



## NCO LEADER SKILLS ENHANCEMENT PROGRAM

### DECEMBER 2016 SCHEDULE



All classes are Monday – Friday unless noted

#### 5 December - 9 December

	Class ID#	Room	Time
MTMC 1170 Internet	18553	C204	0900-1215
MTHR 1173 Counseling Practicum Techniques	18554	C209	0900-1215
PSYT 1170 Crisis Intervention I	18555	C210	0900-1215
MTMC 1172 Wordprocessing Applications	18556	C204	1220-1645
BMGT 1177 Critical and Creative Thinking	18557	C209	1230-1600
POFT 1132 Workplace Diversity	18558	C210	1230-1600

#### 12 December - 16 December

	Class ID#	Room	Time
MTMC 2172 Microsoft Word Advanced	18559	C204	0900-1215
MTMM 1170 Problem Solving	18560	C209	0900-1215
MTBC 1171 Effective Military Writing I	18561	C210	0900-1215
MTMC 1173 Database Applications	18562	C204	1220-1645
MTPF 1170 Personal Financial Management I	18563	C209	1230-1600
MTOB Improvework Performance	18564	C210	1230-1600

#### 19 December - 23 December

	Class ID#	Room	Time
MTMC 1177 Desktop Publishing	18565	C204	0900-1215
MTPF 1171 Personal Financial Management II	18566	C209	0900-1215
MTMM 1170 Increasing Worksite Efficiency	18567	C210	0900-1215
MTMC 1171 Spreadsheet Applications	18568	C204	1220-1645
MTIR 1170 Interpersonal Relationships	18569	C209	1230-1600
MTLM 1170 Managerial Planning	18570	C210	1230-1600



**NCO Leader Skills Enhancement Office**  
**Soldier Development Center, 761st Tank Battalion, Building 33009, Room H236**  
**Monday-Friday, 0730-1630, Office# (254) 532-1505**

## GENERAL INFORMATION

1. Enrollment is required for all classes. Soldiers may enroll in person at the Leader Skills Enhancement Office or online through their GoArmyEd account. Printed enrollment forms may require approval.
2. Enrollment forms for Soldiers E6 or below must be approved by their E7 or above via signature. Enrollment forms for Soldiers E7 or above do not require approval. All enrollment forms must be submitted to the Leader Skills Enhancement Office the Friday prior to class start.
3. DoD Contractors and DA Civilian personnel must submit a memo to the Leader Skills Enhancement Office from their unit, authorizing their course enrollment. The memo may be in any format and must include the organization's letterhead, employee's name, grade, course title/dates/times, and a brief statement explaining how the class will help improve the employee's work performance. The memo must be signed by the employee's immediate supervisor. A separate memo must be submitted for each class. Civilians may be required to give their seat to a Soldier.
4. Students who show up late on the first day of class may lose their seat in the class. If any student misses 1 or more cumulative hours during the course, the student will be withdrawn and will not receive a grade for the course.
5. Students enrolling in classes for college credit must include their original signature on class paperwork. All courses are worth 1 semester hour of college credit from Central Texas College.
6. Soldiers have seating priority. Civilians are permitted on a space-available basis.
7. Soldiers must be in duty uniform to attend classes, regardless of duty status.
8. All classes are subject to cancellation without prior notification.
9. Point of Contact: Leader Skills Enhancement Office, (254) 532-1505, Soldier Development Center Bldg. 33009, Rm. H236.