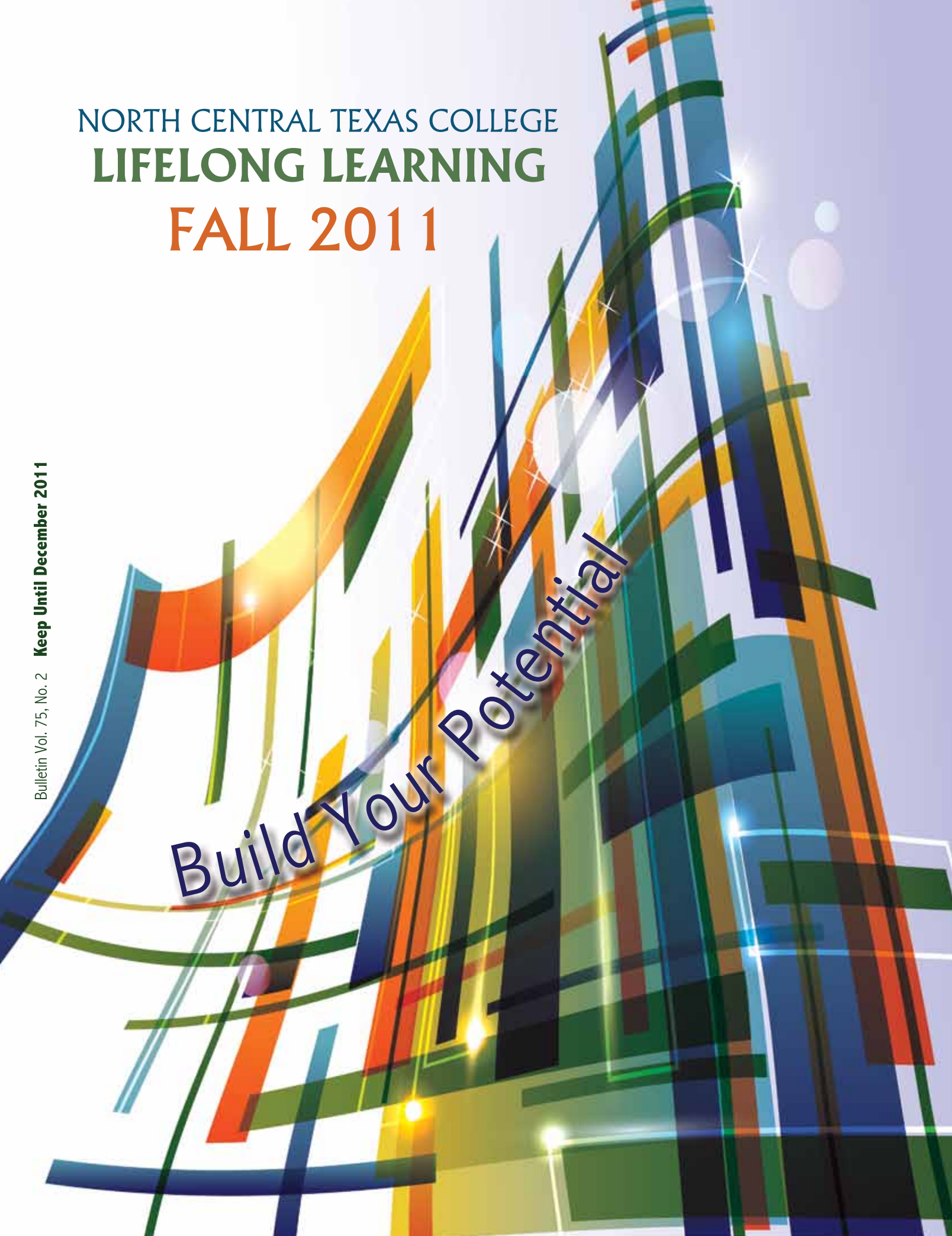


NORTH CENTRAL TEXAS COLLEGE
LIFELONG LEARNING
FALL 2011

Bulletin Vol. 75, No. 2 **Keep Until December 2011**

Build Your Potential





Scholarships Available!

WELDING & HVAC SCHOLARSHIPS

- A Cooke County Resident Age 18-25?
- Seeking Skills to Start a New Career?
- \$1,000 Scholarships Limited & Awarded from Gainesville Economic Development Corporation
- First-Qualified, First-Awarded
- Student Required to Pay all Other Fees

Refer to Page 10 or our web site for full details about Admission Requirements & Curriculum Outlines for these programs.

How do you apply?

Contact Robin Jett at
rjett@nctc.edu to obtain an application.

HEALTHCARE SCHOLARSHIPS

- Unemployed and Need Training to Get a Job?
- Recently lost your job due to downsizing or company relocation?
- Working in Healthcare and Want to Expand Skills?
- Scholarships cover Basic Skills, Remediation and Core Technical Courses.

See Page 4 for full details

Contact Amanda Roberts
at (940) 668-4272 x 4314
or by e-mail: aroberts@nctc.edu

An evaluation study is being conducted by the federal government to determine the effectiveness of the NCTC Allied Healthcare Matrix Grant in skill improvement and employment. Because of the study, program enrollment is limited. Program entry is determined using a lottery process to ensure that all qualified applicants have equal opportunity for grant receipt.

GED SCHOLARSHIPS

- Age 18-25 and dropped out of a Texas Public High School?
- Age 18-25 and signed out of a Texas Public High School to be Home Schooled, but never completed studies?
- Limited Full Scholarships and Core Technical Courses
- Complete GED, then proceed to Occupational Tracks

See Page 26 for full details

Call for Referral:

Call (940) 668-4272 for referral to an Essential Skills Advisor

North Central Texas College — Division of Lifelong Learning Course Schedule — Bulletin Vol. 75, No. 2, Fall 2011

The BULLETIN of North Central Texas College is published six times per year – quarterly January through April, once; May through August, twice; and September – December, three times; however this schedule is subject to change to coincide with changes in the college calendar. This and all other NCTC Publications are published by the staff of Marketing and Public Relations, 1525 W. California St., Gainesville, TX 76240-4699. Periodical postage paid at Gainesville, TX (USPS #019855). It is the policy of North Central Texas College to provide equal employment, admission, educational and financial aid opportunities with regard to race, color, national origin, religion, sex, age or disability. In addition, NCTC will make a positive effort to accommodate all reasonable requests for assistance with the American Disability Act (940) 668-4216. Anyone with questions or concerns regarding compliance with Title IX and/or Section 504 should contact the Vice President of Student Services at (940)668-4240.

Stay in Touch!

Would you like to get announcements when new courses are added?
Do you want to know about scholarships?

**Join our e-mail list-serv to get all the latest news
from NCTC Lifelong Learning.**

Send your information to: rjett@nctc.edu



SCHEDULE CONTENTS

Scholarships Available.....	page 4
Health Occupations Training	pages 5-9
Technical & Trades Training	pages 10-17
Computer Applications/Technology Training.....	pages 18-23
Online Learning	pages 24-25
Adult Basic Skills	pages 26-28
Special Interest.....	pages 29-36
Registration	page 37
Advising.....	page 38
Team Contacts.....	page 39
Campus Contact Numbers	page 39

Our website, www.nctc.edu/LifelongLearning will serve as the publication of record for the Division of Lifelong Learning for Fall 2011. The flexibility of this informational tool will allow us to provide more extensive descriptions, note class cancellations, publish additional data you might require for your class (such as textbook titles) and even add new class opportunities that may be developed during the semester.

Department of Labor Healthcare Matrix Grant

ABOUT THIS GRANT: Need financial help beginning or advancing in a healthcare career? NCTC recently received a \$4.1 million Department of Labor grant aimed at educating workers for health occupations. The program is designed to serve those seeking short-term training as well as those working towards completion of degree programs. Training to enhance the skills of those working in the regional healthcare industry is available as well.

If you are . . .

- working in the healthcare field and want to advance your career
- employed part-time but want to begin your career in health care
- unemployed and need training to re-enter the workforce, or
- have been accepted into a degree healthcare program and seeking financial assistance

**SCHOLARSHIPS
AVAILABLE!**



You may qualify for tuition assistance through the Matrix Healthcare Grant for the following classes:

See pages 5 - 9 and 26 - 28 for full descriptions and details.

- Certified Medication Aide
- Certified Nurse Aide
- Clinical Medical Assisting
- EKG Technician
- Instrument Technician
- Pharmacy Technician I & II
- Phlebotomy Technician
- Physical Therapy Aide
- Medical Administrative Assistant
- Medical Billing/Coding
- Licensed Vocational Nursing
- Associate Degree Nursing
- Radiological Technology
- Surgical Technology
- GED
- ESL for Healthcare

For detailed information including how much the grant will pay and how to apply, please visit www.nctc.edu/lifelonglearning or contact Amanda Roberts at aroberts@nctc.edu or 940-668-4272 ext 4314

Information Sessions:

Corinth Campus-Pinnell Square, Suite 307

August 16, 2011 — 6 to 8 p.m.

August 30, 2011 — 9 to 11 a.m.

Gainesville Campus-Career & Technology Center

August 18, 2011 — 5 to 7 p.m.

Information sessions will begin promptly every 30 minutes and are free and open to the public.

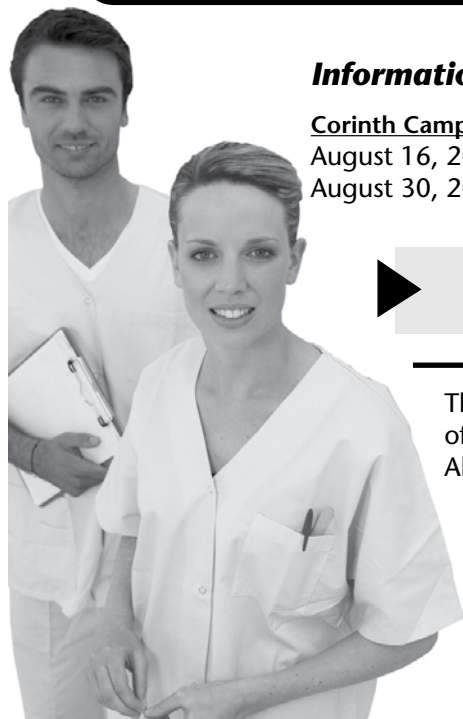
The event will feature presentations on the various healthcare courses being offered. Advisors will be present to provide information on the \$4.1 million Allied Health Matrix Grant now available through the Department of Labor.

How Do I Get Started?

Attend an Information Session or contact Amanda Roberts at (940) 668-4272 ext. 4314 or email her at aroberts@nctc.edu

Visit our website at

<http://www.nctc.edu/LifelongLearning/matrixgrant.htm>



HEALTH OCCUPATION TRAINING

Certified Medication Aide

Your training will meet the Texas Department of Health requirements for administering medications. The course will consist of lab training and clinical experience to master the responsibilities of medication administration. You must provide documentation of employment in a licensed health care facility as a Certified Nurse Aide, or in a Personal Care Facility such as the State School. Text, lab supplies, and state testing are included in the course fee. (140 hrs)

- **Age Requirements:** 18+ at registration
- **Education:** High School Diploma or GED
- **Work Requirements:** Working as a Certified Nurse Aide in Texas with 90 days on the job
- **Immunizations:** Able to provide proof of current immunizations

CORINTH

Course ID: NURA 1013 040 111Q
 Dates: 9/1/11 to 12/16/11
 Time: 4 p.m. to 8 p.m.
 Location: Pinnell Square Rm 107
 Matrix Grant Application Deadline is 8/12/11

Day: Thurs/Fri

Fee: \$999

GAINESVILLE

Course ID: NURA 1013 001 111Q
 Dates: 8/29/11 to 12/12/11
 Time: 5:30 p.m. to 9:30 p.m.
 Location: Rm 312

Day: Sat

Fee: \$999

Certified Medication Aide Refresher

You will refresh skills and learn current issues in the administration of medication as required by the Texas Department of Aging and Disability Services guidelines. (7 hrs)

Assessments and background check not required

CORINTH

Course ID: NURA 1013 040 111Q
 Dates: 11/12/11
 Time: 8:30 a.m. to 4 p.m.
 Location: Pinnell Square Rm 110

Day: Sat

Fee: \$89

Course ID: NURA 1013 041 112Q

Dates: 12/10/11
 Time: 8:30 a.m. to 4 p.m.
 Location: Pinnell Square Rm 110

Day: Sat

Fee: \$89

GAINESVILLE

Course ID: NURA 1013 001 111Q
 Dates: 10/8/11
 Time: 8:30 a.m. to 4 p.m.
 Location: CTC

Day: Sat

Fee: \$89



Those enrolling in all healthcare courses must complete the reading and mathematics assessment.

A background check is required. All criminal history will be reviewed for compliance with state credentialing standards. Those with felony convictions will not be admitted.

Certified Nurse Aide

You will learn to provide basic care to residents in a long-term care facility; communicate and interact effectively with residents and their families based on sensitivity to the psychosocial needs; and assist residents in attaining and maintaining basic comfort and safety. You'll understand how to protect, support, and promote the rights of the residents; provide safety and preventive measures in the care of residents; demonstrate skills in observing and reporting; and function effectively as a member of the health care team. Text, materials, scrubs, liability insurance, and state testing included in course fee. Test date TBA following course completion. (56 hrs. classroom and 24 hrs. clinical = 80 hrs.)

- **Age Requirements:** 16+ at registration
- **Other Requirements:** Immunizations

BOWIE

Course ID: NURA 1001 070 111Q
 Dates: 9/12/11 to 11/16/11
 Time: 5:30 p.m. to 9 p.m.
 Location: NCTC Bowie Campus Rm 120
 Matrix Grant Application Deadline is 8/26/11

Day: Mon/Wed

Fee: \$799

CORINTH

Course ID: NURA 1001 040 111Q
 Dates: 9/10/11 to 11/19/11
 Time: 8 a.m. to 4 p.m.
 Location: Pinnell Square Rm 403
 Matrix Grant Application Deadline is 8/26/11

Day: Sat

Fee: \$799

Course ID: NURA 1001 041 111Q

Dates: 9/12/11 to 11/10/11
 Time: 8 a.m. to 12 p.m.
 Location: Pinnell Square Rm 403
 Matrix Grant Application Deadline is 8/26/11

Day: Mon/Thurs

Fee: \$799

Course ID: NURA 1001 043 111Q

Dates: 10/4/11 to 12/13/11
 Time: 6 p.m. to 9:30 p.m.
 Location: Pinnell Square Rm 403
 Matrix Grant Application Deadline is 9/16/11

Day: Tues/Thurs

Fee: \$799

GAINESVILLE

Course ID: NURA 1001 001 111Q
 Dates: 9/12/11 to 11/30/11
 Time: 2 p.m. to 5 p.m.
 Location: Rm 312
 Matrix Grant Application Deadline is 8/26/11

Day: Mon/Wed

Fee: \$799

Course ID: NURA 1001 002 111Q

Dates: 9/15/11 to 11/22/11
 Time: 6 p.m. to 9:30 p.m.
 Location: Rm 312
 Matrix Grant Application Deadline is 8/26/11

Day: Tues/Thurs

Fee: \$799

HEALTH OCCUPATION TRAINING



Certified Professional Coder (CPC) Test Prep

Do you need additional coaching to prepare for the American Academy of Professional Coders exam? This course will refresh terminology, coding, and methodology skills based on the certification exam. Texts required: ICD-9-CM, CPT & HCPCS. (16 hrs)

- **Age Requirements:** 18+ at registration
- **Education:** High School Diploma or GED
- **Prerequisite:** Successful Completion of 80 hours in Medical Billing/Coding Course
Or currently working in a medical practice with a "working" knowledge of CPT, ICD-9 and HCPCS

Assessments and background check not required

CORINTH

Course ID: HITT 2045 040 111Q
Dates: 8/31/11 to 10/5/11
Time: 6 p.m. to 9:30 p.m.
Location: Pinnell Square Room 108
Day: Wed
Fee: \$199

Clinical Medical Assistant

You will learn to identify and comply with OSHA guidelines and standard precautions; identify and respond to medical emergencies; identify and assist with routine and specialty office examinations and procedures; and perform medical and surgical asepsis and sterile techniques appropriate for the medical office. Class fee includes all texts and training materials. Familiarity with Medical Terminology is helpful. CPR Training TBA. (160 hrs. classroom and 140 hrs. clinical = 300 hrs)

- **Age Requirements:** 18+ at registration
- **Education:** High School Diploma or GED
- **Immunizations:** HEP B; Two-Step TB Exam

CORINTH

Course ID: MDCA 1017 040 111Q
Course ID: NURA 1060 040 111Q
Dates: 8/29/11 to 12/14/11
Time: 6 p.m. to 9:30 p.m. Mon/Wed
9 a.m. to 4 p.m. Sat
Location: Pinnell Square Room 403
Matrix Grant Application Deadline is 8/12/11
Day: Mon/Wed/Sat (5)
Fee: \$2,949

EKG Technician

You will be able to identify the anatomy and physiology of the cardiovascular system; perform basic electrocardiography procedures; interpret basic dysrhythmias; and demonstrate appropriate treatments. Texts, lab materials and NHA test fee included in course fee. (50 hrs + 8 hours field observation)

- **Age Requirements:** 18+ at registration
- **Education:** High School Diploma or GED

CORINTH

Course ID: ECRD 1011 040 111Q
Dates: 9/13/11 to 11/1/11
Time: 6 p.m. to 9:30 p.m.
Location: Pinnell Square Room 109
Fee: \$1,049 (Payment Plan Available)
Matrix Grant Application Deadline is 8/26/11
Day: Tues/Thurs

GAINESVILLE

Course ID: ECRD 1011 001 111Q
Dates: 9/12/11 to 10/31/11
Time: 6 p.m. to 9:30 p.m.
Location: CTC Room 2111
Fee: \$1,049 (Payment Plan Available)
Matrix Grant Application Deadline is 8/26/11
Day: Mon/Wed

Introduction to ICD-10-CM (NEW)

The US Department of Health and Human Services has mandated the replacement of ICD-9-CM code sets to ICD-10-CM effective October 1, 2013. Have you started your preparation for this major transition? Now is the time to learn how this change will impact your practice. Understanding the differences between ICD-9-CM and ICD-10-CM can ensure your organization and coding staff is prepared for the implementation. It's recommended that you bring your current ICD-9-CM book to class. (3.5 hours)

- **Age Requirements:** 18+ at registration
- **Education:** High School Diploma or GED
- **Prerequisite:** Currently working in a medical practice with a "working" knowledge of CPT, ICD-9 and HCPCS

Assessments and background check not required

CORINTH

Course ID: HITT 1091 040 111Q
Dates: 10/12/11
Time: 6 p.m. to 9:30 p.m.
Location: Pinnell Square Room 108
Fee: \$129
Day: Wed
Course ID: HITT 1091 041 111Q
Dates: 11/9/11
Time: 6 p.m. to 9:30 p.m.
Location: Pinnell Square Room 108
Fee: \$129
Day: Wed

Those enrolling in all healthcare courses must complete the reading and mathematics assessment. A background check is required. All criminal history will be reviewed for compliance with state credentialing standards. Those with felony convictions will not be admitted.

HEALTH OCCUPATION TRAINING

Medical Administrative Assistant

You will be able to understand professional and medical ethics; discuss interpersonal expectations; schedule and monitor patient appointments; manage medical documents; and apply HIPAA concepts. Text and NHA test fee included in course fee. (50 hrs)

- **Age Requirements:** 18+ at registration
- **Education:** High School Diploma or GED

CORINTH

Course ID: POFM 1009 040 111Q
Dates: 9/29/11 to 11/15/11
Time: 6 p.m. to 9:30 p.m. Day: Tues/Thurs
Location: Pinnell Square Room 108
Fee: \$999 (Payment Plan Available)
Matrix Grant Application Deadline is 9/16/11

GAINESVILLE

Course ID: POFM 1009 001 111Q
Dates: 9/26/11 to 11/9/11
Time: 8:30 a.m. to 12 p.m. Day: Mon/Wed
Location: CTC Room 2112
Fee: \$999 (Payment Plan Available)
Matrix Grant Application Deadline is 9/9/11

Medical Billing and Coding

You'll be able to apply nomenclatures and classification systems to codes using rules and guidelines. You will analyze health records to assign principal/secondary diagnoses and procedures and assign PPS reimbursement methodologies. Learn how to navigate the complexities of CPT, ICD-9, DRG and HCPCS coding methodologies for outpatient, provider office and insurance coding. Texts included in course fee. (80 hrs)

- **Age Requirements:** 18+ at registration
- **Education:** High School Diploma or GED

CORINTH

Course ID: HITT 1013 040 111Q
Course ID: HITT 2046 040 111Q
Dates: 9/15/11 to 12/8/11
Time: 1 p.m. to 4:30 p.m. Day: Tues/Thurs
Location: Pinnell Square Room 108
Fee: \$1,599 (Payment Plan Available)
Matrix Grant Application Deadline is 9/2/11

Course ID: HITT 1013 041 111Q
Course ID: HITT 2046 041 111Q
Dates: 9/15/11 to 12/8/11
Time: 6 p.m. to 9:30 p.m. Day: Tues/Thurs
Location: Pinnell Square Room 108
Fee: \$1,599 (Payment Plan Available)
Matrix Grant Application Deadline is 9/2/11

GAINESVILLE

Course ID: HITT 1013 001 111Q
Course ID: HITT 2046 001 111Q
Dates: 9/19/11 to 12/7/11
Time: 9 a.m. to 12:30 p.m. Day: Mon/Wed
Location: CTC Room 2111
Fee: \$1,599 (Payment Plan Available)
Matrix Grant Application Deadline is 9/2/11

Those enrolling in all healthcare courses must complete the reading and mathematics assessment. A background check is required. All criminal history will be reviewed for compliance with state credentialing standards. Those with felony convictions will not be admitted.

Pharmacy Technician I

You will be able to understand the purpose of the pharmacy department. You'll identify the duties and responsibilities of a pharmacy technician including standards of ethics governing pharmacy practice. Identify common medical terms and abbreviations related to pharmacy practice. Explain the importance of utilizing pharmacy resource materials; and summarize the importance of environmental safety standards, pharmacy safety, and personal safety and hygiene. This will prepare you to take the Pharmacy Technician Certification Board (PTCB) exam. Text and cost for exam included in course fee. (50 hrs)

- **Age Requirements:** 18+ at registration
- **Education:** High School Diploma or GED

BOWIE

Course ID: PHRA 1001 070 111Q
Dates: 9/13/11 to 11/1/11
Time: 5:30 p.m. to 9 p.m. Day: Tues/Thurs
PTCB Test Date: TBA
Location: Room 120
Fee: \$999 (Payment Plan Available)
Matrix Grant Application Deadline is 8/26/11

CORINTH

Course ID: PHRA 1001 040 111Q
Dates: 9/10/2011 to 10/30/2011
Time: 8:30 a.m. to 3 p.m. Day: Sat
PTCB Test Date: TBA
Location: Pinnell Square Room 106
Fee: \$999 (Payment Plan Available)
Matrix Grant Application Deadline is 8/26/11

Course ID: PHRA 1001 041 111Q
Dates: 10/19/2011 to 12/7/2011
Time: 6 p.m. to 9:30 p.m. Day: Mon/Wed
PTCB Test Date: TBA
Location: Pinnell Square Room 106
Fee: \$999 (Payment Plan Available)
Matrix Grant Application Deadline is 9/30/11

GAINESVILLE

Course ID: PHRA 1001 001 111Q
Dates: 9/10/11 to 10/30/11
Time: 9 p.m. to 3:30 p.m. Day: Sat
PTCB Test Date: TBA
Location: CTC Room 2111
Fee: \$999 (Payment Plan Available)
Matrix Grant Application Deadline is 8/26/11

HEALTH OCCUPATION TRAINING

Pharmacy Technician II

You will learn pharmaceutical/medical terms, abbreviations, and symbols commonly used in sterile product compounding; demonstrate procedures and techniques relating to aseptic compounding and parenteral admixture operations; and perform the calculations required for the usual dosage determinations and solution preparations. Text and lab materials are included in course fee. (50 hrs)

- **Age Requirements:** 18+ at registration
- **Education:** High School Diploma or GED
- **Prerequisite:** Successful completion of 50-hr Pharmacy Technician program or currently working as a Pharmacy Technician

CORINTH

Course ID: PHRA 1091 040 111Q

Dates: 10/18/11 to 12/8/11

Time: 6 p.m. to 9:30 p.m.

Location: Pinnell Square Room 106

Fee: \$999 (Payment Plan Available)

Matrix Grant Application Deadline is 10/7/11

Day: Tues/Thurs

Phlebotomy Technician

You will understand infection control and safety practices; learn quality assurance as they relate to specimen collection; explore the role of specimen collection in the overall patient care system; identify collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents; demonstrate venipuncture and capillary puncture techniques on adults, children and infants; explain requisitioning, transport and processing. The fee includes text, workbook, lab materials and NHA test fee. Scrubs not included. Must perform in class sticks on other students. 100 stick externship following course completion. (90 hrs. + externship)

- **Age Requirements:** 18+ at registration
- **Education:** High School Diploma or GED
- **Other:** Proof of Immunizations

CORINTH

Course ID: PLAB 1023 040 111Q

Course ID: PLAB 1060 040 111Q

Dates: 9/15/11 to 12/15/11

Time: 6 p.m. to 9:30 p.m.

Location: Pinnell Square Room 110

Fee: \$1,649 (Payment Plan Available)

Matrix Grant Application Deadline is 9/2/11

Dates: TBA
Day: Tues/Thurs

GAINESVILLE

Course ID: PLAB 1023 001 111Q

Course ID: PLAB 1060 001 111Q

Dates: 9/12/11 to 12/12/11

Time: 6 p.m. to 9:30 p.m.

Location: CTC Room 2112

Fee: \$1,649 (Payment Plan Available)

Matrix Grant Application Deadline is 8/26/11

Dates: TBA
Day: Mon/Wed

GRAHAM

Course ID: PLAB 1023 080 111Q

Course ID: PLAB 1060 080 111Q

Dates: 9/13/11 to 12/13/11

Time: 5:30 p.m. to 9 p.m.

Location: Room E3

Fee: \$1,649 (Payment Plan Available)

Matrix Grant Application Deadline is 8/26/11

Dates: TBA
Day: Tues/Thurs



Those enrolling in all healthcare courses must complete the reading and mathematics assessment. A background check is required. All criminal history will be reviewed for compliance with state credentialing standards. Those with felony convictions will not be admitted.

HEALTH OCCUPATION TRAINING

Physical Therapy Aide

Through lab instruction and learned class instruction, you will become proficient in the implementation of physical therapy treatment plans that include modalities and exercise. You will also learn scheduling of patients and clinic upkeep. Text and workbook included in class fee. You are responsible for locating your own field observation. (50 hrs + 14 hours field observation)

- **Age Requirements:** 18+ at registration
- **Education:** High School Diploma or GED

CORINTH

Course ID: PTHA 1091 040 111Q
 Dates: 10/22/11 to 12/17/11
 Time: 8:30 a.m. to 3 p.m.
 Location: Pinnell Square Room 402
 Fee: \$1,049 (Payment Plan Available)
 Matrix Grant Application Deadline is 10/7/11

Day: Sat

GAINESVILLE

Course ID: PTHA 1091 001 111Q
 Dates: 10/25/11 to 12/15/11
 Time: 8:30 a.m. to 12 p.m.
 Location: CTC Room 2111
 Fee: \$1,049 (Payment Plan Available)
 Matrix Grant Application Deadline is 10/7/11

Day: Tues/Thurs

GRAHAM

Course ID: PTHA 1091 080 111Q
 Dates: 9/12/11 to 10/31/11
 Time: 5:30 p.m. to 9 p.m.
 Location: E3
 Fee: \$1,049 (Payment Plan Available)
 Matrix Grant Application Deadline is 8/26/11

Day: Mon/Wed

It is a requirement of all Matrix Grant recipients to attend workforce skills/job search training. — 6 hours Saturday lab required. Dates TBA —

Sterile Processing/Instrument Tech

This course will prepare you to begin a career and become a Certified Registered Central Service Technician (CRCST). You will learn recognition of medical instruments and receive hands on instrumentation practice skills. You can provide a crucial role by maintaining controls and procedures for a sterile healthcare environment. A minimum of 400 hours of hands-on experience is required prior to IAHCMM certification testing. Texts and lab materials are included in the class fee. (140 hrs)

- **Age Requirements:** 18+ at registration
- **Education:** High School Diploma or GED
- **Drug Screen Required**

CORINTH

Course ID: SRGT 1060 040 111Q
 Dates: 9/8/11 to 12/15/11
 Time: 8 a.m. to 1:30 p.m.
 Location: Pinnell Square Rm 402
 Matrix Grant Application Deadline is 8/19/11

Day: Tues/Thurs

Fee: \$1,799

Those enrolling in all healthcare courses must complete the reading and mathematics assessment. A background check is required. All criminal history will be reviewed for compliance with state credentialing standards. Those with felony convictions will not be admitted.



SEEKING INSTRUCTORS

NCTC Lifelong Learning is seeking professionals to instruct the following courses at our campuses in Bowie, Corinth, Flower Mound, Gainesville and Graham.

Our schedule rotates and courses may be offered during morning, afternoon, evening or Saturday hours.

- Certified Nurse Aide
- Clinical Medical Assistant
- Certified Medication Aide
- EKG Technician
- Instrument Technician
- Pharmacy Technician I & II
- Phlebotomy Technician
- Physical Therapy Aide
- Medical Admin. Assistant
- Medical Billing/Coding

Apply at:

<http://employment.nctc.edu>

Select Lifelong Learning and note particular course

TECHNICAL AND TRADES TRAINING

Air Conditioning I + Certified Green Energy Auditor

You will finish this course with designation as a Certified HVAC Technician in Texas. This five-course training program not only prepares you for opportunities in the field of air conditioning, heating and refrigeration, but provides cutting-edge instruction for analysis of home energy efficiency and retrofitting. Textbook, supplies and registration fee for TDLR application/registration included. Instructor: K. Smith & B. Moore. (290 hours).

- **Age Requirements:** 18+
- **Education Requirements:**
GED or High School Diploma
- **Required Math Assessment**
- **Criminal Background Check Required:** *Texas Department of Licensing and Regulatory Services will evaluate each applicant on a case-by-case basis for certification acceptance.*

GAINESVILLE

Course ID's: (Listed in box)

Dates: 9/7/11 to 6/13/12

Day: Mon/Wed

Time: 6 p.m. to 10 p.m.

Location: CTC

Fee: \$2,650

(payment plan available)

HART 1038 001 111Q Air Conditioning I

You will perform trade mathematical operations; identify and use HVAC tools; identify and use copper, plastic, and ferrous metal piping techniques; perform brazing and soldering operations; explain electrical and HVAC principles. (88 hrs)

HART 1001 001 112Q Basic Electricity for HVAC

You will gain knowledge of basic principles of electricity, electrical current, circuitry, and air conditioning devices; apply Ohm's law to electrical calculations; perform electrical continuity, voltage, and current tests with appropriate meters; and demonstrate electrical safety. (88 hrs)

HART 1056 001 113Q EPA Recovery Certification Prep

You will define refrigerant recovery, recycle, and reclaim terms; explain refrigerant recovery, recycle, and reclaim procedures; analyze refrigerant recovery, recycle, and reclaim operations; identify Type I, Type II, and Type III appliances; examine and utilize Section 608 of the Clean Air Act of 1990 Refrigerant, Recycle, and Reclaim to determine compliance. (60 hrs)

MAIR 2003 001 113Q Domestic Refrigeration & Window Unit Troubleshooting and Repair

You will learn about systems operation; troubleshoot domestic refrigeration, freezers, ice makers, and window air conditioners; exhibit knowledge of refrigeration cycle theory, system recharging techniques, and refrigerant venting; and perform minor component inspection and repair. (16 hrs)

HART 1053 001 113Q Energy Conservation

You will understand heat transfer theory; calculate head load and load heat loss; determine appropriate retrofitting techniques for existing structures and systems; discuss design and insulation techniques; and install energy saving devices. (40 hrs)

NEED A SCHOLARSHIP?

Gainesville Economic Development Corporation has graciously awarded scholarship funds to North Central Texas College to assist qualified students who wish to enroll in the **HVAC Track** during 2011-2012.

The number of \$1,000 scholarships are limited and will be awarded first-come, first-awarded. The student is required to pay all other course fees.

- Eligibility:
- 1) Cooke County resident;
 - 2) Age 18-25 with HS Diploma or GED;
 - 3) Must take a reading/mathematics assessment;

Ready to Apply?

Contact Robin Jett — rjett@nctc.edu
or (940) 668-4272 to obtain an application.

TECHNICAL AND TRADES TRAINING

Air Conditioning II — Contractor's License Prep (NEW)

Tired of being a tech under the license of a contractor? Get your own license from the Texas Department of Licensing and Regulation Services to upstart the HVAC business you've always wanted. A long-time HVAC contractor will teach you the technical competencies and the people skills needed to succeed in this competitive field. Eight textbooks and supplies included with course. Instructor: K. Smith. Note: Enrollment limited to 16 students. (250 hours).

- **Age Requirements:** 18+
- **Education Requirements:** GED or High School Diploma
- **Air Conditioning I** — (at NCTC or approval of coordinator)

GAINESVILLE

Course ID's: (Listed in box below)

Dates: 9/6/11 to 5/17/12

Day: Tues/Thurs

Time: 6 p.m. to 10 p.m.

Location: CTC 2112

Fee: \$2,800 (payment plan available)

HART 1005 001 111Q Air Conditioning II

You will learn to correctly measure AC and DC electrical circuits and air properties and distribution. Maintain typical HVAC equipment; perform refrigerant leak detection, evacuation, recovery, and charging. (48 hrs)

HART 2045 001 111Q Residential Air Conditioning Systems Design

You will calculate heat loss and heat gain; design a complete duct system; size heating and cooling equipment to the structure; perform a load calculation using Manual J or other load calculation forms; and balance air flow on a duct system. (64 hrs)

HART 2002 001 112Q Commercial Air Conditioning Systems Design

You will master the design of commercial air conditioning duct systems; estimate air conditioning job cost and prepare bids; demonstrate knowledge of contracting process and prove advanced understanding of air conditioning systems. (64 hrs)

HART 2001 001 113Q Air Conditioning and Refrigeration Codes

You will demonstrate the ability to locate and identify information in code books and reference materials applicable to installation procedures governed by Texas Air Conditioning and Refrigeration Contractors License. (64 hrs)

HART 1091 001 113Q Special Topics in Heating, A/C and Refrigeration

Learning outcomes/objectives are determined by local occupational need and business and industry trends. (10 hrs)



TECHNICAL AND TRADES TRAINING

Accounting and Bookkeeping Studies

During this ten-course series, you will be prepared for employment in the field of bookkeeping and accounting. If you are an entrepreneur, this is also excellent training for small business ownership. Required texts are included in the course fee. Optional training materials may be purchased from the American Institute of Professional Bookkeepers (AIPB) for advanced study. This track blends classroom sessions and on-line learning as listed below. (152 hrs)

- **Age Requirements:** 18+ at registration
- **Education:** High School Diploma/GED
- **Other Requirements:** Must pass reading/mathematics assessment
- **Criminal Background Check**

CORINTH

Course ID's: (Listed in box)
Dates: 9/7/11 to 12/14/11
Day: Mon/Wed
Time: 12:30 p.m. to 4:30 p.m.
Location: Pinnell Square,
Room 108
Fee: \$1,539
(payment plan available)



Beginning Accounting/Bookkeeping ACNT 1001 040 111Q

Students will focus on analyzing, classifying, and recording business transactions. The coursework emphasizes understanding the complete accounting cycle and preparing financial statements, bank reconciliations. (24 hrs)

Intermediate Accounting/Bookkeeping ACNT 1042 040 111Q

Students will be introduced to cost behavior, budgeting, responsibility accounting control, product costing, break even analysis, incremental analysis, and decision making. (24 hrs)

Payroll Accounting ACNT 1015 040 111Q

Students will focus on payroll procedures and the associated records and reports. (12 hrs)

Business Taxation ACNT 1020 040 111Q

Students will practice preparing and maintaining proper records and forms for small business taxes which include income, payroll and sales tax fundamentals. (20 hrs)

Excel 1 ITSW 1022 050 111Q

Students will learn basic terminology, program parameters, formatting features and mathematical functions. (8 hrs)

Excel 2 ITSW 1046 050 111Q

Students will learn to create macros, utilize database features, apply data analysis features, and utilize linked worksheets for report generation. (8 hrs)

Excel 3 ITSW 2049 050 111Q

Students will learn advanced spreadsheet functions, create and design macros, and devise solutions utilizing linked worksheets and merged data. (8 hrs)

Quick Books ACNT 1010 050 112Q

Students will utilize procedures to complete a computerized accounting cycle. They will perform initial installation and start-up procedures, record journal entries and adjustments and print reports and financial statements. (16 hrs)

Business and Leadership Development BMGT 2006 050 112Q

Students will learn about the multi-generational workplace, effective communication and presentation skills for achieving business success. (8 hrs)

Performing Payroll in Quickbook (on-line)

Students will independently complete this comprehensive on-line class to practice payroll management using Quickbooks. (24 hrs)

TECHNICAL AND TRADES TRAINING

Basic Automotive Metal Repair (NEW)

Are you a car enthusiast who wants to start work on your classic auto? You will master basic metal straightening procedures and utilize basic body shop hand tools. Plus, learn appropriate plastic filler application techniques and apply personal and environmental safety practices. This is a foundational course. (144 hrs)

GAINESVILLE

Course ID's: ABDR 1019 001 111Q

Dates: 9/7/11 to 2/1/12

Day: Mon/Wed

Time: 6 p.m. to 10 p.m.

Location: CTC Fee: \$1,250 (payment plan available)

Certified Green Energy Auditor (Energy Conservation)

Already have your air conditioning license, but want enhanced skills? Interested in the energy industry, but want to capture a special market niche? Join us for this cutting-edge course where you'll learn to use equipment for analysis of home energy efficiency and recommend measures aimed at cost savings by retrofitting. Experts in the field are charging approximately \$450 per home to conduct this evaluation. No need to go all the way to Austin! This is a great option to complement the skills of both home builders and HVAC contractors, as well as upstart your own consulting business. CEU's available. Book included with fee. Instructor: K. Smith. (40 hrs)

- **Age Requirements:** 18+
- **Education Requirements:** GED or High School Diploma

GAINESVILLE

Course ID: HART 1053 001 111Q

Dates: 10/19/11 to 2/15/12

Day: One Wednesday Monthly

Time: 8 a.m. to 5 p.m.

Location: CTC Fee: \$350 (payment plan)



Marine Motor Repair

Are you mechanically inclined and looking for a new career? Are you a boat owner who wants to learn how to maintain your own equipment? Marine motor repair is a growing industry with job opportunities at marinas across Texas and Oklahoma. Textbook included with course. Instructor: P. Krum. (144 hrs)

- **Age Requirements:** 18+
- **Education Requirements:** GED or High School Diploma

GAINESVILLE

Course ID's: (Listed in box)

Dates: 10/18/11 to 3/8/12

Day: Mon/Wed

Time: 6 p.m. to 10 p.m.

Location: CTC Fee: \$1,250 (payment plan available)

If you are an organization who would like to train seven (7) or more employees in a timeframe and location that you establish, please contact
Djuna Forrester, Dean of Lifelong Learning
at (940) 668-4272
or dforrester@nctc.edu for information.

SMER 1004 001 111Q Marine Equipment Service Principles

Principles of operation of two and four stroke marine engines and associated systems. Emphasis on troubleshooting and analysis of faulty systems and their individual components. (80 hrs)

SMER 1010 001 112Q Marine Drive Units

Operation, service, troubleshooting, and overhaul of all Marine Drive systems. Emphasis on the use of proper tools and procedures when servicing the mid section, lower unit, trim, and tilt systems. (64 hrs)

TECHNICAL AND TRADES TRAINING

Paralegal Studies

You'll be introduced to the requirements of working in a law office and prepared to become a legal assistant/paralegal. This course features 119-hours of classroom training followed by an 80-hr legal office internship. Textbooks included with the fee. Internship will follow the classroom training. Track consists of the following courses. (199 hrs)

- **Age Requirements: 18+ at registration**
- **Education: High School Diploma or GED**
- **Other Requirements: Complete Basic Reading and Math Assessments**
- **Must Pass Criminal Background Check**



CORINTH

Course ID: (Listed in box)

Dates: 2/2/11 to 5/16/11

Day: Mon/Wed and
3 Sat TBD

Time: 6 p.m. to 9:30 p.m.

Location: Pinnell Square

Fee: \$1,599

(payment plan available)

Introduction to Paralegalism LGLA 1002 040 111Q

Students will be introduced to legal terminology, practices and techniques needed in a legal office. (42 hrs)

Legal Research and Writing LGLA 1001 040 111Q

Students will locate primary and secondary legal authority, implement effective research and draft legal documents with emphasis on the paralegal's responsibilities. (56 hrs)

Legal Ethics and Professional Responsibility LGLA 1019 040 111Q

Students will learn the ethical behaviors and practices used to safe guard information as required in the paralegal role. (21 hrs)

Internship-Legal Assistant/Paralegal LGLA 2088 040 113Q

Students will have the opportunity of a work-based learning experience to apply the specialized occupational theory, skills and concepts acquired during classes. (80 hrs)

Are You Interested in Teaching a Course for Us?

NCTC Lifelong Learning is seeking qualified professionals to instruct courses at our campuses in Bowie, Corinth, Flower Mound, Gainesville and Graham.

Our schedule rotates and courses may be during morning, afternoon, evening or Saturday.

See our website: <http://employment.nctc.edu>

Send a proposal to dforrester@nctc.edu

TECHNICAL AND TRADES TRAINING

NEW FLEXIBLE CLOCK HOUR PROGRAM OFFERED TO GAIN WELDING SKILLS

Have you always wanted to learn to weld, but are unable to follow a rigid training schedule? We have the perfect program for you at NCTC - offering the flexibility to meet your busy lifestyle or address the need for extreme fast-track instruction.

Our new clock-hour program gives you the option to pay for the topic and course level of your choice, then schedule the days and times you want to attend. NCTC's state-of-the-art lab is open and staffed with a highly qualified instructor during the following hours:

7 a.m. to 11 a.m.Monday through Friday
6 p.m. to 10 p.m.....Monday through Thursday
Lab is closed on any regular college holidays



Simply punch in/out to clock your hours, have the instructor sign-off on required assessments for each topic and you can determine how fast you complete your course of study. You could even finish our 358-hour Combination Welding program in a matter of months with this training approach!

FUNDING FROM TWC OR DARS?

Working with Texas Workforce or DARS to get funding for your educational pursuit, but the money won't be ready for start of the semester? That is no longer a factor. You can start after approved contact or purchase order is received - even if it's a couple of weeks into the semester.

CUSTOMIZED TRAINING

This flex-entry program is a great opportunity for employers to send workers for skills training. Rotate times when your team members are on the clock, yet slated to be in training, to help them gain competitive advantage in your industry.

NEED A SCHOLARSHIP?

Gainesville Economic Development Corporation has graciously awarded scholarship funds to North Central Texas College to assist qualified students who wish to enroll in the **Welding Track** during 2011-2012.

The number of \$1,000 scholarships is limited and will be awarded first-come, first-awarded. The student is required to pay all other course fees.

- Eligibility:
- 1) Cooke County resident;
 - 2) Age 18-25 with HS Diploma for GED;
 - 3) Must take a reading/mathematics assessment;

Ready to Apply?

Contact Robin Jett at rjett@nctc.edu
or (940)668-4272 to obtain an application.

Marketable Skills Achievement Award – Combination Welding

WLDG 1007Intro to Welding with Multiple Processes (Core).....	64 hrs
WLDG 1013Intro to Blueprint Reading for Welders (Core).....	32 hrs
TECM 1013Occupational Math (Core).....	16 hrs
WLD 1023Welding Safety, Tools and Equipment (Core).....	10 hrs
WLDG 1003Shielded Metal Arc Welding (SMAW).....	32 hrs
WLDG 1043Intermediate Arc Welding (SMAW).....	32 hrs
WLDG 1006Fundamentals of Gas Tungsten Arc Welding (GTAW).....	48 hrs
WLD 2051Advanced Gas Tungsten Arc Welding (GTAW).....	38 hrs
WLDG 1002Fundamentals of Gas Metal Arc Welding (GMAW).....	48 hrs
WLD 2047Advanced Gas Metal Arc Welding (GMAW).....	38 hrs

Intro to Welding Using Multiple Processes

You will be able to demonstrate machine set-up and complete welds and cutting operations; demonstrate basic shop safety; identify types of electrodes used in welding processes; identify various welding and cutting standards; and demonstrate proper joint preparation techniques. Welding Kit Included. Book Required. (64 hrs).

Course ID: WLDG 1007

Dates: Start When You Choose - Progress at Your Own Pace

Time(s): See Lab Schedule

Location: Gvllc CTC

Fee: \$495

Intro to Welding Using Multiple Processes II

You will be able to identify proper safety equipment and tools and identify and select the proper welding process for a given application; demonstrate skills training using more than one approved welding process; demonstrate ability to analyze situations and make decisions using skills as taught concerning safety and electrode selections; and select the most economic and practical welding process for the given task. (64 hrs).

Course ID: WLDG 2013

Dates: Enroll Anytime - Progress at Your Own Pace

Time(s): See Lab Schedule

Location: Gvllc CTC

Fee: \$450

Introduction to Oxy-Fuel Welding and Cutting

You will be able to demonstrate oxy-fuel welding and cutting safety procedures; identify and classify fuels and filler metals; perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials. (64 hrs).

Course ID: WLDG 1025

Dates: Enroll Anytime - Progress at Your Own Pace

Time(s): See Lab Schedule

Location: Gvllc CTC

Fee: \$450

Advanced Oxy-Fuel Welding and Cutting

You'll be able to demonstrate oxy-fuel welding procedures; advanced oxy-fuel welding and cutting operations; and select appropriate tools, equipment, and materials. (64 hrs).

Course ID: WLDG 2039

Dates: Enroll Anytime - Progress at Your Own Pace

Time(s): See Lab Schedule

Location: Gvllc CTC

Fee: \$450

Fundamentals of Gas Metal Arc Welding (GMAW)

You will be able to demonstrate welding positions of basic weld joints; describe safety rules, equipment use, and basic visual inspection; and demonstrate proper welding of basic joints in the flat position. (48 hrs).

Course ID: WLDG 1002

Dates: Enroll Anytime - Progress at Your Own Pace

Time(s): See Lab Schedule

Location: Gvllc CTC

Fee: \$350

Advanced Gas Metal Arc Welding (GMAW)

You will be able to demonstrate proficiency in various welding positions; describe safety rules and equipment use, describe the effects of welding parameters in GMAW; weld various joint designs; diagnose welding problems and perform visual inspection. (38 hrs).

Course ID: WLD 2047

Dates: Enroll Anytime - Progress at Your Own Pace

Time(s): See Lab Schedule

Location: Gvllc CTC

Fee: \$325

Fundamentals of Gas Tungsten Arc Welding (GTAW)

You will be able to demonstrate various joint designs; describe safety rules and equipment; perform basic visual inspection of equipment; and demonstrate proper welding techniques of ferrous or non-ferrous metal in the flat position. (48 hrs).

Course ID: WLDG 1006

Dates: Enroll Anytime - Progress at Your Own Pace

Time(s): See Lab Schedule

Location: Gvllc CTC

Fee: \$350

TECHNICAL AND TRADES TRAINING

Advanced Gas Tungsten Arc Welding (GTAW)

You will be able to demonstrate proficiency in various welding positions; describe safety rules and equipment used; describe the effects of welding parameters in GTAW; weld various joint designs; diagnose welding problems; and perform visual inspection. (38 hrs).

Course ID: WLD 2051

Dates: Enroll Anytime - Progress at Your Own Pace

Time(s): See Lab Schedule

Location: Gvllc CTC

Fee: \$325

Introduction to Pipe Welding

You will be able to use equipment and prepare pipes for performance of 1G and 2G welds using various electrodes. (32 hrs).

Course ID: WLDG 1035

Dates: Enroll Anytime - Progress at Your Own Pace

Time(s): See Lab Schedule

Location: Gvllc CTC

Fee: \$325

Shielded Metal Arc Welding

You will be able to define the principles of arc welding; interpret electrode classifications and perform welding operations in various positions using different joint designs. (32 hrs).

Course ID: WLDG 1003

Dates: Enroll Anytime - Progress at Your Own Pace

Time(s): See Lab Schedule

Location: Gvllc CTC

Fee: \$250

Intermediate Shielded Metal Arc Welding

You will be able to demonstrate arc welding operations; prepare test plates; perform fillet welds; perform air carbon arc weld removal; perform bevel groove welds with backing plates. (32 hrs).

Course ID: WLDG 1043

Dates: Enroll Anytime - Progress at Your Own Pace

Time(s): See Lab Schedule

Location: Gvllc CTC

Fee: \$250

Advanced Shielded Metal Arc Welding

You will understand the effects of preheating and postweld heating; explain precautions used when welding various metals and alloys; perform open groove welds with mild steel and low alloy electrodes in all positions. (32 hrs).

Course ID: WLDG 2044

Dates: Enroll Anytime - Progress at Your Own Pace

Time(s): See Lab Schedule

Location: Gvllc CTC

Fee: \$250

Introduction to Blueprint Reading for Welders

You will be able to define terms and abbreviations; identify and explain object views, lines and dimensions; identify, explain, and interpret weld symbols; identify structural shapes; demonstrate the proper use of measuring devices; read and interpret blueprints; read welding detail drawings; and calculate dimensions and material. Not available as a standalone course (only as part of combo). (32 hrs).

Course ID: WLDG 1013

Dates: Enroll Anytime - Progress at Your Own Pace

Time(s): See Lab Schedule

Location: Gvllc CTC

Welding Safety, Tools & Equipment

You will be able to understand welding safety practices, OSHA and the Hazardous Communications Act, and MSDS; list hazards associated with welding equipment and processes; use and maintain tools and equipment; practice shop welding safety; identify hazards associated with gases, fluxes, electrodes and equipment; interpret an MSDS; and name different welding processes and explain their operation. Not available as a standalone course (only as part of combo). (10 hrs).

Course ID: WLD 1023

Dates: Enroll Anytime - Progress at Your Own Pace

Time(s): See Lab Schedule

Location: Gvllc CTC

Occupational Math

You will be able to perform mathematical calculations relevant to specific business/industry occupations. Not available as a standalone course (only as part of combo). (16 hrs).

Course ID: TECM 1013

Dates: Enroll Anytime - Progress at Your Own Pace

Time(s): See Lab Schedule

Location: Gvllc CTC



COMPUTER APPLICATIONS/TECHNOLOGY

Welcome to the World of Computers

Are computers intimidating you? This class, designed to be the first step into the world of computers, will introduce you to computer basics, word processing, internet browsing and email. Enjoy expanded discussions and hands-on experiences designed to give you the confidence you need to be master over your computer! Textbook included in fee. (14 hrs)

CORINTH

Course ID: ITSC 1012 040 111Q
 Dates: 9/12/11 to 10/24/11
 Time: 6:30 p.m. to 8:30 p.m.
 Location: Pinnell Square
 Day: Mon
 Fee: \$145

Course ID: ITSC 1012 041 111Q
 Dates: 9/26/11 to 10/17/11
 Time: 2 p.m. to 4 p.m.
 Location: Pinnell Square
 Day: Mon/Wed
 Fee: \$145

FLOWER MOUND

Course ID: ITSC 1012 055 111Q
 Dates: 9/12/11 to 10/10/11
 Time: 6:30 p.m. to 9:30 p.m.
 Location: 204
 Day: Mon
 Fee: \$145

GRAHAM

Course ID: ITSC 1012 080 111Q
 Dates: 9/12/11 to 10/3/11
 Time: 10 a.m. to 12 p.m.
 Location: D1
 Day: Mon/Tues
 Fee: \$145

Course ID: ITSC 1012 081 111Q
 Dates: 11/7/11 to 11/30/11
 Time: 10 a.m. to 12 p.m.
 Location: D1
 Day: Mon/Tues
 Fee: \$145



MS Office 2010 used in the classroom.

You are encouraged to have

MS Office 2010 or 2007.

Key differences covered by instructor.

Microsoft Office Basics

What is in the Microsoft Office Suite, and how can you use it? This is a fun, easy way to learn how to use the most popular applications required for home and business, including Word, Excel, PowerPoint and Access. Learning is reinforced with plenty of illustrations and practical, hands-on projects and exercises. Textbook included in fee. (12 hrs)

CORINTH

Course ID: COM 1012 040 111Q
 Dates: 9/6/11 to 9/22/11
 Time: 2 p.m. to 4 p.m.
 Location: Pinnell Square
 Day: Mon/Wed
 Fee: \$105

Course ID: COM 1012 041 111Q
 Dates: 10/28/11 to 12/9/11
 Time: 12:30 p.m. to 2:30 p.m.
 Location: Pinnell Square
 Day: Fri
 Fee: \$105

Course ID: COM 1012 042 111Q
 Dates: 11/7/11 to 11/23/11
 Time: 2 p.m. to 4 p.m.
 Location: Pinnell Square
 Day: Mon/Wed
 Fee: \$105

Course ID: COM 1012 043 111Q
 Dates: 11/7/11 to 12/12/11
 Time: 6:30 p.m. to 8:30 p.m.
 Location: Pinnell Square
 Day: Mon
 Fee: \$105

Introduction into Windows 7

You will get a basic understanding of the new operating system and learn about the useful and exciting new features. This course includes managing windows and folders, sorting and filtering files, running programs, managing security settings and taking advantage of Windows' multimedia features for photos, music and videos. Learning is reinforced with plenty of illustrations and practical, hands-on projects and exercises. Learning Windows has never been this easy! Textbook included with fee. (12 hrs)

CORINTH

Course ID: ITSC 1006 050 111Q
 Dates: 9/9/11 to 10/21/11
 Time: 12:30 p.m. to 3:30 p.m.
 Location: Pinnell Square
 Day: Fri
 Fee: \$105

COMPUTER APPLICATIONS/TECHNOLOGY

Building a Successful Business Using the Internet

In this 11-week hands-on course, you will brainstorm website concepts based on your own hobbies, interests, or expertise. Utilize a proven method to determine the most profitable concept, then design and create your website, write web content, implement social media tools to generate traffic, and develop a monetization plan. Small business owners will create a website for their business or adapt content on their existing website to utilize the web traffic generating techniques taught. Instructor: J. Hinton. (33 hrs.)

You must be willing to commit to spending 8-12 hours on coursework per week, be able to write simple text equivalent to an inter-office memo, have a PC or MAC with high speed internet connectivity, intermediate knowledge of computers, internet, email, and word processing.

No HTML or web-authoring tool knowledge required.

A laptop computer is recommended.

\$300 in materials must be purchased from a vendor and becomes your property.

Class size limited! Enroll today!

CORINTH

Course ID: COM 1009 040 111Q
Dates: 9/15/11 to 12/1/11
Time: 7 p.m. to 10 p.m.
Location: C312

Day: Thurs
Fee: \$219

FLOWER MOUND

Course ID: COM 1009 055 111Q
Dates: 9/14/11 to 11/30/11
Time: 6:30 p.m. to 9:30 p.m.
Location: 204

Day: Thurs
Fee: \$219

Word Level 1 of 3

You will learn to create and modify documents with the world's most popular word processor. Many of the skills learned in this class can be used on other popular computer applications, even in the Internet. This class is a great way to quickly expand your basic skills and gain comfort using your computer. Textbook included in fee. Instructor: J. Foster. (8 hrs)

CORINTH

Course ID: POFI 1024 040 111Q
Dates: 9/8/11 to 9/29/11
Time: 5:30 p.m. to 7:30 p.m.
Location: Pinnell Square

Day: Thurs
Fee: \$85

Course ID: POFI 1024 041 111Q
Dates: 9/12/11 to 9/21/11
Time: 2 p.m. to 4 p.m.
Location: Pinnell Square

Day: Mon/Wed
Fee: \$85

**MS Office 2010 used in the classroom.
You are encouraged to have
MS Office 2010 or 2007.
Key differences covered by instructor.**

Word Level 2 of 3

This class will teach you how to add some sophistication to your word documents. In this second level class you will learn to add a table to a document, create a newsletter style with columns, insert clip art and pictures, and explore the new features, Word Art and Smart Art. Textbook included in fee. Instructor: J. Foster. Prerequisite: Word Level 1 of 3. (8 hrs)

CORINTH

Course ID: POFI 1042 040 111Q
Dates: 10/6/11 to 10/27/11
Time: 5:30 p.m. to 7:30 p.m.
Location: Pinnell Square

Day: Thurs
Fee: \$85

Word Level 3 of 3

Get ready to complete your mastery of Word with this final course. Impress your friends and co-workers with your ability to create a research paper or write your memoirs complete with a table of contents, header, footer and endnotes, and an index. Also, examine the proofing tools to ensure your final document is great and error free. Then share it on the sky drive with others for collaboration. Textbook included in fee. Instructor: J. Foster. Prerequisite: Word Level 2 of 3. (8 hrs)

CORINTH

Course ID: POFI 2037 040 111Q
Dates: 11/3/11 to 12/1/11
Time: 5:30 p.m. to 7:30 p.m.
Location: Pinnell Square

Day: Thurs
Fee: \$85

Word – Mail Merge and Labels

Want to use Word to create your annual letter and envelopes for your Christmas mailing this year? This class will focus on mastering these features. Handouts provided. Prerequisite: Word Level I experience. (2 hrs)

CORINTH

Course ID: COM 1010 040 111Q
Dates: 12/8/11
Time: 5:30 p.m. to 7:30 p.m.
Location: Pinnell Square

Day: Thurs
Fee: \$25

PowerPoint Level 1 of 3

You will create a professional presentation! Begin by learning to navigate through the PowerPoint screen and note the variety of tools and views. Then select a theme and begin developing the slides. Insert some clip art and maybe a graph and wow your co-workers and friends. Textbook included in fee. Instructor: J. Foster. Prerequisite: Basic PC experience. (8 hrs)

CORINTH

Course ID: ITSW 1037 040 111Q
Dates: 9/8/11 to 9/29/11
Time: 7:30 p.m. to 9:30 p.m.
Location: Pinnell Square

Day: Thurs
Fee: \$85

GAINESVILLE

Course ID: ITSW 1037 001 111Q
Dates: 9/27/11 to 10/6/11
Time: 6 p.m. to 8 p.m.
Location: CTC

Day: Thurs
Fee: \$85

COMPUTER APPLICATIONS/TECHNOLOGY

PowerPoint Level 2 of 3

Now that you know how to create a presentation, investigate some of the tools used to present it. Add your notes to the slides and create your handouts. Add a hyperlink or two, and use the slide tools to write on the slide during the presentation. Let's really wow the audience and add music and special effects as the slides transition. Textbook included in fee. Instructor: J. Foster. Prerequisite: PowerPoint Level 1 of 3. (8 hrs)

CORINTH

Course ID: ITSW 1041 040 111Q
 Dates: 10/6/11 to 10/27/11
 Time: 7:30 p.m. to 9:30 p.m.
 Location: Pinnell Square
 Day: Thurs
 Fee: \$85

PowerPoint Level 3 of 3

Move your presentation to the Internet and include remote sites in the presentation. How about collaborating with team members to get their input on the presentation? Prepare a CD and take the show on the road. Now let's integrate the presentation with Word, Excel or Outlook. Textbook included in fee. Instructor: J. Foster. Prerequisite: PowerPoint Level 2 of 3. (8 hrs)

CORINTH

Course ID: ITSW 2036 040 111Q
 Dates: 11/3/11 to 12/1/11
 Time: 7:30 p.m. to 9:30 p.m.
 Location: Pinnell Square
 Day: Thurs
 Fee: \$85

Excel Level 1 of 3

Work with numbers? Then you need Excel. You will start at the beginning by learning the Office ribbon and tabs. Then quickly move into the main power of Excel - the creation of formulas. You will be able to create some amazing workbooks by the time you finish this class! Textbook included in fee. Instructor: J. Ashton. Prerequisite: Basic PC skills. (8 hrs)

CORINTH

Course ID: ITSW 1022 040 111Q
 Dates: 9/7/11 to 9/28/11
 Time: 5:30 p.m. to 7:30 p.m.
 Location: Pinnell Square
 Day: Wed
 Fee: \$85

Course ID: ITSW 1022 041 111Q
 Dates: 9/7/11 to 9/28/11
 Time: 7:30 p.m. to 9:30 p.m.
 Location: Pinnell Square
 Day: Wed
 Fee: \$85

Course ID: ITSW 1022 042 111Q
 Dates: 10/24/11 to 11/2/11
 Time: 2 p.m. to 4 p.m.
 Location: Pinnell Square
 Day: Mon/Wed
 Fee: \$85

FLOWER MOUND

Course ID: ITSW 1022 055 111Q
 Dates: 10/17/11 to 11/1/11
 Time: 6:30 p.m. to 9:30 p.m.
 Location: 204
 Day: Mon
 Fee: \$85

GAINESVILLE

Course ID: ITSW 1022 001 111Q
 Dates: 9/13/11 to 9/22/11
 Time: 6 p.m. to 8 p.m.
 Location: CTC
 Day: Tues/Thurs
 Fee: \$85

Course ID: ITSW 1022 002 111Q
 Dates: 10/11/11 to 10/20/11
 Time: 6 p.m. to 8 p.m.
 Location: CTC
 Day: Tues/Thurs
 Fee: \$85

GRAHAM

Course ID: ITSW 1022 080 111Q
 Dates: 10/10/11 to 10/19/11
 Time: 7 p.m. to 9 p.m.
 Location: WFC
 Day: Mon/Wed
 Fee: \$85

Excel Level 2 of 3

You will continue developing your command of the leading spreadsheet software - Excel. Discover the magic of charts, work on large worksheets with ease, add graphics to your worksheet and pick from hundreds of templates saving untold time. Plus, learn to protect your worksheets to avoid accidentally deleting those complex formulas you have created. Textbook included in fee. Instructor: J. Ashton. Prerequisite: Excel Level 1 of 2 or assessment placement test. (8 hrs)

CORINTH

Course ID: ITSW 1046 040 111Q
 Dates: 10/5/11 to 10/26/11
 Time: 5:30 p.m. to 7:30 p.m.
 Location: Pinnell Square
 Day: Wed
 Fee: \$85

Course ID: ITSW 1046 041 111Q
 Dates: 10/5/11 to 10/26/11
 Time: 7:30 p.m. to 9:30 p.m.
 Location: Pinnell Square
 Day: Wed
 Fee: \$85

FLOWER MOUND

Course ID: ITSW 1046 055 111Q
 Dates: 11/7/11 to 11/21/11
 Time: 6:30 p.m. to 9:30 p.m.
 Location: 204
 Day: Mon
 Fee: \$85

GAINESVILLE

Course ID: ITSW 1046 001 111Q
 Dates: 10/25/11 to 11/3/11
 Time: 6 p.m. to 8 p.m.
 Location: CTC
 Day: Tues/Thurs
 Fee: \$85

GRAHAM

Course ID: ITSW 1046 080 111Q
 Dates: 10/24/11 to 11/2/11
 Time: 7 p.m. to 9 p.m.
 Location: WFC
 Day: Mon/Wed
 Fee: \$85

Continued to next column

MS Office 2010 used in the classroom. You are encouraged to have MS Office 2010 or 2007. Key differences covered by instructor.

COMPUTER APPLICATIONS/TECHNOLOGY

Excel Level 3 of 3

You will complete the Excel learning experience and learn the secrets behind managing the worksheets within the workbook. Create advanced formulas which use data across worksheets. Understand how to write and edit macros and use the amazing pivot tables, financial functions, perform "What If" scenarios, and step through the complex formulas to debug them. Textbook included in fee. Instructor: J. Ashton. Prerequisite: Excel Level 2 of 3 or assessment placement test. (8 hrs)

CORINTH

Course ID: ITSW 2049 040 111Q

Dates: 11/2/11 to 11/30/11

Time: 5:30 p.m. to 7:30 p.m.

Location: Pinnell Square

Day: Wed

Fee: \$85

Course ID: ITSW 2049 041 111Q

Dates: 11/2/11 to 11/30/11

Time: 7:30 p.m. to 9:30 p.m.

Location: Pinnell Square

Day: Wed

Fee: \$85

Excel – IF Logic (NEW)

You will find that many times the content of a cell is conditional on other values or conditions within the worksheet. This class will teach you to effectively use logical functions to address these opportunities. Instructor: J. Winslow. Prerequisite: Excel Level 2 of 3 or assessment placement test. (2 hrs)

CORINTH

Course ID: COM 1014 040 112Q

Dates: 12/7/11

Time: 5:30 p.m. to 7:30 p.m.

Location: Pinnell Square

Day: Wed

Fee: \$25

Excel – Lookups (NEW)

You will learn the reference and lookup function – including the VLOOKUP. You'll learn how to create tables and use them to lookup information, saving you time entering data and improving data accuracy. Instructor: J. Winslow. Prerequisite: Excel Level 2 of 3 or assessment placement test. (2 hrs)

CORINTH

Course ID: COM 1015 040 112Q

Dates: 12/14/11

Time: 5:30 p.m. to 7:30 p.m.

Location: Pinnell Square

Day: Wed

Fee: \$25

Access Level 1 of 3

You will learn how Microsoft's powerful database application can help you store and manage information you've collected about your business, home, or community. Textbook included in fee. Prerequisite: Good computer skills; not intended for the novice user. (8 hrs)

CORINTH

Course ID: ITSW 1053 040 111Q

Dates: 9/6/11 to 9/27/11

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

Location: Pinnell Square

Day: Tues

Fee: \$85

Access Level 2 of 3

You'll expand your Microsoft Access skills to build better, more user-friendly Access databases. Work with and create tables, queries, forms and reports. Textbook included in fee. Prerequisite: Access Level 1 of 3. (8 hrs)

CORINTH

Course ID: ITSW 1055 040 111Q

Dates: 10/4/11 to 10/25/11

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

Location: Pinnell Square

Day: Tues

Fee: \$85

Access Level 3 of 3

You will expand the learning experience by working more with tables, queries, forms and reports.. Take home the knowledge to create some applications and streamline your job, and create standards and controls needed to minimize errors. Textbook included in fee. Prerequisite: Access Level 2 of 3. (8 hrs)

CORINTH

Course ID: ITSW 2047 040 111Q

Dates: 11/1/11 to 11/22/11

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

Location: Pinnell Square

Day: Tues

Fee: \$85

Access – Macros (NEW)

Do you want a push button application? It's easy with macros. Learn what macros can do, and participate in class exercises to build them. Instructor: J. Winslow. Prerequisite: Access Level 2 of 3 or assessment placement test. (2 hrs)

CORINTH

Course ID: COM 1016 040 112Q

Dates: 12/6/11

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

Location: Pinnell Square

Day: Tues

Fee: \$25

Access – Data Types & Properties (NEW)

Every data element must have a data type and properties. Don't settle for the defaults. You will learn to choose the right one, increasing the strength of your application, while improving data validations. Prerequisite: Access Level 2 of 3 or assessment placement test. (2 hrs)

CORINTH

Course ID: COM 1016 040 112Q

Dates: 12/13/11

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

Location: Pinnell Square

Day: Tues

Fee: \$25



COMPUTER APPLICATIONS/TECHNOLOGY

QuickBooks

You will learn the fundamentals of using QuickBooks to track the finances of a small business. This course includes how to set up a new company, manage bank account transactions, maintain customer and vendor information, generate reports, write and print checks, create invoices and credit memos, add custom fields, set up budgets, and learn about data backup/protection. No text required. You will receive course handouts. Instructor: I. Alvarez. Prerequisite: Good computer skills; not intended for the novice user. (8 hrs)

CORINTH

Course ID: ACNT 1010 040 111Q
Dates: 9/13/11 to 10/4/11
Time: 6:30 p.m. to 8:30 p.m.
Location: Corinth
Day: Tues
Fee: \$69

Course ID: ACNT 1010 041 111Q
Dates: 10/18/11 to 11/8/11
Time: 6:30 p.m. to 8:30 p.m.
Location: Corinth
Day: Tues
Fee: \$69

Introduction to Adobe Elements

You will learn to use one of the most popular digital image editing programs on the market. Navigate the various screens and understand where the tools are and how to use them. Master the use of layers to create some interesting pictures just like the professionals. Learn how to use the help to unleash more of its power. Amaze your friends with your ability to fix pictures. No text or supplies required. (8 hrs)

CORINTH

Course ID: PHO 1101 040 111Q
Dates: 10/11/11 to 10/20/11
Time: 2 p.m. to 4 p.m.
Location: Pinnell Square
Day: Tues/Thurs
Fee: \$75

Course ID: PHO 1101 041 111Q
Dates: 9/17/11 to 10/8/11
Time: 11 a.m. to 1 p.m.
Location: COR251
Day: Sat
Fee: \$75

Intermediate Adobe Elements

You will further refine your skills using all tools. Enhance color and adjust lighting. Learn to use your knowledge and skill with Elements tools to liven up your images. Master the use of selection and touch up tools use the filters and other menu options to create some interesting pictures just like the professionals. No textbook or supplies required. (8 hrs)

CORINTH

Course ID: PHO 1107 040 111Q
Dates: 10/25/11 to 11/3/11
Time: 2 p.m. to 4 p.m.
Location: Pinnell Square
Day: Tues/Thurs
Fee: \$75

Course ID: PHO 1107 041 111Q
Dates: 10/29/11 to 11/19/11
Time: 11 a.m. to 1 p.m.
Location: COR251
Day: Sat
Fee: \$75

DIGITAL PHOTOGRAPHY CLASSES

Digital Photography for the Absolute Beginner

Just purchased a new digital camera and still confused? This beginner's class will teach you to use the manual and understand the camera controls. You will master the art of transferring pictures from your camera and learn to use the computer's slideshow to view them. Come to class and learn about your camera and take better pictures. E-book included in fee. Special Notes: Bring camera, cable and manual. Instructor: J. Winslow. (8 hrs)

CORINTH

Course ID: ITSW 1033 040 111Q
Dates: 9/27/11 to 10/6/11
Time: 2 p.m. to 4 p.m.
Location: Pinnell Square
Day: Tues/Thurs
Fee: \$55

Course ID: ITSW 1033 040 112Q
Dates: 12/5/11 to 12/8/11
Time: 2 p.m. to 4 p.m.
Location: Pinnell Square
Day: Mon/Tues/Wed/Thurs
Fee: \$55

Introduction to Lightroom

You will master this Adobe software to boost your creativity and save time. Built to be fast, intuitive, and easy to use, it's the efficient assistant you need. This provides one set of powerful tools for your photography tasks - whether you're adjusting one image, searching for ten, processing hundreds, or organizing thousands. No textbooks or supplies required. Instructor: J. Winslow. (8 hrs)

CORINTH

Course ID: PHO 1101 040 111Q
Dates: 11/8/11 to 11/17/11
Time: 2 p.m. to 4 p.m.
Location: Pinnell Square
Day: Tues/Thurs
Fee: \$75



Do you have questions about a particular course before you register?

**Give us a call (940)668-4272 Gainesville
(940)498-6270 Corinth**

COMPUTER APPLICATIONS/TECHNOLOGY

Adobe Elements - Organizing & Scrap Booking (NEW)

You will learn to use the organizer in Elements to review, rate, and manage your pictures. After identifying the keepers, open up the Create mode and create a scrap book. Special Notes: you may bring your pictures on a thumb drive. Instructor: J. Winslow. (8 hrs)

CORINTH

Course ID: PHO 1104 040 112Q

Dates: 12/12/11 to 12/15/11

Day: Mon/Tues/Wed/Thurs

Time: 2 p.m. to 4 p.m.

Location: Pinnell Square

Fee: \$75

Digital Photography

Attention DSLR camera enthusiasts! This class, led by a master photographer, will engage various topics ranging from exposure to pre-visualization. Class discussion will focus on the specifics of camera mechanics to create personally satisfying images. Adobe Elements will be used to investigate, enhance and archive your images. No textbook required. Bring camera and laptop if desired. Instructor: B. Hirak. (20 hrs)

CORINTH

Course ID: ITSW 1003 040 111Q

Dates: 9/10/11 to 11/12/11

Time: 9 a.m. to 11 a.m.

Location: Pinnell Square

Day: Sat

Fee: \$179

Advanced Topics in Digital Photography - Exposure

Are you ready to learn the relationship between shutter speed and aperture? This workshop style forum will provide the capacity to effectively create specific renderings of shadows, highlights and color saturation. No text required. Special notes: Bring camera and laptop if desired. Instructor: B. Hirak. (8 hrs)

CORINTH

Course ID: PHO 1060 040 111Q

Dates: 9/17/11 to 10/8/11

Time: 11:30 a.m. to 1:30 p.m.

Location: Pinnell Square

Day: Sat

Fee: \$55

Advanced Topics in Digital Photography - Lighting

Do you know how to control light can effect change in your image? Learn to use your strobe light, and effectively mix it with ambient light. No text required. Special notes: Bring camera, strobe and laptop if desired. Instructor: B. Hirak. (8 hrs)

CORINTH

Course ID: PHO 1080 040 111Q

Dates: 10/15/11 to 11/5/11

Time: 11:30 a.m. to 12:30 p.m.

Location: Pinnell Square

Day: Sat

Fee: \$55

Advanced Topics in Digital Photography – Special Project

You will learn all the things you've learned in the "Exposure" and "Lighting" courses to articulate and sequence images into a singular powerful vision. The outcome of this class is a book or a series of prints about one subject. No text required. Special notes: Bring camera and cable. Instructor: B. Hirak. (8 hrs)

CORINTH

Course ID: PHO 1090 040 111Q

Dates: 11/12/11 to 12/10/11

Time: 11:30 a.m. to 1:30 p.m.

Location: Pinnell Square

Fee: \$55

Day: Sat



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Medical Coding and Billing

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and will be prepared to sit for the CCA national certification exam.

Medical Transcription

This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist. A medical terminology course is included at no extra cost.

Administrative Medical Specialist with Medical Billing and Coding

Learn about medical office operations, with an emphasis on billing and coding, processing insurance forms, and using medical software. This program provides training on medical billing software as well as preparation for the Certified coding Associate (CCA) national certification exam.

AutoCAD 2009

Learn the skills needed to create and edit simple drawings and gradually introduce more advanced AutoCAD skills.

CompTIA Network+ Certification Training

Learn the fundamentals you need to obtain a CompTIA™ Network+ certification and start a career as a network technician. You'll master basic networking concepts and learn about network design, security, routing, and switching.

Pharmacy Technician

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

Paralegal

This program will prepare you to be successful in the fast growing paralegal career field. The paralegal training program includes free access to the official NALA Campus certification exam prep and Westlaw.

Veterinary Assistant

Prepare for an exciting new career as an administrative veterinary assistant. Students in the program learn about the care of animals as well as how to recognize signs of illness and disease. This online program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. And much more!

Project Management

This program will provide you with a solid introduction to the understanding of project management and help you comply with the minimum 35 hours of training as required by the Project Management Institute (PMI) before you take the Project Management Professional (PM) exam.

Web Design Certificate

Learn how to develop the visual graphic and information design skills required to create compelling Web sites. You'll learn professional applications for Adobe Photoshop, Adobe Dreamweaver, Fireworks, and Flash.

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3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

NCTC Lifelong Learning

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Intermediate Microsoft Excel

Work faster and more productively with Excel's most powerful tools.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to Dreamweaver

Harness the broad range of capabilities Dreamweaver brings to Web development.

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Going Green at Home

Step into a green lifestyle as you discover simple, cost-effective ways to make your home environmentally friendly.

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

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e-mail, and the Microsoft Internet

Explorer or Mozilla Firefox Web browser.

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requirements. Please visit our Online

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ADULT BASIC SKILLS

GED Academy Career Pathways (Drop Out Recovery Grant)

Want to take the GED exam, but need to spend some significant time preparing first? How would you like to pass the test then get the added bonus of referral into a career pathway? A grant recently received by NCTC from the Texas Education Agency has allowed us to establish the GED Academy to help you meet your goals!

Eligibility Criteria

1) Are you are between age 18 & 25 and considered a drop-out from a Texas public high school (must provide proof) or 2) Are you are between age 18 & 25 and were signed out of a Texas public high school by your parents to be home schooled, but did not complete studies (must provide proof).

How Do I Get Started with Admission?

If you meet the core requirements, attend one of the required "Information Sessions" (dates shown below) for the campus/location you'd like attend. You must also complete a required application; assessment testing and intake. For more specific details, contact one of the Essential Skill Advisors below. Leave a voice mail with call-back info.

Lacey Walton-Troster	Aubrey & Corinth Campuses	(940)902-2595
Salli Page	Bowie & Gainesville Campuses	(940)902-2366

Information Session, Application, Benchmark Testing

DATE	TIME	LOCATION
Tuesday, August 9	5 pm - 8 pm	NCTC Gainesville
Tuesday, August 9	5 pm - 8 pm	NCTC Corinth
Thursday, August 11	5 pm - 8 pm	Bowie High School
Thursday, August 11	5 pm - 8 pm	Aubrey High School
Tuesday, August 16	9 am - 12 pm	NCTC Gainesville
Tuesday, August 16	9 am - 12 pm	NCTC Corinth
Thursday, August 18	9 am - 12 pm	Bowie High School
Thursday, August 18	9 am - 12 pm	Aubrey High School
Tuesday, August 23	3 pm - 6 pm	NCTC Gainesville
Tuesday, August 23	3 pm - 6 pm	NCTC Corinth

How Many Scholarship Slots Are Available? Only 16 students will be qualified for acceptance per enrollment period at each campus. Early response is encouraged. Deadline for admission is Thursday, August 18, 2011.

Program Cost: For eligible students, the scholarship covers GED prep/textbooks/testing; THEA prep/textbooks/testing and scholarship options for either occupational or credit program enrollment.

When Will Class Start: September 6, 2011 at all locations

How is this Program Different?: 1) Services include advising/counseling, tutoring and career aptitude testing; 2) Curriculum contains academic readiness, workforce skills and lifeskills; 3) GED Instructors and an Essential Skills Advisor (ESA) to support students at each site.

What is Expected from You? 1) Willingness to complete program admission documents; 2) Willingness to participate in all portions of the program; 3) Willingness to set progressive goals to earn your GED in a short timeline; 4) Willingness to complete GED pre-testing to guide your study plan; 5) Interest in enhancing your ability to be successful in the workforce and 6) Motivation to attend class daily. An attendance policy will be upheld.

ADULT BASIC SKILLS

Advanced English as a Second Language for Healthcare Occupation

Do you want to improve your English skills to advance into a healthcare occupation? Let us help you achieve your desire to speak, read and write English fluently. This course includes a heavy emphasis on dialogue and acquisition of life skill resources aligned with health occupations. You must be at an advanced level to take this course as determined by a written and oral placement examination. Book included in course fee. (36 hrs)

CORINTH

Course ID: ESL 7000 040 111Q
Dates: 9/10/11 to 12/10/11
Time: 9 a.m. to 12 p.m.
Location: COR TBA
Day: Sat
Fee: \$239 (payment plan)

GAINESVILLE

Course ID: ESL 7000 001 111Q
Dates: 9/21/11 to 12/7/11
Time: 6 p.m. to 9 p.m.
Location: CTC
Day: Wed
Fee: \$239 (payment plan)

GED Fast Track Prep

Are you ready to take the GED test? Need to refresh on an individual topic? Tailored from state examination center results, this series identifies the most missed type of questions in each topic area and provides tips for test-takers. Note: Take a standalone topic or the entire battery of offerings to improve your chances of passing the test.

Note: Payment plan available if you register for all five topics.

Language Arts - Reading

Need a great tip? You should read as much as possible outside of class and don't limit yourself to a single type of books. In the course, you will explore questions that may be based on introductory text, stage directions in drama excerpts and text that is not specifically referenced by line numbers. You will learn these tips and more to master the reading portion of the test. (12 hrs)

BOWIE

Course ID: GED 1000 070 111Q
Dates: 10/17/11 to 10/20/11
Time: 6 p.m. to 9 p.m.
Location: TBA
Day: Mon/Tues/Wed/Thurs
Fee: \$85

Course ID: GED 1000 071 112Q
Dates: 12/5/11 to 12/8/11
Time: 6 p.m. to 9 p.m.
Location: TBA
Day: Mon/Tues/Wed/Thurs
Fee: \$85

CORINTH

Course ID: GED 1000 040 111Q
Dates: 9/12/11 to 9/15/11
Time: 6 p.m. to 9 p.m.
Location: Pinnell Square
Day: Mon/Tues/Wed/Thurs
Fee: \$85

Course ID: GED 1000 041 112Q
Dates: 12/5/11 to 12/8/11
Time: 6 p.m. to 9 p.m.
Location: Pinnell Square
Day: Mon/Tues/Wed/Thurs
Fee: \$85

Continued to next column

GAINESVILLE

Course ID: GED 1000 001 111Q
Dates: 10/17/11 to 10/20/11
Time: 6 p.m. to 9 p.m.
Location: CTC
Day: Mon/Tues/Wed/Thurs
Fee: \$85

Course ID: GED 1000 002 112Q
Dates: 12/5/11 to 12/8/11
Time: 6 p.m. to 9 p.m.
Location: CTC
Day: Mon/Tues/Wed/Thurs
Fee: \$85

Language Arts - Writing

Need help with essays? Keep the idea of relevant sentences in mind when you write. Paragraphs are based on one main idea. The test may ask you to "remove" a sentence that does not support the main idea of the paragraph. You will discuss/write sample essays and learn tips for locating main ideas and supporting correct answer. (12 hrs)

BOWIE

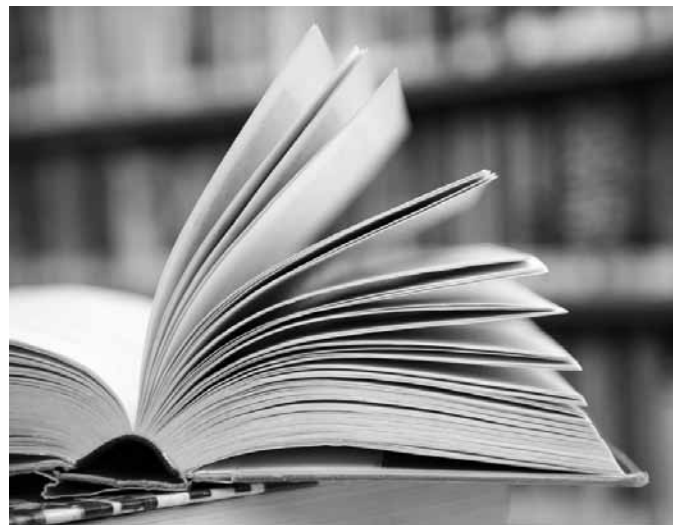
Course ID: GED 2000 070 111Q
Dates: 10/24/11 to 10/27/11
Time: 6 p.m. to 9 p.m.
Location: TBA
Day: Mon/Tues/Wed/Thurs
Fee: \$85

CORINTH

Course ID: GED 2000 040 111Q
Dates: 9/19/11 to 9/22/11
Time: 6 p.m. to 9 p.m.
Location: Pinnell Square
Day: Mon/Tues/Wed/Thurs
Fee: \$85

GAINESVILLE

Course ID: GED 2000 001 111Q
Dates: 10/24/11 to 10/27/11
Time: 6 p.m. to 9 p.m.
Location: CTC
Day: Mon/Tues/Wed/Thurs
Fee: \$85



ADULT BASIC SKILLS

Math

What is a quadratic equation? How well do you know your fractions? Can you give the appropriate formula for "volume"? These questions and many more will be covered in this section. You will learn step-by-step thinking strategies and explanation of why the correct answers are right and the wrong answers are wrong. (12 hrs)

BOWIE

Course ID: GED 3000 070 111Q
Dates: 10/31/11 to 11/3/11
Time: 6 p.m. to 9 p.m.
Location: TBA
Day: Mon/Tues/Wed/Thurs
Fee: \$85

Course ID: GED 3000 071 112Q
Dates: 12/12/11 to 12/15/11
Time: 6 p.m. to 9 p.m.
Location: TBA
Day: Mon/Tues/Wed/Thurs
Fee: \$85

CORINTH

Course ID: GED 3000 040 111Q
Dates: 9/26/11 to 9/29/11
Time: 6 p.m. to 9 p.m.
Location: Pinnell Square
Day: Mon/Tues/Wed/Thurs
Fee: \$85

Course ID: GED 3000 041 112Q
Dates: 12/12/11 to 12/15/11
Time: 6 p.m. to 9 p.m.
Location: Pinnell Square
Day: Mon/Tues/Wed/Thurs
Fee: \$85

GAINESVILLE

Course ID: GED 3000 001 111Q
Dates: 10/31/11 to 11/3/11
Time: 6 p.m. to 9 p.m.
Location: CTC
Day: Mon/Tues/Wed/Thurs
Fee: \$85

Course ID: GED 3000 002 112Q
Dates: 12/12/11 to 12/15/11
Time: 6 p.m. to 9 p.m.
Location: CTC
Day: Mon/Tues/Wed/Thurs
Fee: \$85

Science

Did you know that common terms such as energy and force, speed and acceleration are often incorrectly used interchangeably? Test-takers frequently have difficulty with questions that are related to these issues. In this course, you will brainstorm situations that you have observed in daily life, make a hypothesis about the reason, test prediction and draw conclusions. (12 hrs)

BOWIE

Course ID: GED 4000 070 111Q
Dates: 11/7/11 to 11/10/11
Time: 6 p.m. to 9 p.m.
Location: TBA
Day: Mon/Tues/Wed/Thurs
Fee: \$85

CORINTH

Course ID: GED 4000 040 111Q
Dates: 10/3/11 to 10/6/11
Time: 6 p.m. to 9 p.m.
Location: Pinnell Square
Day: Mon/Tues/Wed/Thurs
Fee: \$85

GAINESVILLE

Course ID: GED 4000 001 111Q
Dates: 11/7/11 to 11/10/11
Time: 6 p.m. to 9 p.m.
Location: CTC
Day: Mon/Tues/Wed/Thurs
Fee: \$85

Social Studies

Basic economic issues, geography, U.S. history, and government are challenging concepts to test takers. At the end of this course, you will come away with the ability to identify facts and opinions and understand symbolism. To get a sense of relative location of places, you will be able to locate city and states on a map. (12 hrs)

BOWIE

Course ID: GED 5000 070 111Q
Dates: 11/14/11 to 11/17/11
Time: 6 p.m. to 9 p.m.
Location: TBA
Day: Mon/Tues/Wed/Thurs
Fee: \$85

CORINTH

Course ID: GED 5000 040 111Q
Dates: 10/10/11 to 10/13/11
Time: 6 p.m. to 9 p.m.
Location: Pinnell Square
Day: Mon/Tues/Wed/Thurs
Fee: \$85

GAINESVILLE

Course ID: GED 5000 001 111Q
Dates: 11/14/11 to 11/17/11
Time: 6 p.m. to 9 p.m.
Location: CTC
Day: Mon/Tues/Wed/Thurs
Fee: \$85

INDEPENDENT LIVING AND LEARNING PROGRAM

Independent Learning and Life Skills

You will gain academic and critical life skills aimed at preparation for independent living. Program is designed for mentally and physically challenged adults who wish to continue their quest for knowledge. Books included in course.

Special Notes: Full time (174 hrs), Part time (87 hrs).

Age/Education Requirements:

- *High School Completion or Age 21*
- *Other: Specialized program admission*
- *Must schedule an interview.*

CORINTH - FULL-TIME

Course ID: TRS 0001 040 111Q
Dates: 9/6/11 to 12/15/11
Time: 9 a.m. to 12 p.m.
Instructor: C. Yeager
Day: Mon/Tues/Wed/Thurs
Location: Pinnell Square
Fee: \$825 (payment plan)

CORINTH - PART-TIME

Course ID: TRS 0001 041 111Q
Dates: 9/7/11 to 12/14/11
Time: 9 a.m. to 12 p.m.
Instructor: C. Yeager
Day: Mon/Wed
Location: Pinnell Square
Fee: \$525 (payment plan)

GAINESVILLE - PART-TIME

Course ID: TRS 0001 001 111Q
Dates: 9/6/11 to 12/15/11
Time: 9 a.m. to 12 p.m.
Instructor: N. Stanley
Day: Tues/Thurs
Location: First Christian Church
Fee: \$525 (payment plan)

SPECIAL INTEREST

ART

Basic Ceramics

You will develop a variety of ceramic techniques with an emphasis on hand-building, wheel-throwing, tile-making, glazing and firing. This course is designed for both beginners and advanced ceramic students to work on individual projects. Supply fee: \$35 paid at first class meeting for first time students; \$20 for returning students. Instructor: T. Igo. (24 hrs)

GAINESVILLE

Course ID: ART 9100 001 111Q

Dates: 9/29/11 to 11/17/11

Time: 1 p.m. to 4 p.m.

Location: VAC 1315

Deadline to Register: 9/22/11

Day: Thurs

Fee: \$159

Introduction to Painting (NEW)

You will discover basic aspects of color theory and painting theory. You'll focus on creating good compositions with line, form and color and the creative manipulation of paint to develop texture. Special techniques used will be explored such as palette knife, glazing and special-effect mediums for acrylic or water soluble oil. Designed for beginners and the experienced. Supplies: See website for complete list of supplies needed for first day of class. Instructor: M. Morris. (18 hrs)

CORINTH

Course ID: ART 2200 040 111Q

Dates: 9/15/11 to 10/20/11

Time: 6 p.m. to 9 p.m.

Location: Pinnell Square

Deadline to Register: 9/8/11

Day: Thurs

Fee: \$119

Ceramics: Lidded Jars for Intermediate to Advanced Throwers

If you are already experienced in wheel-throwing, this class will advance your pottery skills with a concentration on jar-making. Assignments include experimenting with different lid types, throwing height extensions, and making matching jar sets. Supply fee: \$35 paid at first class meeting for first time students; \$20 for returning students. Prerequisite: Beginning Ceramics at NCTC or previous throwing experience. Instructor: T. Igo. (24 hrs)

GAINESVILLE

Course ID: ART 9000 001 111Q

Dates: 9/29/11 to 11/17/11

Time: 6 p.m. to 9 p.m.

Location: VAC 1315

Deadline to Register: 9/22/11

Day: Thurs

Fee: \$159

Multi-Media Drawing/Painting for Adults

Experiment with different mediums to create subtle effects. Apply color, images and texture to backgrounds by using brushes and contrasting strokes of ink or paint. Practice artistic painting techniques, design and composition using pencil, paint or whatever medium the student prefers. This class is designed for both beginning and intermediate artists. Supplies: List provided. Instructor: R. Bond. (18 hrs)

GAINESVILLE

Course ID: ART 1500 001 111Q

Dates: 10/11/11 to 11/22/11

Time: 1 p.m. to 4 p.m.

Location: CTC

Deadline to Register: 10/6/11

Day: Tues

Fee: \$119



Painting Nature with Acrylics

You will capture the beauty of nature on canvas! Painting projects will allow you to learn a realism approach to painting nature. Master skills of pre-sketching, color mixing, and brush technique. Supplies: For first day of class bring basic set of acrylic paints, acrylic brushes, stretched, primed canvases (3) one 8X10, two others any size, pallet, cup or can for rinse water, old towel, sponges, and apron. Instructor: L. Lovick, educator and local artist. (18 hrs)

CORINTH

Course ID: ART 2100 040 111Q

Dates: 10/17/11 to 11/21/11

Time: 5:30 p.m. to 8:30 p.m.

Location: Pinnell Square

Deadline to Register: 10/13/11

Day: Mon

Fee: \$119

EARLY REGISTRATION

- 1) REGISTER EARLY - Do it today! Each class has a minimum required enrollment.
- 2) If you find a class you like, encourage a friend or two to join you. Sometimes, two or three students make the difference between a class making or cancelling.

SPECIAL INTEREST

Portraiture (NEW)

You will create realistic or expressionistic portraits through drawing and painting techniques. Proportion, perspective, color, composition and distortion will be addressed. A variety of media will be demonstrated and encouraged for a final portrait. Supplies: See website for complete list of supplies needed for first day of class. Special notes: Recommended for those with some drawing and painting experience, but beginners are welcome. Instructor: M. Morris. (18 hrs)

CORINTH

Course ID: ART 2300 040 111Q

Dates: 11/3/11 to 12/15/11

Time: 6 p.m. to 9 p.m.

Location: Pinnell Square

Deadline to Register: 10/27/11

Day: Thurs

Fee: \$119

COOKING/CULINARY INTERESTS

Cake Decorating

You will find it's easy and rewarding to create and decorate your own cakes. Start your adventure with foundational concepts. Work with a piping bag and tips to produce trim, drop flowers, roses and leaves. The instructor will provide recipes that work well for the use of frosting to produce medium to firm decorations. Special notes: Supply list and recipes given at the first class session. (6 hrs)

GAINESVILLE

Course ID: CKG 0200 001 111Q

Dates: 10/15/11 to 10/29/11

Time: 9:30 a.m. to 11:30 a.m.

Location: CTC

Deadline to Register: 10/11/11

Day: Sat

Fee: \$49



Dutch-Oven Cooking

The dinner bell is ringing! Whether you are cooking on a camping trip or in the backyard, you'll learn to prepare scrumptious complete meals using Dutch ovens. Get the tips and techniques for this fun activity that can involve the entire family. Equipment option: Bring your own Dutch oven or use one supplied by the instructor: R. Herrington. (6 hrs)

CORINTH

Course ID: CKG 0123 040 111Q

Dates: 10/8/11 to 10/8/11

Time: 9 a.m. to 3 p.m.

Location: Pinnell Square

Fee: \$55

Deadline to Register: 10/4/11

Day: Sat

GAINESVILLE

Course ID: CKG 0123 001 111Q

Dates: 10/29/11 to 10/29/11

Time: 9 a.m. to 3 p.m.

Location: CTC

Deadline to Register: 10/25/11

Day: Sat

Fee: \$55

CULTURES

Comparative Religions – Part I (NEW)

Notice the renewed interest in Native American heritage? Observe the Hindu and Buddhist temples beginning to dot the landscape around you? Is there only one true religion? These questions and many more can be answered in this informative class. Compare and contrast the similarities and differences of each tradition. Textbook: Optional. Instructor: R. Nourse. (12 hrs)

CORINTH

Course ID: CUL 5000 040 111Q

Dates: 9/8/11 to 9/29/11

Time: 6 p.m. to 9 p.m.

Location: Pinnell Square

Deadline to Register: 9/1/11

Day: Thurs

Fee: \$79

Comparative Religions – Part II (NEW)

Do you know how the beliefs of Judaism, Christianity and Islam differ? What beliefs do these religious traditions have in common? You might be surprised! Identify the fundamental elements of each of these major religious traditions. Textbook: Optional. Instructor: R. Nourse. (12 hrs)

CORINTH

Course ID: CUL 5000 041 111Q

Dates: 10/13/11 to 11/3/11

Time: 6 p.m. to 9 p.m.

Location: Pinnell Square

Deadline to Register: 10/6/11

Day: Thurs

Fee: \$79

SPECIAL INTEREST

Dream Interpretation

Did you ever wonder what your dreams really mean? This biblical-based course will teach you how to interpret your dreams and those of others. Develop an understanding of what symbols, colors and numbers mean. Instructor: J. Rost. (13.5 hrs)

CORINTH

Course ID: CUL 1001 040 111Q

Dates: 9/22/11 to 11/17/11

Time: 6 p.m. to 7:30 p.m.

Location: Pinnell Square

Deadline to Register: 9/14/11

Day: Thurs

Fee: \$85

GAINESVILLE

Course ID: CUL 1001 001 111Q

Dates: 9/19/11 to 11/14/11

Time: 6 p.m. to 7:30 p.m.

Location: CTC

Deadline to Register: 9/19/11

Day: Mon

Fee: \$85



FINANCE/MONEY MANAGEMENT

DANCE

Ballroom Dance

You'll learn to dance with grace and style as they did in the 30s and 40s. Move to the steps of the Cha Cha, foxtrot, waltz, and swing. Men will learn how to lead and women how to follow. Discover how to modify steps to accommodate your partner. (Corinth 12 hrs), (Gainesville 7.5 hrs)

CORINTH

Course ID: DAN 0300 040 111Q

Dates: 10/3/11 to 11/21/11

Time: 7 p.m. to 8:30 p.m.

Location: The Downtowner, 725 N Elm, Denton

Instructor: T. Tweeddale

Deadline to Register: 9/28/11

Day: Mon

Fee: \$65 per single

GAINESVILLE

Course ID: DAN 0300 001 111Q

Dates: 11/2/11 to 12/7/11

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

Location: CTC

Instructor: L. Barletta

Deadline to Register: 10/27/11

Day: Wed

Fee: \$55 per single

Country & Western Dance

Show off your dancing skills to the beat of progressive country western swing, East coast swing, and waltz. Take the opportunity to learn basic dance skills with a twist. You'll be the envy of everyone at the dance hall! (12 hrs)

CORINTH

Course ID: DAN 0400 040 111Q

Dates: 10/3/11 to 11/21/11

Time: 8:30 p.m. to 10 p.m.

Location: The Downtowner, 725 N. Elm, Denton

Instructor: T. Tweeddale

Deadline to Register: 9/28/11

Day: Mon

Fee: \$65 per single

Smart Choices in Retirement

When you retire, you probably want to maintain your current standard of living-or maybe even improve it. At this seminar, you'll learn 10 principles to help you work toward achieving a stable, steady income and help make your money last throughout retirement. Instructor: EdwardJones of Denton County. (1.5 hrs)

CORINTH

Course ID: FIN 0500 040 111Q

Dates: 10/18/11 to 10/18/11

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

Location: Pinnell Square

Deadline to Register: 10/13/11

Day: Tues

Fee: \$15

A Smart Start to Mutual Funds

When it comes to investing, there's no better place to start than with the basics. You will join us for a discussion on the basics of mutual funds. Instructor: EdwardJones of Denton County. (1.5 hrs)

CORINTH

Course ID: FIN 0600 040 111Q

Dates: 11/17/11 to 11/17/11

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

Location: Pinnell Square

Deadline to Register: 11/10/11

Day: Thurs

Fee: \$15

Tax-free Investing: It's Not What You Make, It's What You Keep

You will join us to learn how certain investments can deliver tax-free income and possibly keep you in a lower tax bracket. Instructor: EdwardJones of Denton County. (1.5 hrs)

CORINTH

Course ID: FIN 0700 040 111Q

Dates: 12/10/11 to 12/10/11

Time: 9 a.m. to 10:30 a.m.

Location: Pinnell Square

Deadline to Register: 12/1/11

Day: Sat

Fee: \$15

SPECIAL INTEREST

FITNESS/HEALTH

Fitness Plus

Various exercise techniques will let you increase joint mobility, strength and toning. Cardio sessions are designed for your heart health and Tai Chi basics for balance and stress relief. Fitness Plus is designed for senior adults, but available to anyone who wants to feel energized and ready to jumpstart an active lifestyle. (6 hrs)

BOWIE

Course ID: FIT 8000 070 111Q
 Dates: 10/4/11 to 11/8/11
 Time: 5:30 p.m. to 6:30 p.m.
 Location: Bowie Campus
 Instructor: J. Hall
 Deadline to Register: 9/29/11

Day: Tues

Fee: \$45

CORINTH

Course ID: FIT 8000 040 111Q
 Dates: 10/6/11 to 11/10/11
 Time: 6 p.m. to 7 p.m.
 Location: Pinnell Square
 Deadline to Register: 9/29/11

Day: Thurs

Fee: \$45

GAINESVILLE

Course ID: FIT 8000 001 111Q
 Dates: 10/4/11 to 11/8/11
 Time: 5:00 p.m. to 6:00 p.m.
 Location: CTC
 Instructor: S. Haynie
 Deadline to Register: 9/29/11

Day: Tues

Fee: \$45

Zumba

Ditch the workout and join the party! You will dance and sweat to today's hottest Latin and pop songs. You've seen it on television, but it's much more fun with your friends. Course covers Latin dance steps, Salsa, Cumbia, Reggaeton (Latin hip-hop), Meringue and more. (6 hrs)

CORINTH

Course ID: FIT 0400 040 111Q
 Dates: 10/3/11 to 11/7/11
 Time: 6:30 p.m. to 7:30 p.m.
 Location: Pinnell Square
 Instructor: R. Pierson
 Deadline to Register: 9/29/11

Day: Mon

Fee: \$69

Course ID: FIT 0400 041 111Q
 Dates: 10/6/11 to 11/10/11
 Time: 11 a.m. to 12 p.m.
 Location: Pinnell Square
 Instructor: R. Pierson
 Deadline to Register: 9/29/11

Day: Thurs

Fee: \$69

GAINESVILLE

Course ID: FIT 0400 001 111Q
 Dates: 11/2/11 to 12/14/11
 Time: 5:30 p.m. to 6:30 p.m.
 Location: CTC
 Instructor: L. Barletta
 Deadline to Register: 10/27/11

Day: Wed

Fee: \$69

GARDENING

Container Gardening (NEW)

Almost anything can be a container for gardening, so fret no longer about a lack of space. Container gardening allows anyone with access to a few hours of sunlight each day to check out their green thumb potential. Enjoy the benefits of food or beauty. Instructor: L. Legg. (6 hrs)

CORINTH

Course ID: GAR 5600 040 111Q
 Dates: 11/3/11 to 11/10/11
 Time: 6 p.m. to 9 p.m.
 Location: Pinnell Square
 Deadline to Register: 10/27/11

Day: Thurs

Fee: \$45

Mastering the Fall Vegetable Garden (NEW)

Most gardeners place emphasis on the spring garden, yet the fall season in North Texas offers an opportunity to grow both warm and cool season vegetables and herbs. You will learn how a well-designed growing plan is the secret to a successful fall garden. Discover when, what, where and how you should plant. Instructor: L. Legg. (12 hrs)

CORINTH

Course ID: GAR 5100 040 111Q
 Dates: 9/22/11 to 10/13/11
 Time: 6 p.m. to 9 p.m.
 Location: Pinnell Square
 Deadline to Register: 9/15/11

Day: Thurs

Fee: \$79

HOBBIES/HANDICRAFTS

Crochet (NEW)

Counter your stress with this ageless family tradition that provides a sense of accomplishment and allows you to create priceless, one-of-a-kind items. Learn beautiful crochet techniques from beginning to finish. Instructor: D. Keen-Maxwell. (12 hrs)

CORINTH

Course ID: HAN 3000 040 111Q
 Dates: 9/22/11 to 10/27/11
 Time: 6 p.m. to 8 p.m.
 Location: Pinnell Square
 Deadline to Register: 9/15/11

Day: Thurs

Fee: \$69

GAINESVILLE

Course ID: HAN 3000 001 111Q
 Dates: 9/10/11 to 10/15/11
 Time: 9 a.m. to 12 p.m.
 Location: CTC
 Deadline to Register: 9/6/11

Day: Sat

Fee: \$69

SPECIAL INTEREST

Knitting (NEW)

Express yourself with unique techniques of knitting. With little or no cost, you can knit craft projects or garments to be worn by someone special. Knitting gives you a sense of serenity and peace that you can take anywhere. You will learn different patterns and work with different types of yarns. Instructor: D. Keen-Maxwell. (12 hrs)

CORINTH

Course ID: HAN 4000 040 111Q
Dates: 11/3/11 to 12/15/11
Time: 6 p.m. to 8 p.m.
Location: Pinnell Square
Deadline to Register: 10/27/11

Day: Thurs

Fee: \$69

GAINESVILLE

Course ID: HAN 4000 001 111Q
Dates: 10/22/11 to 12/10/11
Time: 9 a.m. to 12 p.m.
Location: CTC
Deadline to Register: 10/18/11

Day: Sat

Fee: \$69

LANGUAGE SKILLS

Conversational French (NEW)

Are you interested in learning to speak French? Are you taking a dream vacation, considering a semester overseas or relocating to Paris? Conversational French can be used as a language resource to assist you! No previous experience necessary. Instructor: S. Byrd. (24 hrs)

CORINTH

Course ID: LAN 1000 040 111Q
Dates: 9/19/11 to 10/26/11
Time: 6 p.m. to 8 p.m.
Location: Pinnell Square
Deadline to Register: 9/15/11

Day: Mon/Wed

Fee: \$165

Conversational Russian I (NEW)

Are you planning a trip or moving to a place where Russian is spoken? Discover a unique and easy system of learning pronunciation and grammar to help you read and speak Russian quickly. Learn Russian culture, customs and institutions, including understanding directions, making reservations and shopping anywhere Russian is spoken. This is an introductory course intended for students with little or no knowledge of the language. Textbook: Optional, "Russian in 10 Minutes A Day", by Kristine Kershul. Instructor: S. Eiland. (20 hrs)

CORINTH

Course ID: LAN 2000 040 111Q
Dates: 10/4/11 to 11/3/11
Time: 5:30 p.m. to 7:30 p.m.
Location: Pinnell Square
Deadline to Register: 9/29/11

Day: Tues/Thurs

Fee: \$135

Conversational Russian II (NEW)

Continue your journey learning the Russian language. Learn verbs, present tense, time and seasons. Be able to express what you want, and where you want to go. At the conclusion of the series you should be able to confidently ask questions, understand directions, and communicate with others. Textbook: Same as used in prior course. Prerequisite: Conversational Russian I. Instructor: S. Eiland. (20 hrs)

CORINTH

Course ID: LAN 2001 040 111Q
Dates: 11/8/11 to 12/13/11
Time: 5:30 p.m. to 7:30 p.m.
Location: Pinnell Square
Deadline to Register: 10/3/11

Day: Tues/Thurs

Fee: \$135

Everyday Spanish I

Are you planning a trip to Mexico? Do you want to communicate effectively in the workplace or community? We have the class for you! Gain knowledge on pronunciation, comprehension and oral expression through class dialogue. This course is the beginning level, no experience necessary. Textbook included. (21 hrs)

CORINTH

Course ID: LAN 3000 040 111Q
Dates: 9/6/11 to 10/18/11
Time: 6 p.m. to 9 p.m.
Location: Pinnell Square
Instructor: R. Bertoni
Deadline to Register: 9/1/11

Day: Tues

Fee: \$169

GAINESVILLE

Course ID: LAN 3000 001 111Q
Dates: 9/6/11 to 10/18/11
Time: 6 p.m. to 9 p.m.
Location: CTC
Instructor: R. Harris
Deadline to Register: 9/1/11

Day: Tues

Fee: \$169

Everyday Spanish II

Continue your development of Spanish communication related to basic conversational skills, greetings, phrases and simple Spanish stories. Textbook: Included. Special Note: Prerequisite: Spanish I. (21 hrs)

CORINTH

Course ID: LAN 3001 041 111Q
Dates: 11/1/11 to 12/13/11
Time: 6 p.m. to 9 p.m.
Location: Pinnell Square
Instructor: R. Bertoni
Deadline to Register: 10/26/11

Day: Tues

Fee: \$169

GAINESVILLE

Course ID: LAN 3001 002 111Q
Dates: 11/1/11 to 12/13/11
Time: 6 p.m. to 9 p.m.
Location: CTC
Instructor: R. Harris
Deadline to Register: 10/26/11

Day: Tues

Fee: \$169

SPECIAL INTEREST

Everyday Spanish III

Have you finished Conversational Spanish I and II and want to keep going! You will continue to challenge your communication skills in Spanish - learning specialized and/or specific everyday Spanish. Textbook included. Special Notes: Prerequisite: Spanish I/II. (21 hrs)

CORINTH

Course ID: LAN 3002 043 111Q

Dates: 10/6/11 to 11/17/11

Time: 6 p.m. to 9 p.m.

Location: Pinnell Square

Deadline to Register: 9/29/11

Day: Thurs

Fee: \$169

LEGAL/PROFESSIONAL DEVELOPMENT

Elder Law Boot Camp

Do you need to know about common legal mistakes, legal asset protection and documents that can help you manage resources as you become older? Class designed for senior adults and their families. Instructor: Barron Law Firm. (4.5 hrs)

GAINESVILLE

Course ID: LEG 8000 001 111Q

Dates: 9/19/11 to 9/22/11

Time: 6 p.m. to 7:30 p.m.

Location: CTC

Deadline to Register: 9/15/11

Day: Mon/Tues/Thurs

Fee: \$25 per person; \$40 a couple

PERSONAL ENRICHMENT

Life Options: Boomers to Bloomers (NEW)

Life Options Planning will help you plan for the second half of your life by discovering your mission, strengths and values. Identify life and work activities that provide meaning to life. Explore by experimenting and develop a transition plan to bridge to the future with timeline and success measures. B. Hinchcliffe. (6 hrs)

CORINTH

Course ID: PER 4000 040 111Q

Dates: 9/10/11 to 9/17/11

Time: 1 p.m. to 4 p.m.

Location: Pinnell Square

Deadline to Register: 9/1/11

Day: Sat

Fee: \$45

Course ID: PER 4000 041 111Q

Dates: 10/15/11 to 10/22/11

Time: 1 p.m. to 4 p.m.

Location: Pinnell Square

Deadline to Register: 10/6/11

Day: Sat

Fee: \$45

"Darkness to Light, Stewards of Children" (NEW)

Do you know someone that has a child fallen victim to sexual abuse? Do you want to become more involved in the fight to help protect children? "Stewards of Children, Darkness to Light" is a small but very important step to becoming more informed of preventing, recognizing and reacting to child sexual abuse. Brought to you by The Children's Advocacy Center for Denton County, you will learn simple, proactive steps to help protect children. This class is designed for parents and those in the community that work closely with children, such as counselors and youth ministers. Continuing education units are also available to public school teachers, (CPE #501214). Textbook: Guide book and work book included with fee. Special notes: Stewards of Children Adult Training Program is sponsored by Children's Advocacy Center. Instructor: K. Powell. (3 hrs)

CORINTH

Course ID: PER 5000 040 111Q

Day: Wed

Location: Pinnell Square

Deadline to Register: 10/13/11

Dates: 10/19/11 to 10/19/11

Time: 6 p.m. to 9 p.m.

Fee: \$25

Course ID: per 5001 041 112Q

Day: Wed

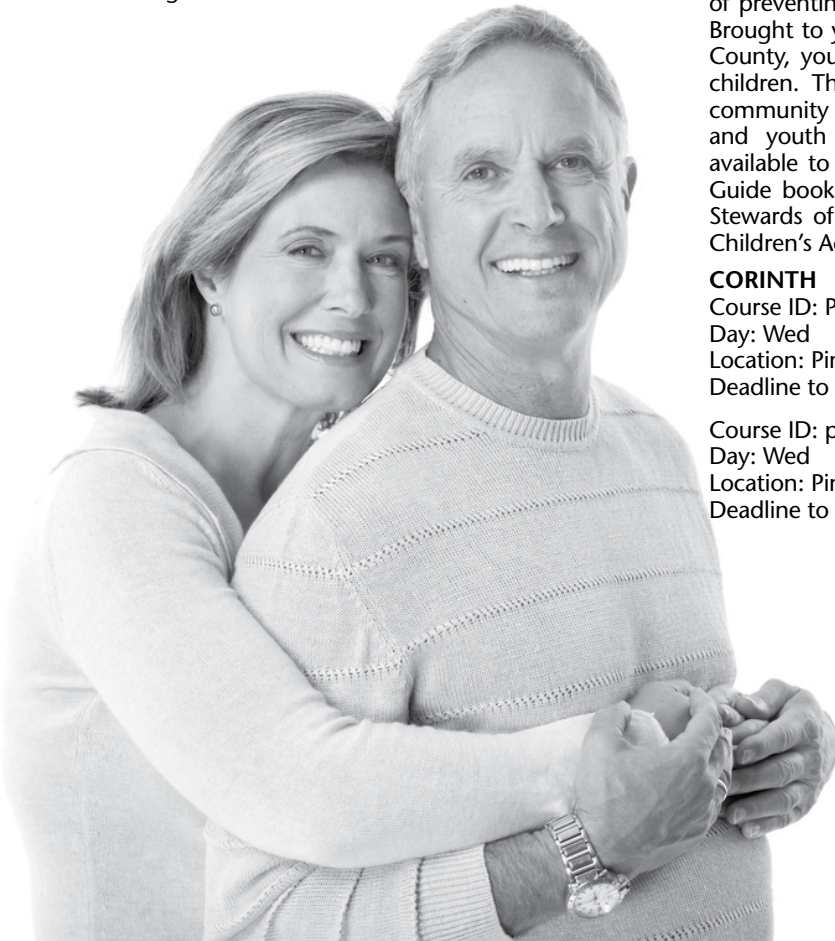
Location: Pinnell Square

Deadline to Register: 12/8/11

Dates: 12/14/11 to 12/14/11

Time: 6 p.m. to 9 p.m.

Fee: \$25



SPECIAL INTEREST



RECREATIONAL PURSUITS

Introduction to Scuba Diving (NEW)

Are you looking for an underwater adventure that is fun and safe? Do you want an opportunity to get closer to the underwater ecosystem? Scuba diving is a great way to capture the beauty of the aquatic world. Gain a basic knowledge and understanding of scuba diving, with applied practical use of scuba equipment, including details about use and maintenance of all parts of diving gear. Class consists of lecture and hands-on application in water. Basic skills are developed which prepare students for certification. Textbook included with fee. Supplies: Mask, fins and snorkel. If student purchases supplies or own equipment, contact instructor to make sure they are scuba dive safe. Kits are available for purchase from instructor. Special notes: Health check papers must be completed and approved by instructor prior to first day of class. Contact instructor at (210) 860-5581 for more information. Instructor: L. Gano. (15 hrs)

CORINTH

Course ID: REC 6000 040 111Q Dates: 9/9/11 to 9/11/11
 Day: Fri Time: 6 p.m. to 9 p.m.
 Day: Sat/Sun Time: 9 a.m. to 4 p.m.
 Location: Pinnell Square Fee: \$199
 Deadline to Register: 9/1/11

Course ID: REC 6000 041 111Q Dates: 10/14/11 to 10/16/11
 Day: Fri Time: 6 p.m. to 9 p.m.
 Day: Sat/Sun Time: 9 a.m. to 4 p.m.
 Location: Pinnell Square Fee: \$199
 Deadline to Register: 10/6/11

Course ID: REC 6000 042 111Q Dates: 11/18/11 to 11/20/11
 Day: Fri Time: 6 p.m. to 9 p.m.
 Day: Sat/Sun Time: 9 a.m. to 4 p.m.
 Location: Pinnell Square Fee: \$199
 Deadline to Register: 11/10/11

Concealed Handgun License Training

Meet the standards of the Texas Department of Public Safety to obtain a concealed handgun license or renew current license. You will be trained in legal aspects of concealed handgun practices and safety. Supplies: \$35 supply fee paid to instructor at first class for Texas CHL License application processing, fingerprinting, and off-site range rental fee. Bring two passport size photos as a requirement to complete the application process. Special Notes: Weapon handling and shooting tested off-site at a gun range on Sunday morning session. If you do not own a handgun, the instructor will provide for additional \$10 fee. Prior handgun handling preferred. Students must be 21 years of age or a member of the military. Instructor: W. Carr. (12 hrs)

CORINTH

Course ID: REC 6999 040 111Q
 Dates: 9/24/11 to 9/25/11
 Day: Sat Time: 8:30 a.m. to 7:30 p.m.
 Day: Sun Time: 8:30 a.m. to 10:30 a.m.
 Location: Pinnell Square Fee: \$85
 Deadline to Register: 9/20/11

Course ID: REC 6999 041 111Q
 Dates: 11/19/11 to 11/20/11
 Day: Sat Time: 8:30 a.m. to 7:30 p.m.
 Day: Sun Time: 8:30 a.m. to 10:30 a.m.
 Location: Pinnell Square Fee: \$85
 Deadline to Register: 11/15/11

GAINESVILLE

Course ID: REC 6999 001 111Q
 Dates: 10/15/11 to 10/16/11
 Day: Sat Time: 8:30 a.m. to 7:30 p.m.
 Day: Sun Time: 8:30 a.m. to 10:30 a.m.
 Location: CTC Fee: \$85
 Deadline to Register: 10/11/11

Flight Ground School

Are you intrigued by the concept of learning to fly? This course will prepare you for the challenge of the written pilot exam. Guided by an experienced instructor, topics will cover the theory of flight, aircraft systems, flight planning, weather, performance, weight and balance and regulations, description and operation. Special notes: If you wish to take the written pilot exam, \$150 will be payable to the instructor on first class date. Instructor: T. Tweeddale. (24 hrs)

CORINTH

Course ID: REC 0250 040 111Q
 Dates: 9/28/11 to 11/16/11
 Day: Wed Time: 7 p.m. to 10 p.m.
 Location: Pinnell Square Fee: \$159
 Deadline to Register: 9/22/11

SPECIAL INTEREST

SPECIAL INTEREST

Intro to Blacksmith (NEW)

Stress Overload! Pound out your frustration on some iron or metal. Learn how to make useful objects for home or farm by bending, twisting and shaping metal to a desired form. Learn all the basic aspects of forging metal in this timeless craft that is fun for all. Supplies: Bring on first class date: goggles and gloves. Must wear long sleeve shirt, long pants and closed toe leather shoes. Instructor: D. Beane. (9 hrs)

GAINESVILLE

Course ID: REC 4002 001 111Q

Dates: 11/30/11 to 12/14/11

Day: Wed

Time: 6 p.m. to 9 p.m.

Location: Hoot's Muffler, 1111 N. Grand

Fee: \$89

Deadline to Register: 11/23/11

Project Welding (NEW)

Be creative and conservative! Use scrap metal to construct a bird house, pumpkin or some other art project. Learn to use your welder to construct metal art work for yard or home. Bring any specific metal pieces you have to decorate your project. Supply fee: \$10 paid at beginning of class. Bring on first class date: goggles, gloves, pliers, striker, and welding cap. Special notes: Must wear long sleeve shirt, long pants and closed toe boots or shoes. Prerequisite: No less than (1) one semester of Beginning Welding. Instructor: C. Lehmerty. (4 hrs)

GAINESVILLE

Course ID: REC 5002 001 111Q

Dates: 10/12/11 to 10/12/11

Day: Wed

Time: 5:30 p.m. to 9:30 p.m.

Location: CTC 2115

Fee: \$35

Deadline to Register: 10/6/11

Secret Shopper (NEW)

Mystery Shopping can be a great and fun way to supplement you income! You can become a mystery shopping to pay off a credit card debt, pay for a family vacation, save for the future or simply to add fun and entertainment activities. This course will teach you how to become a successful mystery shopper with little or no experience. Learn what companies hire and how to find assignments to fit your needs. Supplies: Access to the Internet, a free Paypal account, and access to a scanner. Instructor: P. Blair. (12 hrs)

CORINTH

Course ID: REC 7001 040 111Q

Dates: 10/4/11 to 10/20/11

Day: Tues/Thurs

Time: 12 p.m. to 2 p.m.

Location: Pinnell Square

Fee: \$79

Deadline to Register: 9/28/11

Course ID: REC 7001 041 111Q

Dates: 11/1/11 to 11/17/11

Day: Tues/Thurs

Time: 12 p.m. to 2 p.m.

Location: Pinnell Square

Fee: \$79

Deadline to Register: 10/27/11



WRITING

Discover Your Inner Voice — Writing (NEW)

Are you a fledgling writer? This introductory course will help you develop your creative writing skills. The focus is two-fold: the use of regular journaling called writer-cizing will help you map a path of self-discovery and the second goal to help develop practical writing skills. You will be able to identify your writing style and create memorable characters. Instructor: C. Edwards. (16 hrs)

CORINTH

Course ID: WRI 3000 040 111Q

Dates: 10/4/11 to 10/27/11

Day: Tues/Thurs

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

Location: Pinnell Square

Fee: \$105

Deadline to Register: 9/28/11

Our website, www.nctc.edu/LifelongLearning

will serve as the publication of record

for the Division of Lifelong Learning for Fall 2011.

The flexibility of this informational tool will allow

us to provide more extensive descriptions,

note class cancellations, publish additional data you

might require for your class (such as textbook titles)

and even add new class opportunities that may be

developed during the semester.



LIFELONG LEARNING REGISTRATION

NORTH CENTRAL TEXAS COLLEGE DIVISION OF LIFELONG LEARNING
GAINESVILLE CAMPUS • 1525 W. CALIFORNIA ST. • GAINESVILLE, TX 76240 • 940/668-4272
CORINTH CAMPUS • 1500 N. CORINTH ST. • CORINTH, TX 76208 • 940/498-6270

STUDENT INFORMATION

PRINT Last Name _____ First Name _____ Middle _____

Mailing Address _____ Home Phone () _____

City _____ State _____ Zip _____ Work Phone () _____

County _____ E-Mail Address _____ Other Phone () _____

Social Security # _____ - _____ - _____ Date of Birth ____ / ____ / ____ Male Female
Month Day Year

Ethnic Origin: White, Non-Hispanic Hispanic American Indian/Alaskan Native Other
 Black, Non-Hispanic Asian/Pacific Islander International

Have you previously attended NCTC as a credit or continuing education student? Yes No

List other name(s) used at NCTC: _____

How did you first hear about the course(s)?

- (AS) Another Student
- (EM) Email
- (FL) Flyer
- (OT) Other
- (RA) Radio
- (CA) Cable
- (ER) Employer
- (NA) Newspaper Ad
- (PC) Postcard
- (TW) Twitter
- (CC) Constant Contact
- (FB) Facebook
- (NE) NCTC Employee
- (PO) Poster
- (WC) Workforce Center
- (DA) DARS
- (FF) Family/Friend
- (NS) Newspaper Article
- (PS) Printed Schedule
- (WS) Website

COURSE INFORMATION

1 Course Title: _____ Today's Date: ____ / ____ / ____
 Course ID #: _____ Cost of Course: \$ _____
 Begin Date ____ / ____ / ____ End Date ____ / ____ / ____ Location: Bowie Corinth Gainesville
 Day(s): _____ Time: from _____ to _____ Room _____

2 Course Title: _____ Today's Date: ____ / ____ / ____
 Course ID #: _____ Cost of Course: \$ _____
 Begin Date ____ / ____ / ____ End Date ____ / ____ / ____ Location: Bowie Corinth Gainesville
 Day(s): _____ Time: from _____ to _____ Room _____

METHOD OF PAYMENT *Payment of course(s) MUST accompany form. Sorry, no credit card payments if registering by mail*

Check #: _____ Student ID: _____
 Cash WIA/Workforce DARS GI Bill/My CAA Healthcare Matrix Grant

Total Amount: \$ _____

Drop/Refund Policy

100% of a course fee will be refunded by the Division of Lifelong Learning if the request is submitted *in writing* seven business days prior to the course start date.



STUDENT ADVISING

The Lifelong Learning Recruitment and Career Advisor is available to help you find the perfect occupational path. When finishing a workforce course, you can also request assistance with resume development, interviewing skills and job search strategies.

SET UP AN APPOINTMENT TODAY FOR EARLY ADVISING!

<i>August 10</i>	<i>9 a.m. - 12 p.m.</i>	<i>1 p.m. - 3 p.m.</i>
<i>August 15</i>	<i>9 a.m. - 12 p.m.</i>	<i>1 p.m. - 3 p.m. (Corinth)</i>
<i>August 16</i>	<i>9 a.m. - 12 p.m.</i>	<i>1 p.m. - 3 p.m.</i>
<i>August 18</i>	<i>9 a.m. - 12 p.m.</i>	<i>1 p.m. - 3 p.m. (Corinth)</i>

Advising form can be located at www.nctc.edu/Lifelong Learning under the Student Advising tab

*Robin Jett-Cole (940) 668-4272 x 4424
or rjett@nctc.edu*

FACTS Payment Plan Option: If the course fee is greater than \$199, you may pay 50% at the time of registration and the balance in two equal payments on the 20th of the next two consecutive months. Payments must be made by bank draft or credit card and a \$30 non-refundable fee is charged at the time of down payment. You must contact Lifelong Learning personnel to establish a payment plan.



LIFELONG LEARNING

CONTACT YOUR LOCAL NCTC CAMPUS

BOWIE

Phone: (940) 872-4002
Fax: (940) 668-3308
NCTC Bowie Campus
810 S. Mill St.
Bowie, TX

CORINTH

Phone: (940) 498-6270
Fax: (940) 497-0070
Pinnell Square
1404 N. Corinth St.,
Suite 307
Corinth, TX

GAINESVILLE

Phone: (940) 668-4272
Fax: (940) 668-3308
1525 W. California St.
Gainesville, TX
Career & Technology
Center

GRAHAM

Phone: (940) 521-0720
Fax: (940) 521-6419
928 Cherry St.
Graham, TX

CONTACT INFORMATION

Lifelong Learning Team Contacts

Lifelong Learning Office
(940) 668-4272 Gainesville • (940) 498-6270 Corinth

ADMINISTRATION

Djuna Forrester – Dean of Lifelong Learning 940-668-4272 x 4405

COORDINATORS/ADVISORS

Gloria Roberts – Workforce Development Coordinator 940-498-6270 x 6272
Jim Winslow – Computer Training Coordinator..... 940-498-6270 x 6275
Kenny Smith – Vocational Training Coordinator..... 940-668-4272 x 3327
Lori Dunn – Community Education Coordinator 940-668-4272 x 3327
Robin Jett – Recruitment and Career Advisor..... 940-668-4272 x 4424

DEPARTMENT SUPPORT

Kayra Morgan – Department Assistant (Gainesville)..... 940-668-4272
Dana Martinkus – Department Assistant (Corinth)..... 940-498-6270
Jayleane Smith – PT Depart. Asst. (Gainesville) 940-668-4272
Charles Brown – PT Depart. Asst. (Corinth)..... 940-498-6270
Chelsea Meyer – PT Depart. Asst. (Corinth)..... 940-498-6270

DOL MATRIX GRANT

Amanda Roberts – DOL Matrix Grant Healthcare Dept. Asst. 940-668-4272 x 4314
Angela Sharp – Project Manager 940-668-4272 x 4307
DOL Matrix Grant Intake Advisor 940-668-4272 x 4302
Maame Darkwa – DOL Matrix Grant Intake Advisor 940-498-6276
Leslie Crutsinger – DOL Matrix Grant Healthcare Program
Specialist..... 940-668-4272

FACULTY

Dennis (Hoot) Beane – Welding Instructor 940-668-4272 x 4512

Web site: [www.nctc.edu/Lifelong Learning](http://www.nctc.edu/Lifelong_Learning)

Like us on Facebook: NCTC Lifelong Learning

Follow us on Twitter: @NCTC_LLL



NORTH CENTRAL TEXAS COLLEGE
1525 West California Street
Gainesville, Texas 76240-4699

PERIODICAL POSTAGE
PAID AT
GAINESVILLE, TEXAS
ECRWSS

POSTAL CUSTOMER

KEEP UNTIL DECEMBER 2011

NEW

Special Interest Classes

Offered this Fall

CORINTH

Introduction to Painting
See page 29

Comparative Religion
See page 30

Container Gardening
See page 32

Conversational French
See page 33

Secret Shopper
See page 36

GAINESVILLE

Ceramics: Lidded Jars
See page 29

Dutch-Oven Cooking
See page 30

Zumba
See page 32

Crochet
See page 32

Project Welding
See page 36

and more!

www.nctc.edu/LifelongLearning