FEBRUARY 2012 CE OFFERINGS

The Continuing Education Department at Northeast Texas Community College offers a variety of learning opportunities for members of the community. From personal enrichment classes to training for a new career, there are many non-credit options to choose from. The following courses will be offered through the Continuing Education department beginning in February 2012.

**Advanced Digital Photography:** You’ve mastered the basics of your digital camera and now you are ready to take your photography to the next level. This 6-week class is recommended for those who want to broaden their skills with an SLR digital camera. Thursday evenings from 7:30-9:00 pm beginning February 9. BT Building Room 115. Tuition/Fees $50.00 Instructor: Jeremy Weber

**Basic Firearm Safety:** Recommended for the novice or one without recent experience with handguns and/or for those planning to enroll in a Concealed Handgun License class. Learn how to choose, inspect, and maintain the different type handguns. This course will help expand your skills and attitude necessary to own and use a specific handgun safely. Thursday, February 9, from 6:00-10:00 pm. BT Building Room 103. Tuition/Fees $45.00 Instructor: Boake Slape

**Insurance Coding:** Interested in an introductory course to medical insurance coding? This course provides skills and knowledge in the medical records field for CPT and ICD-9-CM coding for the reimbursement of medical services. Students will learn to identify different nomenclatures and classification systems to assign codes using appropriate rules, principles, guidelines, and conventions. Tuesday evenings from 5:30-8:30 pm beginning February 21. BT Building Room 110. Tuition/Fees $150.00 Instructor: Evelyn Simon

**Intermediate Excel Spreadsheet:** This 3-week class offers a complete survey of Microsoft Excel intermediate skills. Topics covered include charting, working with large worksheets, adding graphics, using templates, and more. Thursday evenings from 6:00-9:00 pm beginning February 16. Industrial Technology Training Center in Mt. Pleasant. Tuition/Fees $60.00 Instructor: Linsey Harwell

**Medication Aide Update:** This 7-hour class is designed provide new and updated guidelines for those working as a Medication Aide in the healthcare profession. 8:00am-4:00pm on Saturday, February 11. IT Building, Room 120. Tuition/Fees $35.00 Instructor: Donna Butler.

**Concealed Handgun License:** Learn basic firearm safety, Texas concealed handgun laws, choosing a weapon and holster, and shoot/don’t shoot scenarios. 8:00 am-7:00 pm on Saturday, February 11, at the Criminal Justice Center. 1:00-7:00 pm for recertification. Tuition/Fees for Certification $120.00; Recertification $70.00 Instructor: Boake Slape

**CPR for Healthcare Provider:** This 8-hour class is designed to provide basic CPR certification for healthcare professionals or students who plan to pursue a healthcare occupation. The class will include learning how to recognize several life-threatening emergencies, how to provide CPR to victims of all ages, and how to use an AED. 8:00 am-5:00 pm on Saturday, February 18. UHS Building Room 243 Tuition/Fees $50.00 Instructor: Casey Sanders

**Electrician Mandatory Update:** This course provides a review of the latest edition of the National Electrical Code including notable code revision as well as electrical licensing requirements and state laws and rules that regulate the conduct of licensed electricians. This course is required to be completed every year prior to license renewal. 6:00-10:00 pm on Monday, February 13, at the Industrial Technology Training Center in Mt. Pleasant. Tuition/Fees $55.00 Instructor: Earl Hale

**Fueling For Independence:** This distance learning DVD is a comprehensive alternative fuels course that delivers instruction for production and processing of biofuels at home, on the farm, or in a small business
environment for less than $1.60 per gallon. Know Texas Independence – gather and grow – make your own fuel! Tuition/Fees $35.00  Instructor: Jim Wylie

**Photoshop for Photographers**: You love taking pictures; now you want to learn how to use your digital photos in Photoshop to create, manipulate, and prepare creative images for print or web design. Enroll in this Photoshop for Photographers class and revel in your pictures. This 6-week class meets on Thursday evenings from 6:00-7:30 pm in the Learning Resource Center Room 107. Tuition/Fees $50.00  Instructor: Jeremy Weber

**Self Defense for Women**: Are you prepared to defend yourself if the need arises? Don’t wait to become a victim. Enroll in this class and learn some basic techniques of self defense. 6:00-10:00 pm on Tuesday, February 7, Business & Technology Building Room 103. Tuition/Fees $45.00  Instructor: Boake Slape

**On-Line: Education To Go (ED2GO)**: Too busy to take time to attend class? Want to learn a skill in six weeks? 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 twelve lessons. The lessons are supplemented by interactive quizzes, assignments, tutorials, and online discussion areas. All material 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. For more information about ED2GO classes, contact the Continuing Education department at 903-434-8134 or visit [http://www.ed2go.com/](http://www.ed2go.com/).

**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; however, mirror classes do not require formal enrollment in the college. If you are interested in “mirroring” a credit class, contact the Continuing Education department at 903-434-8134.

Classes are continuously being planned for the semester and will be added month-to-month. Suggestions for new courses are always appreciated. To register for any Continuing Education Class or for more information, please call 903-434-8134 or stop by the CE office in BT 111.