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<th>Section</th>
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<td><strong>COMMUNITY EDUCATION</strong></td>
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<td><strong>YOUTH-ONLINE</strong></td>
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<td>o YOUNG AUTHORS</td>
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<td>o CODE YOUR OWN ADVENTURE: INTERACTIVE STORYTELLING</td>
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<td>o MINECRAFT MODDERS</td>
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<td>o YOUTUBE FX MASTERS</td>
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<td>o ESPORTS APPRENTICE-STREAMERS AND GAMERS</td>
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<td><strong>PERSONAL ENRICHMENT-ONLINE</strong></td>
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<td>o BEGINNING CONVERSATIONAL SPANISH</td>
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<td>• ED2GO</td>
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<td>o MEDICAL TRANSCRIPTION</td>
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<td>o START YOUR OWN SMALL BUSINESS</td>
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<td>o WHERE DOES ALL MY MONEY GO?</td>
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<td><strong>PROFESSIONAL</strong></td>
<td>• OPEN ENROLLMENT</td>
<td>12</td>
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<td>o SHRM CERTIFICATION PREPARATION</td>
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<td>o MEDIATION SKILLS FOR HUMAN RESOURCE MANAGERS</td>
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<td>• ONLINE-INSTRUCTOR LED</td>
<td>o CERTIFICATE IN DATA ANALYSIS</td>
<td>13</td>
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<td>o SOCIAL MEDIA FOR BUSINESS CERTIFICATE</td>
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<td>o CERTIFICATE IN PROJECT MANAGEMENT</td>
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<td>o DIGITAL MARKETING CERTIFICATE</td>
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<td>o ACCOUNTING AND FINANCE FOR NON-FINANCE MANAGERS</td>
<td>14</td>
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<td>o ENTREPRENEURSHIP CERTIFICATE</td>
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<tr>
<td><strong>CAREER PROGRAMS-ONLINE</strong></td>
<td>o TEXAS REAL ESTATE 180 HOURS OF TX PRE-LICENSING PACKAGE</td>
<td>15</td>
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<td></td>
<td>o TEXAS POST-LICENSING COURSES: 90-HR. TX SAE PACKAGE</td>
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<td>o TEXAS CONTINUING EDUCATION COURSES</td>
<td>15</td>
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<td></td>
<td>o PARALEGAL COURSE</td>
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</tr>
</tbody>
</table>
- VETERINARY ASSISTANT
- CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT
- FREIGHT BROKER/AGENT
- MEDICAL BILLING AND CODING

**TECHNICAL TRAINING-ONLINE**

- **SKILLSOFT**
  - COMPTIA A+
  - SYSTEMS ADMINISTRATION - RED HAT & COMPTIA A+
  - CERTIFIED ETHICAL HACKER
  - APPRENTICE PROGRAMMER JOURNEY
  - IOS APP DEVELOPMENT
  - ANDROID APP DEVELOPMENT

- **180 SKILLS**
  - ADVANCED MANUFACTURING TECHNICIAN
  - CNC LATHE TECHNICIAN
  - COMPOSITES MANUFACTURING AND REPAIR TECHNICIAN
  - ELECTRICAL TECHNICIAN
  - MECHATRONICS & INDUSTRIAL TECHNICIAN
  - QUALITY ASSURANCE TECHNICIAN
  - SAFETY TECHNICIAN
  - HVAC/R TECHNICIAN
  - RESIDENTIAL ELECTRICAL TECHNICIAN

**VOCATIONAL TRAINING**

- CERTIFIED LOGISTICS TECHNICIAN
- PROFESSIONAL TRUCK DRIVER I/II
- NAIL – VOCATIONAL CONSTRUCTION

**ADULT BASIC EDUCATION**

GENERAL EDUCATION DIPLOMA AND ENGLISH AS A SECOND LANGUAGE
GED (GENERAL EDUCATION DIPLOMA)  
GAINESVILLE, TEXAS  
TUITION: $0

CLASSES WILL BE HELD ON CAMPUS! GED prepares adults to pass all four subjects of the online GED® exam. Students will assess their ability to pass the GED® exams by taking GED® Ready exams. Students are encouraged to take their strongest subject area exams and concentrate on areas of weakness. Students will also be exposed to many resources along the career pathway continuum.

Details

- Program is designed for adults 18 and older who are no longer in school. If you are 16 or 17, you must provide a high school attendance disclaimer form from the public high school in the school district where you currently live. Contact your high school or your school district administrative offices.
- During the semester there will be guest speakers attending from registrar, student services, and financial aid to give vital information regarding enrollment to North Central Texas College including resources available to help financially.
- Please contact ACE for registration at kbell@nctc.edu or 940-668-3373.

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ESL (ENGLISH AS A SECOND LANGUAGE)

Adult and Continuing Education (ACE), the non-credit division of North Central Texas College, is offering ONLINE ONLY English as a Second Language (ESL) classes to adult learners. The ESL course is designed for adults whose primary language is other than English and includes industry-related basic reading, speaking and listening skills. BOOKS AVAILABLE IF NEEDED!

Details

- Adults 18 years or older
- Contact ACE for registration at kbell@nctc.edu or 940-668-3373.

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GAINESVILLE, TEXAS  
SPRING I        Q2/2021  
TUITION: $0  
SPRING II       Q3/2021

(CANCELED)

<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>ESL 1010 0101</td>
<td>BEGINNER</td>
<td>M/W</td>
<td>1/11 - 5/19</td>
<td>6 PM - 9 PM</td>
</tr>
<tr>
<td>ESL 1014 0101</td>
<td>CONVERSATIONAL</td>
<td>M/W</td>
<td>1/11 - 5/19</td>
<td>6 PM - 9 PM</td>
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<td>T/TH</td>
<td>2/2 – 3/11</td>
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<th>Days</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
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<td>ESL 1010 0102</td>
<td>BEGINNER</td>
<td>M/W</td>
<td>1/11 - 5/19</td>
<td>6 PM - 9 PM</td>
</tr>
<tr>
<td>ESL 1014 0102</td>
<td>CONVERSATIONAL</td>
<td>M/W</td>
<td>1/11 - 5/19</td>
<td>6 PM - 9 PM</td>
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<tr>
<td>T/TH</td>
<td>3/23 – 4/29</td>
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CORINTH, TEXAS  
SPRING I        Q2/2021

(CANCELED)

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<thead>
<tr>
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<th>Level</th>
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<th>Dates</th>
<th>Time</th>
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<tbody>
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<td>COMG 1000 0401</td>
<td>BEGINNER</td>
<td>M/W</td>
<td>1/11 - 5/19</td>
<td>6 PM - 9 PM</td>
</tr>
<tr>
<td>COMG 1015 0401</td>
<td>CONVERSATIONAL</td>
<td>M/W</td>
<td>1/11 - 5/19</td>
<td>6 PM - 9 PM</td>
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<tr>
<td>T/TH</td>
<td>2/2 – 3/11</td>
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(CANCELED)

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<th>Course</th>
<th>Level</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMG 1000 0402</td>
<td>BEGINNER</td>
<td>M/W</td>
<td>1/11 - 5/19</td>
<td>6 PM - 9 PM</td>
</tr>
<tr>
<td>COMG 1015 0402</td>
<td>CONVERSATIONAL</td>
<td>M/W</td>
<td>1/11 - 5/19</td>
<td>6 PM - 9 PM</td>
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<td>T/TH</td>
<td>3/23 – 4/29</td>
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For more information contact Lori Dunn at NCTC Adult and Continuing Education 940-498-6433 or ldunn@nctc.ed

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ESL (ENGLISH AS A SECOND LANGUAGE -UPDATED 1/20/2021-

SPRING II CLASSES WILL BE ON CAMPUS!

Adult and Continuing Education (ACE), the non-credit division of North Central Texas College will hold English as a Second Language (ESL) classes to adult learners. The ESL course is designed for adults whose primary language is other than English and includes industry-related basic reading, speaking and listening skills. Textbooks included.

Details

- Age Requirements: 18+ at time of registration.
To Get Started

To get started, students must attend a registration session (BY APPOINTMENT ONLY) where assessments will be given both verbal and written to gain students current level of proficiency. You must call 940-498-6446 or 940-498-6433 to make an appointment for one of the dates shown. Gainesville assessments are on Wednesday’s and Corinth assessments are on Thursday’s. Time will be determined by student and coordinator.

**ASSESSMENT DATES**

<table>
<thead>
<tr>
<th>Gainesville</th>
<th>Corinth</th>
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<tbody>
<tr>
<td><strong>February</strong></td>
<td><strong>February</strong></td>
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<tr>
<td>10th</td>
<td>11th</td>
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<td>17th</td>
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<td><strong>March</strong></td>
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<td>3rd</td>
<td>4th</td>
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<td>10th</td>
<td>11th</td>
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**SPRING II Q3/2021 GAINESVILLE**

<table>
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<tr>
<th>T/TH</th>
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<th>6 PM – 8 PM</th>
<th>Tuition: $0</th>
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<tbody>
<tr>
<td>ESL 1010 0102</td>
<td>LEVEL I</td>
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<tr>
<td>ESL 1011 0102</td>
<td>LEVEL II</td>
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<tr>
<td>ESL 1012 0102</td>
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<tr>
<td>ESL 1013 0102</td>
<td>LEVEL IV</td>
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**SPRING II Q3/2021 CORINTH**

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<tr>
<th>T/TH</th>
<th>3/23 – 4/29</th>
<th>6 PM – 8 PM</th>
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<tbody>
<tr>
<td>COMG 1000 0402</td>
<td>LEVEL I-BEG</td>
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<tr>
<td>COMG 1004 0402</td>
<td>LEVEL III-INTERMED</td>
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<td>COMG 1007 0402</td>
<td>LEVEL V-ADVANCED</td>
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<tr>
<td>COMG 1009 0402</td>
<td>CONVERSATION II</td>
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<tr>
<td>COMG 1015 0402</td>
<td>CONVERSATION I</td>
<td></td>
</tr>
</tbody>
</table>

For more information contact Lori Dunn at NCTC Adult and Continuing Education 940-498-6433 or ldunn@nctc.edu
For more information contact Brian Carnes at NCTC Adult and Continuing Education 940-498-6446 or bcarnes@nctc.edu

**COMMUNITY EDUCATION**

**METALSMITHING**

**GRAHAM, TEXAS**

**Details**

- Classes will be held on campus.
Lab only for students who started projects and were not able to finish or would like to work on a new project. Instructor available for assistance.

Tools and some materials available for students to use.

Students must adhere to all the safety rules, wear old clothes, and closed toed shoes.

Goggles and gloves will also be available for use.

Online registration available: Mane Stop at https://www.nctc.edu/admissions/mane-stop/index.html

For more information contact Lori Dunn at NCTC Adult and Continuing Education 940-498-6433 or ldunn@nctc.edu.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Type</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Tuition</th>
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<tr>
<td>VPA 1020 0101</td>
<td>BEGINNING – INTERMEDIATE</td>
<td>MON</td>
<td>2/1 – 4/26</td>
<td>6 PM</td>
<td>9 PM</td>
<td>$129</td>
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<tr>
<td>VPA 1020 0102</td>
<td>ADVANCED</td>
<td>MON</td>
<td>2/1 – 4/26</td>
<td>2 PM</td>
<td>5 PM</td>
<td>$99</td>
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<tr>
<td>VPA 1050 0803</td>
<td>LAB ONLY</td>
<td>MON</td>
<td>2/1 – 4/26</td>
<td>6 PM</td>
<td>9 PM</td>
<td>$79</td>
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**MUST HAVE COMPLETED ONE SEMESTER OF INSTRUCTION IN METALSMITHING**

The magic in every student comes to life as never before when they are empowered to be as creative as they were all born to be! Black Rocket has twenty years of experience designing courses in the S.T.E.A.M fields. Every program is powered by the child's innate imagination and designed to bring their ideas to life in a fun, hands-on learning environment. All Black Rocket programs mirror real-life experiences and the collaborative nature of the design process. Students will work in pairs or teams for in-room programs. Online classes provide a more independent experience, but with an emphasis on peer to peer feedback to enhance the creative process.

Details
- Total Instructional Hours 15 or 12 for Saturdays
- Classes are online through Black Rocket with comprehensive Black Rocket instructors.
- Registration deadline/cancellations 5 business days prior to the start of session
- Black Rocket direct registration will open
- Follow this link for registration  [https://blackrocket.com/online/nctc](https://blackrocket.com/online/nctc)

<table>
<thead>
<tr>
<th>YOUNG AUTHORS</th>
<th>TUITION: $199</th>
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<tbody>
<tr>
<td>Children at this age have an unlimited supply of imagination and ideas. The goal is to show children just how much fun creative thinking can be if they let their imagination soar. Students will develop their own story from start to finish, ending with their own published soft cover book. Learn plot development, character creation, review literary techniques, and self-expression activities, including illustration, dialogue, and more. Typing support provided. At the end of the class all students will receive a soft cover book they created themselves!  <em>Compatible with MAC and Windows OS</em></td>
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| SAT  | 1/9 – 12/13 | 9AM-11AM |
| SAT  | 1/9 – 12/13 | 12PM-2PM |
| MON/WED | 1/11 – 2/3     | 3PM-4:30PM |
| TUE/THU | 1/12 – 2/4      | 3PM-4:30PM |

<table>
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<tr>
<th>ROBLOX ® MAKERS</th>
<th>TUITION: $149</th>
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<tr>
<td>Unlock the power of ROBLOX ® Studio, the world creation tool used by real-world ROBLOX ® developers! Learn how to build 3D models and create an adventure in your ROBLOX ® world. Bring characters to life with unique animations you design. Student-created projects will be available on a password protected Black Rocket website to share with friends and family.  <em>Compatible with MAC and Windows OS only</em></td>
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| SAT  | 3/6 – 4/10 | 8:30AM-10:30AM |
| SAT  | 3/6 - 4/10  | 11AM-1PM |

<table>
<thead>
<tr>
<th>VIRTUAL REALITY: THE FUTURE IS NOW</th>
<th>TUITION: $149</th>
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<tbody>
<tr>
<td>Embark on an EPIC adventure in virtual reality! In this cutting-edge class, you will learn the foundations of VR design by creating your own virtual worlds, exploring simulated environments, and crafting memorable 3D experiences. At the end of the week, take home your first cardboard VR headset to show friends and family the new worlds you created. VR projects can be viewed on a website or mobile device. Students do not need a mobile device to take the class, but will need access to a mobile device at home. VR projects will be available on a password protected Black Rocket website to share with friends and family.  <em>Compatible with MAC, Windows, and Chrome OS</em></td>
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</tbody>
</table>

| SAT  | 1/23 – 2/27 | 8:30AM – 10:30AM |
| SAT  | 1/23 – 2/27 | 11AM – 1PM |
| MON/WED | 1/25 – 2/22     | 3PM – 4:30PM |
| TUE/THU | 1/26 – 2/18      | 3PM – 4:30PM |

<table>
<thead>
<tr>
<th>CODE YOUR OWN ADVENTURE! INTERACTIVE STORYTELLING</th>
<th>TUITION $149</th>
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</thead>
<tbody>
<tr>
<td>Watch as the characters in your imagination come to life in this unique course that blends classic storytelling with animation techniques and coding. Start with a concept, design the characters, and choose not just one ending, but many! Learn how to create your own text-based adventure games with variables, conditional logic, images, HTML, CSS, and Twine scripting syntax. Student projects will be available on a password protected Black Rocket website to share with friends and family.  <em>Compatible with MAC, Windows and Chrome OS</em></td>
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</table>

| MON/WED | 3/1 – 3/24 | 3PM – 4:30PM |
| TUE/THUR | 3/2 – 3/25     | 3PM – 4:30PM |

<table>
<thead>
<tr>
<th>YOUTUBE FX MASTERS</th>
<th>TUITION $149</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the digital age, nothing is impossible! Become a master of illusion by learning the techniques used by Hollywood masters to create FX magic. Whether you want to enhance your YouTube videos or create a cool scene to amaze your friends; this class teaches the tools you need. Experiment with visual effects as you learn the dynamics of camera angles, editing, graphic layering, and sound effects. Then watch as your new creations take your channel content to the next level! Student projects are available on a password protected Black Rocket website to share with friends and family.  <em>Compatible with MAC and Windows OS only</em> requires a 64-bit operating system.</td>
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</table>

| MON - THU | 3/29 – 4/1 | 12:30PM – 3:30PM |
| MON - THU | 4/5 – 4/8   | 8:30AM – 11:30AM |
| T/TH      | 4/13 – 5/6  | 3PM – 4:30PM |
PERSONAL ENRICHMENT-ONLINE

INTRODUCTION TO FICTION WRITING

Tuition: $195

Start Date: Feb 1-26, 2021

http://www.yougotclass.org/course/index.cfm/Nctc/Introduction-To-Fiction-Writing

Designed specifically for those with little to no fiction writing experience, find your pathway towards your fiction writing goals. Learn the basic building blocks of story: character, plot and setting. Then find out the different forms of fiction writing and some of the genres you might like to explore. Whether you’ve never written a word of fiction, or haven’t written since high school or college, you will complete the course with the skills you need to get started. Create a new work of fiction, or revive an old one that’s been sitting in your bottom drawer.

THE TEEN BRAIN

Tuition: $195

Start Date: Feb 1-26, 2021

http://www.yougotclass.org/course/index.cfm/nctc/the-teen-brain

One of the most turbulent periods in brain development occurs during adolescence. The teen brain actually functions very differently from the adult brain. Certain kinds of thinking, such as decision-making, actually happen in different parts of the brain for adolescents and adults.
Understanding these complex changes can help calm the rough seas of the teen years, but also provide your teen with critical support and understanding that will promote better decision-making, better mental health, and better outcomes at school.

Come find out the important ways in which the teen brain is developing. Identify behaviors and attitudes that are influenced by these changes. Then learn to offer constructive strategies for establishing a better understanding of and communication with your amazing teen.

BEGINNING CONVERSATIONAL SPANISH
TUITION: $290
Start Date: Feb 1 – Mar 26, 2021
http://www.yougotclass.org/course/index.cfm/Nctc/Beginning-Conversational-Spanish
Designed for beginners, we will have you speaking and reading Spanish in no time. You will practice the basic building blocks of the language and common idiomatic expressions. You will know enough vocabulary and grammar for simple conversations, and you will learn how to ask and answer questions. Whether you speak some Spanish and need a refresher, or no Spanish, you will complete the course with the skills to communicate in Spanish.

BEGINNING CONVERSATIONAL FRENCH
TUITION: $115
Instructor: Sara Hardin
https://www.ed2go.com/nctc/online-courses/conversational-french-beginner/
Proper pronunciation is important to good communication. Beginning Conversational French will help you master the best pronunciations. Simply click on each word to hear it spoken. Every word and sentence is also written out phonetically. This course has been carefully crafted to ensure you will have no trouble pronouncing French words correctly. The first three lessons introduce the basics needed for most conversations in French, such as “please” and “thank you.” You will also learn numbers, days of the week, months of the year, and telling time.

CONVERSATIONAL JAPANESE
TUITION: $115
Instructor: Ririko Hayashi
https://www.ed2go.com/nctc/online-courses/conversational-japanese/
Throughout this course, you’ll gain cultural knowledge and learn useful conversational phrases and vocabulary words particular to a specific area of travel. You’ll practice these in drills, interactive exercises, and dialogues. In each lesson, you’ll find helpful audio aids and Japanese
words written in the English alphabet. This technique will allow you to bypass one of the biggest obstacles for most beginners of Japanese: the letter system. By the end of this course, you'll have acquired basic conversational skills that enable you to travel around the country easily, and you'll have discovered the heart of Japan!

**CREATING CLASSROOM CENTERS**

**Tuition:** $125  
**Instructor:** Laureen Reynolds  
[https://www.ed2go.com/nctc/online-courses/creating-classroom-centers/](https://www.ed2go.com/nctc/online-courses/creating-classroom-centers/)

In this course, you will learn how to create and implement center activities that boost independent learning in the classroom. You will start out by learning what a center is, what benefits it offers, and how to make the most of it. Next, you will explore some very common mistakes teachers make with centers and gain tips for keeping your planning time to a minimum. You will receive step-by-step instructions for creating a center schedule that makes students at every reading level can use independently.

**DRAWING FOR THE ABSOLUTE BEGINNER**

**Tuition:** $115  
**Instructor:** Chad Walker  
[https://www.ed2go.com/nctc/online-courses/drawing-for-absolute-beginner/](https://www.ed2go.com/nctc/online-courses/drawing-for-absolute-beginner/)

If you have always been interested in drawing but don’t really know how to get started, then this is the course for you. Gain a solid foundation and understanding of the basics of drawing and become the artist you've always dreamed you could be!

**HOMESCHOOL WITH SUCCESS**

**Tuition:** $115  
**Instructor:** Beverly Richards Schulz  

Homeschooling can be a bit of a mystery if you're new to the topic. In this course, you'll start at the beginning, delving into the history of homeschooling and examining its status today in all 50 states. You'll see how to find the laws and regulations that govern your community—and you might be surprised to learn that homeschooling is legal and growing all around you. As you discover what you need to know to homeschool your children, you'll also become familiar with the terminology the homeschool community uses.

**INTRODUCTION TO PHOTOSHOP CC**

**Tuition:** $125  
**Instructor:** Sherry London  
[https://www.ed2go.com/nctc/online-courses/introduction-photoshop-cc/](https://www.ed2go.com/nctc/online-courses/introduction-photoshop-cc/)

Photoshop is the world’s most popular photo-editing program. Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for image creation and editing. The course provides detailed, step-by-step instructions that will teach you how to use Photoshop CC with confidence.

**MEDICAL TRANSCRIPTION**

**Tuition:** $125  
**Instructor:** Jennifer Della'Zanna  
[https://www.ed2go.com/nctc/online-courses/medical-transcription/](https://www.ed2go.com/nctc/online-courses/medical-transcription/)

In this course, you will learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. This knowledge will help prepare you to work almost anywhere in the medical field—doctors’ offices, clinics, public health facilities, and hospitals. With this foundation, you will be set to advance your education so you can work as a subcontractor for a company that outsources transcription, or you can eventually even take on your own clients—all from the comfort of your own home.

**START YOUR OWN SMALL BUSINESS**

**Tuition:** $125  
**Instructor:** Kris Solie-Johnson  
[https://www.ed2go.com/nctc/online-courses/start-your-own-business/](https://www.ed2go.com/nctc/online-courses/start-your-own-business/)

Learn how to take your dream of starting a business and put it into action. In this class, you will learn everything you need to know about starting a business. You will begin by discovering the tricks to picking the right opportunity for you. Next, you will learn how to develop proven marketing techniques to easily build sales. Since every business needs money, this course discusses traditional and nontraditional financing options. Finally, you will learn easy-to-implement employee-management procedures and how to write business policies that help you build your business.

**WHERE DOES ALL MY MONEY GO?**

**Tuition:** $115  
**Instructor:** Matt Crabtree, CFP
Ever get frustrated that you never seem to get ahead? Are you and your family constantly arguing about money? Do you ever wonder where your money went last month? Do you have trouble saving money? Want to work on paying down your debt, but don’t know where to find the money? This course will teach you the very basics of how to get control of your finances rather than letting them control you. It is the help you need before learning about investing, debt elimination, retirement or college planning. There aren’t many places that you can go to learn these principles, so take advantage of this opportunity to learn online.

For more information, contact Lori Dunn at NCTC Adult and Continuing Education 940-498-6433 or ldunn@nctc.edu.

**PROFESSIONAL-OPEN ENROLLMENT**

**BUSINESS, COMPUTER, AND TECHNOLOGY.**

**SHRM CERTIFICATION PREPARATION**

**TUITION: $999**


Establish yourself as a globally-recognized HR expert this year by earning your SHRM-CP® or SHRM-SCP® certification. Prove your value to colleagues and employers with the credentials built on the SHRM bock™, which defines the standards for knowledge, strategies and competencies required for effective HR professionals around the world.

**COURSE DELIVERY: SYNCHRONOUS ONLINE, INSTRUCTOR-LED**

**HRPO 2030 0401**

MON  
1/25/21 – 4/19/21  
6PM - 9PM  
K. MEYERS  
12 SESSIONS  
Q2/2021

**MEDIATION SKILLS FOR HUMAN RESOURCE MANAGERS**

**TUITION: $239**


Students will engage with an instructor to learn about types of conflict, responses to conflict, and the dispute resolution continuum; identify the mediation models and the benefits of the mediation process; identify the elements of the mediation process; apply mediation techniques; and evaluate the influence of personal characteristics and biases in the mediation process; explain the ethical considerations in mediation.

**COURSE DELIVERY: SYNCHRONOUS ONLINE, INSTRUCTOR-LED**

**HRPO 1006 0401**

TUE & THUR  
2/2/21 – 4/1/21  
6PM - 8PM  
TBD  
16 SESSIONS  
Q2/2021
PROFESSIONAL-ONLINE-INSTRUCTOR-LED PROGRAMS

CERTIFICATE IN DATA ANALYSIS  
TUITION: $495

Instructor(s): John Rutledge, Mary Dereshiwsy, Jeff Kritzer
Start Date: February 1st, 2021
https://www.yougotclass.org/certificate/index.cfm/Nctc/Certificate-in-Data-Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills.

SOCIAL MEDIA FOR BUSINESS CERTIFICATE  
TUITION: $495

Instructor(s): Nicole Siscaretti, Jennifer Selke
Start Date: February 1st, 2021
Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

**CERTIFICATE IN PROJECT MANAGEMENT**  
**Instructor(s): Andy Stanhope, Christina Mitchell**  
**Start Date: February 1st, 2021**  

In today’s business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancelation.

**DIGITAL MARKETING CERTIFICATE**  
**Instructor(s): Dan Belhassen & Susan Hurrell**  
**Start Date: February 1st, 2021**  

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising.

**ACCOUNTING AND FINANCE FOR NON-FINANCE MANAGERS**  
**Instructor(s): Sharon DeFonteny, Jodie Trana**  
**Start Date: February 1st, 2021**  

The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career.

**ENTREPRENEURSHIP CERTIFICATE**  
**Instructor(s): Conrad Brian Law, Mary Beth Izard, Kathy Nadlman**  
**Start Date: February 1st, 2021**  

Boost your chances of success for your new or small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas and a checklist for going into business. Then learn how to create a business plan, including assessing business feasibility and prepare the management and financial plans. Then take home a step by step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand.
TEXAS REAL ESTATE 180 HOURS OF TX PRE-LICENSING PACKAGE  TUITION: $529
Texas requires six 30-hour courses to get your real estate sales person license: Only these courses in this package provides students with the required pre-licensing courses needed in the sales agent application process.

- Principles of Real Estate I
- Principles of Real Estate II
- Law of Agency
- Law of Contracts
- Promulgated Contract Forms
- Real Estate Finance

Please visit the following link for up-to-date tuition costs and promotional discounts: https://nctc.theceshop.com/texas/pre-licensing/tx-salesperson-pre-licensing-cost

TEXAS POST-LICENSING COURSES: 90-HR. TX SAE PACKAGE  TUITION: $389
This package includes 90 mandatory hours required to satisfy the Texas Post-Licensing (SAE) requirement. It does NOT include Texas Legal Update 1 or Texas Legal Update 2. This package includes the following courses:

- Texas SAE: Real Estate Appraisal (30 mandatory hours)
- Texas SAE: Real Estate Investment (30 mandatory hours)
- Texas SAE: Real Estate Brokerage (30 mandatory hours)

Please visit the following link for up-to-date tuition costs and promotional discounts: https://nctc.theceshop.com/online-education/texas/real-estate/sales-license/post-licensing/course/90-hr-tx-sae-package-3100-14439.html

TEXAS CONTINUING EDUCATION COURSES
We offer a large selection of Texas real estate continuing education courses, such as Legal Update I and Legal Update II.

Please visit the following link for more course and tuition information: https://nctc.theceshop.com/online-education/texas/real-estate/broker-and-sales-license/continuing-education/courses.html
### PARALEGAL COURSE
**Tuition:** $2,395

**Instructor(s):** Casey Thompson  
**Start date:** Open Enrollment (start the course as soon as you are ready)  
[https://www.nctc.edu/adult-continuing-education/online-options/online-paralegal-course.html](https://www.nctc.edu/adult-continuing-education/online-options/online-paralegal-course.html)

Certified paralegals play an extremely important role in the legal industry. This 100% online course will prepare you for the Certified Paralegal (CP) exam, offered by the National Association of Legal Assistants (NALA). You’ll learn how to perform a variety of tasks that paralegals experience every day, such as legal research, interviews, analysis and more.

### VETERINARY ASSISTANT
**Tuition:** $2,395

**Instructor(s):** Jeff Grognet  
**Start date:** Open Enrollment (start the course as soon as you are ready)  
[https://www.nctc.edu/adult-continuing-education/online-options/online-veterinary-assistant-training.html](https://www.nctc.edu/adult-continuing-education/online-options/online-veterinary-assistant-training.html)

Veterinary assistants take charge of making sure office visits and procedures go smoothly for animals under veterinary care. Our 100% online course will train you to become a veterinary assistant, so you can turn your love of animals into a rewarding career.

### CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT
**Tuition:** $2,495

**Instructor(s):** Rachael Delekta, Nancy Smith, Jennifer Della'Zanna, LaTisha Cottingham, Carline Dalgleish, Lydia Stewart, Bunny Reeves, Stacey O'Brien, Sharon Blackford  
**Start date:** Open Enrollment (start the course as soon as you are ready)  

In today’s technology-centered healthcare system, medical administrative assistants use electronic health records (EHR) systems to track and manage patient care information. This 100% online course will train you for a career in healthcare and prepare you for the National Healthcareer Association’s Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records (CEHR) certification exams.

### FREIGHT BROKER/AGENT
**Tuition:** $1,895

**Instructor(s):** Jan Roach, Jeff Roach  
**Start date:** Open Enrollment (start the course as soon as you are ready)  

Become part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker or as a freight broker agent. Freight broker training will help you learn the skills you need to be a successful Freight Broker/Agent. From licensing and operations to sales and marketing, you’ll learn the basics of how to run a domestic freight brokerage or agency in the United States.

### MEDICAL BILLING AND CODING
**Tuition:** $2,695
Instructor(s): Nancy Smith, Jennifer Della’Zanna, LaTisha Cottingham, Carline Dalgleish, Lydia Stewart, Bunny Reeves, Stacey O’Brien, Sharon Blackford

Start date: Open Enrollment (start the course as soon as you are ready)


Medical billing and coding is one of the fastest growing work-from-home careers in the healthcare field! This 100% online course will prepare you for the Certified Professional Coder (CPC) exam, offered by the American Academy of Professional Coders (AAPC). You’ll learn how to use the Healthcare Common procedure Coding System (HCPCS) and the CPT Category II and ICD-10 codes.

**TECHNICAL TRAINING/CAREER PROGRAMS**

**ONLINE-VENDOR SITES**

**JOBREADY**

**SKILLSOFT**

JobReady has 6000+ pre-built Skillsoft courses covering Business Skills, Leadership and Management, IT Skills, Software Development, Professional Certifications and Office Productivity Tools. And the Aspire Learning Journeys provide pathways to modern technology careers ranging from data scientist to machine language architect and more.

For more information listed visit: [https://www.jobready.me/skillsoft](https://www.jobready.me/skillsoft)

**BUSINESS**
- Business Analysis
- Change
- Communications Skills
- Corporate Social Responsibility
- Customer Service
- Finance and Accounting
- Global Business
- Human Resources
- Industry Overviews
- Compliance
- Leadership
- Management
- Marketing

**IT**
- Business Skills for IT Professionals
- Cloud Computing and Virtualization
- Data and Databases
- Enterprise Resource Planning (ERP)
- Networks and Telecommunications
- Operating Systems and Servers
- Project Management
- Security

**CERTIFICATIONS**
- (ISC)2
- American Society for Quality (ASQ)
- BCS Professional Certification
- Cisco
- CompTIA
- EC-Council
- HR Certification Institute (HRCI)
- Systems Audit and Control Association (ISACA)
- International Institute of Business Analysis (IIBA)
- International Software Testing Qualification Board (ISTQB)
- ITIL®
- Juniper
- Linux Professional Institute (LPI)
- Microsoft
- Oracle
- PRINCE2®
- Project Management Institute (PMI)®
- SAS
- Society for Human Resource Management (SHRM)

**COMPTIA A+**

**TUITION: $365**
CompTIA A+ is a collection of 2 Certification pathways, comprised of over 93 hours of online course instruction leading to jobs and careers in the field of IT Systems and Networking, along with earning shareable digital badges indicating skills gained.

**SYSTEMS ADMINISTRATION - RED HAT & COMPTIA A+**
TUITION: $365

Systems Administration - Red Hat & CompTIA A+ is a collection of 3 Certification pathways, comprised of over 116 hours of online course instruction leading to jobs and careers in the field of IT Systems and Networking, along with earning shareable digital badges indicating skills gained.

**CERTIFIED ETHICAL HACKER**
TUITION: $365

Certified Ethical Hacker is a Certification pathway, comprised of over 24 hours of online course instruction leading to jobs and careers in the field of Cybersecurity, along with earning shareable digital badges indicating skills gained.

**APPRENTICE PROGRAMMER JOURNEY**
TUITION: $365

Apprentice Programmer Journey is a collection of 6 Aspire pathways, comprised of over 90 hours of online course instruction leading to jobs and careers in the field of Software Development, along with earning shareable digital badges indicating skills gained.

**IOS APP DEVELOPMENT**
TUITION: $365

iOS App Development is a collection of 3 Skills pathways, comprised of over 37 hours of online course instruction leading to jobs and careers in the field of Software Development, along with earning shareable digital badges indicating skills gained.

**ANDROID APP DEVELOPMENT**
TUITION: $365

Android App Development is a collection of 7 Skills pathways, comprised of over 76 hours of online course instruction leading to jobs and careers in the field of Software Development, along with earning shareable digital badges indicating skills gained.

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**180 SKILLS CAREER PROGRAMS**
(700 + skills courses in 38 competency topics)

Career Programs are comprehensive, predefined programs created with our nationwide network of industry partners. Career Programs contain 80 - 160 skills courses. Graduates of Career Programs have the opportunity to earn a nationally recognized certification from 180 Skills and SpaceTEC®. SpaceTEC is the National Science Foundation’s National Resource Center that promotes and educates candidates for technical employment. The more popular courses are listed below with course information, be sure and check out all the career programs to find the one(s) that fit your needs.

Online registration available: Mane Stop at [https://www.nctc.edu/admissions/mane-stop/index.html](https://www.nctc.edu/admissions/mane-stop/index.html)

For more information about classes listed visit: [https://www.jobready.me/180skills](https://www.jobready.me/180skills)
### Advanced Manufacturing Technician

**Tuition:** $199

https://www.journeyed.com/item/180+Skills/Skilled+Trades/1873687?ref=also_viewed_product&product_id=

Advanced manufacturing technicians perform many important tasks such as product assembly, machine operation, and quality assurance. Advanced manufacturing technicians play a key role in the manufacture of many commercial products. Employment of advanced manufacturing technicians is projected to grow 4 percent from 2012 to 2022.

### CNC Lathe Technician

**Tuition:** $199

https://www.journeyed.com/item/180+Skills/180+Skills/1868408

Computer numerical control (CNC) lathe production technicians transform raw materials into finished products used in commercial, automotive, medical, and aerospace products. CNC lathe production technicians produce parts that range from simple bolts of steel to titanium bone screws for orthopedic implants. CNC lathe production technicians work from blueprints, or computer-aided design (CAD), and computer-aided manufacturing (CAM) files. They set up and operate CNC machine tools, monitor the feed rate and speed of machines, and measure, examine, and test completed products for defects.

### Composites Manufacturing and Repair Technician

**Tuition:** $199

The use of composite materials in manufacturing is expanding quickly. Composites are now used in automotive, aerospace, medical devices and sports equipment. The benefits of light weight and strength make the applications of composite materials endless. Composite manufacturing and repair technicians manufacture products using layers of carbon fiber, fiberglass, or other composite fabrics. Composite manufacturing requires attention to detail and good manual dexterity. It takes approximately 112 hours to complete this online course in which you will be given 12 months to complete online. Course is offered through our partnership with JobReady and has a certification through SpaceTec.

### Electrical Technician

**Tuition:** $199

https://www.journeyed.com/item/180+Skills/Skilled+Trades/1875256?ref=also_viewed_product&product_id=

If you’re looking for a stable career that is important in the everyday lives of people around you, this course could be just right for you. This online course has an emphasis on industrial maintenance environments and provides an intensive overview of the skills necessary for electrical maintenance, including math, inspection, safety, quality, electrical systems, automation, motor controls, and assembly. Get started in this accelerated online course today and begin your career as an electrical technician! There are no prerequisites to take this course. Course is self-paced and takes approximately 58 clock hours to complete. This course is offered online through our JobReady partner.

### Mechatronics & Industrial Technician

**Tuition:** $199

https://www.journeyed.com/item/180+Skills/Skilled+Trades/1873685?ref=also_viewed_product&product_id=

The Mechatronics course provides an intensive overview of the skills necessary for the mechatronics industry. You will learn math, inspection, safety, quality, electrical systems, automation, mechanical systems, fluid systems, rigging, and welding in Mechatronics. Electro-mechanical technicians operate, test, and maintain unmanned, automated, robotic, or electromechanical equipment.

**Details**

- There are no prerequisites for this course.
• It takes approximately 140 hours to complete this course in which you will be given 12 months to complete online.
• Course offers certification through SpaceTec.
• This course is also offered in partnership with Denton Adult Education and Literacy program. Class date is 12 Jan 2021. You can check with Denton AEL by contacting Ginger at gcomeaux@dentonisd.org to see if you qualify for funding through the AEL program.

QUALITY ASSURANCE TECHNICIAN

TUITION: $199

When products like cell phones, computers or automobiles leave the factory, it's the quality assurance technician who makes sure they work. Also known as inspectors or testers, quality assurance technicians work on a wide range of challenging projects across multiple industries. Critical to the success of any product development team, they make a difference. Quality assurance technicians reduce the cost of production, decrease maintenance expenses, and increase customer safety and satisfaction. It takes approximately 140 hours to complete this online course in which you will be given 12 months to complete online. Course is offered through our partnership with JobReady and has a certification through SpaceTec.

SAFETY TECHNICIAN

TUITION: $199

Safety technicians collect data on the safety and health conditions of the workplace. Safety technicians work with occupational health and safety specialists in conducting tests and measuring hazards to help prevent harm to workers, property, the environment, and the general public. Safety technicians work in a variety of settings, such as offices, manufacturing facilities, and mines. Their jobs often involve considerable fieldwork and travel. It takes approximately 108 hours to complete this online course in which you will be given 12 months to complete online. Course is offered through our partnership with JobReady and has a certification through SpaceTec.

ED2GO

HVAC/R TECHNICIAN

TUITION: $2,895


This online course will prepare you for an entry-level career in the HVAC/R industry by providing hands-on guidance for service, repair, and solutions.

This course will provide the necessary information to pass the following entry-level certificate exams:

• HVAC Excellence ESCO Group: 17 Employment Ready Certificates
• NATE: Ready to Work Certificate
• EPA 608: Section 608 Universal Technician Certification

Upon course completion, you will also receive a voucher package for the HVAC Excellence Employment Ready Certificate exam* that includes:

• 1 Employment Ready Certificate for Electrical
• 1 Employment Ready Certificate for Air Conditioning
• 1 EPA 608 Voucher

Details

• Have a high school diploma or a GED certificate.
• Course takes approximately 162 hours/12 months to complete.
• Course is taken online through our Ed2Go partner.
• Course is eligible for WIOA funding to those who qualify.

RESIDENTIAL ELECTRICAL TECHNICIAN

TUITION: $2,495


The Electrician Training course is designed to teach you general and electrical safety procedures, use of common hardware and materials used in an electrical system, how to read and understand building plans, and more. In addition, you will be prepared for electrician licensing tests. By course completion, you should be able to pass a residential electrician licensing exam and start an entry level career as a residential electrician or electrician apprentice. There are no prerequisites for this course but it is recommended you have some knowledge of direct and alternating currents.
VOCATIONAL TRAINING

CERTIFIED LOGISTICS TECHNICIAN

Tuition: $599

Start Date: January 19th, 2021

The CLT program consists of two parts:
- Foundational-Level Certified Logistics Associate (CLA) ® Certificate
- Mid-Level Technical CLT Certification (CLT)

The CLA section provides students with the foundational broad knowledge they will need to understand the world of supply chain and related core competencies. Also includes modules on: the global supply chain, the logistics environment, safety, safe equipment operation, material handling equipment, quality control, workplace communication, teamwork and problem solving and using computers.

The CLT section provides students with the mid-level technical knowledge needed to understand the world of supply chain logistics and related core competencies. Also includes: product receiving, product storage, order processing, packaging and shipment, inventory control, safe handling of hazardous materials, evaluation of transportation modes, customs, and dispatch and tracking operations.

The Certified Logistics Technician (CLT) ® certification program is to recognize, through certification, individuals who demonstrate mastery of the core competencies of material handling at the front-line (entry-level to front-line supervisor). Upon successful completion, you will be awarded the nationally recognized CLT certification through the Manufacturing Skill Standards Council. This course is offered as an online format and will take approximately 70 hours to complete.

Details
- Course is offered on campus.
- Course will take approximately 70 clock hours to complete.

PROFESSIONAL TRUCK DRIVER I/II

Tuition: $5,000

In just four weeks, you can be on your way to a new career with the professional truck driving training program. Get hands-on skill development and instruction coordinated with the U.S. Department of Transportation in this program.

Details
- Have a high school diploma or a GED certificate
- Be at least 21 years of age.
• Have an acceptable driving record.
• Complete and pass a Department of Transportation Physical Exam.
• Have the ability to read, write and speak English.
• Meet the requirements of the Motor Carrier Federal Safety Regulations, Qualifications of Drivers
• Classes are offered monthly
• Tuition includes physical, licensing, and books.
• Course is eligible for WIOA funding for those who qualify
• Contact ACE for registration at kbell@nctc.edu or 940-668-3373

For more information contact Scott LeDane at NCTC Adult and Continuing Education 940-668-7731 EXT 4911 or gledane@nctc.edu

NAIL – VOCATIONAL CONSTRUCTION

TUITION: $300/$0

NAIL (Navigating Apprenticeships in Industrial Learning) course is a Vocational Construction Course offered by North Central Texas College (NCTC) for any person that has interest in pursuing a career in the construction industry. The course covers areas of Basic Construction including Safety, Math, Hand Tools, Power Tools, Construction Drawings, Rigging and Material Handling, Communication and Employability Skills. Each participant that completes the course will receive an NCCER wallet card, OSHA-10 certificate, CPR-First Aid certificate as well as a commercial grade, 30-piece tool kit. NCTC’s Career Services staff will even help to connect with hiring companies to maximize your newly acquired skills. This is a three-month online course.

To enroll in the NAIL course, or for more info please email Alan Uptergrove at auptergrove@nctc.edu or by texting (940) 368-5793.

Details
• Primary focus on learning basic areas of construction that is vital for any person wanting to pursue a career in construction.
• Must be a US resident or legal to work in the US.
• Must be 18 years of age and older.
• All males must be registered with Selective Service.
• Grant from US Department of Labor pays 80% of tuition, 20% of tuition paid by student.
• Additional scholarships are available for qualifying participants for the 20% balance of tuition.
• All books and materials are included in the tuition fee, if any.
• To enroll in the NAIL course email Alan Uptergrove at auptergrove@nctc.edu or by texting (940) 368-5793.

| TUE/WED/THUR | 5:30PM – 8:30PM | START DATE: 1/12/2021 |

For more information contact Alan Uptergrove at NCTC Adult and Continuing Education by email at auptergrove@nctc.edu
DETAIL INFORMATION FOR ALL ONLINE COURSES.
REGISTRATION FOR ON CAMPUS CLASSES WILL START JANUARY 5TH

➢ Registration and Participation is easy.
➢ After registration you will receive a web address to log into classroom.
➢ Use your email address and created password to gain access.
➢ You can participate any time of day or evening, 7 days a week.
➢ No live real-time requirements or meetings.
➢ For best learning, should log into the course on 2-3 different days of the week.
➢ Follow links for online registration.
For more information on all the classes Adult and Continuing Educations has to offer visit our website at [www.nctc.edu/adult-continuing-education/index.html](http://www.nctc.edu/adult-continuing-education/index.html) there is something for everyone!

Corinth Campus 1500 N Corinth Street Corinth, Texas 76208
Gainesville Campus 1525 W California Street Gainesville, Texas 76240
All inquiries: 940-668-3373

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