

Northeast Texas Community College

Continuing Education & Corporate Training

January-May 2010 Spring Class Schedule

Check out
Summer
Kids Camp
inside!



New Courses!

- Real Estate
- Insurance
- Native Northeast
Texas Landscaping
- New Levels of Cake
Decorating
- Tae Kwon Do
- Into to Apple's Mac
- Computers for Spanish
Speakers
- Evening Police Academy
- Worker's Comp. Claims



Start here. Go anywhere.

2886 FM 1735, Chapel Hill Road, Mount Pleasant, TX 75455
Offices located on campus in the Business Technology Building, Room 111
Call 903-434-8134 - Continuing Education & Corporate Training
Call 903-434-8288 - Professional Education & Allied Health

Visit us online at www.ntcc.edu

WELCOME,

Continuing Education is committed to providing opportunities to all who are motivated to learn and enrich their lives. We are proud to offer convenient, accessible continuing education courses. The Spring 2010 schedule offers more opportunities than ever before through new classes and programs. Improved skills and new knowledge leads to better jobs. I challenge you to look for opportunities as a student, an adjunct faculty member or as a business partner.

Our flexible scheduling and delivery options will also fit your life; whether you need on-line courses, credit or non-credit options, or a summer time experience for your children, we can accommodate you. You may register online with a MasterCard, Visa, or Discover Card. Remember to register early to make sure your class enrolls sufficient numbers to be offered.

Printed catalogs and brochures are published periodically by the Continuing Education offerings. To request a catalog or brochure, you may call 903-434-8134, check our web page at www.ntcc.edu/continuinged, or send an email to rtallen@ntcc.edu. The Continuing Education offices are located in the Business Technology Building and the Allied Health Professional Development offices are located in the University Health Science Building.

If you are interested in teaching a course for continuing education, we would like to hear from you. If you want to take a particular course, we welcome your suggestions. If you own a business or work with one and want to train your staff without the expense of travel and associated time away from the job, call us! We will work to meet your needs. Again, we are dedicated to providing accessible and quality training to meet the needs of individuals, employers, and entrepreneurs. Let's work together to make it happen.

We look forward to hearing from you soon,



Judy Jackson

Director of Continuing Education/Corporate Training

Take a look at new course offerings

- **Real Estate**
- **Insurance**
- **Grow Native! Landscape with Native plants to N.E. Texas**
- **New levels of Cake Decorating**
- **Tae Kwon Do**
- **Into to Apple's Mac**
- **Beginning Computers for Spanish Speaking students**
- **EVENING Police Academy**
- **Worker's Compensation/Injury Claims**

CONTINUING EDUCATION AND CORPORATE TRAINING

SPRING SCHEDULE

Computers 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 pre-requisite: “Computers for Seniors - Getting Started” or a basic working knowledge of Windows.

ITNW1007 01 092Q (Internet Basics)

Dates:	Fridays, 2/12 – 3/5	No. of classes:	4
Time:	1:00 – 4:00 p.m.	Instructor:	Chris Albines
Location:	BT115	Tuition:	\$42 Fees: \$15

Intro to Computers

If you just purchased a computer and have never used one before, this is the class for you. Topics include how to use Microsoft Windows, terminology, editing, formatting, sorting, moving, copying, pasting, and printing. (This course is a pre-requisite for all other Microsoft software classes.)

ITSC1006 01 093Q

Dates:	Tuesdays, 3/23 – 4/13	No. of classes:	4
Time:	6:00 – 9:00 p.m.	Instructor:	Chris Albines
Location:	IT120	Tuition:	\$59 Fees: \$15

Computers for Spanish Speaking Students

Concerned 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 02 092Q (Beginning)

Dates:	Mondays, 1/25 – 2/15	No. of classes:	4
Time:	6:00 – 8:00 p.m.	Instructor:	Eduardo Mendoza
Location:	TBA	Tuition:	\$39 Fee: \$15

Intermediate Word Processing Applications

Take your word processing skills to a new level. Learn word processing production techniques, search and replace functions, headers and footers, mail merge, file functions, and printer setup.

POFI1042 01 093Q

Dates:	Thursdays, 3/25 – 4/8	No. of classes:	3
Time:	6:00 - 8:30 pm	Instructor:	Chris Albines
Location:	TBA	Tuition:	\$38 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 61 092Q

Dates:	Thursday, 1/28 – 2/11	No. of classes:	3
Time:	6:00 – 9:00 p.m.	Instructor:	Beth Biggerstaff
Location:	Hanson Sewell 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 61 093Q

Dates:	Thursdays, 2/18 – 3/4	No of classes: 3
Time:	6:00 – 9:00 p.m.	Instructor: Beth Biggerstaff
Location:	Hanson Sewell 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 61 093Q

Dates:	Thursdays, 3/25 – 4/8	No of classes: 3
Time:	6:00 – 9:00 p.m.	Instructor: Beth Biggerstaff
Location:	Hanson Sewell Center	Tuition: \$45. Fees: \$15

Introduction to the Mac

Are you just getting started with your Macintosh Computer? This course will get you comfortable powering up and shutting down the computer, using the keyboard, mouse, menus, and programs. You will practice typing and editing a simple document with Microsoft Word, and save, find, edit and discard documents that you create.

ITSC1006 02 093Q

Dates:	Fridays, 3/26 – 5/14	No. of classes: 8
Time:	1:00-3:00 p.m.	Instructor: Chris Albines
Location:	UHS245	Tuition: \$79 Fees: \$15

Beginning PhotoShop

Love taking photos? Now learn how to digitally create, manipulate, and prepare creative images for print or web output.

ITSW1003 01 092Q

Dates:	Thursdays, 1/14 – 1/28	No. of classes: 3
Time:	6:00 - 8:30 p.m.	Instructor: Chris Albines
Location:	TBA	Tuition: \$40 Fees: \$15

Intermediate Photo Shop

If you loved what you learned in the beginning class, you'll definitely want to take the intermediate class to further enhance your skills using Photo Shop.

ITSW1003 02 092Q

Dates:	Thursdays, 2/4 – 2/18	No. of classes: 3
Time:	6:00 - 8:30 p.m.	Instructor: Chris Albines
Location:	TBA Tuition:	\$40 Fees: \$15

Advanced Photo Shop

Continue your Photo Shop journey! Learn about masks, channels, pen tool, color tools, blend modes, filters, type actions and more.

ITSW1003 01 093Q

Date:	Thursdays, 2/25 – 3/11	No. of classes: 3
Time:	6:00 – 8:30 p.m.	Instructor: Chris Albines
Location:	TBA	Tuition: \$40 Fees: \$15

\$90 Fee: \$135 Book: Extra

CULINARY ARTS

Cooking with Chef Reeves

Let the Chef guide you as you prepare a scrumptious meal. Chef Reeves will explain and demonstrate various cooking techniques, how to operate equipment safely and correctly, and how to implement professional standards in food preparation. Invite a friend to enroll and enjoy this class together!

XCHF1001 61 093Q

Dates: Tuesdays, 2/16 – 3/9 No. of classes: 4
Time: 6:00-9:00 p.m. Instructor: Chef Reeves
Location: Hanson Sewell Center Tuition: \$59 Fee: \$24

Cooking Heart Healthy and Diabetic Friendly

This course will show you tips and techniques that will allow you to prepare healthy alternatives for your family. The diabetic friendly and heart healthy recipes offer solutions for your cooking needs while dazzling your family's taste buds.

XCHF5001 61 093Q

Dates: Thursdays, 4/1 – 4/22 No. of classes: 4
Time: 1:00 – 3:00 p.m. Instructor: Sarah Barrett
Location: Hanson Sewell Center Tuition: \$40 Fees: \$25

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 093Q

Dates: Tuesdays, 3/23 – 4/27 No. of classes: 6
Time: 6:30 – 8:30 p.m. Instructor: Merrill Grove
Location: Red Road Winery, Naples Tuition: \$59 Fee: \$36

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 092Q

Dates: Thursdays, 1/28 – 2/11 No. of classes: 3
Time: 6:30 – 8:30 p.m. Instructor: Robbie Pearson
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 093Q

Dates: Thursdays, 2/18 – 3/4 No. of classes: 3
Time: 6:30 – 8:30 p.m. Instructor: Robbie Pearson
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 093Q

Dates: Thursdays, 3/25 - 4/8 No. of classes: 3
Time: 6:30 – 8:30 p.m. Instructor: Robbie Pearson
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 asses.

XCHF2004 61 093Q

Dates: Thursdays, 4/15 – 4/29 No. of classes: 3
Time: 6:30 – 8:30 p.m. Instructor: Robbie Pearson
Location: Hanson/Sewell Center Tuition: \$29 Fee: \$10 Supplies Extra

Enroll in the 4 class series of Cake Decorating and receive a 15% discount.

Jams and Jellies

Have you ever stood gazing at the beautifully presented jars of jams and jellies in the gourmet food stores and wished you could make your own to give as gifts or to enjoy all winter? Let Dr. Apter show you how to make delicious jams and jellies sure to please everyone.

XCHF6001 61 093Q

Date: Saturday, 5/22 No. of classes: 1
Time: 8:00 a.m. – Noon Instructor: Dr. Charlie Apter
Location: Hanson/Sewell Center Tuition: \$20 Fee: \$12

Call before you drive to class

RECREATION AND FITNESS

Social Dance

Instruction will include dance etiquette basic dance positions, leading and following, selecting the right dance for the music and 5 or 6 steps in each of the following dances: Foxtrot, Swing/Jitterbug, Cha-Cha, and Waltz. Anyone, with or without partners can learn to dance or improve on dancing skills. Note: During the instruction portion of class you will dance with different partners. During the free practice portions of class, you may dance with the partner of your choice.

XDAN1001 01 093Q

Dates: Mondays, 3/22 – 4/26 No. of classes: 6
Time: 6:30 – 8:00 p.m. Instructor: Toni LaBeff
Location: Whatley Foyer Tuition: \$45 Fee: \$5

HOME & GARDEN

Knit One, Purl Too! (Knitting for Beginners)

Why pay a fortune for hand-knitted items when you can knit them yourself? Whether you're right-handed, left-handed, or all thumbs, this course will teach you the basics of this time-honored craft. Supplies for your project may be purchased in class or bring your own.

XKNT1001 01 092Q

Dates: Tuesdays, 1/26 – 3/2 No. of classes: 6
Time: 6:00 -8:00 p.m. Instructor: Carolyn Franks
Location: Whatley Office Tuition: \$59 Fee: \$5 (Supplies may be purchased in class)

Records – Just in Case! Organize legal documents/policies/statements for ready reference

If you died suddenly would your loved ones know where to find your important documents? Or if you suddenly lost all your possessions due to a hurricane, tornado, or fire, would you know where to begin to put your life back together? This class offers direction in compiling a binder that contains all your important information just in case a tragedy strikes or as a quick reference when looking for account numbers, insurance policies, medical information, etc.

XBND2001 01 092Q

Dates: Thursdays, 2/4 – 3/11 No. of classes: 6
Times: 6:30 – 7:30 p.m. Instructor: Chris Smith
Location: TBA Tuition: \$29 Fee: \$5

Beginning Bridge

Learn the elements of play, how to count a hand, play the hand, keep score, think in terms of 52 cards instead of the 13 in your hand, and how to communicate with your partner. Registration is required and seating is limited. Please purchase the book “Bridge for Dummies” before the first class date.

XBRG1001 61 092Q

Dates: Tuesdays, 2/2 – 3/9 No. of classes: 6
Time: 1:00 – 4:00 p.m. Instructor: Peggy Phillips
Location: Hanson Sewell Center Tuition: \$89.00 Fee: \$5.00

History of Religion in America

Ever wonder how religion became a part of American life and continues to this day? In this course religion will be discussed from an historical perspective rather than a theological perspective. The terms: Judeo-Christian, first and second generation Protestantism, and Christianity (which includes a wide-variety of denominations including Catholics and Protestants) will be explained. The four Great Awakenings and their impact on American history, the changes in the American religious landscape and uniquely American religious phenomenon, and the belief and impact of groups from the Puritans who settled Massachusetts Bay to the more recent ecumenical movement will be discussed.

XRLG5001 01 093Q (This is a mirror class for HIST 2389. 02)

Date: Mon.-Fri., 5/10 – 5/24 No. of classes: 11
Time: 8:00 a.m. – Noon Instructor: Melissa Weinbrenner
Location: TBA Tuition: \$90 Fee: \$117

Make Your Own Jewelry

Wow! Make your own bracelets, necklaces, and earrings. Bring your favorite beads and tools if you have some. Want to design your own jewelry? Bring your ideas or pictures and we’ll help you create a beautiful piece of jewelry.

XART1022 01 092Q

Date: Tuesdays, 2/2 & 2/9 No. of classes: 2
Time: 6:30 – 8:30 p.m. Instructor: Dr. Shirley Clay
Location: NTCC Art Lab Tuition: \$19 Fee: \$15

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.

PHTC1004 01 092Q

Date: Mondays, 2/8 - 3/8 No. of classes: 5
Time: 6:00 – 8:00 p.m. Instructor: Hollis Shadden
Location: BT110 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 093Q

Dates: Mondays, 3/22 – 5/10 No. of classes: 8
Time: 6:00–8:00 p.m. Instructor: Hollis Shadden
Location: TBA Tuition: \$79 Fee: \$5

Concealed Handgun 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.

XSAF4011 01 093Q

Date: Saturday, 4/3 No. of Classes: 1
Time: 8:00 am–6:00 p.m. Instructors: Ken & Beverly Amerson
Location: CJC108 Tuition: \$100 Fee: \$25

Concealed Handgun Recertification Class

Already licensed to carry a concealed handgun? This is your opportunity to renew your license.

XSAF4012 01 093Q

Date: Saturday, 4/3 No. of Classes: 1
Time: 8:00 am–6:00 p.m. Instructors: Ken & Beverly Amerson
Location: CJC108 Tuition: \$50 Fee: \$25

NRA First Steps: Pistol Orientation Program

For those beginning shooters this course will help expand your knowledge, 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 and the NRA Certificate of Completion. This class will help you understand pistol safety, parts, operation, ammunition, and the fundamentals of pistol shooting, cleaning, storage, and training opportunities.

XSAF4013 01 092Q

Date: Thursday, 2/18 No. of classes: 1
Time: 5:00 – 9:00 p.m. Instructor: Tom Harkness
Location: TBA Tuition: \$20 Fee: \$10

NRA First Steps: Gun Basics

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. This class is recommended for beginners before they take the Concealed Handgun License class. Time will be given for students to practice shooting in the firing range.

XSAF4014 01 092Q

Date: Saturday, 2/20 No. of classes: 1
Time: 8:00 a.m –5:00 p.m. Instructor: Tom Harkness
Location: TBA Tuition: \$40 Fee: \$10

Arm Chair Gardening

While it's too cold and dreary to be outside gardening, why not enjoy discussing a brief history of American perspectives of the garden and landscape through the reading of the well-rated book *Second Nature: A Gardener's Education* by Michael Pollan. The author's humorous experiences with gardening and his observations about American perspectives of the landscape and nature are revealing and will be used as a platform to investigate subjects related to the built and natural landscapes. The class will read the book together, getting together every two weeks to discuss the readings. The first meeting will include a meal at Our Place Restaurant in Pittsburg, TX. Tuition includes cost of the book and the meal.

XAGR6004 01 092Q

Dates: Mondays, 1/25 – 2/15 No. of classes: 4
Time: 6:30–8:00 p.m. Instructor: Dr. Charlie Apter
Location: TBA Tuition: \$29 Fee: \$26

Butterflies: Creating Habitat They Love with Native Plants

Every gardener loves butterflies, but what's the secret to attracting them to your own garden—and keeping them there? You'll find out why butterflies have to have native plants to exist, see what flowers and plants butterflies prefer, learn what other foods they like, what colors draw them in, what kind of shelter they need and much more.

XAGR3001 01 093Q

Dates: Tuesday, 3/30 No. of classes: 1
Time: 6:00 – 9:00 p.m. Instructor: Belinda McLaughlin
Location: TBA Tuition: \$15 Fee: \$5

Grow Native! Native Plants for Northeast Texas Landscapes

If you're interested in "going green" in your yard, but don't know where to start, native plants are your answer. You can save water, limit your use of pesticides and herbicides, cut down on maintenance, and provide much-needed wildlife habitat when you put native plants in your landscape. This lively, two-part course is all taught in one night. This class will provide a basic introduction to native plants and the top 10 reasons why it's important to use them. You will also get tips and techniques for introducing natives as you create your own beautiful, green landscape.

XAGR3000 01 092Q

Dates: Tuesday, 2/16 No. of classes: 1
Time: 6:00–9:00 p.m. Instructor: Belinda McLaughlin
Location: TBA Tuition: \$15 Fee: \$5

Page

Introduction to Landscape Design

Add beauty and value to your home with "do-it-yourself" landscaping. Learn basic principles of landscape design. In a hands-on setting, the class will consider landscape design as a process and will discuss the three common areas in the residential landscape. Basic elements of landscape design will be considered, including scale, objectives or purposes to accomplish in the design, and some considerations in the selection of plant material.

XAGR6003 01 093Q

Dates: Saturdays, 2/27 & 3/6 No. of classes: 2
Time: 9:00 a.m. – 1:00 p.m. Instructor: Dr. Charlie Apter
Location: UHS149 Tuition: \$39 Fees: \$10

Introduction to Sustainable Agriculture

Today there is lots of talk about the general area of "sustainability" and in particular about sustainable agriculture. Join us for a general overview of and introduction to the subject of sustainable agriculture focused on the three main thrusts of the movement: environmental stewardship, rural communities, and farm profitability. Readings and course materials will be provided.

XAGR6002 01 092Q

Dates: Tuesday, 2/23 No. of classes: 1
Time: 6:00 - 8:30 p.m. Instructor: Dr. Charlie Apter
Location: IT109 Tuition: \$15 Fees: \$5

Workshop - How to Identify Wildflowers

Ever find a wildflower and wonder what it's called? Just in time for the spring wildflower season, this fun course will help you learn to identify wildflowers. The four-hour hands-on workshop will take the mystery out of finding a new flower and teach you how to easily begin the identification process. You'll become acquainted with basic botanical terms and a universal plant ID system. In-

structor strongly recommends purchasing “A Field Guide to Southwestern and Texas Wildflowers” (Peterson Field Guide Series, Houghton Mifflin Harcourt, ISBN: 0395936128). Students also need to bring a strong magnifying glass or jeweler’s loupe. Limit: 20 participants
XAGR3002 01 093Q

Dates:	Saturday, 5/8	No. of classes:	1
Time:	1:00 – 5:00 p.m.	Instructor:	Belinda McLaughlin
Location:	UHS149	Tuition:	\$20 Fee: \$5

Grow Your Own Vegetable Garden at NTCC

Want to grow your own vegetables but don’t have the space or expertise? Then this class is for you. Prepared planting space will be provided on the NTCC Farm and members of the class will garden together under the guidance of Dr. Charlie Apter. Seed provided to students will be sown in the greenhouse and transplants produced for the garden. Greenhouse produced plants will then be transplanted to the garden space when they are ready and students will be taught proper transplanting and direct seeding techniques. When the time is right students, will harvest a bountiful supply of herbs, vegetables or flowers from their allocated plot of College land. Turn this experience into a family event or garden with your friends.

XAGR6005 01 093Q

Dates:	Sat., 2/6, 2/20, 4/3, 4/10	No. of classes:	4
Time:	9:00 – 11:00 a.m.	Instructor:	Dr. Charlie Apter
Location:	TBA	Tuition:	\$39 Fee: \$12

Community Service Gardening Project

Come join others in a community service project: producing vegetables to provide food donations for those in need. Prepared planting space will be provided on the NTCC Farm and members of the class will garden together to generate produce which will be donated to various organizations.

XAGR6005 02 093Q

Dates:	Sat., 2/6, 2/20, 4/3, 4/10	No. of classes:	4
Time:	9:00 – 11:00 a.m.	Instructors:	Chris Oefinger
Location:	TBA	Tuition:	\$39 Fee: \$12

ALTERNATIVE FUELS PROJECT

Northeast Texas Community College looks to alternative energy for energy revival and future prosperity for northeast Texas. The Alternative Fuels Project at Northeast Texas Community College funded by the U.S. Department of Energy will present a catalog of programs and classes for the coming year. Some of the classes will help you discover alternative fuels and how they can help you be energy independent. Other classes will instruct how to gather, grow and process biomass into renewable and environmentally friendly fuel. College curriculum is being written to equip Alternative Automotive Power and Fuel Technicians and Sustainable Agricultural products of Bio-energy for self-employment and workforce opportunities.

Mini Classes are introductory alternative fuels presentations, without cost, to civic groups, educational organizations and other institutions at their programs, meetings, and school classes. Presentations will range from 20 minutes to 1.5 hours. Formal one hour mini classes are available for individual sign-up through the NTCC’s Continuing Education Office.

Introductory Mini Classes:	Biodiesel/Alcohol fuel
Biomass, Biogas and Methane Fuels	Wood/Pellets
Alternative Fueled Vehicles	Sustainable Bio-energy Production
Recyclable and Bio-waste as Fuel	Solar, Wind and Bio-energy Compared
See It – Biodiesel Fuel Laboratory	See It – Outdoor Oil Seed Laboratory
Alternative Fuels Job Future	Making the Home Environmentally Friendly
	Biodiesel Mobile Laboratory Show and Tell program at your location

Outdoor Oil Seed Production Laboratory (available for tours by appointment)

XAGR3012 01 092Q

Dates: Offered 3rd Thursday of every month beginning in January 1 – 1 1/2 hrs.

Room: Shelby IT 106

Tuition: \$5 Fee: \$5 (No cost for presentations sponsored by groups, schools or organizations off campus)

Enrollment: Sign up at Continuing Education. Group, organizations and schools should contact the instructor at 903 434-8314 or jwylie@NTCC.edu to make arrangement for a presentation.

Instructor: Jim Wylie, Alternative Energy Specialist

The Truth about Biodiesel

This one hour CD slide presentation with video and audio in pdf format presents the common criticisms to using biodiesel as an alternative fuel and the rebuttals to those criticisms. This presentation is a perfect introduction to producing and using biodiesel as a replacement fuel in your diesel engines. (Available on CD only) 1 hour

CDAG3004 01 092Q

Dates: CD available at the Continuing Education Office

Tuition: \$5 Fee: \$5

Instructor: Jim Wylie, Alternative Energy Specialist

David Blume's "Alcohol Can Be a Gas" – DVD

The DVD is a companion to David Blume's acclaimed book, "Alcohol Can Be a Gas".

Topics covered: How to make alcohol from a variety of available materials for about 47 cents per gallon; How to convert your gasoline engine to E-85 or 100% alcohol for as little as \$50; How to beat oil companies by operating a community-supported energy co-op; How to get 61 cents a gallon federal ethanol tax credits refunded to you as cash; How to use small-scale alcohol production for profit and to reverse global warming; and How the American Petroleum Institute has corrupted the alcohol fuel debate.

XAGR3006 01 092Q

Dates: Tuesdays, 1/19 & 2/16 No. of classes: 2

Time: 6:30 - 8:30 p.m. Instructor: Jim Wylie

Room: Shelby IT 106 Tuition: None Fee: None (Must call Continuing Education at 903-434-8134 to enroll)

Alternative Fuels Day

This is a special event to be held in spring 2010 on campus with presentations, tours and demonstrations of alternative fuel production in the student sub and on the campus plaza. There will be no charge alternative fuel classes held that evening for students and staff.

Date: TBA - Spring 2010

Time: All Day and evening

Tuition: None Fee: None

CLASSES IN THE CLASSROOM OR ON CD

Registered students may receive some of the class on computer playable CDs as they are published. The pdf format slide presentation with audio-movie enhancement will allow students to schedule viewing the presentation at a convenient time on any computer with Adobe Reader freeware installed. The Continuing Education will provide the instructor's office hours to enrolled students for instructional assistance and consultation.

Moonshiner's Class on Alcohol Fuel

If you think that alcohol is NOT a good vehicle fuel – then this class has the real answers to the questions. Alcohol fuel is greener, cleaner, and completely renewable. Growing the right crops and making alcohol production efficient will be just one of the learning objectives of this class.

The class will reveal the value of distiller's by-product for feedstock and fertilizer. Learn how to grow alcohol crops sustainably or use feedstock for both fuel and feed. Learn the ancient art of making moonshine still and produce alcohol fuel legally. Finally, the class will pass on grandfather's tips on how to use alcohol in the vehicle to run better, with less pollution, and for more miles per gallons than petro gasoline. Recommended textbook: Alcohol Can Be a Gas, David Blume, 2007, ISBN: 9780979043789, \$55. The instructor highly recommends this textbook to any student who is serious about producing and using alcohol as a fuel. This book will replace any instructor handouts. (Enrollment: Sign up on waiting list till schedule is announced.)

XAGR3005 01 092Q

Date:	Tuesday, 2/9	No. of classes:	1
Time:	6:00 – 10:00 p.m.	Instructor:	Jim Wylie
Location:	TBA	Tuition:	\$20 Fee: \$5

Make Your Own Diesel Fuel

Topics covered: How do you make your own diesel fuel for 60 cents to a dollar a gallon?; How does biodiesel help our environment and local economy?; How to make biodiesel at home or farm with equipment that is in the trash; How to run biodiesel in your diesel engine without modifying it; and How to grow a biodiesel crop for fuel and livestock feed
This short class will be a fast paced introduction to biodiesel and if biodiesel is in your future, a first step before registering for the Continuing Education class and laboratory on making your own diesel fuel.

XAGR3008 01 092Q

Date:	Tuesday, 3/23 or 4/20	No. of classes:	1
Time:	6:30 – 7:30 p.m.	Instructor:	Jim Wylie
Location:	Shelby IT106	Tuition:	\$5 Fee: \$5

Make Your Own Diesel Fuel

Learn the biodiesel advantages as a clean renewable fuel over dwindling supplies of petroleum diesel fuel. Biodiesel can be processed from waste vegetable oil or extracted from oil seed crops in Northeast Texas. Explore the advantages of biodiesel and learn the skills necessary to process oil into biodiesel fuel. The class will provide sufficient information to choose one of the different processes to make biodiesel and prepare you for the hands-on laboratory offered separately. Prepare to be energy independent and run your personal vehicle on home brewed biodiesel when fuel prices inflate. Enrollment: Sign up on waiting list till schedule is announced.

XAGR3007 01 092Q

Date:	TBA	No. of classes:	1
Time:	TBA	Instructor:	Jim Wylie
Location:	TBA	Tuition:	\$10 Fee: \$6 (CD Workbook included)

Grow Your Own Diesel Fuel

Biodiesel can be made from recycled waste oil or extracted from oil seed crop grown on a farm. Learn in this class how to choose the best oil seed crops for your soil and how to grow it using low cost sustainable farming methods. Find out what oil seed crops make the most profitable feedstock by-products or fertilizer for high return agricultural crops. The class will unravel the mystery lowering farm costs by Making Your Own Diesel Fuel or marketing the seed crop to a processor as an income source. Enrollment: Sign up on waiting list until schedule is announced.

XAGR3009 01 092Q

Date:	TBA	No. of classes:	1
Time:	TBA	Instructor:	Jim Wylie
Location:	TBA	Tuition:	\$10 Fee: \$6.00

The Other Fuels

Throughout history there has been many fuels used in vehicles. The inventor of the internal combustion engine used alcohol as the first fuel. The inventor of the diesel engine used vegetable oil as the first diesel fuel. Biomass fuels were used during World War 1 and World War 2 to fuel cars in Germany, Europe and eastern United States. Let us explore together what renewable fuels can be used in vehicles and which ones are possibilities for us today 2 hours

Enrollment: Sign up on waiting list until schedule is announced.

XAGR3010 01 092Q

Date:	Tuesday, 2/23	No. of classes:	1
Time:	6:30-8:30 p.m.	Instructor:	Jim Wylie
Location:	TBA	Tuition:	\$10 Fee: \$5.

The Highly Profitable Small Farm

If you own five to fifty acres and suffer from income deficiency and/or recliner boredom, this class is made to cure. Consider these things:

Grow a specialty crop that returns more money per acre

Use sustainable farming practices to reduce cost of production

Grow your own fuel to save money

Use sound farm business practices to prevent failure

Add value to the production to increase sales and extend the market season

Direct marketing to reduce the middle man and increase profits

This class will give the knowledge advantage in making the small farm a livelihood and a lasting success. Learn from the instructor's experience with hundreds of small farm specialty crop operations and find the way to use today's technology with historically proven practices to become success story. Required textbook: Building a Sustainable Business, Minnesota Institute for Sustainable Agriculture, 2004, ISBN: 1-888626-07-0, \$17.95 Enrollment: Sign up on waiting list.

XAGR7004 01 092Q

Date:	TBA	No. of classes:	
Time:	TBA	Instructor:	Jim Wylie
Location:	TBA	Tuition:	\$40. Fee: \$23. (textbook included)

Alternative Fuels Laboratory

The laboratory will present to biodiesel students a demonstration of the techniques to process vegetable oil into biodiesel by the one stage method. Students will make a laboratory sample of biodiesel to take home to complete the process. Students will be shown how to titrate waste oil to determine pH correction for processing into biodiesel. . Prerequisite: Making Your Own Diesel Fuel and/or Moonshiner's Guide to Alcohol Fuel Production or by arrangement with instructor. Enrollment: Sign up on waiting list until schedule is announced.

XAGR3011 01 093Q

Date:	TBA	No. of classes:	1
Time:	TBA	Instructor:	Jim Wylie
Location:	Shelby IT106	Tuition:	\$10 Fee: \$15 (Lab manual included)

Profitable Cut-Flower Production

Cut flower production has the highest returns and is likely the most profitable horticultural enterprise you can choose. Upon completion of this course, students will be prepared to make their own business plan, select the best enterprise option, make a cost-return analysis, set up a cut flower production plan, perform a marketing survey, and select a marketing scheme. Enrollment: Sign up on waiting list until schedule is announced Required textbook: Building a Sustainable Business, Minnesota Institute for Sustainable Agriculture, 2004, ISBN: 1-888626-07-0, \$17.95

HALT1000 01 092Q

Date: TBA

No. of classes:

Time: TBA

Instructor: Jim Wylie

Location: TBA

Tuition: \$225 Fees: \$23 (textbook included)

Composting

The proper handling of organic matter is vital to growing a superb garden, lawn or flowers. Compost whether produced by nature or humans is vital to healthy and high yielding plants while improving our environment and ridding our land of waste. This class will provide you with a foundation to being a great gardener. It will explore the composting principles and an opportunity to have a hands-on experience with compost demonstrations.

XAGR1004 01 092Q

Date: Tuesday, 1/26

No. of classes: 1

Time: 6:30-8:30 p.m.

Instructor: Jim Wylie

Location: Shelby IT106

Tuition: \$10 Fee: \$5

WORKFORCE

“Mirror” classes are defined as classes which are offered by Northeast Texas Community College for college credit, but are often taken by individuals who do not desire formal college credit. The goal of these persons is to obtain the knowledge for personal enrichment or career enhancement. The tuition and fees will be equivalent to the college’s credit tuition and fee schedule. If the class is a “mirror” class, the credit class code will be shown in parenthesis beside the class code. 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.

Food Protection Management Certification OR Re-TEST

Learn the 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, developing an Integrated Pest Management (IPM) program, and HACCP and food-borne diseases. Classes meet on TWO consecutive Saturdays from 8 a.m. until 5:00 p.m. in the University and Health Sciences building, Room 154.

Tuition: \$80 Fee: \$52 (Exam fee included) Instructor is Berette Hart.

IFWA1050 01 092Q

Date: Saturdays, 1/23 & 1/30 No. of classes: 2

IFWA1050 02 092Q

Date: Saturdays, 2/13 & 2/20 No. of classes: 2

IFWA1050 03 093Q

Date: Saturdays, 3/6 & 3/13 No. of classes: 2

IFWA1050 04 093Q

Date: Saturdays, 4/10 & 4/17 No. of classes: 2

IFWA1050 05 093Q

Date: Saturdays, 5/8 & 5/15 No. of classes: 2

Electrician – Mandatory Update

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

2/8 Monday, 6:00–10:00 p.m. Main Campus BT 109 ELPT2000 02 092Q
3/8 Monday, 6:00–10:00 p.m. Main Campus TBA ELPT2000 01 093Q
4/12 Monday, 6:00–10:00 p.m. Main Campus TBA ELPT2000 02 093Q
5/10 Monday, 6:00–10:00 p.m. Main Campus TBA ELPT2000 03 093Q

Principles of Real Estate - Part 1

This class will give you an overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyance of real estate, legal descriptions, deeds encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, real estate mathematics, and at least three classroom hours of instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment.

RELE 1002 01 092Q

Dates: Tues., 1/26–4/6 (Skip 3/16) No. of classes: 10

Times: 6:00 – 9:00 p.m. Instructor: Becky White

Location: BT116 Tuition: \$149 Fee: \$15

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 (Online)

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 course will also cover other topics to help you successfully pass both the written and the practical portions of the BA exam. Call for Tuition

Paralegal Program (Online)

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 (Online)

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: \$800 Fees: \$50 (textbook \$50)

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)

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)

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)

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)

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)

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)

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)

SMALL BUSINESS DEVELOPMENT CENTER

Texas Worker's Comp Updates – 2009

Don't miss this informative class on the recent updates for Texas Worker's Comp. Topics include: An Overview of the Workers Comp System and Recent Updates/Changes
Medical, Death, Income benefits and Eligibility Requirements

Carriers Rules and Regulations Return to Work Programs
Dispute Resolution Employer's Rights and Responsibilities
Controlling Fraud-Types Enforcement and the Fraud Unit
Health, Safety and Prevention Programs/OSHCN
XSBC8001 01092Q

Date: Wednesday, 1/27 No. of classes: 1
Time: 8:30 a.m. – 4:00 p.m. Instructor: Danny Taylor
Location: Sub101 Tuition: \$84 Fee: \$15

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 092Q

Date: Tuesday, 2/23 No. of classes: 1
Time: 6:30– 8:30 p.m. Instructor: Beverly Austin,
Location: BT103 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 093Q

Date: Tuesday, 3/23 No. of classes: 1
Time: 6:30 – 8:30 p.m. Instructor: Tim Wilson
Location: BT103 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 093Q

Date: Tuesday, 4/20 No. of classes: 1
Time: 6:30 – 8:30 p.m. Instructor: Tim Wilson
Location: BT103 Tuition: \$10 Fee: \$5

CRIMINAL JUSTICE

The Northeast Police Academy is a fully accredited academy, with accreditation through Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). Qualified candidate will receive 690 hours of concentrated classroom instruction, extensive physical training, report writing, and computer basics....all during a 16 week Day Academy or a 26 week evening Academy.

This concentrated academy features highly qualified and dedicated instructors, with extensive experience in Law Enforcement and Education. The EVENING Academy will begin on January 19. Classes conducted from 5-10 p.m., Monday-Thursday and Alternate Saturdays from 8:00 a.m.-5:00 p.m. Day Academy begins March 1.

NTCC Police Academy

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and IV to satisfy the Texas Commission on Law enforcement (TCLEOSE) approved Basic Peace Officer Training Academy.

Evening Academy

CGLE 1006 81 093Q

Dates: Monday thru Friday, Alt. Saturdays (call for start date)
 Time: 5:00 p.m. - 10:00 p.m. Instructor: TBA
 Location: CJD Tuition: TBA

Day Academy

CGLE 1006 81 093Q

Dates: Mon.-Fri., 3/1-5/21 Instructor: Richard Jones
 Time: 8:00 a.m. - 5:00 p.m. Tuition: Call for tuition
 Location: Criminal Justice Building

Basic County Corrections Course (Jailer Course)

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.

CJCR1000 01 092Q

Dates: Mon. & Wed., 1/11-5/14 No. of classes: Semester long
 Times: 5:00 - 9:00 p.m. Instructor: Richard Jones
 Location: Criminal Justice Building Tuition: \$312 Fee: \$5

Basic Instructor Course

During this unit of instruction, the student will obtain a basic understanding and working knowledge of what must be done in order to complete and pass this course, and will be able to describe the current eligibility requirements for instructor certification. Topics include the adult learning process and the differences between adult and child learning. This course includes the role of the instructor, the three domains of learning, and their impact on the learning process and meets the Texas Commission on Law Enforcement (TCLEOSE 1014) requirements.

CJLE2049 01 093Q

Dates: Mon.-Fri., 4/5-4/9 No. of classes: 5
 Times: 8:00 a.m. - 5:00 p.m. Instructor: TBA
 Location: CJD Tuition: \$130 Fee: \$5

Legal Updates

A brief review of new legislation enacted by the Legislature with an emphasis on its impact on law enforcement.

Date: Tuesday, 3/30 No. of classes: 1
 Times: 8:00 a.m. - 5:00 p.m. Instructor: TBA
 Location: CJD Tuition: \$32 Fee: \$5

Firearms (Handgun and Shotgun) – Intermediate

Methods of enhancing personal and public safety and techniques for increasing officer effectiveness with firearms. Demonstrate accuracy and skill with a firearm (pistol and shotgun) during special situations; operate a firearm safely under stressful conditions; and master a specified qualification course in firearms.

CJLE2001 01 093Q

Date: Thursday, 5/6 No. of classes: 1
 Times: 8:00 a.m. - 5:00 p.m. Instructor: TBA
 Location: CJD Tuition: \$32 Fee: \$5

Report Writing – Intermediate

This course is an overview of the abilities a peace officer must utilize in formulation, writing, and presenting information and material in the law enforcement setting. Emphasis will be placed on proper methods of writing reports as well as proper interviewing procedures when questioning suspects.

CJLE2011 01 092Q

Date:	Friday, 1/8	No. of classes:	1
Times:	8:00 a.m. – 5 p.m.	Instructor:	TBA
Location:	CJD	Tuition:	\$28 Fee: \$5

Crime Scene Investigation – Intermediate

Objectives, preparations, procedures, and methods of crime scene search. Includes crime scene sketches and photographs, identification, collection, preservation of evidence, fingerprinting, and specific investigative issues.

CJLE 2032 81 093Q

Dates:	Mon.-Thurs. 4/12 – 4/15	No. of classes:	4
Time:	8 a.m. – 5:00 p.m.	Instructor:	TBA
Location:	Greenville	Tuition -	\$120.00 Fees - \$5

Mental Health Peace Officer

Presentation of the knowledge and skills necessary to become certified as a Mental Health Peace Officer. Topics include Mental Health Peace Officer duties and training, mental disorders, indicators of mental illness, understanding mental illness, handling a person in acute phase of mental illness, the law and liability issues, documentation, safety and assessment, intervention in high and low risk situations. Satisfies requirements for TCLEOSE 4001 certification as a mental health officer.

CJLE1001 81 093Q

Dates:	Monday, Tuesday, and Wednesday, 5/24 – 5/26		
Time:	8:00 a.m. – 5:00 p.m.	Instructor:	TBA
Location:	Greenville	Tuition:	\$90 Fee: \$5

Cultural Diversity

Study of the relationship between cultural awareness and the police profession. Topics include cultural heritage, workforce diversity, human rights/discrimination, communication, benefits of valuing diversity, and effective cultural contacts. This course meets requirements of TCLEOSE course #3939 and partial fulfillment of the requirements of 415.034 Texas Government Code. Officer must have 3 years experience to qualify.

CJLE 1020 81 093Q

Dates:	Tuesday, 3/16	No. of classes:	1
Time:	8:00 am- 5:00 p.m.	Instructor:	TBA
Location:	Greenville	Tuition:	\$32 Fees: \$5 OR

CJLE1020 41 093Q

Dates:	Friday, 5/14	No. of classes:	1
Time:	8:00 a.m. – 5:00 p.m.	Instructor:	TBA
Location:	New Boston	Tuition:	\$32 Fee: \$5

Family Violence

The Texas Family Code, especially those sections involving the parent-child relationship, reporting child abuse, consent to medical treatment of a minor, the general provisions of Title 3, and officer/juvenile/parent interaction.

CJLE 2014 40 093Q

Dates:	Tuesday, 4/27	No. of classes:	1
Time:	8:00 a.m. – 5:00 p.m.	Instructor:	TBA
Location:	New Boston	Tuition:	\$32 Fee: \$5

Sexual Assault

General principles of conducting a sexual assault investigation including proper evidence handling. List the investigative steps in assault cases; list the steps taken by the initial officer at the crime scene; describe interviewing techniques; list the steps taken at the hospital for evidence collection; and list the steps necessary for proper evidence handling.

CJLE1041 01 093Q

Date:	Tuesday, 5/4	No. of classes:	1
Time:	8:00 a.m. – 5:00 p.m.	Instructor:	TBA
Location:	Greenville	Tuition:	\$32 Fee: \$5

Civil Process Law

Critical study of civil law, civil process, and civil liability of the peace officer to include the major difference between the application of civil law and criminal law. This course meets the Texas Commission on Law enforcement (TCLEOSE) Course 3111, 24 hour requirement for peace officers in Texas.

CJSA 1006 41 093Q

Dates:	Tues., Wed., Thurs., 5/11–13	No. of classes:	3
Time:	8:00 a.m. - 5 p.m.	Instructor:	TBA
Location:	New Boston	Tuition:	\$75.00 Fee: \$5.00

Crisis Intervention – Intermediate

The purpose of the Intermediate Crisis Intervention Training course is to educate law enforcement officers about issues pertaining to crisis intervention techniques, especially in communicating with persons with a mental illness. Crisis intervention training techniques, mental health awareness, legal and liability issues, as well as referral resources will be discussed. An additional component relating crisis intervention training to general crisis situations is also included in this instructor outline. This course meets the Texas Commission on Law Enforcement (TCLEOSE) Course 3841, 16 hour requirement for peace officers in Texas.

CJSA 2000 81 092Q

Dates:	Mon. & Tues., 1/18-19	No. of classes:	2
Times:	8:00 a.m. – 5:00 p.m.	Instructor:	TBA
Location:	Greenville	Tuition:	\$60 Fee: \$5

Or

CJSA 2000 81 092Q

Dates:	Tues. & Wed., 2/9 -10	No. of classes:	2
Times:	8:00 a.m. – 5:00 p.m.	Instructor:	TBA
Location:	Pittsburg	Tuition:	\$60 Fee: \$5

Or

CJSA 2000 41 093Q

Dates:	Tues. & Wed., 5/25–26	No. of classes:	2
Times:	8:00 a.m. – 5:00 p.m.	Instructor:	TBA
Location:	New Boston	Tuition:	\$60 Fee: \$5

Have an idea for a class? Give us a call at 903-434-8134.

ADULT EDUCATION

The Adult Education Department at Northeast Texas Community College will be offering free General Education Development (GED) and English as a Second Language (ESL) around the area beginning in January and February. Students interested in attending classes must enroll in a 12-hour orientation. The NTCC Adult Education Department is a division of the department of Outreach Services at NTCC.

New Student Orientation January 18-21 - Classes are scheduled from January 25 to May 6
For more information call: Adult Education Department 903-434-8252
Adult Basic Education/General Education Development (GED) Courses offered at the locations and times below.

Clarksville High School 5-8 p.m. M, R Instructor: Chris Carroll 427-3891

Franklin Co. Library 4 - 7 p.m. Instructor: Jean Shelby 537-4916

Hanson-Sewell Center 5 - 8 p.m. MW Christina Jones 855-1441

Lone Star Elementary 5 - 8 p.m. TR Nina Johnson 434-8252

Mt. Pleasant Community 8 a.m. - 12 noon MTWR Kathryn Burns 575-2130

Naples/Omaha 5:30 - 8:30 p.m. MW Verna Moos 897-2935

Winnsboro High School 5:30 - 8:30 p.m. TR Cassandra Bland 342-3641

English as a Second Language (ESL) Courses

Hanson-Sewell Center 5 - 8 p.m. MW Terraysa Allen 855-1441

Mt. Pleasant Community 8 a.m. - 12 noon MTWR Kathryn Burns 575-2130

Adult Education Center 6 - 8 p.m. MTWR

Mt. Vernon ISD 5 - 8 p.m. TR Kathie Thompson 537-2546

Pilgrim's Pride Corporation 1:30 - 5:00 p.m. TR Carolyn Pope 575-2130

Winfield ISD TBA Daisy Bates 524-2221

Note: Class days and times are subject to change. For exact registration and orientation schedule, please contact the Adult Education office at 903-434-8252 or 903-434-8251.



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. 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.

Six to eight week courses. 12 lessons. 24 hours of instruction. \$99 - \$119 per course. Register for courses in the following categories:

Business & Finance

Liberal Arts & Humanities Writing

Computer / Business Application Graphic Arts

Health & Human Services IT Professional

Languages Personal Development

Professional & Career Development* Test Preparation

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 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 the website at 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. All of the Education To Go On-line Courses have the same start and end dates as well as the same orientation/registration deadlines. The courses are offered monthly. Please be sure you do

your on-line orientation and register and pay for your course prior to the orientation and registration deadline or else you will have to register for the next month's course offering.

You may also register for Ed2Go classes with our Registration Office by calling 903-434-8134

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 may enroll at their local colleges to access courses provided by other colleges that participate in VCT. The following courses are available through VCT at Northeast Texas Community College. Student must contact Continuing Education to register, call 903-434-8123 or 903-434-8134.

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.

INSR1001 Instructor: Jerry Cannon

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 Instructor: Jerry Cannon

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 Instructor: Jerry Cannon

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.

INSR1042 Instructor: Al Piper

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.

INSR1044 Instructor: David Hostler

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 Instructor: David Hostler

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.

INSR1053 Instructor: David Hostler

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 Instructor: Al Piper

Workers Comp/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.

INSR2004 Instructor: Al Piper

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

INSR2013 Instructor: Al Piper

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 Instructor: David Hostler – Call for dates and tuition.

Real Estate Principles 1

This course provides an overview of licensing as a real estate broker and sales person, ethics of practice, titles to and conveyance of real estate, legal descriptions, law agency, deeds, encumbrances and liens, distinctions between personal and real property, real estate mathematics and also includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment.

RELE1002 - Instructor: Cynthia Summers - Tuition & Fees: \$180 Dates: 1/19 – 3/8

Real Estate Principles 2

This is a continuing overview of licensing as a broker or salesperson in Texas. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics.

RELE1039 - Instructor: Charlotte Goeters - Tuition & Fees: \$180 Dates: 3/22 – 5/10

Laws of Agency

This is a study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of agency. The Texas Real Estate Commission requires this course for new salesperson applicants.

RELE2002 - Instructor: Cynthia Summers - Tuition & Fees: \$170 Dates: 2/1 – 3/8

Law Contracts

This class will cover the elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms, and owner disclosure requirements.

RELE1012 - Instructor: Charlotte Goeters - Tuition & Fees: \$170 Dates: 3/29 – 5/10

Real Estate Finance

Learn the characteristics of real estate investments. Includes techniques of investment analysis, time-valued money, discounted and non-discounted investment criteria, leverage, tax shelters, depreciation, and applications to property tax.

RELE1008 - Instructor: Joe Goeters - Tuition & Fees: \$170 Dates: TBA

PROFESSIONAL EDUCATION AND ALLIED HEALTH

Contact Lisa York, Allied Health Specialist at 903-434-8288 - or email at lyork@ntcc.edu for more information

CPR for Health Care Providers

Basic Cardiac Life Support (BCLS) - Open to health professionals only (or those in training for a health care field), this eight-hour course is designed to give instruction in lifesaving skills of respiratory (choking and near drowning) and cardiac emergencies involving adults, children, and infants. It teaches one- and two-rescuer CPR and airway management for adults, children, and infants. This course includes information on using equipment not readily available to the general public. Course satisfies requirements of the American Heart Association. Certification is awarded for two years. Class size is limited: pre-registration with payment is required. Suggestion: Bring a sack lunch.

Instructor: Casey Sanders

Section Date Day Room Time Tuition/fees

EMSP1019.10 CPR-HCP 2/6/10 Sat UHS 243 8-5 \$50.00

EMSP1019.11 CPR-HCP 3/6/10 Sat UHS 243 8-5 \$50.00

EMSP1019.12 CPR-HCP 4/10/10 Sat UHS 243 8-5 \$50.00

EMSP1019.13 CPR-HCP 6/12/10 Sat UHS 243 8-5 \$50.00

Heartsaver – First Aid with CPR - AED

This eight-hour course covers treatment for injured and ill persons. The student will discuss and demonstrate assessment and management of injured and/or ill persons as recommended by the American Red Cross or National Safety Council. Certification is awarded for three years. Class size is limited: pre-registration with payment is required. Prerequisites: Must be at least 13 years old. Suggestion: Bring a sack lunch.

EMSP1021.10 4/24/09 Sat UHS243 8-5 \$30.00 Instructor: Casey Sanders

Insurance Coding

This 48-hour course provides skills and knowledge in the medical records field for CPT and ICD-9-CM Coding for the reimbursement of medical services. It is designed to teach students to identify different nomenclatures and classification systems and assign codes using appropriate rules, principles, guidelines and conventions. Text book is not included in tuition/fees cost. Prerequisites: High school diploma or GED and Medical Terminology.

HITT1013.10 2/2 – 5/25/10 T BT 110 5:30-8:30 PM \$140.00 Instructor: Evelyn Simon

Medical Insurance

This 48-hour course is a survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations and ethical issues. Upon completion of this course, students will be able to accurately bill patients and insurance carriers for visits and procedures and produce accurate insurance claim forms. Cost does not include textbooks.

POFM1027.10 1/19 -5/4/10 T/R BT113 1 – 2:20 PM \$207.00 Instructor: TBA

Medical Transcription

This 48-hour class will cover the fundamentals of medical transcription with hands-on experience in transcribing actual physician dictation. It will include basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. This course also utilizes transcribing and information processing equipment compatible with industry standards and is designed to develop speed and accuracy. Cost does not include textbooks. Pre-requisite: Medical Terminology.

MRMT1007.10 1/20-5/5/10 M/W BT113 11:00-12:20 \$207.00 Instructor: Karen Andrews
OR

MRMT1007.11 1/20 -5/5/10 W BT113 6 – 9 PM \$207.00 Instructor: TBA

Medical Aide Update

This seven-hour course fulfills the annual education renewal requirements for the Certified Medication Aide according to Texas Department of Health standards. Topics include review and update of medication aide training rules, medication administration, and related responsibilities. All study materials are provided. Pre-registration with payment is required; bring your Medication Aide permit number to class. (Children are not permitted in class because of course content.) Suggestion: Bring a sack lunch.

NURA1041.10 2/20/10 Sat IT 120 8-4 \$35.00

NURA1041.11 4/10/10 Sat IT 120 8-4 \$35.00

Instructor: TBA

PROFESSIONAL PROGRAMS

The following prerequisites are limited to the Certified Nurse Aid, Medication Aid, and Phlebotomy programs.

Completed application with required documentation for each program

Proof of current CPR for Healthcare Providers certification (certification is good for two years)

Submission of High School Diploma or GED certificate

Submission of college transcript with testing scores or submission of TABE test scores (TABE test is available in the Academic Skills Center. It is the responsibility of the student to contact the ASC to set up testing. Copy of Drivers License and Social Security Card required.

Must present Copy of immunization record with all boosters up to date. If you are pregnant or have a medical condition, seek the advice of your health care provider before receiving any booster shots.

Current TB test (tests are good for one year). Students must have chest x-ray if TB result is positive. If you are pregnant or have a medical condition, seek the advice of your health care provider before having a TB test.

Physical form completed by Health Care Provider (for Phlebotomy Program only – physical form included in application packet) Applicants must submit proof from a licensed Health Care Provider of Hepatitis B injections. ** Admittance is allowed if student will complete the 2nd Hepatitis B injection by the first class day. Completion of the series of 3 injections is recommended; however, if you are pregnant or have a medical condition, seek the advice of your health care provider before beginning the Hepatitis B vaccine.

Any other information required is specified in each individual application packet.

Certified Nurse Aide (CNA)

This 80-hour course prepares entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include residents' rights, communication, safety, observation, reporting, and assisting residents in maintaining basic comfort and safety. Emphasis is placed on effective interaction with members of the health care team. Upon successful completion of the course, students will be eligible to sit for the Texas registry examination. Certification as a nurse aide will also enable the student to work

as a home health aide. Pre-Application is required. Contact Lisa York at 903-434-8288 for more information on how to apply to the program.

NURA1001.10 1/26 – 3/30/10 T R UHS 221 5-9 PM \$325.00

NURA1001.11 6/1 – 7/27/10 T R UHS 221 5-9 PM \$325.00

Instructor: Darlene Maloney, RN

Medication Administration for Nurse Aides

This 144-hour course provides instruction in preparation and administration of designated medications by non-licensed nursing personnel employed in licensed health care agencies. It also teaches the responsibilities associated with such administration. Pre-Application is required. Contact Lisa York at 903-434-8288 for more information on how to apply to the program.

NURA 1013.10 2/1 – 4/29/09 MTR UHS 222 5-9 PM \$350.00 Instructor: TBA

Phlebotomy Program

The Phlebotomy Program at Northeast Texas Community College is a course series designed to prepare students to take the national certification test with the American Society of Phlebotomy Technicians (ASPT). The Phlebotomy program is offered in the spring of each year with the application process beginning in August through October. Phlebotomists typically work in hospitals, commercial laboratories, physician's offices, blood banks, pharmaceutical firms, home health agencies, research institutions, hospices, public health clinics, prisons, and visit patient's homes. Pre-Application is required. Cost of each course is tuition/fees only. Textbooks and supplies are an additional cost.

Basic Phlebotomy

This 16-hour course will cover theoretical and practical aspects of specimen collections for clinical laboratories. Topics include professionalism, ethics, medical terminology, related anatomy, physiology, and utilization of laboratory equipment. Prerequisites: High school diploma or GED; TABE assessment scores of basic reading, writing, and math skills; completion of 24 hours of medical terminology. Course is a prerequisite for Certification Phlebotomy.

PLAB1023.10 2/16 -2/25/10T R UHS221 6-10 \$50.00 Certification

Phlebotomy

This 70-hour course is approved by the American Society of Phlebotomy Technicians (ASPT) and covers the theoretical and practical aspects of specimen collections for clinical laboratories. Topics include professionalism, ethics, medical terminology, related anatomy, physiology, and utilization of laboratory equipment. Extensive clinical assignments required. Days and times listed are classroom hours only for lecture (50 hours) and lab (20 hours). Prerequisites: Medical Terminology and Basic Phlebotomy.

PLAB1023.11 3/2 -6/1/10 T R UHS221 6-9 \$219.50

Clinical Phlebotomy

This 90- hour course is required by the American Society of Phlebotomy Technicians (ASPT) as part of the Certification Phlebotomy course. It covers basic work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by a clinical professional (preceptor) in a clinical setting. Pre-requisite: Medical Terminology, Basic Phlebotomy, and Certification Phlebotomy.

PLAB1060.10 CLIN. PHLEB 3/2 -6/1/10 T R \$180.00

2010 NTCC Firefighter Academy

This training program provides students with knowledge and skills in firefighting safety. Topics include Texas Commission on Fire Protection Rules and Regulations, firefighter safety, fire science, personal protective equipment, self-contained breathing apparatus, and fire reports and records. Northeast Texas Community College is approved by the Texas Commission on Fire Protection to provide fire-fighter training. The course is 500 hours. The student will discuss core fire subjects, demonstrate the use of self contained breathing apparatus, explain and identify fire service reports and records; relate fire service subject matter to firefighting safety and survival. Contact Lisa York for more information at 903-434-8288.

Class will meet on Monday/Wednesday evenings from 6 to 10 PM and every other Saturday from 8 AM to 5 PM.

Tuition: \$1,420 (tuition & fees covers drug screen and state exam. Text book and supplies are extra). Instructor: Larry McRae

FIRS1001.10 Firefighter Academy I 1/25/10 - 3/10/10 MW/alt. Sat MPFS 6-10

FIRS1007.10 Firefighter Academy II 3/15/10 -11/20/10 MW/alt. Sat MPFS 6-10

FIRS1013.10 Firefighter Academy III 3/15/10 -11/20/10 MW/alt. Sat MPFS 6-10

FIRS1019.10 Firefighter Academy IV 3/15/10 -11/20/10 MW/alt. Sat MPFS 6-10

FIRS1023.10 Firefighter Academy V 3/15/10 -11/20/10 MW/alt. Sat MPFS 6-10

FIRS1029.10 Firefighter Academy VI 3/15/10 -11/20/10 MW/alt. Sat MPFS 6-10

FIRS1033.10 Firefighter Academy VII 3/15/10 -11/20/10 MW/alt. Sat MPFS 6-10

** Course is taught at the City of Mount Pleasant Central Station

Emergency Medical Services

The Northeast Texas Community College Emergency Medical Services Department regularly offers a program of in-service training for emergency services personnel that meet the requirements of the Texas Department of Health. Specialty course (including updates) are scheduled periodically or on request when there are enough participants to warrant training in a particular skill. Additionally, First Aid/CPR courses (safety training) are available on site for business and industry on a contract training basis. For more information on any of these courses, or if you would like to schedule a class, contact Mr. Lonnie Tarrant, Director of Emergency Medical Services at 903-434-8161 or Lisa York, Allied Health Specialist at 903-434-8367.

REGISTER TODAY

We offer registration that is as flexible as your active lifestyle! IN PERSON - Come to the Continuing Education Department at Northeast Texas in BT111. If you wish to enroll in Allied Health/Professional Development or the Firefighter Academy courses go to the University and Health Science Bldg, Rm 212

Office hours: Monday through Thursday - 8:00 a.m. - 6:00 p.m., Fridays 8:00 a.m.- 12:00 Noon.

Register 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

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 or 903-434-8367 for Allied Health/Professional Development/
Fire Academy



Historic Boston Tour
May 22-26

Come walk the Freedom Trail. Visit Harvard Yard. View Cambridge Common where Washington took control of the Continental Army. Drive along "Tory Row" past the home of Henry Wadsworth Longfellow. Follow the route of Paul Revere as he warned the countryside, "The British are Coming!" See the Old North Church, the site of the Boston Tea Party, Faneuil Hall and the JFK library and museum. Stand on Lexington Green, where Captain Jonathan Parker and 77 Minutemen stood their ground against 700 of England's finest regulars. An exciting opportunity! \$1100 single/\$1500 double. Breakfast included. Travel study trip can be taken for college credit, HIST or GOVT. Those wishing to participate without receiving college credit may do so through Continuing Education. Call 903-434-8134 for more information.

For more information on this travel study course being offered by Northeast Texas Community College please contact:
 Rex Allen at 903.434.8235 or

Historic Boston Tour

Visit Harvard Yard, view Cambridge Common where Washington took control of the Continental Army Drive along "Tory Row" past the home of Henry Wadsworth Longfellow. Follow the route of Paul Revere as he warned the countryside, "The British are Coming!" Walk the Freedom Trail. See the Old North Church, the site of the Boston Tea Party, Faneuil Hall and the JFK library and museum. Stand on Lexington Green, where Captain Jonathan Parker and 77 Minutemen stood their ground against 700 of England's finest regulars. An exciting opportunity! First informational meeting will be held on February 4 at 12:30 in H107. For more information, contact: Rex Allen at 903-434-8235 or rallen@ntcc.edu. Student may enroll in this class for college credit OR those wanting to participate for fun, enroll through Continuing Education.

Dates: May 22-26 (Sat, Sun, Mon, Tues, Wed)

Time: Five days and four nights

Location: Boston, MA

Instructors: Rex Allen and Carrie Pritchett

Tuition: \$90 Fees: \$117 (plus travel costs)

Hotel & Flight: \$1100 double occupancy/\$1500 single occupancy, Breakfast provided.

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, college guides, newspapers, and our own college/university communities, to describe the racial/ethnic backgrounds of our students and employees. In order to respond to these request, we ask you to answer the following two question:

1. 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

2. 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.

Class Schedule Worksheet

Course # / Title	Time	Days	Room	Instructor

Summer 2010 Kids Camp, a "Galactic Adventure will feature
 Cosmic Science
 Robotic Technology
 Solar Eclipse Math
 Simulator Social Studies
 Space Shuttle Sports and more.
 Five, Four, Three, Two, One,

BLAST OFF!

SUMMER 2010 - KIDS COLLEGE CAMP “Galactic Adventure”

JUNE 21 – JULY 1 (Monday - Thursday)

NTCC’s summer program is designed to build character through a broad range of activities and exceptional instruction. We encourage kids and teens to apply their talents, identify new interests, develop caring friendships, and build confidence in their ability to succeed.

Sign up before May 25th and your child will receive a free t-shirt at College Camp! The Camp Schedule is being created. If you or your child would like to suggest a class, please call us at 903-434-8123. Examples of classes being considered;

Junior Fire and Police Academies

Moolah Matters

Cool Cooking

Hip Hop Till You Drop and Dance, Dance, Revolution

Mad Scientist

Hoops or Soccer or Tennis

Hollywood Dreams

Doodles and Dandies

Music (piano keyboard)

Computer keyboarding

Cheer

NTCC Idol

Mad Scientist

Take Your Best Shot

Robotics (student 10-14 ONLY)

Babysitting Workshop – Ages 13 & UP

Money Magic

Registration Form

Northeast Texas Community College

COLLEGE CAMP 2009 June 15 – 25 (M-Th)

Student Name _____ Social Security Number _____

Last First MI

Address _____ Birth date _____

Street or Box Number

Age _____ Gender _____

City St Zip

Telephone 095 _____ 10/12 _____ 14/16 _____ Adult: S M L XL (Circle one)

Parent Name _____ Employer _____

Phone: _____

Home Work Cell

Class Name	Course Number	Course Title	Location	Tuition	Supply Fee
Total \$					

Parent Signature _____

Continuing Education Signature _____

Point of Payment _____

MEDICAL AND SAFETY INFORMATION

Please provide information for the student named above.

Doctor's Name _____ Phone _____

Current Medications, if any _____

Chronic Medical Conditions or Allergies _____

If I cannot be reached in a medical emergency, I give permission to person(s) listed below to pick up this student:

Name _____ Phone _____

Name _____ Phone _____

I have discussed inappropriate behavior with my child and am aware inappropriate behavior or discipline problems will result in dismissal from the program.

Permission is granted for photos that may be taken of my child(ren) to be used for marketing purposes.

Northeast Texas Community College is not responsible for any personal items my child (ren) may bring to class. I have read and agree with the statements above.

Parent/Guardian Signature _____

email: address _____



The Skills Development Fund is Texas' premier job-training program providing training dollars for Texas businesses and workers. Administered by the Texas Workforce Commission, success is achieved through

collaboration among businesses, public Community and Technical colleges, Local Workforce Development Boards and economic development partners.

For the next two fiscal years (September 1, 2009 – August 31, 2011), TWC has \$90 million in Skills Development Funds to support high quality, customized job training projects across the state. Grants for a single business may be limited to \$500,000.

How does it work?

A business, consortium of businesses, or trade union identifies a training need, and then partners with a public Community or Technical college to fill its specific needs. Businesses work with college partners to submit proposals, develop curricula and conduct training. The Skills Development Fund pays for the training, the college administers the grant, and businesses create new jobs and improve the skills of their current workers.

How does TWC help?

TWC provides access to a team of highly skilled professionals who provide technical assistance, at no charge, to help streamline the development of projects and proposals. Our team is available to work directly with employers, colleges, Local Workforce Development Boards and economic development partners throughout the life of the project to ensure employers are getting the training their workers need.

The Workforce Business Services Outreach & Customer Support Team will: Provide technical assistance Advise and assist partners with developing quality proposals Review "draft" proposals prior to formal submission.

Employers — it starts with collaboration and commitment!

As a Texas employer, you are the focus of the Skills Development Fund. As an employer, you provide two things — a desire to collaborate with the other partners involved with the project and the commitment to see the project through to completion.

Along with the identification of your training needs and the number of employees to be trained, there is also a requirement for specific information about your business. The specific items required from the participating employers have been identified in the Private Partner Information Form below. This form is a required component of a complete proposal submission.

A private business, business consortium, or trade union in need of workforce training and funding assistance can rely on an experienced network of partners for guidance along the Skills Development Fund path. These additional project partners are the Community or Technical College, the Local Workforce Development Board, and the Workforce Business Services Outreach & Customer Support team.

Together, under the Skills Development Fund program, businesses gain a more highly trained workforce, workers upgrade their skills, and the Texas economy is strengthened.

Call Judy Jackson, Director of Continuing Education and Corporate Training to explore how the TWC Skills Development Fund can assist with your training needs.

Please contact Continuing Education and Corporate Training at 903-434-8366 or www.ntcc.edu/continuinged or Workforce Business Services Outreach & Customer Support team today toll-free at (877) 463-1777 or Skills@twc.state.tx.us to discuss your project.