

# NCO LEADER SKILLS ENHANCEMENT PROGRAM



## FEBRUARY 2016 SCHEDULE



All classes are Monday – Friday unless noted

**Legend:** \* Due to President's Day class days are T,W,TH,F

### 1 February– 5 February 2016

	<b>Class ID#</b>	<b>Room</b>	<b>Time</b>
MTCS 1175 Basic Keyboarding	16731	C204	0900-1215
MTHR 1173 Counseling Practicum Techniques	16732	C209	0900-1215
PSYT 1170 Crisis Intervention I	16733	C210	0900-1215
MTMC 1172 Wordprocessing Applications	16734	C204	1220-1645
BMGT 1177 Critical and Creative Thinking	16735	C209	1230-1600
POFT 1132 Workplace Diversity	16745	C210	1230-1600

### 8 February– 12 February 2016

	<b>Class ID#</b>	<b>Room</b>	<b>Time</b>
MTMC 2172 Microsoft Word Advanced	16746	C204	0900-1215
MTBC 1171 Effective Military Writing I	16748	C209	0900-1215
PSYT 1171 Crisis Intervention II	16750	C210	0900-1215
MTMC 1176 Microsoft Powerpoint	16751	C204	1220-1645
MTOB Improvework Performance	16752	C209	1230-1600
MTMM 1170 Increasing Worksite Efficiency	16753	C210	1230-1600

### 16 February– 19 February 2016\*

	<b>Class ID#</b>	<b>Room</b>	<b>Time</b>
MTMC 1170 Internet	16754	C204	1215-1645
MTBC 1173 Effective Military Writing II	16755	C209	1215-1645
MTIR 1170 Interpersonal Relationships	16756	C210	1215-1645

### 22 February– 26 February 2016

	<b>Class ID#</b>	<b>Room</b>	<b>Time</b>
MTMC 1174 Microsoft Outlook	16757	C204	0900-1215
MTLM 1170 Managerial Planning	16758	C209	0900-1215
MTHO 1170 Historical Principles of War	16759	C210	0900-1215
MTMC 1171 Spreadsheet Applications	16760	C204	1220-1645
MTLM 1171 Managing Resources	16761	C209	1230-1600
MTHR 1170 Performance Oriented Training	16762	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.