

CTC CONTINUING EDUCATION 2024-2025



Dear Neighbors,

We are excited to invite you to explore the diverse programs we have to offer through Continuing Education at Central Texas College. Whether you're looking to advance your career or embark on a new personal journey, our courses provide opportunities for growth, learning, and development for all ages.

From certifications in key industries to personal enrichment classes such as yoga, cooking, and arts, our offerings are designed to help you succeed in your professional endeavors and enrich your everyday life. We believe in lifelong learning, and our goal is to provide you with the tools and resources to thrive, no matter your stage in life.

We encourage you to check out our current catalog and join us in pursuing your goals—whether it's skill-building for a career change or simply trying something new! *Look for the [Register Now](#) link for available classes.*

Warm regards,
The Central Texas College Continuing Education Team
(254) 526-1586

Main Campus Address:

- **Central Texas College**
6200 W Central Texas College Drive,
Killeen, TX 76549
Phone: (254) 526-1586

Continuing Education Department:

- **Phone:** (254) 526-1586
Email: continue.education@ctcd.edu

Additional Useful Contacts:

- **Campus Police-Security:** (254) 526-1200
- **Student Services:** (254) 526-1298
- **Library Services:** (254) 526-1621
- **Financial Aid:** (254) 526-1508
- **Testing Services:** (254) 526-1194
- **Academic Advising:** (254) 526-1226
 - **Career and Technical Education Center (CATE) Advising:**
(254) 526-1549
- **CTC Bookstore:** (254) 526- 1219
- **CTC Foundation (for scholarships and donations):** (254) 526-1662

2024-2025

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Pharmacy Technician Training Program

Pharmacy Technician Program

Embark on a rewarding career in the ever-expanding field of healthcare and prescription medicine while enjoying a stable and straightforward work environment. This program consists of five comprehensive courses:

1. Introduction to Pharmacy
2. Pharmacy Law
3. Pharmaceutical Math
4. Community Pharmacy Practice
5. Clinical Institutional Pharmacy Practice

This program prepares you to take the Pharmacy Technician Certification Board (PTCB) or Certified Pharmacy Technician (CPhT) licensure/certification exams.

Cost: \$1,359

Location: Killeen, Spring 2025

Clinical Institutional Pharmacy Practice

Gain in-depth knowledge of hospital pharmacy organization and operations. This course starts midway through the program, with participation based on instructor approval.

Clock Hours: 50 | **CEUs:** 5

Sterile Compounding and Aseptic Technique (SCAT) Location:

Killeen

Dates: September 20 - October 28

Schedule: Monday/Wednesday/Friday, 4 PM - 8 PM

Cost: \$448

[CODE OF CONDUCT PHARMACY](#)

[TECH CHECKLIST BACKGROUND](#)

[CHECK REGISTRATION FORM](#)



Certified Medical Assistant Training Program

Clinical Medical Assistant Program

Prepare for a career as a Clinical Medical Assistant with the skills to perform basic lab tests, administer medications, understand body systems and functions, learn medical terminology, and provide patient care. This program includes four courses:

1. Medical Assistant Interpersonal and Communication Skills
2. Anatomy and Physiology for Medical Assistants
3. Medical Assistant Laboratory Procedures
4. Procedures in a Clinical Setting

After successful completion, you will be eligible to take the Certified Clinical Medical Assistant (CCMA) certification exam.

Clinical Requirement:

Students must complete 80 clinical hours, which can begin after passing both the hands-on and written midterms, or as soon as a clinical placement is secured. Due to COVID-19, clinical placement may be delayed, but is expected within three months of completing the lecture portion. Students may need to travel for clinical placement. Please refer to the Clinical Medical Assistant Policies Guide for additional details.

Location: Killeen

Dates: September 23 - April 4

Cost: \$2,389

[CMA CHECKLIST](#)

[CODE OF CONDUCT](#)

[BACKGROUND CHECK](#)

[PHYSICAL EXAM FORM](#)

[REGISTRATION FORM](#)



Electrocardiography Tech. Training Program

EKG Technician Program

Train to become an EKG Technician and learn how to record and monitor the heart's electrical activity, recognize and evaluate heart rhythms, and perform stress testing. This program prepares you for the Certified EKG Technician (CET) licensure/certification exam.

Location: Killeen

Dates:

- January 14 - April 16 | Monday/Wednesday/Friday | 5-9 PM
 - April 22 - July 25 | Monday/Wednesday/Friday | 5-9 PM
- Cost:** \$759

Contact the office for Scholarship Opportunity (254) 526-1586

- **Job Title:** Cardiovascular Technologists and Technicians, including EKG Technicians
- **Median Annual Wage:** Approximately \$62,000 (as of May 2023)
- **Employment Growth Rate:** Expected to grow 5% from 2021 to 2031, which is faster than the average for all occupations.

• [EKG PHYSICAL EXAM FORM](#)

[EKG CHECKLIST](#)

[EKG CODE OF CONDUCT](#)

[EKG MASTER SUMMARY](#)

[BACKGROUND CHECK](#)

[REGISTRATION FORM](#)



CPR FOR HEALTHCARE PROVIDERS

CPR for Health Care Providers

American Heart Association Basic Life Support (BLS) training is essential not only for healthcare professionals but for anyone looking to gain life-saving skills. This course reinforces the importance of early CPR and defibrillation, teaches the basic steps of performing CPR, and provides guidance on relieving choking and using an Automated External Defibrillator (AED). Knowing how to respond in an emergency can make a critical difference, whether you're at home, at work, or in the community.

Why Take This Class?

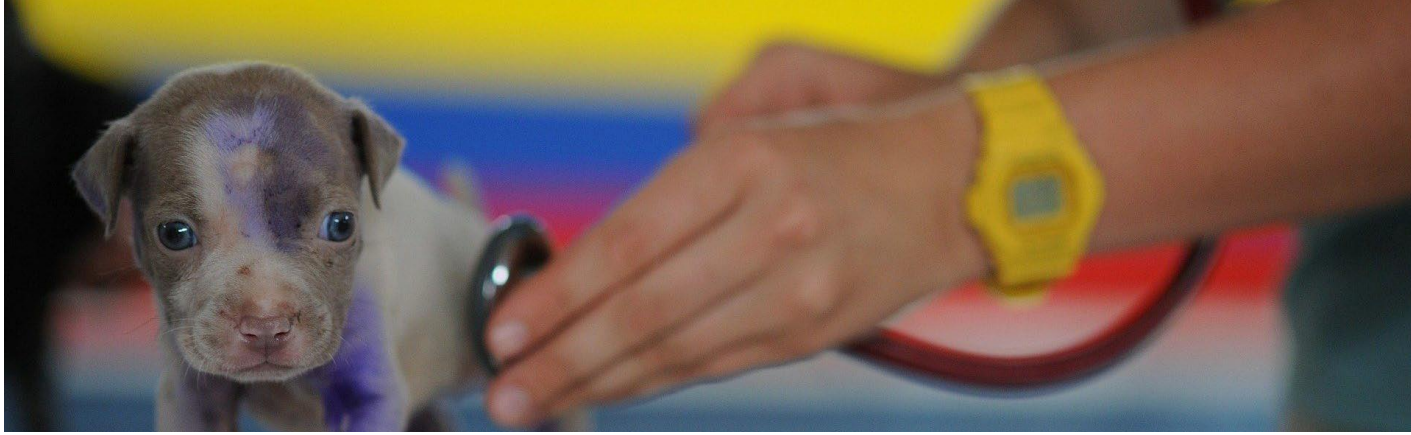
- **Be Prepared for Emergencies:** Cardiac arrest can happen anywhere — at home, in public places, or at work. Knowing CPR can help you save a life when every second counts.
- **Enhance Your Employability:** Many employers, not just in healthcare, look for CPR-certified candidates as part of workplace safety.
- **Gain Confidence:** Develop the confidence to act quickly and effectively in an emergency, which can be valuable in countless situations beyond healthcare.
- **Meet Certification Requirements:** This course fulfills certification requirements for many healthcare roles and can be an asset in other professions that require emergency response readiness.

Course Details:

- **Instructor:** John Honeycutt, Certified CPR Instructor
- **Duration:** 1 Meeting | 5 Hours
- **Materials Included:** Course book and pocket mask
- **Cost:** \$65
- **Classes offered on a bi-monthly basis or more... Visit our site to: [\(REGISTER NOW\)](#)**

Upcoming Classes: (8:00am - 1:00pm)

- **Killeen**
 - November 7, 2024
 - November 21, 2024
- **Marble Falls**
 - November 2, 2024



Veterinary Assistant Training

Certified Veterinary Assistant Program

If you love animals and want a rewarding career, becoming a veterinary assistant might be the perfect fit. This two-part program equips you with the skills and knowledge needed to excel in this field.

Part 1: CVA Basic Course

Learn the essentials of patient observation, recordkeeping, care, and comfort.

Location: Killeen

Dates: August 27 - April 29 | Monday/Wednesday | 5 PM - 9 PM

Cost: \$1,085

Part 2: CVA Intermediate Program

Build on your basic skills with advanced topics including slide identification, skin scrapings, venipuncture, blood tubes, and catheter placement. This program covers essential skills for effective veterinary support, including medical imaging, surgical preparation, and veterinary pharmacy. Classes must be taken in order. Prerequisite: VTHT 1012.

Total Hours: 120 | **CEUs:** 12

Cost: \$1,299 (includes consumable supplies and course completion certificate)

Courses Included:

- VTHT 1005: Veterinary Medical Terminology
- VTHT 1011: Veterinary Clinical Skills
- VTHT 1017: Veterinary Office Management

Certification: After completing the course and 35 hours of volunteer experience, graduates will receive a certificate of completion. A log of 310 additional clinical hours is required to take the TVMA Certification exam. Certification exam fees are not included in tuition.

Find more information here: [Vet Assistant Training](#)



Adult Education GED/ESL Programs

Central Texas College Adult Education and Literacy Program

We are dedicated to helping individuals achieve their educational goals, whether you are aiming to complete your High School Equivalency (HSE) or enhance your English reading and writing skills. Our flexible class schedules include morning, afternoon, and evening options to accommodate your needs.

GED Program

- **Objective:** Complete your High School Equivalency and open doors to better career and educational opportunities.
- **Class Times:** Vary to fit your schedule—morning, afternoon, and evening options available.
- **Cost:** Affordable and accessible to ensure you can achieve your goals without financial strain.

Why Choose Our Program?

- **Income Increase:** Individuals with a high school diploma or equivalency see a 63% increase in income over 10 years compared to non-graduates.
- **Job Requirements:** 73% of all U.S. jobs require at least a high school diploma or equivalency.
- **Success Rate:** 53% of adults who participated in a federally funded HSE program achieve their high school equivalency or another indicator of high school completion.

Invest in Your Future Get the education you need to power your future with Central Texas College. Our program is designed to provide the skills and qualifications you need to succeed in today's competitive job market.

If you are interested in enrolling in one of these programs, please fill out the [information request form](#) for new and returning students. Be sure to leave any important notes in the comment section of the form.

*****TO REQUEST ORIENTATION TO EITHER ESL OR OUR GED PROGRAM,
EMAIL JMARTINEZ-OSORIO@CTCD.EDU WITH YOUR CONTACT INFO,
THE COUNTY YOU LIVE IN AND THE DESIRED PROGRAM. REQUESTS
WILL ONLY BE ACCEPTED ON THE LAST DAY OF EACH MONTH**



EMPLOYERS: “SKILLS” LEADERSHIP

Leadership Classes Aligned with TWC Skills for Workers Program

Our leadership classes are designed to equip you with essential skills valued by the Texas Workforce Skills for Workers program. By participating in these classes, you'll enhance key competencies that are crucial for career advancement and effective leadership in today's dynamic work environment. See our current online listings on [Instant Enrollment](#).

To schedule a group training, contact our office at (254) 526-1586 or [EMAIL US](#)

Courses Offered for Individuals or Groups:

- **Effective Communication:** Develop strong verbal and written communication skills essential for clear, persuasive interactions with team members and stakeholders.
- **Team Leadership:** Learn strategies for motivating and managing teams, resolving conflicts, and fostering a collaborative work environment.
- **Project Management:** Gain expertise in planning, executing, and overseeing projects efficiently, including budgeting, scheduling, and risk management.
- **Problem-Solving and Critical Thinking:** Enhance your ability to analyze complex situations, make informed decisions, and implement effective solutions.
- **Adaptability and Innovation:** Build skills to navigate change, embrace new ideas, and drive organizational growth in a constantly evolving landscape.

Upcoming Courses:

Leadership & Management Skills: The course emphasizes brain-based insights into effective leadership, decision-making strategies, time management techniques, motivating and leading teams, conflict management, organizational behavior, and change management. Through reflection and action planning, learners will set leadership development objectives and brainstorm strategies for continuous improvement.

- **Days/Time:** TBA
- **Cost:** \$TBA

[Employers, Visit TWX Skills-Small-Business for more information:](#)



COLLEGE FOR KIDS

Intro to ASL: Intro to American Sign Language starts with the fundamentals and builds upon them while introducing concepts of time, color, and emotions. All resources from Part 1 will transfer, and have a brief review of concepts before the lesson begins.

- **Days/Time:** Nov 4-8, M/W, 12-1 PM ([REGISTER NOW](#))
- **Cost:** \$29

Intro to Scholastic Chess: (Ages 6-10) Whether for fun or competition, this course provides a solid foundation in chess. Perfect for young students ready to tackle the intellectual challenge and enjoyment of the game.

- **Days/Time:** TBA, F, 4-5 PM
- **Cost:** \$9

Home School Enrichment: (15 hr.) This course offers homeschool students the opportunity to work on individual projects, receive help with assignments, and unleash their creativity in a supportive and engaging environment. Students will have access to resources and tools to work on academic tasks or personal enrichment projects at their own pace, with an instructor available for support.

- **Days/Time:** TBA, T/TH, 6-7:30 PM
- **Cost:** \$79

Kid's Nutrition: (15 hr.) This fun and interactive class teaches kids ages 10 and up the importance of making healthy food choices for growing bodies. Through hands-on activities and games, kids will learn about the basic food groups, balanced meals, and how to make nutritious snacks.

- **Days/Time:** TBA, T/TH, 6-7:30 PM
- **Cost:** \$79

TSI ELA (12 hr.) & Math (15 hr.) Prepare for the TSI English/Language Arts test with targeted tutoring in reading and writing skills.

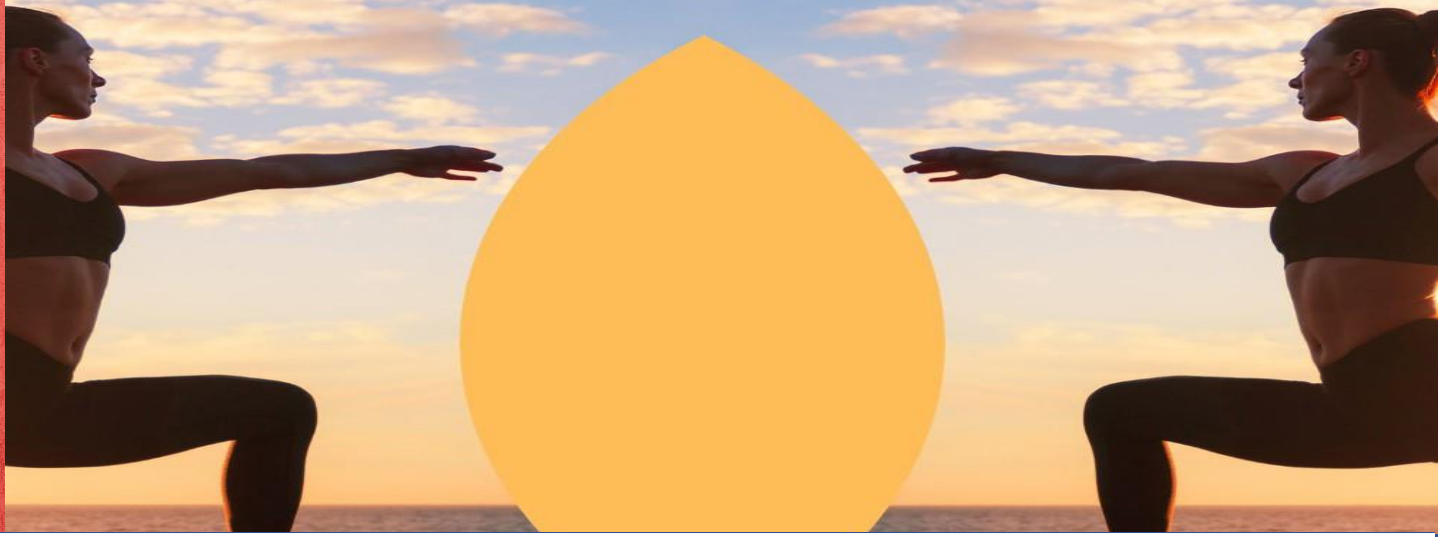
- **Days/Time:** T/TH, 6-7:30 PM
- **Cost:** \$64

Slippery Slimy Science: Dive into STEM with hands-on experiments using LEGO® EV3® Education Robotics sets. Build and program robots, from basic models to advanced designs like battle bots.

- **Days/Time:** TBA, T-FR, 9 AM-12 PM
- **Cost:** \$79

Theatre: (15 hr.) Get prepared for the TSI Math test with focused tutoring sessions covering essential math concepts.

- **Days/Time:** TBA, T/TH, 6-7:30 PM
- **Cost:** \$79



Personal Enrichment - Physical Fitness

Salsa for Beginners: Combine basic salsa techniques with cardio for a fun, fitness-focused experience. No prior salsa experience needed—just come ready to dance and get fit!

- **Days/Time:** TBA, M/W, 5:30-6:30 PM
- **Cost:** \$84

Yoga: This comprehensive yoga course is designed to help participants of all skill levels develop strength, flexibility, and mindfulness. Each session includes a combination of physical postures (asanas), breathwork (pranayama), and meditation techniques to enhance overall well-being. Join us to cultivate a deeper connection to your body and reduce stress through the practice of yoga.

- **(12 hour) Days/Time:** TBA, M/W, 5:30-6:30 PM **Cost:** \$69
- **(1 hour) Days/Time:** TBA, SAT, 10-11 AM **Cost:** \$29

Swim Instruction: Ideal for students 17 and older, this course focuses on foundational skills for competitive swimming. Improve your techniques, strokes, and endurance with personalized guidance. Must sign waiver to participate. (Student enrolled in swim instruction can contact instructor about private lessons)

- **Days/Time:** TBA, M/W, 5-6:30 PM
- **Cost:** \$69 – 5 weeks

Water Aerobics: Join our Water Aerobics class designed for all fitness levels, providing a fun and low-impact way to enhance your overall health and well-being. Using the buoyancy of water, this class minimizes joint strain while maximizing the benefits of aerobic exercise. Participants will engage in a variety of routines aimed at improving strength, flexibility, and cardiovascular fitness. This welcoming environment encourages everyone, regardless of age or ability, to participate and enjoy the numerous health benefits of exercising in the water.

- **Days/Time:** 1 day Mon-Fri, 10-11 AM ([REGISTER NOW](#))
- **Cost:** \$29 – 6 classes

Pickle Ball: Pickleball is a fun and fast-paced paddle sport that combines elements of tennis, badminton, and ping-pong. Designed for adults of all skill levels, this course will introduce the fundamentals of pickleball, including rules, scoring, serving, and strategies. Students will be provided their own paddles.

- **Days/Time:** Oct 14 – Dec 19, TH, 5-6 PM
- **Cost:** \$69

Dance Fitness: Revitalize your fitness routine with a mix of dance styles, including salsa, belly dance, hip-hop, and modern. This low-impact class is suitable for all endurance levels and emphasizes fun, flexibility, and stress reduction.

- **Days/Time:** Oct 14 – Dec 19, TH, 5-6 PM ([REGISTER NOW](#))
- **Cost:** \$44



Personal Enrichment – Creativity

Fashion Design; Sewing (Ages 15+): Master the art of sewing with our comprehensive class, where you'll learn to operate a sewing machine, use various seam techniques, and employ hand sewing for hems, buttons, and other details. Whether you're working on a new project or repurposing an old one, you can take this class as many times as needed to complete your projects at your own pace.

- **Days/Time:** TBA, M/W, 5-9 PM
- **Cost:** \$99

Home Economics; Sewing Ages 15+ Discover the joy of creating handmade projects in this engaging Home Economics class. You'll learn essential sewing and embroidery techniques, from basic stitches to creative patterns, while also crafting festive holiday items like decorations, ornaments, and gifts. This class is perfect for those wanting to explore traditional homemaking skills or add a personal touch to their holiday celebrations. All materials and tools are provided, so just bring your creativity!

- **Days/Time:** TBA, T/TH, 6-9 PM
- **Cost:** \$99

Gardening in Central Texas This course is designed to help you master the art of gardening in Central Texas, a region known for its unique climate and soil conditions. Learn how to grow a successful garden year-round, with a focus on what to plant and how to care for your garden in each season. Topics include seasonal vegetables, flowers, soil preparation, water conservation, and pest management. Whether you're new to gardening or looking to improve your skills, this class will give you the knowledge and techniques to keep your garden thriving throughout the year.

- **Days/Time:** Nov 4-Nov 22, T/TH, 10am – 11am ([REGISTER NOW](#))
- **Cost:** \$29

Crochet for Beginners ([REGISTER NOW](#))

The student will learn how to: crochet in rows using basic crochet stitches (chain, single crochet, double crochet, half double crochet, treble crochet); crochet in the round; read a pattern: sew seams in crochet; finish pieces; block finished work; assess gauge; and complete 1 or more small projects. The last class will be devoted to learning special stitches (popcorns, bobbles, shell and fan stitches) and starting a crochet project of the student's choice.

- **Days/Time:** Nov 14 – Dec 18 (W) 6-8 PM
- **Cost:** \$59



Personal Enrichment – Wellness

Health & Wellness (Ages 15+) Through practical exercises and discussions, you'll learn techniques to strengthen mental resilience, manage stress, and set achievable life goals. Topics include mindfulness practices, emotional well-being, creating actionable goals, and maintaining long-term motivation. Whether you're looking to improve your mindset, develop healthier habits, or clarify your life's direction, this course provides the tools and strategies to support your personal growth.

- **Days/Time:** TBA, M/W, 5-9 PM
- **Cost:** \$99

Adult Nutrition: (Ages 15+) This class offers a practical approach to understanding nutrition and making healthier food choices for adults of all ages. Learn the basics of balanced eating, portion control, reading food labels, and how to create nutritious meal plans that fit your lifestyle. The course covers essential topics like macronutrients, vitamins, and minerals, as well as how to manage special dietary needs. Whether you're looking to improve your overall health, manage weight, or support specific health goals, this class will provide the knowledge and tools you need.

- **Days/Time:** TBA, T/TH, 6-9 PM
- **Cost:** \$99

One to Two Baby & you (Parenting): Dive into garment design with our Pattern & Draping course. Learn to create custom designs by draping a dress form with muslin and exploring the basics of grain, line, and silhouette. Like our sewing class, you can attend this course as many times as you need in order to work on and refine your individual designs.

- **Days/Time:** Nov 4-Nov 22, T/TH, 10am – 11am ([REGISTER NOW](#))
- **Cost:** \$29
- **Note:** Personal enrichment, non-credit

Culinary Creations: (Ages 15+) Join us for a hands-on culinary experience with themed and holiday-focused lessons! In each class, you'll learn to prepare delicious dishes tied to the season or theme, whether it's crafting savory holiday favorites or exploring global flavors. Perfect for home cooks of all levels, you'll leave each session with new recipes and skills to elevate your cooking game. All ingredients are provided.

- **Days/Time:** TBA, T/TH, 6-9 PM
- **Cost:** \$99



Personal Enrichment – Technology

Artificial Intelligence – Power Hour Explore the basics of AI and its applications in daily life. This course is designed for students and adults to understand AI concepts and their practical uses.

- **Days/Time:** TBA, SAT, 10am-11am &/or 1pm-3pm
- **Cost:** \$9
- **How to Use AI in Your Daily Life:** Learn practical ways to integrate AI into your daily routines, enhancing productivity and convenience.
- **How to Improve Public Speaking:** Develop effective public speaking skills to enhance your communication and presentation abilities.
- **How to Build a Growth Mindset:** Cultivate a growth mindset to foster personal and professional development.
- **How to Read Body Language:** Gain insights into understanding and interpreting body language for better communication.
- **How to Build a Personal Brand Online** Learn: strategies for creating and promoting your personal brand effectively Online.
- **AI & Ethics in Your Daily Work:** Examine the ethical implications of AI and how to responsibly use it in professional settings.

Computing A-Z: Computer Building for Hobbyists Dive into computer building with this hands-on course. Learn about components, assembly, and troubleshooting in a fun and practical environment.

- **Days/Time:** TBA, M/W, 6-8 PM
- **Cost:** \$99

Tech-Savvy: Navigating Modern Technology Safely Master the skills to navigate modern technology safely, protecting your personal information and using various devices with confidence.

- **Days/Time:** TBA, M/W, 12:30-2:30 PM
- **Cost:** \$29

Engineering: LEGO Robotics & Coding Engage in STEM with hands-on experiments using LEGO® EV3® Robotics sets. Build and program robots, exploring concepts in engineering and technology.

- **Days/Time:** TBA, T-FR, 9 AM-12 PM
- **Cost:** \$79



TRUCK DRIVING (CDL LICENSE)

ATDS

Truck Driving School

FOR ADDITIONAL INFORMATION ON:

- PREREQUISITES
- EMPLOYMENT
- TRUCKING DRIVING CLASS SCHEDULE
 - REGISTRATION INFORMATION
 - REQUIREMENTS
- SCHOLARSHIP – MILITARY VOUCHERS

CONTACT ATDS:

1001 E. VETERAN'S MEMORIAL BLVD. SUITE 301-
KILLEEN, TX 76541

Phone: (254) 432-7534



[Explore Our Online Continuing Education Offerings:](#) Enhance your skills and advance your career with our diverse range of online courses. We partner with leading educational platforms to provide you with high- quality, flexible learning options.

Explore [Ed2go](#) and [ProTrain](#) for Our Online Courses:

1. Ed2go

[Ed2go](#) offers a wide variety of online courses designed to meet your professional and personal development needs. From technical skills to creative pursuits, you can find a course that fits your schedule and goals.

- **Website:** [ed2go](#)
- **Course Categories:** Business, Technology, Healthcare, Personal Development, and more.
- **Features:** Self-paced learning, expert instructors, and interactive content.

2. ProTrain

[ProTrain](#) provides a comprehensive selection of online courses that cater to various fields and interests. Their programs are designed to help you gain new skills, earn certifications, and advance in your career.

- **Website:** [ProTrain](#)
- **Course Categories:** Certification Programs, Career Training, IT, Healthcare, and more.
- **Features:** Accredited courses, flexible schedules, and support from industry professionals.

How to Get Started:

1. **Visit the Websites:** Click on the links to browse the full range of online courses available through [Ed2go](#) and [ProTrain](#).
2. **Select Your Courses:** Choose courses that align with your career goals and interests.
3. **Enroll Online:** Follow the enrollment instructions on each platform to get started with your chosen courses.
4. **Contact Us:** For additional information or assistance with your online learning journey, contact our Continuing Education office at **254-526-1586**
5. **MILITARY VOUCHERS:** YOU MUST CONTACT CE OFFICE FOR QUOTES, APPROVAL AND REGISTRATION.



WWW.CTCD.EDU/CE

Welcome to What's Next!



CENTRAL TEXAS COLLEGE

**SERVICE AREA ADULT WORKFORCE EDUCATION
CONTINUING EDUCATION DEPARTMENT
6200 CENTRAL TEXAS COLLEGE DRIVE 76549 B-559
(254) 526 - 1586**

CONTINUE.EDUCATION@CTCD.EDU

OFFICE HOURS: M-Th 8AM - 5PM, F 8AM - 11AM