



NCO LEADER SKILLS ENHANCEMENT PROGRAM

MARCH 2016 SCHEDULE



All classes are Monday – Friday unless noted

29 February – 4 March 2016

	Class ID#	Room	Time
MTMC 2171 Microsoft Excel Advanced	16861	C204	0900-1215
MTPF 1170 Personal Financial Management I	16862	C209	0900-1215
MTHR 1170 Preparing Efficiency Reports	16863	C210	0900-1215
MTMC 1173 Database Applications	16864	C204	1220-1645
MTHR 1172 Prevention of Sexual Harassment	16865	C209	1230-1600
MTMM 1170 Problem Solving	16866	C210	1230-1600

7 March – 11 March 2016

	Class ID#	Room	Time
MTMC 2176 Microsoft Access Advanced	16867	C204	0900-1215
MTPF 1171 Personal Financial Management II	16868	C209	0900-1215
MTES 1170 Professional Ethics	16869	C210	0900-1215
MTCS 1174 Academic Research Using the Internet	16870	C204	1220-1645
MTES 1171 Professional Values	16871	C209	1230-1600
MTHR 1176 Stress Management	16917	C210	1230-1600

14 March – 18 March 2016

	Class ID#	Room	Time
MTMC 1177 Desktop Publishing	16899	C204	0900-1215
MTOB 1170 Styles of Leadership	16900	C209	0900-1215
MTHR 1174 Time Management	16901	C210	0900-1215
MTCS 1173 Introduction to Computers	16902	C204	1220-1645
MTHR 1175 Career Management	16903	C209	1230-1600
MTBC 1170 Conducting Briefings	16904	C210	1230-1600

21 March– 25 March 2016

	Class ID#	Room	Time
MTMC 1170 Internet	16905	C204	0900-1215
MTHR 1173 Counseling Practicum Techniques	16906	C209	0900-1215
PSYT 1170 Crisis Intervention I	16907	C210	0900-1215
MTCS 1175 Basic Keyboarding	16908	C204	1220-1645
POFT 1132 Workplace Diversity	16909	C209	1230-1600
MTHR 1170 Performance Oriented Training	16910	C210	1230-1600

28 March – 1 April 2016

	Class ID#	Room	Time
MTMC 1174 Microsoft Outlook	16911	C204	0900-1215
PSYT 1171 Crisis Intervention II	16912	C209	0900-1215
MTBC 1171 Effective Military Writing I	16913	C210	0900-1215
MTMC 1172 Wordprocessing Applications	16914	C204	1220-1645
MTHO 1170 Historical Principles of War	16915	C209	1230-1600
MTOB Improvework Performance	16916	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.