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FALL 2022
COURSE SCHEDULE
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CONTINUING EDUCATION FALL 2022 COURSE SCHEDULE
LETTER FROM
THE DEAN

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Thanks,

Rahsaan Dawson MA.Ed, MMGT, CPP, COM
Dean of Service Areas, Adult and Workforce Education
Central Texas College
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**FEATURES**

**CERTIFIED VETERINARY ASSISTANT**

Pets are part of our families, and if you love animals, there are few jobs more rewarding than that of veterinary assistant.

READ MORE .............................. 12

**LIVE-ONLINE PERSONAL ENRICHMENT COURSES**

Our non-credit online courses offer you the freedom to explore your interests at your pace. Whether you’re taking a class to broaden your horizons, interested in pursuing a new career, or simply pursuing a subject for fun, you can do so in the midst of your busy life.

READ MORE .............................. 16

**COLLEGE FOR KIDS**

College for Kids is packed with hands-on experiences that will encourage kids of all ages to try new things, discover new talents, and expand their knowledge in a fun hands-on learning environment. We have courses in STEM, arts/crafts, cooking, computers, and more. Whether your child would like to build a robot or learn a new language, jump in and experience College for Kids at CTC!

READ MORE .............................. 19
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.
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https://ctcd.theknowledgebase.org

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Central Texas College

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.

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.

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CAREER DEVELOPMENT

CONTINUING EDUCATION FALL 2022 COURSE SCHEDULE

QUALIFIED TO TAKE TWO OPTIONAL CERTIFICATIONS
Graduates will be qualified to take two optional certifications. These exams are proctored on the CTC campus.

• Pharmacy Technician Certification Board (PTCB)
• Pharmacy Technician Certification (CPht)

KILLEEN
SEP 12-JAN 26* M-TH 5-9 PM
*No class Sep 5, Oct 10, Nov 11, 21-25, Dec 19-Jan 2

INTRODUCTION TO PHARMACY
This course provides an overview of the qualifications, operational guidelines and job duties of a pharmacy technician. (Clock Hours/32, CEUs 5.2)

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)

STERILE COMPOUNDING AND AEROUS TECHNIQUE (SCAT)
This course covers the process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards. Pharmacists and pharmacy technicians train in sterile compounding and aseptic technique (SCAT) which is preceded by rigorous pre-course reading and learning course work. Upon successful completion of the course, there are two, examinations. All course activities are designed to be completed within a two-month time frame. However, motivated students may be able to move through the online coursework and written testing more quickly. The course is comprised of a brief review of USP <797> standards and basic aseptic technique principles, followed by a series of process validation procedures including aseptic garbing and hand washing, hood cleaning, large and small volume parenteral preparation, ampule preparation, etc. Students who successfully complete the program will receive a certificate of completion and 64 CE credits/5.0 CEUs. This course is an “IV certification” course. The program costs $500 plus the cost of textbooks and course supplies. Requirement: students must complete all the courses for Pharmacy Technician first before registering for the class or already have their Pharmacy Technician Certification. 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. (Clock Hours/64, CEUs 5)

COST/$500
COST/$699 WITH EXAM VOUCHER EXAM COST/199

CERTIFIED COMPOUND STERILE PREPARATION TECHNICIAN (CSPT)
KILLEEN
NOV 15-JAN 3 T/TH 5-9 PM
*No class Sep 5, Oct 10, Nov 11, 21-25,

TESTIMONIALS

PHARMACY TECH:
What were the best features of this class?

“The teacher really wants you to succeed. She will work with you if you are struggling with the material and she makes sure you leave the class with the tools to be successful in a pharmacy tech career.”

PHARMACY TECHNICIAN
Enjoy a satisfying career in the constantly growing and evolving field of health care and prescription medicine while maintaining a stable and straightforward work environment. Throughout the 200 hours of classroom instruction, you will prepare to take the PTCB national test required by the State of Texas by learning about law, ethics, terminology, body systems, calculations, purchasing, inventory, communication and professionalism in the workplace, study skills and more. Payment options are available. The program costs $3,244 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)

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

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)

CTED.edu/ce. (50 meetings)
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. (Day program 56 meetings) (Evening program 65 meetings) (34 CEUs)

Clinical: Students will complete 80 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 Policies Guide 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 12-JAN 19 M-TH 5-9 PM

Clinical Dates
OCT 24-JAN 19
*No class Sep 5, Oct 10, Nov 11, 21-25, Dec 19-Jan 2
*Course lectures will be available in person.
COST/$2,695
$2,850 WITH EXAM
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)
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). This program costs $1,415 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 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.

PROGRAM LECTURE SCHEDULE
SEP 12-NOV 2 * M/W 5-9 PM
COST/$1,415

*No class Sep 5, Oct 10, Nov 11, 21-25, Dec 19-Jan 2

Clinical Institutional EKG Practice
Explore the fundamentals of the diverse roles and practices of EKG in an institutional health care setting. Course includes an-depth hands-on training that will introduce the students to the function and proper use of the EKG machine, 12-lead placement and interpretation, Holter Monitoring, stress testing and clinical practices. After completion, the student will be able to quickly and easily recognize significant cardiac events. Clinical will start midway through the program. Students will be able to participate based on instructor approval. (Clock Hours/48, CEUs 5)

Phlebotomy
Get an in-depth study of phlebotomy and related skills required to become a phlebotomist. In this eight-week, non-credit certificate of completion course, Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics and medical terminology. The curriculum includes classroom and clinical experiences. Upon completion of the course, students will be qualified to work in a hospital, clinic or other related health care facility. This program costs $1,415 plus the cost of textbooks and course supplies.

Certification: Graduates will be qualified to take the optional Certified Phlebotomy Technician (CPT) exam offered by the National Healthcareer Association (NHA). (Clock Hours/60, CEUs 6)

SEP 13-NOV 1 * T/TH 5-9 PM
COST/$1,415

*No class Sep 5, Oct 10, Nov 11, 21-25, Dec 19-Jan 2

Clinical Phlebotomy Clinical
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Clinical will start midway through the program. Students will be able to participate based on instructor approval. (Clock Hours/48, CEUs 5)

Diagnostic Medical Sonography
Diagnostic medical sonography (sonography) is a diagnostic imaging specialty within radiology. Sonography equipment uses ultrasound to create images of internal organs and tissues. Through classroom study and supervised clinical experience, the medical sonographer learns to perform ultrasound examinations to produce pictures of organs and muscles of the body using high-frequency sound waves. These examinations are used to diagnose fetal anomalies, congenital disorders, cancers and benign tumors as well as other diseases and disorders. Types of examinations include obstetrical, female and male reproductive organs, abdominal, thyroid and vascular exams that include color and spectral Doppler. A registered diagnostic medical sonographer may work in hospitals, clinics and physician’s offices. The program costs $2,394 plus the cost of textbooks and course supplies. 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. (21 meetings) (16 CEUs)

SEP 13-JAN 3 T/TH 8 AM-NOON
COST/$2,394

*No class Jan 17, Feb 21 Mar 14-16 & May 30

Introduction to Sonography
This course is an introduction to the profession of sonography and the role of the sonographer. Emphasis is on medical terminology, ethical/legal aspects, written and verbal communication and professional issues relating to registry, accreditation, professional organizations and history of the profession. (Clock Hours/16, CEU 1.5)
Health Information Systems
Introduction to health IT standards, health-related data structures, software applications and enterprise architecture in health care and public health. (Clock Hours/ 48, CEUs 2.5)

Medical Terminology
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures and medical specialties. (Clock Hours/ 32, CEUs .4)

Medical Administrative Support
Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting and third-party reimbursement. (Clock Hours/ 48, CEUs .2.5)

Coding and Classification System
Fundamentals of coding rules, conventions and guidelines using clinical classification systems. (Clock Hours/ 48, CEUs 2.5)

Legal and Ethical Aspects of Health Information
Concepts of privacy, security, confidentiality, ethics, health care legislation and regulations relating to the maintenance and use of health information. (Clock Hours/ 48, CEUs 3)

Advanced Medical Coding
Advanced concepts of ICD and CPT coding rules, conventions and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting. (Clock Hours/ 48, CEUs 2.5)

PERSONAL ENRICHMENT
Discover new talents, develop new skills and express creativity with Continuing Education! Explore our personal enrichment classes and find a class for you starting on pg. 16.

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 24 SAT 8 AM-5 PM
OCT 22 SAT 8 AM-5 PM
NOV 19 SAT 8 AM-5 PM
DEC 10 SAT 8 AM-5 PM
COST/$65

Administrative Medical Assistant (Online)
Learn to perform administrative work using specific knowledge of medical terminology and hospital, clinic or laboratory procedures. Enjoy a rewarding career in health care where your responsibilities may include scheduling appointments, billing patients and compiling and recording medical charts, reports and correspondence. 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. Additionally, graduates will be qualified to take the optional Certified Medical Administrative Assistant (CMAA) certification exam offered by the National Healthcareer Association (NHA). Payment options are available.
The program costs $1,495 plus the cost of textbooks and course supplies. 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. (26 meetings) (18 CEUs)
COST/$1,495

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

POFT 1010 Basic Keyboarding
Skill development in keyboarding. (Clock Hours/ 7, CEUs .7)

POFI 1024 Word Processing Applications
Introduction to word processing terminology, editing functions, formatting and special text options. (Clock Hours/ 7, CEUs .7)

ITSW 1002 Introduction to Electronic Spreadsheets
Instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions and printing. (Clock Hours/ 7, CEUs .7)

MDCA 1021 Administrative Procedures
Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third-party reimbursement, credit arrangements and computer use in the medical office. (Clock Hours/ 11, CEUs 1.1)

MDCA 1091 Vital Signs
This course emphasizes patient assessment, examination and treatment as directed by a physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures and other treatments as appropriate for ambulatory care settings. (Clock Hours/ 20, CEUs 2)

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

NEW!

Medical Billing and Coding Specialist (Online)
Medical billing and coding is one of the fastest growing work-from-home careers in the health care field! This 100% online course will prepare you for the Certified Professional Coder (CPC) exam offered by the American Academy of Professional Coders (AAPC). You'll learn how to use the Healthcare Common procedure Coding System (HCPCS) and the CPT Category II and ICD-10 codes. Prerequisites and requirements: there are no prerequisites to take this course. This course is 100% online. The program costs $2,995 plus the cost of textbooks and course supplies. 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. (48 CEUs)

CONTACT OFFICE FOR ENROLLMENT DATES
COST/$2,995
*No class Jun 20, Jul 4, 16, Sep 5

Health Data Content and Structure
Introduction to systems and processes for collecting, maintaining and disseminating primary and secondary health-related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens. (Clock Hours/ 48, CEUs 4)

Medical Terminology I
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures and medical specialties. (Clock Hours/ 48, CEUs 4)

Medical Terminology II
A continuation of the study of medical terms through word origin and structure, abbreviations and symbols, surgical and diagnostic procedures and medical specialties. (Clock Hours/ 48, CEUs 4)

Coding and Classification Systems
Fundamentals of coding rules, conventions and guidelines using clinical classification systems. (Clock Hours/ 48, CEUs 4)

COST/$2,995

Intermediate Medical Coding
Assignment and application of various coding guidelines with emphasis on physician billing and regulatory requirements. Includes code selection for evaluation and management (E/M) and medical/surgical cases. (Clock Hours/ 48, CEUs 4)

CERTIFIED VETERINARY ASSISTANT

Pets are part of our families and, if you love animals, there are few jobs more rewarding than that of 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 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 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.

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 12-27 M/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, tape prep for mites, vena puncture, 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. 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. Classes must be taken as a cohort in the order they are offered. (30 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)

SEP 28-DEC 14* M/T/W 6-9 PM
COST/$1,299
*No class Sep 5, Oct 10, Nov 11, Nov 21-25, Dec 19-Jan 2

COST/$1,375

START DATES: SEP 5-DEC 16

Introduction to Automotive Technology

An introduction to the automotive industry including an automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities and automotive maintenance. (12 CEUs)

Automotive Electronics

Topics address electrical principles, semiconductors and integrated circuits, digital fundamentals, microcomputer systems and electrical test equipment applied to automotive technology. (16 CEUs)

Automotive Brake Systems

Operations and repair of drum/disc type brake systems. Emphasis on the safe use of modern equipment. Topics include brake theory, diagnosis and repair of power, manual, anti-lock brake systems and parking brakes. (6.4 CEUs)

Dealership Sponsored Technician Program

Dealership program offers training to exiting military and civilians to become certified automotive technician. Prerequisite for dealership-sponsored technician program. This program is 344 contact hours. (34.4 CEUs)

COST/$1,375

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


Automotive Brake Systems
Emphasis on safe use of modern equipment - topics include updates of brake theory, diagnosis and repair of power, manual, anti-lock brake systems and parking brakes. (4 CEUs)

Automotive Engine Theory
Theory and operation of automotive suspension and steering system including tire and wheel problems diagnosis, component repair and alignment procedures. (4 CEUs)

Automotive Heating and Air Conditioning
Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. (8 CEUs)

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Automotive Electrical Systems
An overview of automotive electrical systems - topics include operational theory, testing, diagnosis and repair of batteries, charging and starting and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. (4 CEUs)

Apprenticeship - Automobile/Automotive Mechanics Technology/Technician
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives developed and documented by the college and directly related to specific occupational outcomes. (8 CEUs)

Professional Truck Driver I
Provides an overview of the State of Texas Class A commercial driver’s license written test. 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.

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.

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 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. The course is appropriate for most all products and services provided by businesses and organizations, and it will significantly increase your personal value to your business or organization. There will be a one-hour lunch break; lunch is not provided. Brad Garrett worked as a certified Six Sigma Green Belt for both Northrop Grumman and Raytheon from 2006-2018 and has successfully used Six Sigma concepts as a program manager, quality assurance manager, lead instructor and lead auditor. (5 meetings) (4 CEUs, 40 PDUs)

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.

PROGRAM SCHEDULES

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COST/$949

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COST/$949

*Course will be available in person.
Internal Auditing and the Quality Manager IAW ISO 9001:2015

Learn how to improve the effectiveness of your business by learning how to be an internal auditor and/or quality manager under International Organization for Standardization (ISO) 9001:2015. Learn from an instructor 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 is a certified lead auditor instructor for ISO 9001:2015 by Lloyd’s Register with more than 10 years of practical experience as an internal auditor and a quality manager. (2 meetings) (.7 CEUs)

COST/$89

**Certified Supervisor (CS) Program**

Begin your management career with affordable, independent learning. Are you currently supervising others or aspiring to be a supervisor? If so, the CS is designed for you. The real-world knowledge and skills you will learn through the CS can be used immediately to help you become a more efficient, effective supervisor. To earn the CS certification, just apply online anytime, pay certification fees, study independently (or with others) and pass an exam. Minimum qualifications are a high school diploma (or equivalent) and several years of work experience. U.S. military personnel who have achieved a rank of E3 or higher are automatically qualified. The CS certification has been designed to help you understand and work efficiently and effectively with people and processes in your organization. The CS is the result of a comprehensive analysis of the management profession which identified the knowledge, skills and abilities required for competent supervision. 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. In addition, 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 traveling to a testing center. Michael McDonald, a U.S. Army veteran, serial entrepreneur and the founder and president of a successful, veteran-oriented non-profit business, will be the lead instructor. This course prepares you for various certification exams including Senior Manager (SM), Project Manager (PM), and others. Minimum qualifications are a high school diploma (or equivalent) and several years of work experience. U.S. military personnel who have achieved a rank of E3 or higher are automatically qualified. The CS certification has been designed to help you understand and work efficiently and effectively with people and processes in your organization. The CS is the result of a comprehensive analysis of the management profession which identified the knowledge, skills and abilities required for competent supervision. 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 CS exam 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 traveling to a testing center. Michael McDonald is a U.S. Army veteran, serial entrepreneur and the founder and president of a successful, veteran-oriented non-profit business. A new class begins on the first and 15th of each month.

COST/$2,900

**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. In addition, 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 traveling to a testing center. Michael McDonald (see Certified Manager Program). A new class begins on the 1st and 15th of each month.

COST/$1,800

**COMPLETE SMALL BUSINESS START-UP (Veteran-Preneur Program)**

This course is designed to assist United States military veterans and qualifying family members in turning entrepreneurial dreams into reality through an educational program dedicated to successful entrepreneurship. Our entrepreneurial education program guides students through content and exercises designed to further understand and apply the steps involved with launching, growing and maintaining a successful business. Get a competitive edge on the road to success! Prerequisites: Microsoft Office (PowerPoint, Excel, Outlook, Word), a working computer (desktop or laptop), internet service, professional email address (Gmail/iCloud works great) and the most important part...the willingness to learn, create an amazing business from concept development to launch! Students are encouraged to bring a laptop, notebook and writing tool to class. Dress in business casual. This course prepares you for various certification exams including Senior Professional in Human Resources and Customer Service and Sales. Instructor Michael McDonald is a U.S. Army veteran, serial entrepreneur and the founder and president of a successful, veteran-oriented non-profit business. A new class begins on the first and 15th of each month.

COST/$1,800
PERSONAL ENRICHMENT

ONLINE

NEW! Home Staging: Interior Design & Decorating (Live-Online)

Learn the tricks of the trade to spruce up any spot! 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 walkthroughs. Home staging is a marketing tactic that can make even the most dark, drab space feel bright, energetic and homey. Course topics include placement, five senses of staging, styles, aesthetics, decorating the elements, small spaces, cleaning and organization, virtual staging and types of home staging and vendors and employment opportunities. Students are expected to purchase approximately $10 in supplies (sketchpad, tape measure, glue stick, ruler, etc…a full supply list will be given upon sign-up). A link will be given upon registration. Barbara Sonnen-Hernandez is an interior design and decorating instructor with more than 40 years of experience working with high-end clients such as Target, Walmart and Best Buy and has four years of experience teaching the course. (10 meetings)

SEPT 7-NOV 9 WED 10 AM-NOON
COST/$159

NEW! Introduction to Adobe Illustrator (Live-Online)

With Adobe Illustrator, you have the freedom to create designs including logos, cartoons, flyers, business cards, apparel and much more. This course is an introduction to Illustrator and can create career opportunities for you in the future. The classes consist of instruction of each assignment followed by a practice to show information was retained. Students must have Adobe Illustrator installed on their computer. A meeting link will be given upon registration. Johnathan Bond has worked as a graphic designer/graphic artist for more than six years with a bachelor’s degree in media arts and animation from The Art Institute of Houston. (8 meetings)

OCT 4-27 T/TH 6:30-8:30 PM
COST/$125

NEW! E-Trading Made Easy (Live-Online)

You don’t have to be a professional to trade online. Eliminate the middle man, save money and monitor your investments in real time! Acquire a basic understanding of E-trading while learning terminology, how to pick a trading company and how to choose a stock. You’ll also receive a Do’s and Don’ts list for E-trading review. David Richardson has two years of experience in trading cryptocurrencies and three years of experience working with traders and investors. He has traded, monitored and researched the market to provide a quality introduction to those who are curious to learn. (2 meetings)

NOV 9-10 W/TH 7-9 PM
COST/$45

Digital Currency Trading (Live-Online)

Bitcoin and other alternative coins are the currency of the future. Use this to your advantage by using these cryptocurrencies (digital currencies) to earn a profit! Discover what cryptocurrencies are, the futures of their technology and how they operate in everyday life. Other topics include how to buy/sell/trade coins, understand which exchanges are available and how to interpret graphs and operate an order book. Bring your own laptop if you wish to set up and fund an online account. David Richardson (see E-Trading Made Easy). (2 meetings)

DEC 7-8 W/TH 7-9 PM
COST/$45

NEW! Basic Interior Designing (Online Self-Paced)

This course is an introduction to the fundamental design elements and principles in decorating interior spaces. Topics of functional and aesthetic elements for interiors are covered. Emphasis is placed on needs and decisions, principles and elements of design and the selection and organization of furnishings, floor and wall coverings, window treatments, lighting and accessories. This course is designed to acquaint individuals with the necessary criteria to evaluate and analyze spaces, furniture styles and client-designer relationships. Each student will work on various projects throughout the course including floor plans, mood boards, designing software, aesthetics and more. Receiving the training and education in this class can get you started at an entry level with an interior design company or starting your own interior/decorating business. Students are expected to purchase approximately $10 in supplies (sketchpad, ruler, pencils, colored pencils, etc…a full supply list will be given upon sign-up). Barbara Sonnen-Hernandez (see Home Staging).

CHOOSE YOUR OWN START DATE!
COST/$159
**NEW! Educational Game Builder for Teachers (Online Self-Paced)**

Learn how to create educational games for your children, peers, or students. Using Google Apps, you will learn to create games around any of the following themes 1) your unique life experience 2) a personal hero, or 3) any topic of interest. Classmates will play each other’s prototypes on a virtual exchange in order to give and receive feedback. This design process broadens players’ perspectives and builds the divergent thinking muscles necessary for creativity.

Featuring Games in Learning products are designed to make learning fun and necessary for creativity. Fearless Adventures in Learning products are designed to make learning fun and train players to recognize the value in facing life’s obstacles.

**CHOOSE YOUR OWN START DATE! COST/$179**

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**GET PHYSICAL**

**Basketball Fundamentals**

Whether you want to learn the sport, brush up on your skills or relive your glory days, basketball is fun for everyone. Begin class with the basics such as shooting, dribbling and passing. To get familiar with the game, a few drills will be introduced. Specific drills will teach you offensive and defensive principles and practicing these drills can enhance your performance and help you perfect your technique on the court. Students must wear athletic clothing and gym shoes. Chris Armstrong has been playing basketball since 1988.

(4 meetings)

**SEP 16-OCT 7  FRI  10-11:30 AM  COST/$29**

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**NEW! Vintage Improvisational Performance Style Belly Dance (VIPS)**

This class offers beginner traditional vintage belly dance with an opportunity to perform. The art of belly dance is an ancient form that combines music and movement. A group can perform together by following the lead dancer who uses cues for each step in order to create unexpected moments with their own individual flair. 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. Kathy Johnson has been learning Oriental and Tribal belly dance and performing since taking her first class in October 2014. She took her first belly dance class at age 47 and, by having no prior dance experience outside of dance fitness classes prior to her first belly dance class, she demonstrates the accessibility of our dance format to all ages and skill levels. (6 meetings)

**SEP 19-NOV 7* MON  6-7 PM COST/$49**

*No class Oct 10, 31*

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**NEW! Belly Dance Drills**

Shimmy, shake and sweat with us! Belly Dance Drills is a student-guided, open-level drill session focusing on putting the basics of belly dance into action. We will work on formation, movement combinations and musical expression. American Improv (aka “Tribal”) Belly Dance is a fusion-style of belly dance based on improvisation and Simon-says style cues. Finger cymbals (zills) are encouraged but not necessary. Basic belly dance experience is helpful. Wear comfortable clothing and shoes and bring water! Malika Richards has been dancing since age nine. She has trained in folkloric, Egyptian and improv-style belly dance in the U.S. and performs with improv troupes and as a soloist in the Central Texas region. (8 meetings)

**SEP 19-NOV 14* MON  7:15-8:15 PM COST/$29**

*No class Oct 10*

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**NEW! 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)

**SEP 23  FRI  4:30-5:30 PM  OCT 28  FRI  4:30-5:30 PM  COST/$19**

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**NEW! Yoga Under the Stars**

Join us for the intergalactic yoga experience under the starry scenscape inside the Mayborn Science Theater at CTC. This class integrates basic yoga techniques with breath work creating a cosmic meditation experience as deep skies pass overhead and we journey together through infinite space. It's truly magical! No yoga experience necessary and all levels are welcome. Please bring your own mat. Ashley Forshey is 200-hour registered yoga teacher with Yoga Alliance and has been practicing yoga for more than three years. (1 meeting)

**SEP 23  FRI  4:30-5:30 PM  OCT 28  FRI  4:30-5:30 PM  COST/$19**

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**FIND US ON FACEBOOK AT: /CTCCONTINUINGEDUCATION**
PERSONAL ENRICHMENT

WATER FITNESS

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. (4 or 6 meetings)

- SEP 13-OCT 18 TUE 10-11 AM
- SEP 15-OCT 20 THU 10-11 AM
- SEP 16-OCT 21 FRI 10-11 AM
- NOV 1-DEC 13 TUE 10-11 AM
- NOV 3-DEC 15 THU 10-11 AM
- COST/$29
- NOV 4-DEC 9* FRI 10-11 AM
- COST/$19
*No class Oct 31, Nov 21, 23

PHOTOGRAPHY

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
- COST/$75

ARTS & CRAFTS

NEW!
Hooked on Crochet
Learn the basics of crochet in a way that will not leave you tied up in knots! Students will learn how to make a basic starting knot, make and stack a line, and how to finish a piece in an unimitimidating environment. Students will have the choice between two projects- a scarf or blanket. Both projects are the same difficulty. Students will need to purchase their own yarn in a color of their choosing and a pair of 1/9-5mm crochet hooks. Joanna Pritt has over six years crochet experience. (4 meetings)

- OCT 7-28 FRI 6-7 PM
- COST/$45

TESTIMONIALS

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.”

DISABILITY SUPPORT SERVICES

For assistance with services, accommodations, or to schedule a phone or virtual meeting with a Disability Support Services Coordinator, call (254) 526-1195.

Focus on You

Beyond the Scope
Beyond the Scope means 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 faced every day, academic success, development of talents and fostering habits that cause a positive outcome. 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 through on that strategy. Students must have basic computer skills and be familiar with Microsoft Word. Bring paper and 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)

- OCT 4-20 M/W 6-8 PM
- COST/$85

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Focus on You

Beyond the Scope
Beyond the Scope means 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 faced every day, academic success, development of talents and fostering habits that cause a positive outcome. 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 through on that strategy. Students must have basic computer skills and be familiar with Microsoft Word. Bring paper and 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)
Frist Aid & Safety

Babysitter Training (Age 10-16)

Explore the knowledge and skills necessary to safely and responsibly give care for children and infants to be a safe and responsible babysitter. Students will develop leadership skills and how to start or improve a babysitting business. Other course topics include safety, discipline, basic child care, and first aid. Students will receive a Red Cross certification upon completion of class. Bring a sack lunch. Wear comfortable clothing - no tank tops or shorts. Kenya Andrews has been a certified trainer and volunteer with the American Red Cross for more than 29 years. (1 meeting)

SEP 17 SAT 9 AM-2 PM
COST/$69

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 be equipped with the knowledge and skills necessary to know how to check and help someone that is choking, perform hands-only CPR, identify household poisons, how to prevent poisoning and how to treat minor first aid injuries. Students will receive a Certificate of Training from First Aid 4-U at the end of class. Wear comfortable clothing - no tank tops or shorts. Kenya Andrews (see Babysitter Training). (1 meeting)

OCT 15 SAT 9 AM-2 PM
COST/$59

Mindset Matters

Be Your Own Unique Part 1 (Age 10-17)

Be Your Own Unique 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. This class touches on bullying and rejection kids face sometimes by their peers. It allows the students a tailored recovery plan they can use for their everyday life to combat challenging moments. This course assists in the fundamentals of self-care and acceptance. It also offers trauma support for children who have been victimized by domestic abuse. Bring a sack lunch 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. (1 meeting)

OCT 29 SAT 9 AM-1 PM
COST/$29

Be Your Own Unique Part II (Age 10-17)

Be Your Own Unique Part II is a continuation of Part I, designed to celebrate milestones in a child's developmental state by teaching them how to observe small wins. Scenarios will be taught with hands-on demonstrations using real-life problem-solving. Students will use “from vision to reality” and “healthy boundaries” tools and lesson plans to create a plan of action for their everyday progress and success. Bring a sack lunch to class. Completion of Be Your Own Unique Part 1 is preferred, but not required. Schantel Thomas (see Be Your Own Unique Part 1). (1 meeting)

OCT 22 SAT 9 AM-1 PM
COST/$75

Testimonials

BE YOUR OWN UNIQUE

What did you like best about this class?

“We got to do a lot of things and talk about how we felt.”

“How nice the teacher was and the project we did.”

“The art and how fun and nice the teacher was.”

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)

New! Escape Room Game

(Online Self-Paced, Grades 9 & Up)

Where’s Professor Indy? is a virtual reality escape room game that pits players against the villainous S-Quad as they search for Professor Indiana, truth-sleuth extraordinaire. Each escape room is a virtual reality 3D experience for multiplay hosted by an AI Gamemaster. Clues are collected throughout each room that help to solve a mystery. By the time players have exited the sixth room, they will have enhanced social emotional and 21st Century Super Skills such as critical thinking, creativity, communication, and collaboration. They would also have built resilience while persevering through exciting code-breaking challenges to achieve the longer-term goal of unlocking each portal. Fearless Adventures In Learning products are designed to make learning fun and train players to recognize the value in facing life's obstacles.

CHOOSE YOUR OWN START DATE!
COST/$229

For more information, call 254-526-1586 or visit us on the web at www.ctcd.edu/cfk
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).”

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:

- Project Management (PMP) • Certified Associate Project Management (CAPM)
- PMI Risk Management Professional (PMI-RMP) • Lean Six Sigma Green & Black Belt
- Certified Manager • Certified Supervisor • CompTIA A+, Network+, Security+, Cloud+, Project+ and more!
- Cisco CCNA • Certified Information Systems Auditor
- ITIL Foundation • Certified Ethical Hacker • CIW Javascript Specialist
- Human Resources Professional (aPHR *, PHR * and SPHR *) • Medical Assistant
- EKG Technician • Pharmacy Technician • Emergency Medical Technician
- Medical Coding & Billing • Green Building Contractor • LEED Green Associate
- ASE Basic Automotive Technician

**AND MANY MORE!**

Find more information at: https://www.ctcd.edu/credentialing
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/
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 located, please contact (friend or relative) _______________________ at _____________________. 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) _______________________.
Adults allowed to pick student up after class: __________________________________________________________  Student’s age: ________
Student’s known allergies or significant medical history: _______________________________________________________________________

Parent Signature _____________________________________________ Date ___________________

ASSUMPTION OF RISK, RELEASE, WAIVER AND INDEMNIFICATION
In consideration for ________________________________________’s (‘Child”), a minor, being
Legibly print Child’s full name
allowed to participate in various and all Central Texas College’s (hereinafter “CTC”) College for Kids events held on or off Central Campus for the time period of __________ through __________ (hereinafter “Events”) and in full recognition and appreciation of the possible known and unknown dangers and hazards inherent in the various activities associated with Events to specifically include automobile or motorized vehicle activities, incidents, injuries and accidents, medical attention and administration of medicine (hereinafter collectively “Activities”),

I/we, _____________________________________________________________,
Legibly print all parents'/guardians’ names
(hereinafter “Parent/Guardian) as Parent/Guardian and ON BEHALF OF CHILD, MYSELF, and MY AND CHILD’S HEIRS AND ASSIGNS, DO HEREBY EXPRESSLY
AND KNOWINGLY ASSUME ALL LIABILITY ASSOCIATED WITH CHILD’S PARTICIPATION IN EVENTS AND ACTIVITIES AND HEREBY RELEASE, AND AGREE TO,
PROTECT AND INDEMNIFY CENTRAL TEXAS COLLEGE DISTRICT, ITS TRUSTEES, OFFICERS, DIRECTORS, AGENTS, VOLUNTEERS, AND EMPLOYEES FROM ANY
AND ALL CLAIMS DEMANDS AND CAUSES OF ACTION, TO INCLUDE NEGLIGENCE, AND INCLUDING ATTORNEY’S FEES AND COSTS, THAT MAY ARISE DUE TO
PROPERTY DAMAGE, PERSONAL INJURY OR DEATH SUSTAINED BY CHILD OR PARENT/GUARDIAN ARISING OUT OF THE EVENTS OR ACTIVITIES, INCLUDING ALL
NEGligence, MOTOR VEHICLE INJURY OR INCIDENTS, AND ALL ACTS CONDUCTED BY, OR UNDER THE AUSPICES OF CENTRAL TEXAS COLLEGE WHETHER
CAUSED BY MY ACTS, CHILD’S ACTS, OR THE ACTS OF CENTRAL TEXAS COLLEGE, ITS TRUSTEES, OFFICERS, DIRECTORS, AGENTS, VOLUNTEERS, EMPLOYEES,
OR THE ACTS OF A THIRD PARTY TO INCLUDE MOTOR VEHICLE INCIDENTS OR INJURIES, MEDICAL ATTENTION AND ADMINISTRATION OF MEDICINE.

PARENT/GUARDIAN HAS READ AND UNDERSTANDS THIS RELEASE AND KNOWLEDGEMENT OF ASSUMPTION OF RISK. PARENT/GUARDIAN UNDERSTAND S/HE
IS GIVING UP IMPORTANT RIGHTS ON BEHALF OF THEMSELVES AND CHILD. PARENT/GUARDIAN ACKNOWLEDGES THAT S/HE HAS BEEN GIVEN SUFFICIENT TIME
TO REVIEW THIS DOCUMENT WITH A LEGAL OR OTHER REPRESENTATIVE OF THEIR CHOICE, SHOULD THEY SO CHOOSE.

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

Parent/Legal Guardian Signature _____________________________________________ Date ___________________
Legibly Print Parent Name ________________________________________________

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 ________________________________________________
### Continuing Education Registration Form

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<th>Date:</th>
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<th>Last Name*</th>
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<tr>
<th>Previous Last Name</th>
<th>Social Security Number*</th>
<th>Birthday (mm-dd-yy)*</th>
<th>Gender*</th>
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<th>Local Address*</th>
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<tr>
<th>Primary Phone*</th>
<th>Email Address (add me to the CE newsletter)</th>
<th>County of residency*</th>
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<th>Emergency Contact Name</th>
<th>Emergency Contact Relationship</th>
<th>Emergency Contact Phone</th>
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<th>High School Graduate*</th>
<th>Name of High School</th>
<th>Date Graduated</th>
<th>Have you earned a GED?*</th>
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<td>Yes</td>
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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: ____________
- Prefer Not to Say

### Additional Information*
- Limited English
- Single Parent
- Disability: __________________
- Foster Parent/Youth
- Free or Reduced Lunch
- Incarcerated Parent
- Other: __________________
- None

### 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 renumeration, 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/. 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), as directed by the State of Texas, Senate Bill 31, 2001.

**Signature:** ____________________________ **Date:** ____________

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<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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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.
WHAT IS COLLEGE FOR KIDS (CFK)?
College for Kids provides a summer of education for students of all ages starting as young as five. Through College for Kids, students can discover new talents, meet new friends and expand their knowledge in a fun hands-on learning environment under the guidance of highly passionate and experienced instructors.

HOW DO I REGISTER?
You may register by phone, in person or start the process online.
• By phone: call 254-526-1586 and register with a credit or debit card.
• In person: visit the Clear Creek building (Bldg. 559), Room 139. Our office is open Monday-Thursday from 7:30 a.m. – 5:30 p.m. and Friday from 7:30 – 11:30 a.m.
• Online: fill out a form online to start the registration process. Additional steps are needed to register. Once the form is submitted, we will call you for payment.

WHY TAKE A CFK COURSE?
College for Kids is a pathway to college. Students become aware of a college environment as they are exposed to a wide variety of subjects which will encourage them to consider college as an option as they go through primary and secondary school. Every student that enrolls in a College for Kids course gets assigned their very own CTC ID number that stays with them for the rest of their life. That means they are already on the path to enroll in post-secondary education with Central Texas College. Find fun in learning with College for Kids.

HOW LONG DOES CFK RUN?
CFK primarily runs in the summer from June to August with a few select classes offered during the school year.

WILL THE 2022 CFK PROGRAM BE HELD IN PERSON OR VIRTUALLY?
All 2022 CFK courses will be held on campus, in person.

WHEN WILL THE COURSE SCHEDULE BE POSTED?
The Course Schedule is posted online by the last week of April. The schedule will also be available at the Summer Preview on May 14.

WHEN DOES REGISTRATION BEGIN?
Registration for CFK courses starts as soon as the Course Schedule is available (approximately the last week of April)

WHAT AGES IS CFK FOR?
CFK offers courses for all ages with the majority of courses for ages 5-12. Check the course description in the course schedule for the specific age of the course you are interested in.

WHAT IS THE BENEFIT OF TAKING A CFK COURSE?
Our courses are a pathway to college. Students are introduced to the college environment and encouraged them to think about higher education as they go through school and find fun in learning. Expose to a wide variety of subjects. We combine fun and hands-on learning!

CAN MY CHILD REGISTER FOR MORE THAN ONE CLASS?
Absolutely. There is no limit to how many courses for which a student can sign up.

MY CHILD IS YOUNGER/OLDER THAN WHAT THE COURSE AGE IS LISTED AS. CAN THEY STILL TAKE THE COURSE?
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.

WHAT IS THE COST OF CFK COURSES?
Cost varies per course. All course costs are listed in the course schedule as well as on our website.

IS FINANCIAL ASSISTANCE AVAILABLE?
Cost varies per course. All course costs are listed in the course schedule as well as on our website.
I’VE REGISTERED...NOW WHAT?
Upon registration, you will receive a copy of your registration form. The form will tell you where the course is located. On the first day of class, accompany your child to his or her classroom. We will need you to sign the student in at the classroom and sign the student out at the end of class. Sign in’s and sign out’s are required for EACH day of class. No car drop-offs are allowed. Please be on time when bringing your child to class and picking them up afterward. To allow adequate time for the sign-in/sign-out process. If someone else will be dropping off/picking up your child, please indicate so on the waiver form upon registration. DO NOT leave your child in the classroom if the instructor or instructor aide is not present.

WHERE SHOULD I PARK?
Do not park in spaces marked “reserved,” “official use only” or other marked parking space anywhere on campus. Use only unmarked parking spaces. You do not need a parking permit.

SOMETHING CAME UP AND MY CHILD IS NO LONGER ABLE TO TAKE THE CLASS...WHAT DO I DO?
If you need to drop a class for any reason, contact our office before the first day of class to receive a full refund. See our refund policy for more detailed info.

ARE SNACKS PROVIDED?
Snacks are not provided unless the course description mentions making snacks as part of the course. It is a good idea to pack your child a lunch or snack if the course is more than two hours or if they will attend several courses in one day. Vending machines are available in the lounge area and machines accept coins and one-dollar bills. The front office does not have any cash available, so make sure students bring the correct amount.

WHAT ITEMS SHOULD I SEND WITH MY CHILD TO CLASS?
Besides a snack or lunch, students do not need to bring anything with them to class. Anything extra will be something they would have to keep track of and not lose. Central Texas College is not responsible for any lost or stolen items brought by the students.

WHAT SHOULD MY CHILD WEAR?
Wear clothes that are okay to get messy in and closed-toe shoes (no flip-flops, sandals, etc), unless otherwise noted in the course description.

ARE DISABLED KIDS ALLOWED?
Yes. A parent or caretaker can stay with them in class. Call our office at 254-526-1586 if special accommodations need to be made and we can work with Disability Support Services to see how we can help.

CAN MY CHILD REGISTER FOR MORE THAN ONE SESSION OF THE SAME CLASS?
Yes.

WHAT IS THE AVERAGE CLASS SIZE?
Class size is a minimum of four to five students, maximum of 16 students. One instructor and a minimum of one instructor aide will also be present in the classroom.

WHAT IF MY CHILD NEEDS HELP DURING CLASS?
College for Kids hires instructor aides for this purpose. Aides provide support to the instructor and help facilitate a positive learning environment for the student.

CAN PARENTS STAY IN THE CLASSROOM DURING CLASS?
No, unless the parent is accompanying a student with a disability. Due to social distancing guidelines and classroom capacity, parents are not able to stay in the classroom with the student. Parents are welcome to wait in our lounge while the student is in class.

IS COLLEGE FOR KIDS ONLY OFFERED ON CENTRAL CAMPUS?
No. New for Summer 2022, courses will also be available at our other CTC sites. Check out the “other campuses” tab on our website for more info.
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.
WHAT’S INSIDE?

Empowering your employees

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.
See pg. 10

Life never stops teaching! so don’t

FALL 2022 COURSE SCHEDULE

SHARE THIS COURSE SCHEDULE WITH A FRIEND!