



## NCO LEADER SKILLS ENHANCEMENT PROGRAM

### MAY 2016 SCHEDULE



All classes are Monday – Friday unless noted

#### 2 May - 6 May 2016

	<b>Class ID#</b>	<b>Room</b>	<b>Time</b>
MTCS 1175 Basic Keyboarding	17258	C204	0900-1215
MTHR 1175 Career Management	17259	C209	0900-1215
MTBC 1170 Conducting Briefings	17260	C210	0900-1215
MTMC 1175 Webpage Development I	17261	C204	1220-1645
MTHR 1173 Counseling Practicum Techniques	17262	C209	1230-1600
PSYT 1170 Crisis Intervention I	17263	C210	1230-1600

#### 9 May - 13 May 2016

	<b>Class ID#</b>	<b>Room</b>	<b>Time</b>
MTLE 1170 Crime Prevention	17264	C204	0900-1215
PSYT 1171 Crisis Intervention II	17265	C209	0900-1215
BMGT 1177 Critical and Creative Thinking	17266	C210	0900-1215
MTMC 2175 Webpage Development II	17267	C204	1230-1600
POFT 1032 Workplace Diversity	17268	C209	1230-1600
MTBC 1171 Effective Military Writing I	17269	C210	1230-1600

#### 16 May - 20 May 2016

	<b>Class ID#</b>	<b>Room</b>	<b>Time</b>
MTMC 1177 Desktop Publishing	17270	C204	0900-1215
MTBC 1173 Effective Military Writing II	17271	C209	0900-1215
MTHO 1170 Historical Principles of War	17272	C210	0900-1215
MTCS 1174 Academic Research Using the Internet	17273	C204	1220-1645
MTOB Improvework Performance	17274	C209	1230-1600
MTMM 1170 Increasing Worksite Efficiency	17275	C210	1230-1600

#### 23 May - \*27 May 2016

	<b>Class ID#</b>	<b>Room</b>	<b>Time</b>
MTMC 1170 Internet	17276	C204	0900-1215
MTIR 1170 Interpersonal Relationships	17277	C209	0900-1215
MTLM 1170 Managerial Planning	17278	C210	0900-1215
MTMC 1172 Wordprocessing Applications	17279	C204	1220-1645
MTPF 1170 Personal Financial Management I	17280	C209	1230-1600
MTHR 1170 Preparing Efficiency Reports	17281	C210	1230-1600

#### Special Announcements!

\*Classes will still convene on training holidays

**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.