

# FALL SCHEDULE OF CLASSES 2010

## Continuing Education and Corporate Training

P.O. Box 1307, Mt. Pleasant, TX 75456-1307; 2886 FM 1735, Chapel Hill Road, Mt. Pleasant, TX 75455  
Offices located on Campus in the Business Technology Building Room 111

To register for classes call:

Main Campus/Continuing Education Office (903)434.8134  
Hanson-Sewell Center (903)855.1441  
The Naples Center (903) 897.2935

Additional classes are continuously being planned for the semester.

Watch for more information in the newspapers, flyers around town, or check out our monthly calendar of classes online at <http://www.ntcc.edu/continuinged>

### A Word to the Wise!! See a class you like? Enroll Today.

If you see a class you want to take, call today to register! Why? Each class requires a minimum number of students to make. If the class hasn't made by the first class day, it gets cancelled. If everyone waits until the day before the class starts to register, the class probably will not make. To make sure your class makes, please call and register TODAY! You can also assist us in making a class by telling your friends and neighbors about the class.

### NEW Courses

If you would like to suggest a new course or would like to teach a course, please contact us. Call our offices for more information. 903-434-8123.

### "MIRROR" Classes

Selected Continuing Education (CE) classes are offered as mirror courses to NTCC's academic classes. If you see a class offered for credit but do not want to formally enroll in college, contact Continuing Education at 903-434-8134 to check on the option of taking it as a mirror course.

## COMPUTERS

### Welcome to the World of Computers

ITSC1006 02 101Q

ITSC1006 03 101Q WIA

Dates: Monday thru Thursday, 8/30 – 9/2

Time: 6 – 10 p.m.

Location: IT111

No. of classes: 4

Instructor: TBA

Tuition: \$70 Fee: \$20

### Computers for Seniors-Getting Started

Designed especially for those 50 or older, this basic class will get you started using a computer-without jargon, fancy business software, or technowizards intimidating you from the next seat. This course will start with how to find the "on" switch, and begin using Microsoft Windows, which is the foundation for other programs you will use. Sign up now and you'll understand what your grandkids are talking about before you know it.

ITSC1006 01 101Q

Dates: Fridays, 9/10 – 10/1

Time: 1:00 – 3:00 p.m.

Location: BT115

Or

ITSC1006 51 101Q

Dates: Mondays, 9/13 – 10/4

Time: 1:00 – 3:00 p.m.

Location: Naples Center

No. of classes: 4

Instructor: Julie Lyon

Tuition: \$39 Fees: \$15

No. of classes: 4

Instructor: Mike Arteberry

Tuition: \$39 Fees: \$15

### Computer for Seniors - The Next Step

This is the next step for those who got excited about the "Computers for Seniors - Getting Started". This class, still for novices, will teach the basics of creating and modifying simple documents, as well as how to send and receive e-mail in order to keep up with all the latest news first-hand.

Discover how to do simple research using the Internet and explore home pages for company, business, or personal development. Requested prerequisite: "Computers for Seniors - Getting Started" or a basic working knowledge of Windows.

ITNW1007 01 101Q (Internet Basics)

Dates: Fridays, 10/8 – 10/29

Time: 1:00 – 3:00 p.m.

Location: BT115

Or

ITNW1007 51 101Q (Internet Basics)

Dates: Monday, 10/11 – 11/1

Time: 1:00 – 3:00 p.m.

Location: Naples Center

No. of classes: 4

Instructor: Julie Lyon

Tuition: \$39 Fees: \$15

No. of classes: 4

Instructor: Mike Arteberry

Tuition: \$39 Fees: \$15

## Curing Computer Phobia

New computer and scared to use it? This is your opportunity to learn the basics and get started with e-mail, web browsing on the Internet, and writing letters on your new computer. This class is for Windows based computer operating systems.

ITSC1006 04 101Q

Dates: Tuesdays, 11/2 – 11/16 No. of classes: 3  
Time: 6:00 – 9:00 p.m. Instructor: Julie Lyon  
Location: BT114 Tuition: \$45 Fees: \$15

Or

ITSC1006 31 101Q

Dates: Thursdays, 9/16 -10/7 No. of classes: 4  
Time: 1:00 – 3:00 p.m. Instructor: Mike Arteberry  
Location: Hughes Springs Tuition: \$39 Fees: \$15

## Now That You Can Turn It On ! - Word Processing Applications

Students will create, edit, save, open and print documents; change the document appearance through formatting, indenting and aligning, setting tab stops, and inserting page breaks. Learn how to make additional enhancements to the document using bullets and numbers, headers and footers, spell checker and thesaurus, and using Autocorrect. Instruction will be provided in terminology, computer operations, editing functions, formatting and special text options.

POFI1024 01 102Q

Dates: Tuesdays, 11/23 – 12/7 No. of classes: 3  
Time: 6:00 – 9:00 p.m. Instructor: Julie Lyon  
Location: BT114 Tuition: \$45 Fees: \$15

## Word 2007, Basic

POFI1024 01 101Q

POFI1024 02 101Q WIA

Dates: Monday thru Thursday, 9/6 – 9/9 No. of classes: 4  
Time: 6 – 10 p.m. Instructor: TBA  
Location: IT111 Tuition: \$70 Fee: \$20

## Word 2007, Intermediate

POFI2025 01 101Q

POFI2025 02 101Q WIA

Dates: Monday thru Thursday, 9/20 – 9/23 No. of classes: 4  
Time: 6 – 10 p.m. Instructor: TBA  
Location: IT111 Tuition: \$70 Fee: \$20

## Computers for Spanish Speaking Students

Afraid to take a computer class because English is your second language? This course is made for you. The instructor is bi-lingual and will be able to teach using Spanish. This is a beginner course for folks wanting to know how to use the computer using Microsoft Windows.

ITSC1006 05 101Q (Beginning)

Dates: Thursdays, 10/7 – 10/28 No. of classes: 4  
Time: 6:00 – 8:00 p.m. Instructor: Eduardo Mendoza  
Location: BT114 Tuition: \$39 Fee: \$15

## Intro to Electronic Spreadsheets

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, sorting and analyzing data. This course provides instruction in creating, formatting, and editing spreadsheets which can be used to make charts, graphs, and reports.

ITSW1022 51 101Q

Dates: Tuesdays, 9/7 – 9/21 No. of classes: 3  
Time: 6:00 – 9:00 p.m. Instructor: Mike Arteberry  
Location: Naples Center Tuition: \$45 Fees: \$15

## Intermediate Electronic Spreadsheets

Now that you're comfortable with spreadsheets, step up to the next level. In this class you will learn how to move and copy data, mathematical, statistical, and financial functions, date and time arithmetic, report generation, and built-in graphics support.

ITSW1046 51 101Q

Dates: Tuesdays, 9/28 – 10/12 No. of classes: 3  
Time: 6:00 – 9:00 p.m. Instructor: Mike Arteberry  
Location: Naples Center Tuition: \$45. Fees: \$15

## Advanced Electronic Spreadsheets

Become really proficient in spreadsheets by taking this course in advanced concepts. Topics will include macro programming features, database functions, merging/linking spreadsheets, data file transfer, and Boolean functions.

ITSW2049 51 101Q

Dates: Tuesdays, 10/19 – 11/2 No. of classes: 3  
Time: 6:00 – 9:00 p.m. Instructor: Mike Arteberry  
Location: Naples Center Tuition: \$45. Fees: \$15

## Microsoft Excel 2007

ITSW1022 01 101Q

ITSW1022 02 101Q

Dates: Monday thru Thursday, 9/13 – 9/16

No. of classes: 4

Time: 6 – 10 p.m.

Instructor: TBA

Location: IT111

Tuition: \$70 Fee: \$20

## Let Us Customize A COMPUTER CLASS FOR YOUR EMPLOYEES

Classes available at your place or ours.

Call Corporate Training for more information

903-434-8123

## CULINARY ARTS

### Wine Making

Nothing is as satisfying and authentic as making your first batch of wine. Let Dr. Apter show you how to make delicious wine that's sure to please your palette. The starting place for the class will be commercially available kits, but the procedures taught can be adapted to self-grown or purchased fresh fruit.

XCHF6002 01 101Q

Date: Thursday, 10/14

No. of classes: 1

Time: 6 – 9 p.m.

Instructor: Dr. Charlie Apter

Location: Ag Bldg.

Tuition: \$15 Fee: \$10

### Cake Decorating Basics

Students will learn the principals of decorating equipment, chemistry, decorator frosting, & basic technique. Students will practice basic technique under the supervision of the instructor. Supplies will be discussed in the first class and available for purchase the second week. Students are expected to purchase the book and the necessary decorating equipment and materials. The first class is instructor demonstration only. This class is presented in both lecture and lab form.

XCHF2001 61 101Q

Dates: Thursdays, 9/9 – 9/23

No. of classes: 3

Time: 6:30 – 8:30 p.m.

Instructor: April Welch

Location: Hanson Sewell Center

Tuition: \$29 Fee: \$10 Supplies Extra

### Cake Decorating Royal Icing & Intermediate Techniques

Students will learn and practice intermediate principles of decorator frostings & intermediate decorating techniques.

XCHF2002 61 101Q

Dates: Thursdays, 9/30 – 10/14

No. of classes: 3

Time: 6:30 – 8:30 p.m.

Instructor: April Welch

Location: Hanson Sewell Center

Tuition: \$34 Fee: \$10 Supplies Extra

### Cake Decorating Advanced Techniques

Students will learn and practice principles of advanced confectionary decorating.

XCHF2003 61 101Q

Dates: Thursdays, 10/21 -11/4

No. of classes: 3

Time: 6:30 – 8:30 p.m.

Instructor: April Welch

Location: Hanson Sewell Center

Tuition: \$29 Fee: \$10 Supplies Extra

### Cake Decorating Fondant & Gum Paste

Students will learn and practice principles of decorating equipment for fondant & gum paste bases.

XCHF2004 61 102Q

Dates: Thursdays, 11/11 – 12/2 (skip 11/25)

No. of classes: 3

Time: 6:30 – 8:30 p.m.

Instructor: April Welch

Location: Hanson Sewell Center

Tuition: \$29 Fee: \$10 Supplies Extra

### Wines and Winemakers

Tasting wines is an adventure that will deepen your appreciation for both wines and winemakers. Start with the basics of look, smell, and taste. Then learn to expand your skills to taste wines like the pros in no time!

XCHF4001 55 101Q

Dates: Tuesday & Wednesday, 11/16 & 11/17

No. of classes: 2

Times: 6:30 – 8:30 p.m.

Instructor: Merrill Grove

Location: Red Road Vineyard & Winery in Naples

Tuition: \$19 Fee: \$24

Looking for the Perfect Gift?  
A gift certificate for a class of choice will be well received!  
Call Continuing Education to purchase a gift class for a friend,  
family member, or loved one. 903-434-8134

## MUSIC

### Private Guitar Lessons

Have you always wanted to play the guitar or improve your playing skills? This is your opportunity for one-on-one instruction by Professor Daniel. This 12 week class will be scheduled after you enroll.

XMUZ3001 01 101Q  
Dates: 8/23 – 12/9                      No. of classes: 12  
Times: TBA                                Instructor: Andrew Daniel  
Location: Whatley                      Tuition: \$240.00 Fee: \$40.00

### Beginning Keyboard for Kids

Students will learn to play and recognize rhythms, read musical notation, understand basic music theory, learn proper techniques at the piano and play elementary pieces. Parental involvement is a must for the young beginner. We ask that a parent attend the first group piano class and help monitor practice sessions at home. A digital keyboard or acoustic piano at home is required to enhance learning.

XMUZ1001 01 101Q  
Dates: Tuesdays, 9/7 – 11/23        No. of classes: 12  
Times: 4:00 – 5:00 p.m.                Instructor: Deanna Warren  
Location: TBA                              Tuition: \$60 Fee: \$15

### Intermediate Keyboard for Kids

Amazed at what you've already learned in such a short time? This is your chance to continue improving your techniques and learning songs on the piano.

XMUZ1002 01 101Q  
Dates: Tuesdays, 9/7 – 11/23        No. of classes: 12  
Times: 5:00 - 6:00 p.m.                Instructor: Deanna Warren  
Location: TBA                              Tuition: \$60 Fee: \$15

## HEALTH, WELLNESS & DANCE

### Tai Chi

Learn how to achieve stress reduction and to improve balance, flexibility, and self defense through gentle movements of the ancient Chinese art.

XTCH1001 01 101Q  
Dates: Mondays, 9/13 – 11/4        No. of classes: 8  
Times: 5:30 – 7:00 p.m.                Instructor: Dr. Isaac Osborne  
Location: PFA                              Tuition: \$59 Fee: \$5

### Stretch for Life

Have you lost a lot of your flexibility and range of motion? Discover how to restore your muscle strength and increase your energy. Stretching movements enhance muscle tone and flexibility without stressing the muscles, joints, and/or tendons. Instructor is nationally certified with the Board of Therapeutic Massage and Body Work.

XREC4001 01 101Q  
Dates: Thursdays, 10/7 – 10/14    No. of classes: 2  
Times: 6-8 p.m.                          Instructor: Ginger Elliott  
Location: SUB101                        Tuition: \$19 Fee: \$14 (Includes Supplies)

XREC4001 51 101Q  
Dates: Thursdays, 11/4 – 11/11    No. of classes: 2  
Times: 6-8 p.m.                          Instructor: Ginger Elliott  
Location: Naples Center                Tuition: \$19 Fee: \$14 (Includes Supplies)

### Aikido

Learn a traditional martial art in a fun, supportive environment! Instruction includes throws, safe falling techniques pin and immobilize an opponent, self defense, exercise, and how to use an opponent's energy against him. This class is a great martial art for men and women of all ages and body builds. No experience necessary.

XAIK1001 02 094Q  
(This is a mirror course for PHED1102)  
Dates: Tuesdays and Thursdays, 8/24 – 12/9    No. of classes: Semester long  
Times: 6:00 – 7:20 p.m.                Instructor: Jose Santos  
Location: Physical Fitness Annex        Tuition: \$ 81 Fees: \$18.00

## Country Western Dance - Beginning

Learn how to 2 step, 3 step, the country waltz, and cowboy cha cha. Anyone with or without partners can learn and/or improve their dance skills. Enroll today, don't miss out on the fun.

XDAN1005 61 101Q

Dates: Tuesday, 9/28 – 11/2

Times: 6:30 – 8:00 p.m.

Location: Hanson Sewell Center

No of classes: Semester long

Instructor: Carolyn Anders

Tuition: \$ 45.00 Fees: \$5.00

## LANGUAGES

### Conversational Spanish

Always wanted to know a least a little Spanish to converse with new friends or customers? This class is for you.

XSPN1001 01 101Q

Dates: Monday, 9/20 – 10/25

Time: 6:30 – 8:30 p.m.

Location: IT119

No. of classes: 6

Instructor: Mauricio Pardo

Tuition: \$59 Fee: \$8

### Command Spanish

Occupational Spanish language and cross cultural training. Command Spanish, training is highly job-specific and is available for a wide range of jobs and professional including, but not limited to, medical, dentistry, law enforcement, public safety, hospitality, warehousing, banking, office management, construction, manufacturing, education and retail sales. Programs are non-grammar based and no prior knowledge of Spanish is required..

XSPN1002 01 101Q

Dates: TBA

Time: 6:30 – 8:30 p.m.

Location: IT119

No. of classes: 12

Instructor: Eduardo Mendoza

Tuition: \$120 Fee: \$20

Check out our website at <http://www.ntcc.edu/continuing> for new class offerings.  
New classes are always being added to the schedule!

## FARM, HOME, & GARDEN

### Beginning Bridge

Where to begin? Bridge is more complicated than other card games and beginners are sometimes discouraged by this. Relax! After these lessons you will understand the card play involved and be well on your way to becoming a bridge player.

XBRG1001 01 101Q

Date: Wednesdays, 9/8 – 11/24

Time: 1:00 – 3:00 p.m.

Location: Hughes Springs Library

No. of classes: 12

Instructor: Heather Sanders

Tuition: \$10 Fee: \$5

### How About Your Relationship?

Everything in life needs maintenance or a check-up....How about your relationship? In this fun and exciting workshop with other like-minded couples, you'll learn to:

- Understand your strengths and growth areas as a couple
- Assess the seasons of your relationship
- Align your values, goals, and actions
- Develop greater ability to use skills for bridging to one another
- Make more mutually satisfying decisions
- Enjoy deeper intimacy
- Build a more committed and confident future together

XVOW1000 01 101Q – for singles

XVOW1000 02 101Q – for couples

Date: Saturday, 9/25

Time: 8:30 a.m. – 5:30 p.m.

Location: Hanson Sewell Center

No. of classes: 1

Instructor: Kathy Weeks

Tuition & Fee: \$25 for singles, \$30 for couples

### Donna Dewberry Painting the “One Stroke” Way

Donna Dewberry One Stroke Painting is a simple way to paint that allows anyone to look like an expert. With a few simple strokes of the brush you create beautiful designs and projects that you are proud to share with family and friends. In this class you will learn how to paint pumpkins, fall leaves and sunflowers.

XART3001 01 101Q

Dates: Tuesdays, 9/7 & 9/14

Time: 6 – 9 p.m.

Location: BT103

No. of classes: 2

Instructor: Staci Hinton

Tuition: \$29 Fee: \$5 Supplies: \$21

## Plan Your Own Wedding

Want the wedding of your dreams but don't want to pay the price for a professional wedding planner? Why not learn how to "do it yourself"? Learn how to arrange for your photography, coordinate plans for the wedding and reception, select the music, etc.

XWED1000 01 101Q

Dates: Saturday, 10/9 No. of classes: 1  
Time: 8 a.m. – 4:00 p.m. Instructor: Sherry Johnston  
Location: TBA Tuition: \$39 Fee: \$5

## Dog Training

New dog that just doesn't get it or old dog that needs new tricks? Come learn the basics of dog training. This is a fun filled class designed for dogs and people of all ages.

XPET1001 01 101q

Dates: 10/2, 10/16, 10/23 No. of classes: 3  
Time: 10 – 10:45 a.m. Instructor: Sherry Johnston  
Location: Ag Pavilion Tuition: \$15 Fee: \$5

## Holiday Gifts Workshop

Want to give gifts this Christmas that won't be forgotten? Bring your friends and watch live demonstrations on making holiday crafts, foods, and projects that will amaze even Great-Uncle Ted. Our instructors will demonstrate candle making, making natural body products using essences, creating your own gift wrapping, making potpourri, using computer programs to design special tags or labels, making Christmas goodies, designing holiday floral arrangements, creating fruit baskets, selecting special coffees and cappuccinos, etc. Demonstrations will last approximately 30 minutes each and you will receive an instruction sheet with a list of all the needed supplies and local vendors who carry the supplies. Divide and Conquer!! Bring all your friends and then decide who will go to which demos to make sure you get all the information you need to make this your best Christmas gift giving year ever!

XART3002 01 101Q

Dates: Tuesday, 11/9 No. of classes: 1  
Time: 6 – 9 p.m. Instructor: Multiple instructors  
Location: Sub 101 Tuition: \$10 Fee: \$5

## Basic Sewing

Frustrated because you can't do the simple tasks of mending clothes or making simple curtains? Sign up for this beginning sewing class to learn how the sewing machine works and how you can use it for simple sewing projects. You will have the opportunity to make a simple apron while learning the basic sewing stitches.

XSEW2001 51 101Q

Dates: Mondays and Wednesdays, 11/15 - 11/24 No. of classes: 4  
Times: 9 – 11 a.m. Instructor: Betty Mills  
Location: Naples Center OT00uition: \$40 Fee: \$ 12 (Includes supplies)  
Or

XSEW2001 61 101Q

Dates: Mondays and Wednesdays, 11/29 – 12/8 No. of classes: 4  
Times: 9-11 a.m. Instructor: Betty Mills  
Location: Hanson Sewell Center Tuition: \$40 Fee: \$12 (Includes supplies)

## Decorating on a Budget

Learn decorating tips to use in your own home. You will be amazed at how easily you can take garage sale finds and turn them into treasured decorating pieces. Pat from Pat's Interiors in Omaha will also show you how to make simple pillows, placemats, table runners, etc. to bring a personal touch to your home. Feeling entrepreneurial in a down economy? Pat will share how she began her business and how she provides exemplary service to customers.

XSEW1001 55 101Q

Dates: Mondays, 11/15 – 12/6 No. of classes: 4  
Time: 6 – 8 p.m. Instructor: Pat Henderson  
Location: Pat's Interiors in Omaha. Tuition: \$40 Fee: \$33 (Includes Supplies)

## Introduction to Floral Design I

Learn how to work with fresh flowers and the basic tools of the trade. With step by step instruction you will create a fresh floral arrangement to take home at the end of each class. Floral selection and preparation, a variety of floral styles, and tips to achieve professional results will be discussed.

Please bring a small floral pocket knife, floral snips, wire cutters, and scissors.

XART4001 01 101Q

Dates: Tuesdays, 10/5 – 10/26 No. of classes: 4  
Time: 6 – 8 p.m. Instructor: Chris Whiteaker  
Location: BT103 Tuition: \$39 Fee: \$ 14  
Or

XART4001 61 101Q

Dates: Tuesdays, 10/5 – 10/26 No. of classes: 4  
Time: 2-4 p.m. Instructor: Chris Whiteaker  
Location: Hanson Sewell Center Tuition: \$39 Fee: \$ 14

## Introduction to Floral Design II

Explore advanced floral design as we travel the globe and learn tips and techniques to create a variety of arrangements. Each week you will be introduced to exciting modern and traditional floral designs with an edge to impress. Please bring a small floral pocket knife, floral snips, wire cutters, and scissors.

### XART4002 01 101Q

Dates: Tuesdays, 11/16 -12/7  
Time: 6 – 8 p.m.  
Location: BT103

No. of classes: 4  
Instructor: Chris Whiteaker  
Tuition: \$39 Fee: \$14

Or

### XART4002 61 101Q

Dates: Tuesdays, 11/16 -12/7  
Time: 2 - 4 p.m.  
Location: Hanson Sewell Center

No. of classes: 4  
Instructor: Chris Whiteaker  
Tuition: \$39 Fee: \$14

## Casual Entertaining

Romantic dinners for two or neighborhood bash! You will learn to incorporate common household items with flowers to enhance your party theme.

### XART4003 51 101Q

Dates: Wednesday, 9/8 – 9/29  
Time: 10 a.m. - 12-noon  
Location: Naples Center

No. of classes: 4  
Instructor: Chris Whiteaker  
Tuition: \$39 Fee: \$14

Or

### XART4003 61 101Q

Dates: Wednesday, 9/8 – 9/29  
Time: 2-4 p.m.  
Location: Hanson Sewell Center

No. of classes: 4  
Instructor: Chris Whiteaker  
Tuition: \$39 Fee: \$14

## Roth IRA's

Retirement can be less taxing. Learn the differences between traditional and Roth IRA's, new tax law changes, the benefits of converting to a Roth IRA and related tax consequences. The instructor Melford Pierce is a Financial Advisor with Edward Jones and has an office in Mt. Pleasant, TX. Mr. Pierce has an AAMS designation and holds securities and insurance licenses.

### XINV1000 01 101Q

Date: Tuesday, 10/5  
Time: 11 a.m. – 1:00 p.m.  
Location: BT111

No. of classes: 1  
Instructor: Melford Pierce  
Tuition: \$5 Fee: \$5

Or

### XINV1000 02 101Q

Date: Tuesday, 10/19  
Time: 6 - 8 P.M.  
Location: BT116

No. of classes: 1  
Instructor: Melford Pierce  
Tuition: \$5 Fee: \$5

## Foundations of Investing

Hoping to secure your financial future? Come listen to the key features of bonds, stocks and mutual funds, asset allocation and the impact of inflation. The instructors, Melford Pierce and Brett McCoy are Financial Advisors with Edward Jones. Mr. Pierce has an AAMS designation and holds securities and insurance licenses. Mr. McCoy's office is located in Daingerfield.

### XINV 1001 51 101Q

Date: Thursday, 09/30  
Time: 6:00. – 8:00 p.m.  
Location: Naples Omaha Center

No. of classes: 1  
Instructor: Brett McCoy  
Tuition: \$5 Fee: \$5

OR

### XINV1001 01 101Q

Date: Tuesday, 11/2  
Time: 11 a.m. – 1:00 p.m.  
Location: BT111

No. of classes: 1  
Instructor: Melford Pierce  
Tuition: \$5 Fee: \$5

Or

### XINV1001 02 101Q

Date: Tuesday, 11/16  
Time: 6 - 8 P.M.  
Location: BT116

No. of classes: 1  
Instructor: Melford Pierce  
Tuition: \$5 Fee: \$5

## Paying for Education

Before you know it your children will be grown and ready for college. Will you be ready? This discussion will focus on the various options for education savings, including 529 plans, Coverdell Education Savings Accounts and Financial Aid. The instructor Melford Pierce is a Financial Advisor with Edward Jones and has an office in Mt. Pleasant, TX. Mr. Pierce has an AAMS designation and holds securities and insurance licenses.

### XINV1002 01 102Q

Date: Tuesday, 12/7  
Time: 11 a.m. – 1:00 p.m.  
Location: BT111

No. of classes: 1  
Instructor: Melford Pierce  
Tuition: \$5 Fee: \$5

Or

### XINV1002 02 102Q

Date: Tuesday, 12/7  
Time: 6-8 P.M.

No. of classes: 1  
Instructor: Melford Pierce

Location: BT116

Tuition: \$5 Fee: \$5

## Basic Digital Photography

Love photography but don't know the first thing about it? This class is for you! Learn about the types of cameras, camera functions, types of lenses, flash photography, exposures, composition, and digital image production.

XPHO1000 01 101Q

Date: Tuesdays, 9/7 – 10/5

Time: 6:00 – 8:00 p.m.

Location: BT110

No. of classes: 5

Instructor: Hollis Shadden

Tuition: \$49 Fee: \$5

## Event Photography

Capture that "special memory" at weddings, ceremonies, sports events, reunions, etc. without interfering in the event. Learn how to identify a good position and timing for recording sports events and how to take formal and candid shots of reunions and events.

PHTC2004 01 101Q

Dates: Tuesdays, 10/12 – 12/7 (Skip 11/9)

Time: 6 – 8 p.m.

Location: BT110

No. of classes: 8

Instructor: Hollis Shadden

Tuition: \$79 Fee: \$5

## NRA Pistol Orientation Program

Pre-requisite for the Concealed Handgun Class. This class will familiarize you with all types of handguns; both revolver and semi-automatic, and how to choose, inspect, and maintain the different type handguns. Pistol safety, parts, operation, ammunition, the fundamentals of pistol shooting, cleaning, storage, and training opportunities will be discussed. This class is recommended for beginners or folks that want to prepare for the Concealed Handgun License class. Time will be given for students to practice shooting in the firing range. This course will help expand your skills, and attitude necessary to own and use a specific pistol model safely. Students will receive a packet with the NRA Basics of Pistol Shooting handbook, the NRA Certificate of Completion, and a discount on a NTCC Concealed Handgun class.

XSAF4013 01 101Q

Date: Saturday, 9/25

Time: 8:30 – 5:00 p.m.

Location: CJC108

No. of classes: 1

Instructor: Tom Harkness

Tuition: \$50 Fee: \$25

## Concealed Handgun Certification Class

Learn basic firearm safety, Texas concealed handgun laws, choosing a weapon and holster, and shoot/don't shoot scenarios. Includes fingerprinting and photo ID to apply for a concealed handgun license. Must take NRA First Steps: Pistol Orientation Program before enrolling in this class.

XSAF4011 01 101Q

Date: Saturday, 10/2

Time: 8:00 a.m. to 6:00 p.m.

Location: CJC108

No. of classes: 1

Instructor: Tom Harkness

Tuition: \$75 Fee: \$25

## Personal Safety for Women

Concerned about your personal safety at home or away? Are you aware of what's happening around you enough to know when you are in a dangerous situation? You need to know the basics of protecting yourself against predators! Come to this class and learn how to identify unsafe situations and the techniques of self defense.

XSAF4000 01 101Q

Date: Tuesdays, 9/7 & 9/14

Time: 2 - 4 p.m.

Location: BT110

No. of classes: 2

Instructor: Hollis Shadden

Tuition: \$19 Fee: \$7

## How To Plant Wildflowers

Texas is famous for its wildflowers, and spring roadsides in East Texas are a lovely sight. You can have some of that natural beauty on your own property, but you'll need to start this fall. This two-hour class will teach proper techniques for successfully planting wildflowers, including site preparation, species selection and sowing methods. Includes in-depth discussion of at least 30 wildflowers most commonly found in Northeast Texas.

XAGR3017 01 101Q

Dates: Monday, 9/13

Time: 6–8 p.m.

Location: BT116

No. of classes: 1

Instructor: Belinda McLaughlin

Tuition: \$10 Fee: \$5

Or

XAGR3017 61 101Q

Dates: Monday, 9/13

Time: 2-4 p.m.

Location: Hanson Sewell Center

No. of classes: 1

Instructor: Belinda McLaughlin

Tuition: \$10 Fee: \$5

## How to Propagate Plants

Learn proven tips and techniques for increasing the plants in your garden. This three-hour workshop will cover various methods for taking cuttings, starting seeds and caring for tender young plants. Students will receive cuttings and seeds to take home.

XAGR3018 01 101Q  
 Dates: Monday, 10/18 No. of classes: 1  
 Time: 6–9 p.m. Instructor: Belinda McLaughlin  
 Location: BT109 Tuition: \$15 Fee: \$10  
 or  
 XAGR3018 51 101Q  
 Dates: Monday, 10/18 No. of classes: 1  
 Time: 1–4 p.m. Instructor: Belinda McLaughlin  
 Location: Naples Center Tuition: \$15 Fee: \$10

### Gardening for the Birds

Fill your winter landscape with the lively antics of visiting birds. This two-hour class will teach what plants will attract birds to your yard and offer them the tastiest and best nutrition for their winter needs. You'll also learn what other needs they have and discover various fun ways to feed and care for our feathered friends.

XAGR3019 01 101Q  
 Dates: Monday, 10/25 No. of classes: 1  
 Time: 6–8 p.m. Instructor: Belinda McLaughlin  
 Location: BT116 Tuition: \$10 Fee: \$5  
 Or  
 XAGR3019 61 101Q  
 Dates: Monday, 10/25 No. of classes: 1  
 Time: 2–4 p.m. Instructor: Belinda McLaughlin  
 Location: Hanson Sewell Center Tuition: \$10 Fee: \$5

### How To Preserve Leaves

Fall is always beautiful in East Texas, and this class will show you how to capture some of that beauty and save it for later. This two-hour class will demonstrate several popular methods for preserving fall leaves and flowers so that you create your own collection. In addition, the class will offer inspiring ideas and instructions for using your collection in decorations and crafts at home.

XAGR3020 01 101Q  
 Dates: Monday, 11/1 No. of classes: 1  
 Time: 6–8 p.m. Instructor: Belinda McLaughlin  
 Location: BT116 Tuition: \$10 Fee: \$5  
 Or  
 XAGR3020 51 101Q  
 Dates: Monday, 11/1 No. of classes: 1  
 Time: 2–4 p.m. Instructor: Belinda McLaughlin  
 Location: Naples Center Tuition: \$10 Fee: \$5

### Fall Arrangements

Just in time for holiday decorating, this two-hour workshop will show students how to create lovely arrangements for their home or office using fall foliage and natural materials. You'll learn how to collect materials and how to best preserve them so they can last as long as possible. Students should bring a container for their own arrangement—and a pair of clippers, if possible.

XAGR3021 01 101Q  
 Dates: Monday, 11/8 No. of classes: 1  
 Time: 6–8 p.m. Instructor: Belinda McLaughlin  
 Location: IT119 Tuition: \$10 Fee: \$10  
 or  
 XAGR3021 61 101Q  
 Dates: Monday, 11/8 No. of classes: 1  
 Time: 2–4 p.m. Instructor: Belinda McLaughlin  
 Location: Hanson Sewell Center Tuition: \$10 Fee: \$10

### Looking for the Perfect Gift?

A gift certificate for a class of choice will be well received!  
 Call Continuing Education to purchase a gift class for a friend,  
 or family member. 903-434-8134

\*Request a FREE Alternative Energy, Fuels & Production CD that will describe the courses offered by the Alternative Energy & Fuels Project at NTCC. Contact [jwylie@ntcc.edu](mailto:jwylie@ntcc.edu) or write Alternative Energy Department, NTCC, PO Box 1307, Mt. Pleasant, TX 75456-1307

### The Truth About Biodiesel (Distance Learning Delivery Format Only on CD/DVD)

Will biodiesel pollute, ruin your engine, and give you less mileage? These and other beliefs about biodiesel will be discussed in this class presented on a DVD or CD. No costly software is needed. The instructor will present the class on video and it is accompanied with slides and pictures

XAGR3004 21 101Q  
Dates: Open Enrollment  
Instructor: Jim Wylie  
Tuition: \$5.00 Fee: \$3.50

\*Pick up Class DVD or CDs at registration or receive it in the mail.

### **Make Your Own Diesel Fuel (Distant Learning Delivery Format Only on CD/DVD)**

You can make biodiesel fuel at home, farm or business for less than a \$1.00 per gallon using the learned techniques presented on this CD. The CD includes a Biodiesel Process Calculator and many hard to find references and sources.

XAGR3008 21 101Q  
Dates: Open enrollment  
Instructor: Jim Wylie  
Tuition: \$10.00 Fee: \$5.00

\*Pick up Class DVD or CDs at registration or receive it in the mail.

### **Green Gardens - A Personal Gardening Expert in Your Backyard, Patio, Balcony, or the Roof Top (On Campus or Distant Learning Delivery Format on CD/DVD)**

It is time to save energy and live better. Green living can be achieved by raising your own food in the backyard, greenhouse, balcony, patio, or on a small plot of land. If you are a new or seasoned gardener, this is the course for you. Register for and you will receive a CD/DVD to help select the first class. The CD/DVD will contain a mail-back survey and the survey will be used to make your personalized twelve month calendar of garden activities to follow for a successful gardening experience. Additional CD/DVDs will contain customized media enhanced garden bulletins. Reach your goals to be more self-sufficient, extend the gardening season, improve the household nutrition, save on the grocery bill, and experience better health. Learn while you garden. This is an urban gardening program.

XAGR 3011 21 101Q

After registration you will receive a personalized calendar of gardening events and 2 hours of media enhanced bulletins on CD/DVD.

Instructor: Jim Wylie, Vocational Agriculture/Horticulture Instructor

Dates: Open enrollment

Tuition: \$10.00 per CD/DVD class Fee: \$5.00 per CD/DVD class

(Free Green Gardens information class catalog CD/DVD available upon request).

### **Profitable Small Farm Business – (On Campus or Distant Learning Delivery Format on CD/DVD)**

CD/DVD is approximately 2 hours. Do you need help with starting up and operating a farm on a few acres, a specialty crops or livestock enterprise, bio-fuel production or processing at home, farm or small business? Receive one-on-one instruction electronically from an experienced and Texas certified horticulture/vocational agriculture instructor. Register at Continuing Education, for the first class and pick up or receive by mail the information packet with a mail back survey. Your textbook can be picked up at registration or mailed. Instructor/student contact will be by electronic media. Continuing classes are scheduled with the instructor. Student Textbook: Building a Sustainable Business, A guide to Developing a Business Plan for Farms and Rural Business, MISA & SAN-USDA, 2003.

XAGR 7004 21 101Q

CD/DVD is approximately 2 hours

Dates: Open enrollment

Instructor: Jim Wylie, Vocational Agriculture/Horticulture Instructor

Tuition: \$10.00 per class Fee: \$5.00 per class Textbook: \$18.

(Instructor will schedule more advanced classes after this class is completed)

Classes require a minimum enrollment to make. Bring a friend, recruit others to insure class makes.

## **TEENS**

The ACT® test assesses high school students' general educational development and their ability to complete college-level work.

The multiple-choice tests cover four skill areas: English, mathematics, reading, and science. The Writing Test, which is optional, measures skill in planning and writing a short essay. The following workshops will help you prepare to take the tests in December.

### **Reading Comprehension & Writing ACT Preparation Workshop**

XEDU1001 01 101Q

Dates: Saturdays, 10/16 – 11/20

Times: 10 a.m. – 12 Noon

Location: Hanson Sewell Center in Pittsburg

No. of classes: 6

Instructor: TBA

Tuition: \$85 Book \$70

### **Math ACT Preparation Workshop**

XEDU1002 01 101Q

Dates: Saturdays, 9/25 - 11/20

Times: 10 a.m. – 1 p.m.

Location: NTCC Campus or Hanson Sewell Center in Pittsburg

No. of classes: 9

Instructors: TBA

Tuition: \$99 Book \$70

# WORKFORCE

## Food Service Certification or Retest

Food Protection Management Certification for Food Handlers - English and Spanish  
IFWA 1050 (Food Safety Handling and Sanitation) (16 hrs/Tuition \$110 Exam Fee Included)

Sixteen hours of training on common food safety and sanitation practices that should be utilized in all food establishments. Topics include keys to providing safe food, food safety hazards, standards for the food safety handler, purchasing and receiving safe food, storing food safely, keeping food safe during preparation and service, proper cleaning and sanitizing, and developing an Integrated Pest Management (IPM) program, as well as learning about HACCP and food-borne diseases.

Classes meet once a month on TWO consecutive days from 8-5 p.m. on the NTCC Hanson Sewell Campus in Pittsburg, TX.

Dates: November 2-3, 2010  
February 8-9, 2011  
May 3-4, 2011

Please call 903-434-8134 for more information.

## Electrician – Mandatory Update

ELPT 2000 (*Electrical Licensing Regulations and Nat'l Electrical Code Review*) (4hrs/Tuition: \$20/Fee: \$49)

This course provides Electrical licensing requirements and state laws and rules that regulate the conduct of licensed electricians. The course also provides a review of the latest edition of the National Electrical Code including notable Code revisions. This four-hour course is required to be completed every year prior to the license renewal and may be repeated multiple times to improve participant proficiency. The Licensure/Certification Agency: Texas Department of Licensing and Regulation. Instructor: Earl Hale

9/13	Monday, 6:00–10:00 p.m.	Main Campus BT 109	ELPT2000 01 101Q
10/11	Monday, 6:00–10:00 p.m.	Main Campus BT 109	ELPT2000 02 101Q
11/8	Monday, 6:00–10:00 p.m.	Main Campus BT 109	ELPT2000 03 101Q
12/13	Monday, 6:00–10:00 p.m.	Main Campus BT 109	ELPT2000 01 102Q

*\*The cost of this course includes reporting to the state licensing board upon completion*

## Solar Photovoltaic Installers Certification Preparation Course

Course prepares students for solar photovoltaic sales, installation, and maintenance. Instruction includes: AC/DC high voltage theory and practice; solar cell theory; solar photovoltaic design and sizing for homes and commercial buildings; wiring, NEC code requirements; and general operation and maintenance of a PV system. Students will be prepared to take the North American Board of Certified Energy Practitioner's, NABCEP, solar photovoltaic examination in preparation for certification. Pre-requisite: Completed online AC/DC electric theory and calculation course.

ELMT1002 01 101Q

Dates: Tuesdays and Thursdays, 9/7 – 11/23 (Skip 11/9)  
Times: 6 - 9 p.m.

Location: IT118

No. of classes: 22

Instructor: Jim Wylie

Tuition: \$399 Fee: \$20 Book \$90

# MARKETABLE SKILLS CERTIFICATES

## Business Leadership

Do you want to be a business leader with vision, influence, and managerial skills? This 228 hour certificate program focuses on the challenges of leading and managing in a competitive, rapidly changing business environment. Computer skills and managerial supervisory skills will prepare you for a satisfying job in management. Tuition: \$1140 Textbook estimate: \$420 Supplies: \$50 Fees: \$180

## Business Applications

Word processing skills, electronic spreadsheet analysis, electronic databases, presentation graphics, and email are among the most used Personal Computer applications in business today by administrative assistants and office professionals alike. Completion of this 228 hour certificate program will show prospective employers you have received comprehensive training in Microsoft Office, including Word, Excel, PowerPoint, Access, Outlook and Explorer. Tuition: \$1140. Textbooks and Fees: \$500.

## Building Analyst

Designed to prepare students for the Building Performance Institute's Building Analyst Examination (the "BA" Exam), this course offers instruction on the "house-as-a-system" approach to contracting, home assessment, how to identify causes and solutions for issues such as energy efficiency, air quality, safety, and durability. The 32 hour course will also cover other topics to help you successfully pass both the written and the practical portions of the BA exam.

Tuition: Call for Tuition

# Online Classes

## Paralegal Program

This 105 hour professional program is recommended for those in the legal profession seeking advancement or for someone interested in a career change. Courses include Research, Jurisprudence, Litigation, Management, and Career.

Tuition: \$925.Fees: \$50

## MSSC Industrial Training Program

The Manufacturing Skill Standards Council (MSSC) Industrial Training is available to incumbent workers, career changers, unemployed, secondary, and post-secondary students. Upon successful completion of the 4 modules: Safety, Quality Practices & Measurement, Manufacturing Processes & Production, and Maintenance Awareness, the student will receive a full MSSC-Certified Production Technician (CPT) credential.

Tuition: \$1702 Fees: \$250

## HUMAN RELATIONS Leadership Skills for Supervisors/Managers (Certificate awarded upon completion of 5 courses)

### Interaction Skills for Success

This course identifies the most effective way to interact with others in order to reduce wasted time and miscommunication making sure they give and get what they need in their interactions. Participants will learn to maintain strong working relationships and reduce misunderstandings and conflicts while exploring 10 basic beliefs as the foundation for all interaction. Methods to identify personal and practical needs while clarifying needs that are needed in their workplace will be explained and demonstrated in this course. (7hrs - Tuition: \$60 Fee: \$35)

\*This class may be offered on-site and customized for your employees – call for more details.

### Valuing Differences

Learners complete a Styles, Abilities, and Motivations (SAMs) profile in order to evaluate personal strengths and weakness in an effort to build weaknesses and better utilize strengths. (7hrs - Tuition: \$60 Fee: \$35)

\*This class may be offered on-site and customized for your employees – call for more details.

### Working through Conflict

This course allows participants to explore conflicts and the cost and consequences of engaging in conflict. Techniques will be taught on how to handle conflict effectively. (7hrs - Tuition: \$60 Fee: \$35)

\*This class may be offered on-site and customized for your employees – call for more details.

### Essentials of Leadership

This foundation course teaches leaders how to get results through people. During this course, you will learn a set of essential skills to meet both practical business needs and people's personal needs. Learners acquire a set of proven interaction skills, discover seven leadership imperatives for meeting today's challenges, and realize their role as a catalyst leader – a leader who inspires other to act. (7hrs - Tuition: \$60 Fee: \$35)

\*This class may be offered on-site and customized for your employees – call for more details.

### Achieving Your Leadership Potential

This course bridges the widening gap between what is needed and what is required of today's leaders. A three-step process-Diagnose, Plan, and Execute-helps learners stretch their capabilities and accelerate their leadership development. Concepts and skills of leadership in the work setting will be discussed. (7hrs - Tuition: \$60 Fee: \$35)

\*This class may be offered on-site and customized for your employees – call for more details.

### Working in Teams

Working as a Team clearly teaches employees the personal, interpersonal, and organizational advantages of working together, whether in teams or work groups. This class is interactive and introduces the basic principles of building and sustaining teams in organizations and includes team dynamics, process improvement, trust and collaboration, and the role of the individual in the team. (7hrs - Tuition: \$60 Fee: \$35)

\*This class may be offered on-site and customized for your employees – call for more details.

### Time Management

This seminar is specifically designed for those who want a fast-paced introduction to the timeless principles of effectiveness. Participants will learn the basic personal and interpersonal skills necessary to successfully complete their job requirements. Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (7hrs - Tuition: \$60 Fee: \$35)

\*This class may be offered on-site and customized for your employees – call for more details.

## SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

### Have an Idea For a Business. Is My Idea Feasible?

Almost anybody can come up with a good business idea; but can your idea make you successful? This is a quantitative and qualitative approach to determine if your proposal makes sense for you and your objective.

XSBC1001 01 101Q

Date: TBA No. of classes: 1

Time: TBA Instructor: Tim Wilson, Director of Texarkana Small Business Development Center

Location: TBA Tuition: \$10 Fee:\$5

### How to Create a Business Plan

This class is designed to help lay out a road map for your existing or proposed small business or self employment activity. It will provide a survey of the business planning process with tips and descriptions of each component of a typical loan-oriented business plan and an examination of some successful business plan models.

XSBC2001 01 101Q

Date: TBA No. of classes:1

Time: TBA Instructor: Beverly Austin, Counselor, Northeast Small Business Development Center  
Location: TBA Tuition: \$10 Fee:\$5

### How to Create a Marketing Plan

If something has an influence or impact on your customers in any way, it has to do with marketing. Your business plan must include a well-crafted marketing strategy, leaving nothing to "chance." This class examines branding, advertising, word-of-mouth, internet and viral marketing, and much more.

XSBC1002 01 101Q

Date: TBA No. of classes: 1  
Time: TBA Instructor: Tim Wilson, Director Texarkana Small Business Development Center  
Location: TBA Tuition: \$10 Fee: \$5

### Financial Strategies For Your Business

So you aren't good with numbers? It is easier than you may think. This class will take the mystery out of financial forecasting and reporting. Participants will learn ratio analysis, financial forecasting and the interrelationships between Income Statements, Balance Sheets and Cash Flow statements.

XSBC1003 01 101Q

Date: TBA No. of classes: 1  
Time: TBA Instructor: Tim Wilson, Director Texarkana Small Business Development Center  
Location: TBA Tuition: \$10 Fee:\$5

## Save gas, call before driving to class. CRIMINAL JUSTICE

Each course is held on the NTCC or PJC Criminal Justice Center on campuses and meets the Texas Commission on Law Enforcement (TCLEOSE) requirements. Please call today for times, dates, and for more information. 903-434-8134

### Basic Peace Officer's Course (TCLEOSE 1000) (CJLE 1006) Please call for cost.

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, and IV to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TCLEOSE\*\*\*

08/23/2010-12/30/2010 Mount Pleasant (40 Hrs. College Credit )  
09/20/2010-03/31/2011 Mount Pleasant – (659 hours ) (NIGHT) Continuing Education)

### Basic County Corrections Course (TCLEOSE 1400) (CJCR 1000) (96 hrs/Tuition \$312/Fee \$5)

Human relations; observation; evaluation of prisoners; booking procedures; classification; mug shots; fingerprinting; strip searches; meals; medical services; visitation; inmates rights and privileges; detention areas; disturbances; riots; fire procedures; release procedures; and key, knife and tool control. Includes the required Texas Commission on Law Enforcement (TCLEOSE) objectives for course #1007. This course was designed to be repeated multiple times to improve student proficiency.

08/09/2010-08/23/2010 Mount Pleasant (96 hours, MW nights 5-9) (4 hours college credit)

### Basic Tele-Communicator Certification (CJLE 1022) (40 hrs/Tuition \$130/Fee \$5)

Practical instruction for public safety dispatchers. Fulfills requirements for licensing as a telecommunication operator under the Texas Commission on Law Enforcement (TCLEOSE) Course 1013.

09/13/2010-09/17/2010 Mt. Vernon (40 hours, five days per week) (Franklin Co. S. O.)

### Community Policing (TCLEOSE 3900) (CJLE 2007)(4hrs/Tuition\$16/Fee\$5)

New, unique, and effective crime prevention programs developed by other departments and agencies. Evaluation of these programs in terms of local needs and feasibility analyses.

11/15/2010 Pittsburg

### Crisis Intervention – Update (TCLEOSE 3843) (8 hrs/Tuition \$32/Fee\$5)

This Crisis Intervention Refresher training provides a review of the key concepts, safety techniques, and communication skills initially taught in the crisis intervention section (Chapter 27) of the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) Basic Peace Officer Curriculum. This course will also allow time for discussion, questions, and concerns of technique utilization that participants have experienced since their initial basic training. Brainstorming with fellow attendees will assist in the discussion of "best practices" and the sharing of personal situational experiences.

11/30/2010 Mt. Pleasant

## On-Line: Education To Go (Ed2Go)

Too busy to take time to attend class? Want to learn a skill in six weeks or less?

Self-paced instructor-led Education To Go courses are offered to provide students with the opportunity to work at their own pace at their own convenience. Each course runs for six weeks and consists of 12 lessons. The lessons are supplemented by interactive quizzes, assignments, tutorials, and online discussion areas. All materials will be made available to you over the World Wide Web. Read the lessons and ask questions of your instructor at times that are most convenient to you. Any student with Internet access and a Web browser can participate.



## Affordable and interactive courses with live instructors

**Six to eight week courses. 12 lessons. 24 hours of instruction. Typically, the cost is \$105 per course.** And you can ask the instructor questions at any time during the course. **Ed2Go** offers a wide range of highly interactive courses that you can take entirely over the internet. You can take all of our courses from the comfort of your home or office at the times that are most convenient for you.

Register online for courses in the following categories:

<u><a href="#">Business &amp; Finance</a></u>	<u><a href="#">Liberal Arts &amp; Humanities</a></u>
<u><a href="#">Computer / Business Application</a></u>	<u><a href="#">Graphic Arts *</a></u>
<u><a href="#">Health &amp; Human Services *</a></u>	<u><a href="#">IT Professional *</a></u>
<u><a href="#">Languages</a></u>	<u><a href="#">Personal Development</a></u>
<u><a href="#">Professional &amp; Career Development*</a></u>	<u><a href="#">Test Preparation</a></u>

NEW ED2GO Class:

### Speed Spanish

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish.

Simply register for the course and take the orientation by the registration/orientation deadline and that's all there is to getting started in self-paced courses on-line.

- Visit our website at [www.ed2go.com/ntcc](http://www.ed2go.com/ntcc) to see which course best fits your educational needs. By clicking on the individual course links, students can review a complete course syllabus for more course descriptions, details, and requirements.
- Register and pay for the course prior to taking the on-line orientation.
- Go to our website at [www.ed2go.com/ntcc](http://www.ed2go.com/ntcc) and click on the Orientation link. On this web page you will fill in the appropriate information and assign yourself a password. Please write it down so you will not lose it, as you will need this password every time you enter your on-line classroom. Also, select the start date for your course. **Be sure the start date is the same one as the start date for the course you registered and paid for.** Once you have filled in the appropriate information, click "Continue" to receive the complete course description and course orientation information. It is highly recommended that you print this information for future reference, as you cannot attend orientation more than once.
- ENJOY AND HAVE FUN WHILE LEARNING!!!!

## Online: Virtual College of Texas

Virtual College of Texas (VCT) is the name given to the collaboration that takes place among Texas two-year colleges for the purpose of sharing distance learning courses with each other. Students must contact NTCC Continuing Education Dept. by phone or in person. The following courses are available through VCT at Northeast Texas Community College. Dates: TBA

### Intro to Insurance -

This course is taught online and is an excellent starting point for almost anyone in risk management, insurance, and related fields. It covers a wide range of topics in a thorough manner. You will gain a general understanding of how the property-casualty insurance business works. You will be able to deal more effectively with others in the profession and better understand your role in making insurance work. Textbook available at <http://www.aicpcu.org>. INSR1001 September 20, 2010 November 3, 2010

### Commercial Insurance

This is an introduction to business loss exposures and the operation of the insurance policies available for these exposures including property, business income, crime, marine, auto, workers compensation, and liability. This course helps you prepare for the Insurance (INS) 23 exam. Materials may be obtained from [www.aicpcu.org](http://www.aicpcu.org). INSR1001 September 27, 2010 November 10, 2010

### Personal Insurance

This course will introduce you to personal loss exposures and personal insurance policies for handling these exposures including auto, homeowners, life, health, marine, and various government insurance programs. This course helps prepare for the Insurance (INS) 22 exam. INSR1005 – 9/20 – 11/03 OR 10/11-11/24 OR 11/01-12/15

### Property and Liability Insurance

Learn about the organization of insurance companies, state regulations, types of policies and career opportunities in the field. Topics include concepts of risk, insurance protection, and prohibited practices. This course helps prepare you for the Insurance (INS) 21 exam. INSR1009 9/13-10/27 OR 10/25—12/08 OR 10/04-11/17

### ISR Exam Review

Prepares participants to work in insurance agencies as entry-level customer service representatives. Includes information about policies, terminology, and customer service procedures. May prepare students to take the licensing exam sponsored by the Texas Department of Insurance. Textbook Required. INSR1017- 9/13-10/27 OR 10/04/11-17

## Public Adjuster Pre-Licensing

Thinking about becoming a public adjuster? This review course will help you to prepare for the state exam. Topics include the risk, loss, and roles of insurance; Texas legislation controlling the adjustment of claims in Texas. Includes how to properly investigate, evaluate, and negotiate claims. Test given by Thomson-Prometric. INSR1000 – Dates – 9/13-10/17.

## Property Loss

This course will help you prepare for the third exam for the Associate in Claims designation from the American Insurance Institute. In-depth treatment of adjustment of building losses, merchandise and stock losses, reporting form losses, and business interruption losses. Emphasis is placed on the types of exposures and risk management treatments for virtually any type of real or personal property. Materials available from [www.aicpcu.org](http://www.aicpcu.org). –ISR 1042 Dates – 9/27-11/10

## Intro to Corporate Finance

This course will teach you about business and financial analysis for risk management as well as the accounting process and financial statements. It includes current and non-current assets, liabilities, revenue and expenses, interpreting property/casualty insurer financial statements, and capital budgeting. This course helps prepare you for the Chartered Property/Casualty Underwriters (CPCU) 540 exam. Materials available from [www.aicpcu.org](http://www.aicpcu.org). INSR1044 Dates – 10/04-11/17

## Foundations of Risk Management

This course will give you the foundations of risk management, insurance, and professional/related concepts. It includes evaluation and management of risk, code of ethics, risk techniques, financial alternatives. Fundamental insurance assumptions, insurable interests, policy reading, policy provisions, amounts payable, and external factors affecting insurance contracts. This course helps you prepare for the Chartered Property/Casualty Underwriter (CPCU) 510 exam. INSR1046 – Dates – 9/13—10/27 OR 10/11-11/24

## Insurance Operations

This course is an examination of insurance marketing, underwriting, and reinsurance. Topics include rate making, claims adjusting, loss control activities, and other functions and activities. This course helps you prepare for the Chartered Property/Casualty Underwriter (CPCU) 520 exam. Materials available from [www.aicpcu.org](http://www.aicpcu.org). INSR1053 Dates – 9/20-11/03 OR 10/18-12/01

## The Legal Environment

This is a study of the application of business law to insurance situations. Emphasis on agency, contract, and tort law. This course helps prepare for the Chartered Property/Casualty Underwriter (CPCU) 530 exam. INSR1055 Dates: - 9/27-11/10 OR 10/15-12/08

## Workers Compensation/Injury Claims

Learn how to process Rehabilitation, Workers Compensation system, compensability, medical investigation, administration, evaluation, bodily injury, and psychological claims. Prepares students for the Associate in Claims (AIC) 34 exam. Materials available from [www.aicpcu.org](http://www.aicpcu.org). INSR2004 Dates – 9/20-11/03

## The Claims Environment

This is an introduction to the claim representation rate in adjusting claims. Emphasis on the legal and regulatory environment as well as the human relations skills necessary for successful negotiation among claimants, policyholders, and insurance companies. This course helps prepare for the Associate in Claims (AIC) 33 exam. Materials may be obtained from [www.aicpcu.org](http://www.aicpcu.org) INSR2013 Dates:9/13-10/27 OR 10/11-11/24

## Liability Claims Practice

This is an in-depth study of liability loss adjusting with heavy emphasis on the legal and medical knowledge needed and special skills required to negotiate successfully in a third part claim environment. This course helps prepare you for the Associate in Claims (AIC) 36 exam. INSR2019 Dates – 10/04-11/17

## VCT ONLINE REAL ESTATE COURSES

Principles of Real Estate August 23-October 15

Law of Agency – August 23- October 1

Principles of Real Estate II - October 18- December 10

Law Contracts – October 18 – December 10 -

Remember, students must contact NTCC Continuing Education Dept. by phone or in person to enroll in the online VCT Classes. Please call 903-434-8134.

We offer registration that is as flexible as your active lifestyle!

## IN PERSON

Come to the Continuing Education Department in the Business Technology Building Room 111 Monday through Thursday between 8:00 a.m. and 6:00 p.m. or Friday between 8:00 a.m. and 12:00 Noon. Bring Driver's License for ID

## BY MAIL

Send a completed registration form with a check, money order, VISA, Discover, or MasterCard number, or purchase order to:

Northeast Texas Community College  
Continuing Education Department  
P.O. Box 1307  
Mt. Pleasant, TX 75456-1307

Please include the expiration date if using a credit card  
If using a check, please write your Driver's License Number  
on the check. Thank you.

**BY FAX**

Fax a completed registration form with a VISA, Discover, or MasterCard number or purchase order to 903-434-4408

**BY PHONE**

Call 903-434-8134.

## REGISTRATION FORM

Name: \_\_\_\_\_ Date \_\_\_\_\_ SS# \_\_\_\_\_ US Citizen  Texas Citizen

Level of Education \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please provide your e-mail address so we may easily contact you should a schedule change occur.

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Male  Female

\_\_\_\_ If class has no dates please put me on a waiting list and I will make payment when the class is scheduled.

Colleges and universities are asked by many, including the federal government, accrediting associations, newspapers, and our own college/university communities, to describe the racial/ethnic backgrounds of our students and employees. In order to respond to these requests, we ask you to answer the following two questions:

Are you Hispanic or Latino?

(Are you a person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race?)

\_\_\_\_ Yes \_\_\_\_ No

Please select the racial category or categories with which you most closely identify. Check as many as apply:

\_\_\_\_ American Indian or Alaska Native

\_\_\_\_ Asian

\_\_\_\_ Black or African American

\_\_\_\_ Native Hawaiian or Other Pacific Islander

\_\_\_\_ White

Course #	Course Title	Course Dates & Times	Tuition & Fee	Location
			Total	

**Payment Method**

**PAY BY CHECK** Make check payable to: NTCC. Please include your driver's license number on the check. Thank you!

**PAY BY CREDIT CARD** (Please complete) \_\_\_\_ Visa \_\_\_\_ MasterCard \_\_\_\_ Discover

Name on card \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

Please call us at 903-434-8134 to request a confirmation.