



NORTH CENTRAL TEXAS COLLEGE

Oldest Continuously Operating Public Two-Year College In Texas

Lifelong Learning Division Fall 2009 Schedule

HEALTHCARE

Dental Assisting (Dental Assisting Applications) Course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as and assistant in the dental practice. Course covers key areas and topics - Administrative Aspects: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry and dental assisting; state dental practice; policies and guidelines. Clinical includes: introduction to oral anatomy; dental operator; dental equipment, operation, and maintenance; introduction to tooth structure; primary and permanent teeth; tooth structure; the oral cavity and related structures; proper patient positioning; dental hand-pieces and dental burns; dental anesthesia; sterilization; maintaining sterility and asepsis and other areas. In addition to entry-level administrative jobs, for students interested in pursuing a future formal Dental Hygienist program. Textbooks Included. (100 hours in alignment with Texas standards)

Course ID: DNTA 1053 085 091Q

Dates: 10/6/09 to 12/15/09

Day(s): Tues/Thurs

Days: Saturdays (10/17; 11/7; 11/21; 12/5)

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

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

Fee: \$1,799 (payment plan option available)

Medical Administrative Assistant

This program covers important background information on anatomy and physiology, medical terminology, insurance billing and coding, medical ethics, customer service and legal aspects. Intended to provide students with a well-rounded introduction to medical administration so that they can gain the necessary skills required to either obtain or advance to a health care administration position. Note: Does not include a national or state certification as part of its overall objectives. (50 hours)

Course ID: POFM 1009 085 091Q

Dates: 10/5/09 to 11/23/09

Day(s): Mons/Weds

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

Fee: \$999 (payment plan option available)

Pharmacy Technician This comprehensive course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings - working under the supervision of a registered pharmacist. Content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement.

Textbooks Included. (50 hours)

Course ID: PHRA 1001 085 091Q

Dates: 10/6/09 to 11/24/09

Day(s): Tues/Thurs

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

Fee: \$999 (payment plan option available)

Nurse Aide Certification This course is designed to prepare students for the certification examination; addressing both written and clinical skills required for those that are planning to be long term care nursing assistants. Successful completion of this course is a prerequisite to taking the state exam for the certification to work as a nurse aid. The course content encompasses 80 hours of instruction (of which 56 hrs. are lecture/lab. and 24 hrs. are clinical). Students do not need previous nursing home experience or be currently employed to take this course. The state exam fee, liability insurance, training manuals, textbook, and scrubs are included in the price of the class. Clinicals are held at local long-term care facilities. (80 hrs.)

Course ID: NURA 1001 085 091Q

Dates: 10/6/09 to 12/12/09

Day(s): Tues/Thurs (Some Saturdays)

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

Fee: \$775 (payment plan option available)

SPECIAL INTEREST

Bird Watching This introductory class in the sport of birding will teach you how to enjoy the habits of Graham's prominent natural resource. The first session will introduce you to local bird wildlife. Following two sessions on Saturdays will include field experience in bird watching. Instructor: Diane Cody (9 hours)

Course ID: HAN 0300 080 091Q

Date: 9/29/09 to 10/10/09

Day: Tues

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

Fee: \$49

English as a Second Language (ESL) Course is designed for students whose primary language is not English. Multi-level instruction provided for Beginning to Low Intermediate English learners. Format will provide intense vocabulary and phonics studies, oral and written exercises, and listening skills activities. Texts required: Grammar Sense 1A and Oxford Picture Dictionary (32 hours).

Course ID: ESL 1000 080 091Q

Date: 9/29/09 to 11/19/09

Day: Tues / Thurs

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

Fee: \$95

Grandparents Raising Grandkids *Thought you were through raising kids?* Many grandparents find themselves having to assume the role of parent. This course will help you meet the growing demands of raising responsible kids in today's culture. The class will help you focus on how to change thinking rather than changing feelings to achieve better behavior. Learn how to give consequences that motivate your child to change behavior. Spouse may attend with single registration. Open discussion with support group format. Instructor: Charlie Bazan, Licensed Pastoral and Licensed Temperament Counselor with the National Christian Counseling Association; Director of Hope Family Services Inc.(3 hours)

Course ID: FAM 4601 080 091Q

Date: 11/07/09

Day: Sat

Time: 9 a.m. to noon

Fee: \$25

Parenting in Today's World *"What do I do now?"* Discover the characteristics of an effective parent and the roles they play in their child's upbringing. Identify ways to raise a child who is happy, healthy, and responsible, makes good choices and builds self confidence. Spouse may

attend with single registration. Instructor: Charlie Bazan, Licensed Pastoral and Licensed Temperament Counselor with the National Christian Counseling Association; Director of Hope Family Services Inc. (3 hours)

Course ID: FAM 4600 080 091Q
Date: 10/03/09
Day: Sat
Time: 9 a.m. to noon
Fee: \$25

Personal Finance 101 Get on the road to financial peace in this twelve week program featuring famed Dave Ramsey's Financial Peace University. Purchase Financial Peace Kit at first class for \$99. Prior students of Financial Peace University may take course as a refresher. Spouse may attend with single registration. Instructor: Ron Newhouse, Certified Financial Counselor. (24 hours)

Course ID: FIN 0200 080 091Q
Date: 9/29/09 TO 12/15/09
Day: Tues
Time: 6:30 p.m. to 8:30 p.m.
Fee: \$25

Photography Basics Having trouble transitioning to your digital camera? Bring your own camera or one will be provided. Explore the camera settings and the basics of how to take outstanding photos. After taking your practice shots, you will learn how to put them on the computer. Instructor: Michael Carmichael, Mirus Studio (8 hours)

Course ID: HAN 0700 080 091Q
Dates: 10/13/09 to 11/3/09
Day: Tues
Time: 6:30 p.m. to 8:30 p.m.
Fee: \$45

Spanish - Introduction to Conversational Spanish - Part I Develop conversational skills related to the workplace and learn basic language and terms that will assist you in communicating with Spanish speaking friends. Special emphasis will be on improving communications to improve safety, operations and productivity on the workplace and social communications. Students will gain knowledge on pronunciation, comprehension, and oral expression. No prior education in Spanish is required. Required Text: A Conversar! by Pronto Spanish; Instructor Liesel Wilson. (18 hours)

Course ID: SPN 1091 080 091Q
Dates: 10/8/09 to 11/12/09
Day: Thurs
Time: 6 p.m. to 9 p.m.
Fee: \$115

COMPUTER

Welcome to the World of Computers Take the first step into the world of computers. Get introduced to the basics, word processing, the internet and email.

Course ID: ITSC 1012 080 091Q
Date: 9/29/09 to 10/22/09
Day: Tues / Thurs
Time: 6:00 p.m. to 8:00 p.m.
Fee: \$69

Word 2007 Level 1 Overcome your fear of the computer and learn word processing. Learn to master the new office ribbon and move into creating some great and amazing documents. (8 hours) Prerequisite: Welcome to the World of Computers or basic computer experience please. Text book is required and available at bookstore.

Course ID: POFI 1024 080 091Q
Date: 10/27/09 to 11/5/09
Day: Tues / Thurs
Time: 6 p.m. to 8 p.m.
Fee: \$49

Excel 2007 Level 1 Work with numbers? Then you need Excel. Start at the beginning by learning the new Office ribbon and tabs. Then develop familiarity with the look and feel and quickly move into the main power of Excel, the creation of formulas. You will create some amazing workbooks by the time you finish this class. (8 hours)
Prerequisite: Welcome to the World of Computers or basic computer experience please.
Text book is required and available at bookstore.

Course ID: ITSW 1022 080 091Q
Date: 11/10/09 to 11/19/09
Day: Tues / Thurs
Time: 6 p.m. to 8 p.m.
Fee: \$49

Excel 2007 Level 2 Continue developing your command of the nation's leading spreadsheet software, Excel. Discover the magic of charts, work on large worksheets with ease, add graphics to your worksheet, pick from hundreds of templates saving untold time, and learn to protect your worksheets to avoid accidentally deleting those complex formulas you have created. (8 hours)
Prerequisite: Excel 2007 Level 1 of 2 or assessment placement test
Text book is required and available at bookstore.

Course ID: ITSW 1046 080 091Q
Date: 12/8/09 to 12/17/09
Day: Tues / Thurs
Time: 6 p.m. to 8 p.m.
Fee: \$49

JOB SEARCH WORKSHOP

Resumes for Results Interested in dusting off that dated resume for reentry to the job market or pursuing career advancement? Attend this short session to get you on the right track. (1 hour)

RES 1000 080 091Q
Date: 10/22/09
Day: Thurs
Time: 11:30 a.m. to 12:30 p.m.
Fee: Free

RES 1000 081 091Q
Date: 11/10/09
Day: Tues
Time: 6 p.m. to 7 p.m.
Fee: Free

Effective Interviewing Techniques Do you feel unprepared and anxious heading into interviews? Gain solid techniques so that you can get that job you desire! (1 hour)

INT 1000 080 091Q
Date: 10/22/09
Day: Thurs
Time: 12:30 p.m. to 1:30 p.m.
Fee: Free

INT 1000 081 091Q
Date: 11/10/09
Day: Tues
Time: 7 p.m. to 8 p.m.
Fee: Free

See other course offerings through distance ed or on other campuses on the website:
www.nctc.edu (link to Lifelong Learning).

EASY REGISTRATION

Classes meet at the Graham Education and Workforce Center. Books are available for purchase at GEWC.

REGISTER EARLY! Classes have both minimum and maximum enrollment guidelines. You are not required to complete admissions paperwork, present transcripts or be tested to enroll with Lifelong Learning. Classes are cancelled for lack of interest one week prior to the course start. Fee payment is required at time of registration by credit card, check or cash.

To register in person:

Go to the office of GEWC at 928 Cherry Street, Mon-Thurs, 8 a.m. to 4:30 p.m.; Friday 8 a.m. to 3 p.m.

To register by phone:

Call one of the Lifelong Learning offices; Mon-Thurs, 8 a.m. – 9 p.m.; Friday, 8 a.m. – 3 p.m.

Gainesville Campus 940-668-4272

Corinth Campus 940-498-6270

To register by mail:

Print Registration Form from website and mail to GEWC, 928 Cherry Street, Graham, TX 76450

New classes can be created for your personal interest or business needs. If you have ideas for future classes or would like to share your knowledge or skill as an instructor, contact one of our coordinators:

Workforce Development Coordinator, Gloria Roberts, groberts@nctc.edu or call 940-498-6270

Computer Technology Coordinator, Jim Winslow, jwinslow@nctc.edu or call 940-498-6270

Community Ed Coordinator, Barbara Gibson, bgibson@nctc.edu or call 940-668-3327