today! Give us a call to register or ask questions at 254-526-1586 or mail us at continue.education@ctcd.edu.

Sincerely,

Service Areas, Adult and Workforce Education Central Texas College Team
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.
**Up to $4,000 is available to eligible military spouses!**

The My Career Advancement Account Scholarship is a workforce development program that provides up to $4,000 in financial assistance to eligible military spouses for the pursuit or maintenance (including continuing education courses) of a license, certification, or associate’s degree necessary to gain employment in an occupation or career field.

Click here to visit the MYCAA Website

The Army Credentialing Assistance program provides funding for courses and exams leading to an industry-recognized academic or vocational credential. Central Texas College offers live-online, online and in-person credentialing options. Specific course offerings include study in the areas of:

**AEROSPACE - ANIMAL SERVICES - AUTOMOTIVE SERVICES & TRANSPORTATION - BUSINESS, FINANCE & ADMINISTRATION - CONSTRUCTION - EDUCATION - ENERGY - HEALTHS & HUMAN SERVICES - HOMELAND SECURITY - HOSPITALITY - INFORMATION TECHNOLOGY - LEGAL - SKILLED TRADES AND MANY MORE!**

Find more information about Credentialing assistance HERE.
Adult Education & Literacy (AEL) provides free services for eligible individuals who are deficient in basic skills, do not have a secondary school diploma or its recognized equivalent and have not achieved an equivalent level of education or is an English language learner.

Adult Education & Literacy (AEL) students take classes for many reasons, including preparing for college, finding a job and being more comfortable speaking English in the community. Classes are aimed at building confidence, comfort and competence in oral and written communication. Students work at developing communication and critical thinking skills through our interactive courses. We are committed to building more independent and responsible members within the community.

Adult Education & Literacy instruction is designed to expand the educational opportunities for adults. It establishes programs that enable adults to acquire basic skills necessary to function in society. This allows them to secure training which helps them to be more employable, productive and responsible citizens. It enables them to continue their education to at least the level of completion of secondary school. Our English-as-a-Second Language (ESL) classes are designed to help students improve their reading, writing, listening and speaking skills.

Students begin their journey by attending a three-day Success Academy which helps students learn about the policies and procedures of our Adult Education program. Students develop an understanding of expectations, create goals, identify barriers and build strategies and support systems to meet short- and long-term education and career goals. Success Academy concludes with a hands-on experience using the different online tools used within the program.

For qualified students who seek workforce training, our career navigator assists them in co-enrollment into the Integrated Education and Training (IET) program. This program helps to prepare individuals for unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency. Related training costs such as tuition, books and supplies are paid for individuals who meet eligibility criteria.

Career services are available. A career navigator helps students plan education and career goals. Additionally, the career navigator offers assistance in planning the next steps after achieving the High School Equivalency certificate (HSE).

To find out more about the wonderful opportunities available, please contact us via email: adult.education@ctcd.edu, by telephone: 254-526-1120 or visit our website: www.ctcd.edu/ael.
The percentage increase in income over 10 years for individuals who have a high school diploma or equivalency.

53%

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

$9,620

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

63%

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

73%

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

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

This course will prepare the student to become a certified phlebotomy technician, who will work in a clinical laboratory environment and healthcare setting. Students will acquire understand the knowledge to work in clinical medical labs and pass the AMCA certification exam as a phlebotomy technician. The course will give the basic understanding of all CLIA guidelines for collecting and handling a variety of blood and tissues samples to process in-house or outside labs. Course focuses on topics of basic anatomy and medical terminology, infection control, and procedures necessary to appropriately collect laboratory specimens and communicate with patients, HIPPA and Legal Issues in the healthcare. This program costs $699.

Certification: Upon completion of the course, the student will be prepared to take the AMCA Phlebotomy Technician certification exam.

EKG Technician

Start a successful and meaningful career that will help make a difference in countless lives! EKG rhythms provide important data for the diagnosis of heart conditions. By administering EKGs, testing the electrical activity of the heart through small electrode patches attached to the body, you will be making a life-changing difference by helping people of all ages prevent and treat heart disease. These tests can be performed during physical exams, when cardiovascular problems are suspected, or in preparation for surgery. The need for qualified EKG technicians continues to rise as the aging population in America grows (and with it, the prevalence of heart-related conditions). Graduates will be qualified to take the optional EKG Technician (CET) exam offered by the National Health-career Association (NHA). This exam is proctored on CTC campus. (15 meetings) (CEUs 6)

EKG Technician is comprised of the following course:

Electrocardiography

Learn fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias and appropriate treatment modalities. (60 hours)

EKG Clinical (48 hours)

OCT 3 - NOV 27 5PM-9PM
FEB 5 - APR 22 9AM -12PM
Cost/$1,415

*See CTC Calendar for Holidays & Closures
*Course lectures will be available in person. Students will complete lecture hours and small group, hands-on lab training on campus.

Patient Care Technician (Online)

The purpose of this course is to prepare students to become a patient care technician (PCT) professional. Students will develop an understanding of the status of today's healthcare system, proper ethical and documentation practices, and caring for patients regardless of age or condition. Additional topics the student will encounter include the safety of all within a healthcare facility, properly cleaning and sanitizing patient and workspaces, and more. All skills learned in this course will help students become more confident in their ability to perform their tasks above expectations.

The content in the certification course will prepare students to take the associated industry recognized exam. Please note that the individual state requirements may vary. Students will be responsible to check with their state's governing body for state-specific requirements.

This course prepares students to take the National Healthcareer Association (NHA) Certified Patient Care Technician/Assistant (CPCT/A) certification exam.

93 Hours Synchronous Learning / 100 Hours Online Learning

NOV 13-MAR 1
Cost/$2,784

REGISTRATION INFORMATION

FOR ASSISTANCE WITH SERVICES, ACCOMMODATIONS, OR TO SCHEDULE A PHONE OR VIRTUAL MEETING WITH A DISABILITY SUPPORT SERVICES COORDINATOR, CALL (254) 526-1291 or visit their Website.
**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 communications. Students must be at least 18 years of age, possess a high school diploma or equivalent. 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.

Clinical: Students will complete clinical hours. Students can begin clinical after passing both the hands-on and written mid-term, or as soon as clinical placement is secured.

Due to COVID-19, clinical placement may be delayed. Clinical placement is expected within three months of completing lecture portion of class. Students may be required to travel. See Clinical Medical Assistant Polices for additional information.

**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 CTC campus.

**LECTURE SCHEDULE**

SEP 18-FEB 1  M-TH  5-9 PM

**CLINICAL DATES**

TBA

*See CTC Fall Calendar for Holidays and closures.

*Course lectures will be available in person.

COST/$2,695

Exam not included

Students will complete lecture hours online and small group, hands-on lab training on campus.

**Medical Assistant Interpersonal and Communication Skills**

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

**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)

**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)

**Procedures in a Clinical Setting**

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

**Advanced Medical Assistant Technician**

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

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**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 Processes & Online Marketing: Reaching Customer Everywhere
- And more!

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

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**TESTIMONIALS**

CMA:

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

“The hands-on portion, injecting each other, drawing blood, EKG and being able to perform the various tasks in our studies.”

“Being able to do a lot of hands-on learning like blood draws”
Pets are part of our families and, if you love animals, there are few jobs more rewarding than that of a veterinary assistant. As a certified veterinary assistant (CVA), you will acquire the knowledge necessary to support the veterinarian and veterinary technician in their daily tasks while learning basic and intermediate skills. **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.

**Certification:** The Certified Veterinary Assistant (CVA) program consists of 3 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 fee is $135 which is not included in the 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.

**1) Certified Veterinary Assistant Basic**

**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.** *(8 meetings) (3.5 CEUs)*

**SEP 26-NOV 14 T/TH 9AM-1130 AM COST/$399**

**2) 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, tape prep for mites, venapuncture, blood tubes and placing catheters. The program will educate veterinary assistants in the essential skills and knowledge needed to become effective contributors to the veterinary medical care team. Other topics include general veterinary assistant, veterinary medical imaging, surgical preparation and assistance, and veterinary pharmacy and pharmacology. **CVA Basic is a prerequisite to this program.** This program consists of 120 hours of accelerated classroom training with emphasis on skills mastery through hands-on practice. Classes must be taken as a cohort in the order they are offered. *(50 meetings) (12 CEUs)*

CVA is comprised of the following courses:

**Veterinary Medical Terminology**

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

**Veterinary Clinical Skills**

Survey of basic veterinary and nursing care skills - includes aseptic techniques, operating room procedures and the roles and responsibilities of the veterinary team in a clinical setting. Describe common clinical procedures, read and fill prescriptions, outline surgical patient preparation procedures, explain aseptic technique and disinfection, medicating techniques, laboratory procedures, radiology and operating room protocol. *(Clock hours/40, CEUs 4)*

**Veterinary Office Management**

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

**TBA; Classes begin January**

Click here for more information about our Veterinary Assistant Program.

**CPR for Healthcare Providers**

**American Heart Association** Basic Life Support training reinforces health care professionals’ understanding of the importance of early CPR and defibrillation, basic steps of performing CPR, relieving choking and using an AED. Students will also learn to administer first-aid. The course book and pocket mask are included in the price of the class. Oscar Taylor is a certified CPR instructor. *(1 meeting)*

**SEP 16 SAT 8 AM-5 PM**

**OCT 21 SAT 8 AM-5 PM**

**NOV 4 SAT 8 AM-5 PM**

**DEC 2 SAT 8 AM-5 PM**

**COST/$65**
CAREER DEVELOPMENT

CONTINUING EDUCATION FALL 2022 COURSE SCHEDULE

Qualified to take two optional Certification:

COST/$3,373 WITH EXAM
COST/$3,244

cctcd.edu/ce. (50 meetings)

at 254-526-1586 or visit us at www.

the Continuing Education Department

about this exciting career field and steps to register.

To learn more

This program requires additional

of textbooks and course supplies.

program costs $3,244 plus the cost

and legal parameters.

over-the-counter drugs, inventory

drug selection and preparation,

techniques, prescription calculations,

management and legal parameters.

Pharmacy Law

Gain an overview of federal and state laws governing the practice of pharmacy, the role of the pharmacy technician and the pharmacist and their associated responsibilities. This course includes the Code of Ethics, patient confidentiality and a comparison of legal and ethical aspects. (Clock Hours/16, CEUs 4.8)

Pharmaceutical Math

Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs. (Clock Hours/32, CEUs 5)

Community Pharmacy Practice

Introduction to the skills necessary to process, prepare, label and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters. (Clock Hours/64, CEUs 5)

Clinical Institutional Pharmacy Practice

Explore the fundamentals of the diverse roles and practices of pharmacy technicians in an institutional pharmacy setting. Course includes in-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)

NOTE: While we understand that our courses can be viewed on Android and iPhone devices, we do not recommend the use of these devices for our courses. The size of these devices do not provide the use of these devices for our courses. The size of these devices do not provide the use of these devices for our courses.
YOUR NEXT MOVE

Explore IT Careers

Don’t let a lack of experience hold you back! With our flexible online training, you can gain the skills and knowledge needed to earn your CompTIA certification and jumpstart your career. Don’t wait any longer to pursue your dreams — enroll now and take control of your future.

ATTEND ONLINE FROM ANYWHERE. ENROLL TODAY!

For more information on these programs or other certifications, call 1 (844) 292-8641 or email us at enroll@ProTrain.edu or find us online at https://ctcd.theknowledgebase.org.
How to Get Started

• Complete the ATDS Application
• Get your Department of Transportation (DOT) physical examination
• Get your DOT-regulated drug screen
• Complete the ATDS work history forms
• Provide Original Birth Certificate
• Provide a copy of your Social Security card
• Complete the following Department of Public Safety (DPS) tests at your local DPS office:
  • Commercial Learner’s Permit (CLP)
  • Air Brakes
  • Combination Vehicle
  • General Knowledge
  • Any Special Requirements
• Call for an ATDS Enrollment Interview

ATDS
1001 E. Veterans Memorial Blvd.
Suite 301-C
Killeen, TX 76541
Phone: (254) 432-7534
Fax: (254) 432-7536
Train for a New Career

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online career training program. Start any time and learn at your own pace. Upon successful completion, you will receive a certificate of completion and when applicable, an industry certification exam voucher.

- 3-12 month format
- Materials included
- Prepare for certification
- Student Advisors

Top Programs Include:
- Certified Medical Billing and Coding
- Freight Broker/Agent Training
- Lean Six Sigma Green and Black Belt
- Certified Bookkeeper
- CompTIA A+ with ITIL Foundation
- Certified Supply Chain Professional
- Project Management w/ CAPM/PMP
- Certified Professional Life Coach
- Human Resources Professional
- Certified Clinical Medical Assistant
- NEW IT & Cybersecurity Boot Camps

Gain Job Skills

Our online short courses are informative, fun, convenient, and highly interactive. Start anytime with self-paced tutorials or choose our instructor-led courses that begin monthly. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

- 6 Week instructor-led
- Expert instructors
- Monthly start sessions
- Self-paced tutorials available

Top Courses Include:
- Speed Spanish
- Microsoft Excel
- Accounting Fundamentals
- Python 3 Programming
- A to Z Grant Writing
- Project Management Fundamentals
- Personal Finance & Investing
- Basic CompTIA A+ Prep
- Handling Medical Emergencies
- SQL Programming
- Certificate in Brain Health

Payment Plans Available

CareerTraining.ed2go.com/ctcd
ed2go.com/ctcd
Basic DSLR Photography

Master the buttons, dials, and switches on your DSLR camera while learning to take beautiful photographs. You’ll discover what all of the controls on your camera are used for and how settings impact your photos, especially if you’ve just gotten your digital camera or have a new one that is confusing. Students must bring a DSLR camera (no compact/point-and-shoot cameras) and its user’s manual. Carroll Hall’s photographs have been published in newspapers and magazines. (6 meetings)

OCT 5-21  T/TH  6-9 PM
$75

TESTIMONIAL

BASIC DSLR PHOTOGRAPHY:

What did you like best about this class?

“I learned a lot about my camera.”

“Hands-on experience.”

“The content and how the instructors broke down explanations.”

Aqua Spin with Kat

This aerobic workout tones your legs, buttocks, abdomen, and arms. Class includes a warm-up, 30 to 40 minutes of water cycling, and a cool-down. No swimming skills are necessary but you must be comfortable using a pool noodle or jog belt to suspend your body in water up to six feet deep. Bring a towel and wear a one-piece swimsuit or swim trunks. Water shoes are recommended. Kathleen McDonald has been teaching for 18 years and is an Aquatic Exercise SCW-certified instructor. (Number of meetings may vary)

Oct 6- Oct 27  Fri
545 p.m.- 6:45 p.m.
$19

NEW!

COMING SOON

The Fundamentals of Soap Making

Natural skin care is more popular than it has ever been. In this course, you will learn the basics of soap’s history and how you can create your own for personal use or to sell as an ENTREPRENEUR. Materials for soap-making will be included in the course price.

Coming January 2024

Certified Scuba Diving

PADI Open Water Scuba instructor will teach you how to scuba in a relaxed, supportive learning environment. By the end of the course you’ll have the skills and knowledge to dive at home or abroad and be an ambassador for the underwater world. Your worldwide certification is good for a lifetime.

Salsa Lessons

Basic, beginner salsa lessons. No experience needed. Just learn and have fun!

OCT 18 - DEC 13  9AM - 11AM
$49


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

SUPPLY LIST:
The student will need to provide the following: 2 skeins of light colored acrylic yarn in worsted weight (recommend Hobby Lobby; I Love this Yarn or Red Heart Super Saver), Size H and I crochet hooks, ruler, tapestry needle & a small pair of scissors

OCT 18 - NOV 15  6PM - 9PM
$35

Can you teach?
GET PHYSICAL

Dance Fitness with Doholla Boheme

This class offers beginner traditional vintage belly dance with dance fitness. The art of belly dance is an ancient form that combines music and movement.

Wear comfortable, form-fitting exercise clothing. Shoes are not necessary but ballet, jazz or similar dance shoes or socks are recommended. Bring water to class to stay hydrated.

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.

SEP 7 - OCT 26TH  5:00-6:00 PM
$45

Water Aerobics with Judy (Age 50+)

Water aerobics is a fun workout with easy-to-follow exercise routines to improve cardiovascular conditioning. Using the resistance of the water, this class is a total body workout including aerobics, toning and stretching. It can also improve your strength and flexibility leading to better muscular endurance and balance. Bring a towel and wear swimsuits and aqua socks (shoes for water). All students will need to sign a liability waiver before entry. Judy Mills is a certified water aerobics instructor. (Number of meetings may vary)

Fall 2023

Sep 13 - Oct 2  M/W
5:45 p.m. - 6:45 p.m.

Oct 11 - Oct 30  M/W
5:45 p.m. - 6:45 p.m.

Nov 6 - Nov 29  M/W
5:45 p.m. - 6:45 p.m.

$29

Speed Spanish Series

Learn to speak, read, and write Spanish with three courses in this series designed to give you powerful yet easy recipes for gluing Spanish words together to form sentences. Get plenty of opportunities to practice your new skills as you master the ability to converse with others in Spanish Confidently, (72 hours)

Online: Instructor Led:
Start Dates*
Oct 18 | Nov 15 | Dec 13
Instructor-moderated discussion boards

Email Continue.Education@ctcd.edu for link to sign up & pay!

Aqua Toning with Kat

Safely tone your body in a low-impact environment. Each student will work at their own pace using water weights, kick boards, aerobic exercise, Pilates and yoga with the goal of increasing their endurance level while toning their body. No swimming skills are necessary. Bring a towel and wear a one-piece swimsuit or swim trunks. Previously titled “Aqua Boot Camp with Kat.” All students will need to sign a liability waiver before entry. Kat McDonald has been teaching for 14 years and is an aquatic exercise SCW-certified instructor. (Number of meetings may vary)

Fall 2023

SEP 7 - OCT 26TH  5:00-6:00 PM
$45

Water Aerobics with Judy (Age 50+)

Water aerobics is a fun workout with easy-to-follow exercise routines to improve cardiovascular conditioning. Using the resistance of the water, this class is a total body workout including aerobics, toning and stretching. It can also improve your strength and flexibility leading to better muscular endurance and balance. Bring a towel and wear swimsuits and aqua socks (shoes for water). All students will need to sign a liability waiver before entry. Judy Mills is a certified water aerobics instructor. (Number of meetings may vary)

*Check CTC Calendar for Holidays and Closures

FIND US ON FACEBOOK AT: /CTCCONTINUINGEDUCATION
CEDC 2054 Home Staging Online (12 hours)

- Home Staging is the process of adding decor, rearranging furniture, and expertly dressing up the home to make it look stunning for listing photos and walk-through spaces. Home staging is a marketing tactic that can make even the most dark, drab space feel bright, energetic, and homey.

CEDC 2057 Home Styling Online (12 hours)

- Home Styling teaches you different styles of home interior decorating and how to implement those styles in re-decorating, grouping items, home updates and new home decorating. This course can prepare you to apply for an entry level position with an interior design firm or design company, or even start your own business!

Live Online: October 24 - November 9 (Tues & Thur) 6:00pm - 8:00pm or
Live Online: October 23 - November 8 (Mon & Wed) 10:30am - 12:30pm
Self-Paced: October 23 - November 9
FOR MORE INFORMATION, CALL 254-526-1586 OR VISIT US ON THE WEB AT WWW.CTCD.EDU/CFK
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 00400398

CTC AT LAMPASAS

2716 Hwy. 281 So., Ste. E131 Lampasas, TX 76550

Lampasas offers admissions, advising and registration services. TSI testing and proctored testing are offered by appointment. Fall, spring and summer classes are offered. If you have any questions, contact Janice Allen, site director, at Janice.Allen@ctcd.edu  512-564-2328

https://www.ctcd.edu/locations/other-texas-locations/lampasas/
ABOUT CONTINUING EDUCATION

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 is always due at registration. Our office no longer accepts cash or credit cards. For your convenience, you can pay for your classes online in our office or at home using WebAdvisor. If you are not familiar with WebAdvisor, we can email you instructions. Credit cards, money orders, cashier’s checks, or cash are accepted for payment at the Business Office, located in Building 209. Due to COVID-19 guidelines, we prefer you pay online or call the business office at 254-526-1217 to make payment over the phone. Payments must be made the same day of registration in order to prevent being dropped from class.

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 559, Room 139. Our hours are 7:30 am-5:30 pm, Monday through Thursday, and 7:30 – 11:30 am on Friday.

CAN YOU TEACH?
We are always looking for Instructors who can develop and teach non-credit courses in a variety of subject areas. 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, change the time, day or place or change instructors without notification without incurring obligation.
# Continuing Education Registration Form

<table>
<thead>
<tr>
<th>Date:</th>
<th>ID:</th>
<th>Qtr:</th>
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### Last Name*

<table>
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<tr>
<th>First Name*</th>
<th>Middle Initial</th>
<th>Suffix</th>
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### Previous Last Name

<table>
<thead>
<tr>
<th>Social Security Number*</th>
<th>Birthday (mm-dd-yy)*</th>
<th>Gender*</th>
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### Local Address*

<table>
<thead>
<tr>
<th>City*</th>
<th>State*</th>
<th>Zip*</th>
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### Primary Phone*

<table>
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<tr>
<th>Email Address (add me to the CE newsletter)</th>
<th>County of residency*</th>
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### Emergency Contact Name

<table>
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<tr>
<th>Emergency Contact Relationship</th>
<th>Emergency Contact Phone</th>
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### High School Graduate*

<table>
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<th>Yes</th>
<th>No</th>
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<tr>
<th>Name of High School</th>
<th>Date Graduated</th>
<th>Have you earned a GED?*</th>
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### How did you hear about us?*

- Social Media
- Website
- Course Schedule
- Flyer
- Previous Student
- Word of Mouth
- TWC
- Other: ____________

### What is your primary goal for taking a CE course?*

- Career Development
- Workforce Training
- Army Credential
- Personal Enrichment
- College for Kids
- Grant Funded
- Name: ________________

### Ethnicity*

- Hispanic or Latino
- Non-Hispanic/Latino
- Prefer Not to Say

### Race*

- American Indian
- or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Other: ________________

### Additional Information*

- Limited English
- Single Parent
- Disability: ________________
- Foster Parent/Youth
- Free or Reduced Lunch
- Incarcerated Parent
- Other: ________________

### 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.

### 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/](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.

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](http://www.ctcd.edu/student-immunization)), as directed by the State of Texas, Senate Bill 31, 2001.

### Signature*:

- Date*:

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<thead>
<tr>
<th>Synonym Number</th>
<th>Course Name</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Bldg/Room</th>
<th>Date From/To</th>
<th>Time From/To</th>
<th>Cost</th>
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| Total |

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- Do Not Email-

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Participants under the age of 18 years must have the signed approval of a parent or legal guardian to enroll in CFK’s courses. Please print clearly!

My child _______________________________________, has my permission to register as a student and participate in CTC College for Kids classes. In case of emergency, the CTC Continuing Education office can contact me at (phone) ________________________. If I cannot be reached to make plans for emergency medical care for my child at the time of an illness or accident, I give permission to the CTC staff to take my child to (hospital) _________________________.

Student’s age: ________

Parent’s full name: _______________________________________________________________________

Parent Signature __________________________________________________________ Date _______________

Legibly print Child’s full name

PARENT/GUARDIAN HAS READ AND UNDERSTANDS THIS RELEASE AND KNOWLEDGEMENT OF ASSUMPTION OF RISK. PARENT/GUARDIAN UNDERSTANDS THAT SHE HAS BEEN GIVEN SUFFICIENT TIME TO REVIEW THIS DOCUMENT WITH A LEGAL OR OTHER REPRESENTATIVE OF THEIR CHOICE, SHOULD SHE SO CHOOSE.

THE SIGNATURES BELOW EVIDENCE PARENT/GUARDIAN’s AGREEMENT AND INTENT TO BE BOUND BY THE TERMS HEREIN.

Permission to Release Name to Media and to Publish Likeness

I authorize CTC to use my child’s name or likeness for publicity, advertising and/or campus printed and online publications. I understand that his/her name and/or likeness may appear in the media, in CTC advertising, and/or various publications for an indefinite date, unless otherwise specified.

I waive any claim to financial compensation for the use of any likeness. I also waive any right to inspect or approve the finished photos and/or text.

I hereby release Central Texas College, its legal representatives and all persons acting under its permission or authority, from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, typographical error, whether intentional or otherwise that may occur or be produced in taking of said photo(s) and publication of name or information about me, or in any subsequent processing thereof, as well as, and any and all use in any fashion and any and all publication thereof.

I declare that I am the legal parent or guardian of the child I am representing and have every right to contract in their name in the above regard.

Parent/Legal Guardian Signature _____________________________________________ Date _______________

Legibly Print Parent Name ________________________________________________
WHAT’S INSIDE?
Life never stops teaching!

-CAREER COURSES
-PERSONAL
-ENRICHMENT
-COLLEGE FOR KIDS
-SENIOR OFFERINGS (50+)
-FINANCIAL ASSISTANCE
-MORE....

SHARE THIS COURSE SCHEDULE WITH A FRIEND!