Celebrating 40 years as your community college because the community is the #HeartofACE
As a true community college, Cooke County College is a college for people—not just certain people, but all the people who make up the community which it serves. Cooke County College takes very seriously its function as a provider of quality academic transfer and occupational-technical programs for graduation high school seniors and similarly “traditional” types of students. However, these are not the only members of the community who need and desire the benefits of higher education. The college is committed also to serving the “non-traditional adult learner” as well.

In addition to coordination an extensive extension program of off-campus classes, this is one of the primary functions of Cooke County College’s Division of Continuing Education—to respond to community needs by offering both credits and non-credit courses for adults who wish to:

1. Learn more occupational skills or meet the changing requirements of their present job;
2. Rebuild a foundation from which to pursue further academic studies;
3. Broaden their education as a means of enriching their cultural lives or improving their personal efficiency;
4. Simply experience new activities and ideas for their own personal enjoyment.

If you haven’t been to school in a while, you owe it to yourself to investigate the many benefits of continuing education. Many Cooke County College students have opened up while new worlds to themselves by returning to school after as many as twenty or thirty years. Many others have discovered that flexible scheduling and varied programs make it easy to attend classes even while working full-time or devoting much of their time to caring for their families. Moreover, it’s inexpensive and easy to enroll.
ALLIED HEALTH PROGRAMS
Certified Medication Aide Refresher

VOCTORIAL/TECHNOLOGY PROGRAMS
Commercial Truck Driving
- Professional Truck Driver I
- Professional Truck Driver II
Professional Drone Pilot Training

COMMUNITY EDUCATION PROGRAMS
Mom and Me and Serenity
(classes for parents and their 6- to 11-year-old kids)
- Make It, Take It
- Color Me Relaxed
- My Fairy Land Fairy Tale
- Photography
- Slimy Material
- Book Club
Journey to Z
Free Lectures
- Deep In the Heart of Texas
- Life Skills
- Pets
- Human Trafficking
- The American Indian
- Who were the infamous Bonnie and Clyde?
Adult Basic Education
- ESL
- GED
Enrichment
- Intro to Fly Fishing
- Paint for Fun
- Conversational Spanish
- Simple Home Repairs
- Outdoor Photography
- Embroidery
- Quilting
- French
- Sign Language
- Ukulele I
- Wood Carving
- Wood Frame String Art
- Coffee Tasting & Brewing
Craft for the Holidays
- Wreaths
- Halloween/Thanksgiving/Christmas
- Gift Baskets
- Themed/Candy/Fruit
Prime Timers
62-plus-year-old lifelong learners
Arts & Crafts
Community
Culinary
Entrepreneur
Financial & Legal
Fun & Games
Garage & Shop
Health & Wellness
Horticulture & Backyard Farming
Lectures & Humanities
Local Tours
Performing Arts
Personal Safety
Technology

1525 W. California St., Bldg. 200 | Gainesville, TX 76240 | 940-668-3373
ace.nctc.edu
ALLIED HEALTH PROGRAMS
Certified Nurse Aide
Certified Medication Aide Refresher
Certified Clinical Medical Assistant
Certified Phlebotomy Technician
Registered Dental Assistant
Pharmacy Technician

Certified Instrument Technician
/Sterile Processing Technician
Certified EKG/Telemetry Technician
Patient Care Technician
IV Therapy Basics
Medical Administrative Assistant
Electronic Health Records Specialist
Medical Billing and Coding
Physical Therapy Aide
CPR for Healthcare Providers

VOCATIONAL/TECHNOLOGY PROGRAMS
Logistics
- Introduction to Logistics
- Safety and Accident Prevention
  (OSHA10)
- Powered Industrial Lift Truck Operator Training

Industrial Pre-Apprentice Program
- Residential and Light Commercial Blueprint Reading
- Mechanical, Plumbing and Electrical Systems in Construction I
- Safety and Accident Prevention
  (OSHA 10)

Professional Drone Pilot Training

BUSINESS PROGRAMS
Legal
- Introduction to Paralegalism
- Paralegal Ethics
- Law Office Management

Human Resources
- SHRM Certified Professional
- SHRM Essentials

Finance
- Ethics in Finance
- Principles of Finance

Real Estate
- Principles of Real Estate I
- Principles of Real Estate II
- Law of Agency
- Law of Contracts Texas Specific
- Promulgated Contract Forms
- Real Estate Finance Texas
- Real Estate Exam Review

Computer Skills
- QuickBooks Accounting Courses
- Computerized Accounting I
- Computerized Accounting II
- Microsoft Excel I
- Microsoft Excel II
- Microsoft Word I
- PowerPoint

COMMUNITY EDUCATION PROGRAMS
Adult Basic Education
- ESL

Mom and Me and Serenity
(classes for parents and their 6- to 11-year-old kids)
- Make It, Take It
- Color Me Relaxed
- My Fairy Land Fairy Tale
- Photography
- Slimy Material
- Book Club
- Journey to Z

Free Lectures
- Deep In the Heart of Texas
- Life Skills
- Pets
- Human Trafficking
- The American Indian
- Who were the infamous Bonnie and Clyde?

Crafts for the Holidays
- Wreaths
  - Halloween/Thanksgiving/Christmas
  - Gift Baskets
  - Themed/Candy/Fruit

Enrichment
- Intro to Fly Fishing
- Paint for Fun
- Conversational Spanish
- Simple Home Repairs
- Outdoor Photography
- Embroidery
- Quilting
- French
- Sign Language
- Ukulele I
- Wood Carving
- Wood Frame String Art
- Coffee Tasting & Brewing

Enrichment for Baby Boomers
- The Classics, Never Grow Old
- Music Jam
- Yoga
- Saving Memories Digitally
- Writing a Family History
- Beaded Jewelry
- Coffee Talk with the Expert: Seminars for Seniors
- Medical Directives & Wills
- Internet Security
- Diabetes Prevention and Nutrition
- Essential Oils
- Heart Health and Stroke Awareness
- Understanding Social Security
- Planning Your Funeral: Talk of a Lifetime
COMMUNITY EDUCATION PROGRAMS
Simple Home Repairs
Outdoor Photography
Halloween Wreath/Candy Basket
Beginning Photoshop
Embroidery
Essential Oils
Christmas Wreath

FREE LECTURES
Human Trafficking
American Indian
Great Red River Raft
ONLINE COURSES

We offer a wide range of highly interactive courses that you can take entirely online. All of our courses are led by expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient and geared just for you.

Some examples of our online programs:

- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing
- Environmental Health and Safety
- Financial Services

TEXAS COMMISSION ON FIRE PROTECTION

Fire Science Program
Training courses for certified fire protection personnel to continue to develop their professional skills. These courses are offered two to three times per year.

- Fire Officer I
- Fire Officer II
- Driver/Pump Operator
- Fire Instructor I
- Fire Instructor II
- Aerial Apparatus
- Incident Safety Officer
NCTC Adult and Continuing Education Workforce Development efforts ensure that our region has the partnerships and training capacity necessary to attract and retain businesses and to maintain the area’s economic vitality. The key to a thriving business is a highly-skilled and fully-trained workforce. Stay one step ahead of the competition and improve your employees’ performance levels with our affordable, customized training programs.

As you weigh your training needs against your training budget, take a serious look at ACE. Whether you have one employee or one thousand, our customized training solutions fit your size and budget. We will work with you to develop courses that can be delivered on-site, in our Mobile Go Center and online.

The Skills for Small Business and Skills Development Fund grants are Texas’ premier job training programs for businesses to increase the skill levels and wages of the Texas workforce. The TWC administers the program through a partnership with ACE, benefiting businesses in Cooke, Denton, Montague and parts of Young counties.

ACE supports economic development through strategic planning, encouragement of partnerships for growth and the provision of responsive, customized training to meet the changing needs of our businesses, communities and economy.
Certificates are programs of one year or less that will range from 15-42 semester credit hours. These one-year programs normally do not contain academic classes and prepare you to enter the workforce directly after graduation. Many certificates will transfer to a degree program if you decide to continue your academic journey.

An Associate Degree is an undergraduate degree that typically takes two years to complete, when enrolled full-time, and includes academic classes. NCTC offers three types of Associate Degrees: an Associate of Arts, an Associate of Science and an Associate of Applied Science.

Occupational Skills Awards (OSA) are workforce education college credit programs that range from 9-14 hours, depending on your program. These awards offer a high likelihood of employment after graduation due to the high demand for skilled employees.

Offered through the Adult and Continuing Education Department, these entry-level, short-term career training programs are made up of non-credit courses and generally take less than a semester to complete. These programs prepare you for entry into a new career as quickly as possible.

Find the right certification, continuing education or personal enrichment program to meet your needs today.

- **DUAL CREDIT/DUAL ENROLLMENT**
  Dual Credit gives high school students an opportunity to experience college, get college credit and graduate high school with a degree or certificate. The purpose of dual enrollment is to offer structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate as well as provide entry-level jobs skills.

- **ENTRY-LEVEL CAREER TRAINING**
  Offered through the Adult and Continuing Education Department, these entry-level, short-term career training programs are made up of non-credit courses and generally take less than a semester to complete. These programs prepare you for entry into a new career as quickly as possible.

- **OCCUPATIONAL SKILLS AWARD**
  Occupational Skills Awards (OSA) are workforce education college credit programs that range from 9-14 hours, depending on your program. These awards offer a high likelihood of employment after graduation due to the high demand for skilled employees.

- **LEVEL 1 CERTIFICATE**
  Certificates are programs of one year or less that will range from 15-42 semester credit hours. These one-year programs normally do not contain academic classes and prepare you to enter the workforce directly after graduation. Many certificates will transfer to a degree program if you decide to continue your academic journey.

- **ASSOCIATE OF APPLIED SCIENCE (AAS)**
- **ASSOCIATE OF ARTS/SCIENCE (AA/AS)**
  An Associate Degree is an undergraduate degree that typically takes two years to complete, when enrolled full-time, and includes academic classes. NCTC offers three types of Associate Degrees: an Associate of Arts, an Associate of Science and an Associate of Applied Science.

### AGRICULTURE MANAGEMENT
### BUSINESS MANAGEMENT
### BUSINESS OFFICE TECHNOLOGY
### CERTIFIED NURSE AID
### CLINICAL MEDICAL ASSISTANT
### COMPUTER INFORMATION SYSTEMS & TECHNOLOGY
### COSMETOLOGY CERTIFICATE
  - COSMETOLOGY INSTRUCTOR
  - ESTHETICIAN
### CRIMINAL JUSTICE
### CYBER SECURITY
### DATABASE MANAGEMENT
### DENTAL ASSISTANT
### EKG/TELEMETRY TECHNICIAN
### ELECTRICAL PRE-APPRENTICE
### ELECTRICAL TECHNICIAN
### EMERGENCY MEDICAL SERVICES (PARAMEDIC)
  - EMERGENCY MEDICAL TECHNICIAN
### ENGINEERING TECHNOLOGY
### EQUINE SCIENCE
  - BREEDING FARM MANAGEMENT
  - EQUINE BUSINESS MANAGEMENT
  - EQUINE HORSE MANAGEMENT AND TRAINING
  - EQUINE MANAGEMENT
  - EQUINE HUSBANDRY
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Programs can be completed 100% online.