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

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

"MIRROR” Classes
Selected Continuing Education (CE) classes are offered as mirror courses to NTCC’s academic classes. Spring semester classes begin January 18, 2011. If you see a class offered in the credit schedule 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. Mirror class tuition and fees show the costs for residents of Camp, Morris, and Titus Counties.

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 103Q
Dates: Thrusdays, 3/24 – 4/7
No of classes: 3
Time: 6:00 – 9:00 p.m.
Instructor: Beth Biggerstaff
Location: Hanson Sewell Center
Tuition: $45, Fees: $15

CULINARY ARTS
Cooking II with Chef Reeves
Armed with the skills Chef Reeves has taught you, he will now take your cooking skills to the next level. Invite a friend to enroll and enjoy this class together!

XCHF1001 61 102Q
Dates: Tuesdays, 4/5 – 4/2
No. of classes: 4
Time: 6:00-9:00 p.m.
Instructor: Chef Reeves
Location: Hanson Sewell Center
Tuition: $59 Fee: $29

Cake Decorating Fondant & Gum Paste
Students will learn and practice principles of decorating equipment for fondant & gum paste asses.

XCHF2004 61 103Q
Dates: Wednesday, 4/6 – 4/27
No. of classes: 4
Time: 6:30 – 8:30 p.m.
Location: Hanson Sewell Center
Tuition: $45 Fee: $10 Supplies Extra

Confirm your class has made before you drive - 903-434-8134 or 903-855-1441(Pittsburg).

LEISURE LEARNING

America’s Constitution – What you always wanted to know but was afraid to ask!
NTCC’s Government Professor, Rex Allen, will bring the constitution to life as we learn and discuss the past, present and future of this important document.

XHIS1001 02 102Q
Date Tuesdays, 4/5-5/3
No. of classes: 5
Time: 6:00 – 7:30 p.m.
Instructor: Rex Allen
Location: Luminant Office Bldg. – 2007 N. Madison Ave. – Mt. Pleasant Square
Tuition: $20 Fee: $10

Firearm Safety
This class is designed to provide tips, tools, and training necessary to handle your firearm safely. How to choose, inspect and maintain your handgun will be covered. This class is recommended for those preparing for the Concealed Handgun Certification class.

XSAF4013 01 103Q
Date: Thursday, 6/9
No. of Classes: 1
Time: 6:00 p.m. – 8:30 p.m.
Location: CJC108
Tuition: $25

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 04 104Q
Date: Thurs., Fri., 6/16, 17 & 18
No. of Classes: 3
Time: 6:00 p.m. – 10:00 p.m. Thurs & Friday AND 8:00 a.m. – Noon on Saturday
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 02 104Q
Date: Fri., 6/17 & 18
No. of Classes: 2
Time: 6:00 p.m. – 10:00 p.m. Friday AND 8:00 a.m. – Noon on Saturday
Location: CJC108
Tuition: $50 Fee: $25

AGRICULTURE

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 102Q
Dates: Thursday, 4/14
No. of classes: 1
Growing/Caring/Problem Solving in the Garden

Now that your crops are in the ground, learn about weed control, pest control, when to harvest and other issues you face.

XAGR1005 03 103Q
Dates: Saturday, 04/02
Time: 9:00 – 12:00 p.m.
Instructor: Dr. Charlie Apter

Seeds or Plants for Your Garden

Determine which plants to sow directly into the garden and which to start in the greenhouse/hot house/high tunnel/cold frame.

XAGR1005 02 103Q
Dates: Saturday, 03/05
Time: 9:00 – 12:00 p.m.
Instructor: Dr. Charlie Apter

Growing Vegetables Hydroponically

XAGR7002 0101Q
Tuition: $29
Instructor: Chris Oefinger

Hummingbird Havens

Few sights are as thrilling as watching a hummingbird feed, as it busily zips and zings through your yard. Its tiny wings beat so quickly, they become an indistinguishable blur, yet we all want to see more hummingbirds in our garden. This 2-hour class will help you learn how to attract hummers to your yard. You'll learn what flowers attract them, how to use feeders and what kind of support hummingbirds need.

Dates: Thursday, 4/21
Time: 6:00 – 8:00 p.m.
Instructor: Belinda McLaughlin
Location: AGC
Tuition: $15 Fee: $5

Gardening with Southern Heirlooms

Cherished by our grandmothers for their beauty and hardiness, Southern heirloom plants grace gardens large and small with their timeless elegance. Lovingly passed down from generation to generation, they have become a living legacy to be treasured. This is a 3-hour workshop on our hardy Southern heirlooms. It includes a lecture with cultivation information and beautiful, inspiring color slides, along with a demonstration on how to propagate a number of these heirlooms.

Dates: Monday, 5/02
Time: 9:00 a.m. – 12:00 p.m.
Instructor: Belinda McLaughlin
Location: AGC
Tuition: $10 Fee: $5

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. Instructor 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

XAGR3001 01 103Q
Dates: Thursday, 3/31
Time: 9:00 – 1:00 p.m.
Instructor: Belinda McLaughlin
Location: AGC
Tuition: $15 Fee: $5

Water Gardens 101: Growing Vegetables Hydroponically

XAGR7002 01 103Q
Dates: Call for date
Time: 2:00 – 5:00 p.m.
Instructor: Chris Oefinger
Location: AGC
Tuition: $29

Gardening 101: Small Scale Vegetable Gardening

Want to grow your own vegetables but don’t have the space or expertise? Then this class is for you, a series designed for beginners or those with more experience. Presented in four sessions, select those sessions that suit your needs. The first session will provide the tools to create a garden plan. From garden layout, other practical topics will be covered such as to when to sow, soil types and watering, growing transplants vs. direct sowing, how to know when to harvest, and how to preserve your bounty. Learn each step to grow a bountiful supply of herbs and vegetables. Turn this experience into a family event or garden with your friends.

XAGR1005 01 102Q
Dates: Saturday, 02/19
Time: 9:00 – 12:00 p.m.
Instructor: Dr. Charlie Apter
Location: AGC
Tuition: $15 Fee: $10

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.

XAGR3002 01 103Q
Dates: Saturday, 04/02
Time: 1:00 – 5:00 p.m.
Instructor: Belinda McLaughlin
Location: AGC
Tuition: $15 Fee: $5

Hummingbird Havens

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Tuition: $10 Fee: $5

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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. Instructor 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

XAGR3001 01 103Q
Dates: Thursday, 3/31
Time: 9:00 – 1:00 p.m.
Instructor: Belinda McLaughlin
Location: AGC
Tuition: $15 Fee: $5

Water Gardens 101: Growing Vegetables Hydroponically

XAGR7002 01 103Q
Dates: Call for date
Time: 2:00 – 5:00 p.m.
Instructor: Chris Oefinger
Location: AGC
Tuition: $29

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XAGR1005 01 102Q
Dates: Saturday, 02/19
Time: 9:00 – 12:00 p.m.
Instructor: Dr. Charlie Apter
Location: AGC
Tuition: $15 Fee: $10

Seeds or Plants for Your Garden

Determine which plants to sow directly into the garden and which to start in the greenhouse/hot house/high tunnel/cold frame.

XAGR1005 02 103Q
Dates: Saturday, 03/05
Time: 9:00 – 12:00 p.m.
Instructor: Dr. Charlie Apter
Location: AGC
Tuition: $15 Fee: $10

Growing/Caring/Problem Solving in the Garden

Now that your crops are in the ground, learn about weed control, pest control, when to harvest and other issues you face.

XAGR1005 03 103Q
Dates: Saturday, 04/02
Time: 9:00 – 12:00 p.m.
Instructor: Dr. Charlie Apter
### Preserving Your Bounty
**XAGR1005 04 103Q**

Popular methods for preserving your vegetables include dehydration and/or freezing. Learn tips and tricks of these methods and which vegetables maintain their maximum freshness.

**Location:** AGC  
**Tuition:** $15  
**Fee:** $10

- **Dates:** Saturday, 05/05  
- **Time:** 9:00 – 12:00 p.m.  
- **Instructor:** Dr. Charlie Apter  
- **No. of classes:** 1

### Water Bath Canning

Have you ever wanted to get started with preserving the wonderful bounty of summer fruits and vegetables from your garden? NTCC will be offering a hands-on food preservation class that will focus on boiling water bath canning and students will take home several canned products as a result of their hard work in the class.

**XAGR6005 02 102Q**

- **Dates:** Saturday, 05/05  
- **Time:** 9:00 – 12:00 p.m.  
- **Instructors:** Dr. Charlie Apter  
- **No. of classes:** 1

### 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.

**HOME2001 01 083Q**

- **Dates:** Saturday, 04/02, 04/09  
- **Time:** 9:00 am – 4:00 p.m.  
- **Instructor:** Dr. Charlie Apter  
- **No. of classes:** 2

### Rainwater harvesting and irrigation

The collection of rainwater and its use for irrigation of potted plants, landscape beds, and vegetable gardens is an environmentally friendly and economical way to provide water to your plants. Join us for this workshop in which collection tank types, irrigation considerations, and useful information will be provided.

**XCHF6002 01 101Q**

- **Date:** Thursday, 04/07  
- **Time:** 6:00 – 8:30 p.m.  
- **Instructor:** Chris Oefinger  
- **No. of classes:** 1

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Watch for next year’s NTCC’s “Living from the Ground Up”

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New classes will be added to the schedule throughout the Spring. Please watch the Continuing Education schedule at [www.ntcc.edu](http://www.ntcc.edu) for the new class information.

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**Alternative Energy, Alternative Fuels, Sustainable Farming and Garden Advisor Courses Taught by the Alternative Energy Department at NTCC**

**Profitable Small Farm Business 1 (Individualized Instruction on Campus or Distant Learning delivery format)**

**Open Enrollment**

This Course delivered as individualized classes to help beginning or experienced small farmers to develop a sustainable and profitable operation on a few acres. The classes are on-going as needed and can be taken as distant learning program with one-on-one instructor contact. Cost is $15 per 2 hour class. The first Class will have an additional textbook cost.

**HART 1093 Solar Thermal Installers Course, 6.4 CEU**
This sixty-four hour course with practical laboratory experience will instruct enrollees how to professionally design, install, commission, repair and maintain hot water systems using solar energy. This course satisfies the NABCEP educational portion of becoming a certified installer. Classes begin January 18, 2011, T & R, 6-9 PM till March 10, 2011. Cost is $419 plus textbook.

Make Your Own Diesel Fuel (Distant Learning delivery on CD/DVD only), Open Enrollment
You can make biodiesel fuel at home, farm or business for less than a $1.60 per gallon using the learned techniques presented on this CD. The CD includes a Biodiesel Process Calculator and many hard to find references and sources. The two hour CD class - $15.

Green Gardens® (A Personal Garden Expert Advisory Course on Campus or Distant Learning delivery format), Open Enrollment
This is your one source garden help. Presented one-on-one teaching you the best way to grow a family food garden, operate a food production greenhouse or have a patio, balcony-Kitchen salad garden. You will save on the grocery bill with each two hour class for $15.

ELMT 1002 Solar Photovoltaic Installers Certification Preparation Course, 6.4 CEU
This workforce course is for professional contractors and electricians needing technical training to install Solar Photovoltaic arrays and systems generating electricity at residential or commercial sites. This course will prepare graduates to acquire certification with NABCEP. Classes offered fall semester at NTCC. Cost $419 plus textbook.

Request FREE – The Truth About Biodiesel on CD for a sample “distant learning” lesson containing descriptions of the courses offered by the Alternative Energy & Fuels Project at NTCC. Contact jywile@ntcc.edu or write Alternative Energy Department, NTCC, P.O. Box 1307, Mt. Pleasant, TX 75456-1307

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

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 & Recertification Course for Food Handlers
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 days from 8:30 a.m. until 5:00 p.m. in the Hanson Sewell Building, Pittsburg. Tuition $110 – Please call 903-856-5005 for dates and tuition.

Command Spanish®
Learn to effectively communicate with your customers. This course focuses on the language used by your industry with your customers. A wide array of customized Spanish courses, include Spanish for Banking, School Personnel, Physician’s Office, Tax Preparers, Manufacturing, the list in comprehensive. Our certified Command Spanish® instructor can arrange a class to meet your needs. No prior knowledge of Spanish necessary. Call for more information – 903-434-8134

Electrician – Mandatory Update
ELPT 2000 (Electrical Licensing Regulations and Nat’l Electrical Code Review) (4hrs/Tuition: $40/Fee: $19)
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

4/11 Monday, 6:00–10:00 p.m. NTCC Regional Training Academy – former Tremont Bldg.
5/9 Monday, 6:00–10:00 p.m. NTCC Regional Training Academy – former Tremont Bldg.
*The cost of this course includes reporting to the state licensing board upon completion

ONLINE CONTINUING EDUCATION CLASSES

Human Relations - Leadership Skills for Supervisors/Managers
(Certificate awarded upon completion of 5 courses)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Save gas, call before driving to class.

CRIMINAL JUSTICE

Evening Police Academy
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 630 hours of concentrated classroom instruction all during a 26 week period. This concentrated academy features highly qualified and dedicated instructors, with extensive experience in Law Enforcement and Education. The Spring semester will begin on April 18, 2011. Call for tuition/fee schedule. Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, and IV to satisfy the Texas Commission on Law enforcement (TCLEOSE) approved Basic Peace Officer Training Academy.

Dates: Monday-Thurs (alternate Sat) 5/2 – 11/4
Time: 5:00 p.m. – 10:00 p.m.
Location: CJD
Instructor: Richard Jones

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 103Q
Dates: Monday thru Friday, 4/5 – 4/9
Times: 8:00 a.m. – 5:00 p.m.
Location: CJD
Instructor: TBA
Tuition: $130 Fee: $5

Legal Updates
TCLEOSE 3181 A brief review of new legislation enacted by the Legislature with an emphasis on its impact on law enforcement.

Date: Tuesday, 3/29
Times: 8:00 a.m. – 12:00 p.m.
Instructor: Richard Jones
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 103Q  
Date: Thursday, 5/5  
Times: 8:00 a.m. – 5:00 p.m.  
Location: CJD  
Tuition: $30  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 103Q  
Dates: Monday thru Thursday 4/11 – 4/15  
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 103Q  
Dates: Monday, Tuesday, and Wednesday, 5/23 – 5/27  
Time: 8:00 a.m. – 5:00 p.m.  
Instructor: TBA  
Location: NTCC – CJC  
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.

CJLE1020 41 10  
Dates: Tuesday, 4/26  
No. of classes: 1  
Time: 8:00 a.m. – 5:00 p.m.  
Instructor: TBA  
Location: Mt. Vernon  
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 103Q  
Date: Tuesday, 5/3  
No. of classes: 1  
Time: 8:00 a.m. – 5:00 p.m.  
Instructor: TBA  
Location: Mt. Vernon  
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 103Q  
Dates: Tuesday, Wednesday, Thursday, 5/10 – 5/12  
No. of classes: 3  
Time: 8:00 a.m. - 5 p.m.  
Instructor: TBA  
Location: New Boston  
Tuition: $75.00  Fee: $5

Crisis Intervention – Intermediate  
The purpose of the Intermediate Crisis Intervention Training course is to educate law enforcement officers about issues pertaining to crisis
On-Line: EducationToGo (Ed2Go)

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

Affordable and interactive courses with live instructors

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

Most Ed2Go courses are $105. Register online for courses in the following categories:

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<thead>
<tr>
<th>Business &amp; Finance</th>
<th>Liberal Arts &amp; Humanities</th>
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<tbody>
<tr>
<td>Computer / Business Application</td>
<td>Graphic Arts</td>
</tr>
<tr>
<td>Health &amp; Human Services</td>
<td>IT Professional</td>
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<td>Languages</td>
<td>Personal Development</td>
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<td>Professional &amp; Career Development</td>
<td>Test Preparation</td>
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<tr>
<td>Writing</td>
<td>Write and Publish Your Nonfiction Book</td>
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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 our website at www.ed2go/ntcc and click on the Orientation link. On this web page you will fill in the appropriate information and assign yourself a password. Please write it down so you will not lose it, as you will need this password every time you enter your on-line classroom. Also, select the start date for your course. Be sure the start date is the same one as the start date for the course you registered and paid for. Once you have filled in the appropriate information, click "Continue" to receive the complete course description and course orientation information. It is highly recommended that you print this information for future reference, as you cannot attend orientation more than once.
- ENJOY AND HAVE FUN WHILE LEARNING!!!!

IMPORTANT NOTE - Orientation/Registration Deadlines and Course Start Dates

- 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.

EDU2U is a specialized online course catalog that exclusively lists certificates and courses developed by accredited colleges and universities. You might think of it as an EDU2U Community all engaged in sharing courses across geographical boundaries. If you are seeking career training, professional development or workforce education opportunities and want to enroll in a course from an accredited institution this is a great site to visit. We are always adding new programs all the time so be sure to bookmark it. http://edu2u.coursecatalog.com/ntcc

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. For information on dates, tuition and fees, please call, 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

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.

INSR1006

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

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

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

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

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

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

Workers Compensation/Injury Claims
Learn how to process Rehabilitation, Workers Compensation system, compensability, medical investigation, administration, evaluation, bodily injury, and psychological claims. Prepares students for the Associate in Claims (AIC) 34 exam. Materials available from www.aicpcu.org.

INSR2004

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

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

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

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

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**

**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**

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

IN PERSON
Come to the Continuing Education Department at Northeast Texas in BT111
Monday through Thursday
Between 8:00 a.m. and
6:00 p.m. or Friday between 8:00 a.m. and 12:00 Noon.
Bring Driver's License for ID

BY MAIL
Send a completed registration form with a check, money order, VISA 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.
Credit Card - Businesses may register with a purchase order number.

REGISTRATION FORM

Name: ___________________________________ Date ___________________________ SS# ___________________________

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.

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Total

College and universities are asked to describe the racial/ethnic backgrounds of our students. In order to respond to this request, we ask that you answer the follow questions:

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

[ ] Yes  [ ] No

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

[ ] American Indian or Alaska Native  [ ] Asian  [ ] Black or African American  [ ] Native Hawaiian or Other Pacific Islander  
[ ] White

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.

Don’t forget NTCC Kids Camp 2011. Dates and schedule will be posted at ntcc.edu/continuinged

More information coming soon!