

# COMMUNITY EDUCATION ADULT CLASSES

Offered at the Taylor Center

516 N. Main Street Taylor, Texas 76574

(512) 365-7242 or 1-866-989-4266

Fax: (512) 352-5849 Internet: [www.templejc.edu](http://www.templejc.edu)



## Fall-Spring 2008-2009

### MEDICAL TERMINOLOGY

Many careers are available in the medical field, but first you need to learn the language! This class is a study of medical terminology, word origin, structure, and application. You will learn to define, pronounce and spell medical terms with the use of medical references as resource tools, how to use terms in context, to build and analyze medical terms, and to examine word origin and structure by learning prefixes, suffixes, root words, plurals, abbreviations, and symbols.

HPRS-1006-1001 Mon & Wed 6:00—9:00 PM 10/20-11/12 \$115.00 Cherri Wolbrueck

### REAL ESTATE CLASSES

Temple College at Taylor offers classes needed for licensure as a Real Estate agent in Texas. For more information about the classes needed, full class descriptions, and textbook costs, go to [templejc.edu](http://templejc.edu), click on “Taylor Center”, and scroll down to the Community Education, Real Estate link. Classes are offered via teleconferencing and meet Monday through Thursday for two weeks. Classes being offered are:

Real Estate Appraisal	RELE-1003	MTWTH	6:00-9:50 PM	9/8-9/18	\$130.00
Principles of Real Est. I	RELE-1002	MTWTH	6:00-9:50 PM	10/13-10/23	\$130.00
Principles of Real Est. II	RELE-1039	MTWTH	6:00-9:50 PM	11/10-11/20	\$130.00
Law of Contracts	RELE-1012	MTWTH	6:00-9:50 PM	1/12-1/22	\$130.00
Law of Agency	RELE-2002	MTWTH	6:00-9:50 PM	2/9-2/19	\$130.00

### WORKSHOP ART CLASSES

A series of classes are offered through the Taylor Artists Guild and Temple College at Taylor. Please contact the instructors below for more information on class starting times, meeting dates, location, cost, and supplies needed.

<b>Stained Glass</b>	Jerry Frankeny	512-352-7178
<b>Beginning &amp; Intermediate Drawing &amp; Color Theory</b>	Rebecca Lee/Dan Grife	512-352-7178
<b>Painting with Acrylics</b>	Nicole Filz	512-898-5205
<b>Collage/Mixed Media and Pottery</b>	Karen Burges	512-898-5490
<b>Quilting Guild</b>	Jenny Ledoux	512-856-9048

### **COMPUTER CLASSES**

*Please note: Based on enrollment and availability of computers, class dates may change. Please call if you are interested in a class that appears to have already started. You may not be too late!*

*Instructors for all classes will be named pending the actual class dates.*

### BEGINNING COMPUTERS

This course is designed for those new to computers or those who need a better understanding of computers and the windows operating system. Students will learn the major components of a computer system and demonstrate a basic understanding of windows and the most commonly used software programs and e-mail systems. (7 Hrs)

ITSC-1012-1303	Mon, Wed, Thur	6:00-8:20 PM	10/20-10/23	\$45.00	Instructor TBA
ITSC-1012-1304	Mon, Wed, Thur	6:00-8:20 PM	12/1-12/4	\$45.00	Instructor TBA
ITSC-1012-1305	Mon, Wed, Thur	6:00-8:20 PM	1/19-1/22	\$45.00	Instructor TBA
ITSC-1012-1306	Mon, Wed, Thur	6:00-8:20 PM	3/2-3/5	\$45.00	Instructor TBA
ITSC-1012-1307	Mon, Wed, Thur	6:00-8:20 PM	3/2-3/5	\$45.00	Instructor TBA
ITSC-1012-1308	Mon, Wed, Thur	6:00-8:20 PM	5/4-5/7	\$45.00	Instructor TBA

**SPECIAL CLASS: BEGINNING COMPUTERS FOR SENIORS**

These classes are basic computer classes that will move more slowly than our regular beginning classes. If you want to start from “square one” and prefer some repetition, this may be your class!

ITSC-1012-1309	MTWTh	2:00-3:45 PM	10/27-10/30	\$45.00	Instructor TBA
ITSC-1012-1310	MTWTh	2:00-3:45 PM	12/1-12/4	\$45.00	Instructor TBA
ITSC-1012-1311	MTWTh	2:00-3:45 PM	2/9-2/12	\$45.00	Instructor TBA
ITSC-1012-1312	MTWTh	2:00-3:45 PM	5/11-5/14	\$45.00	Instructor TBA

**INTRODUCTION TO MICROSOFT WORD**

Learn to create and edit documents using the Microsoft Word. You will learn terminology, editing and formatting and special text options to create basic business documents. (9 Hours)

POFI-1024-1301	Mon, Wed, Thur	6:00-9:00 PM	10/27-10/30	\$55.00	Instructor TBA
POFI-1024-1302	Mon, Wed, Thur	6:00-9:00 PM	1/26-1/29	\$55.00	Instructor TBA
POFI-1024-1302	Mon, Wed, Thur	6:00-9:00 PM	3/30-4/2	\$55.00	Instructor TBA

**INTERMEDIATE MICROSOFT WORD**

Word processing techniques includes search and replace functions, headers and footers, spell check, mail merge, file functions, printer setup and inserting and editing graphics. (9 Hours)

POFI-1042-1301	Mon, Wed, Thur	6:00-9:00 PM	2/2-2/5	\$55.00	Instructor TBA
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**INTRODUCTION TO MICROSOFT EXCEL**

Learn the basics of creating an Excel spreadsheet. You will learn the basic concepts of spreadsheet functions, how to create formulas, charts and graphs, and how to generate simple reports. (9 Hours)

ITSW-1022-1301	Mon, Wed, Thur	6:00-9:00 PM	11/3-11/6	\$55.00	Instructor TBA
ITSW-1022-1302	Mon, Wed, Thur	6:00-9:00 PM	2/9-2/12	\$55.00	Instructor TBA
ITSW-1022-1303	Mon, Wed, Thur	6:00-9:00 PM	4/6-4/9	\$55.00	Instructor TBA

**INTERMEDIATE MICROSOFT EXCEL**

Learn how to move and copy cell contents, sorting, mathematical, statistical and financial functions, date and time arithmetic, report generation, and how to use graphics in spreadsheets.

ITSW-1046-1301	Mon, Wed, Thur	6:00-9:00 PM	2/16-2/19	\$55.00	Instructor TBA
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**INTRODUCTION TO MICROSOFT POWERPOINT**

PowerPoint is a software package used to create presentation graphics and slides. Students will learn to plan, design and produce business graphics and charts. Students should have basic computer knowledge and be familiar with word processing (9 Hours)

ITSW-1037-1301	Mon, Wed, Thur	6:00-9:00 PM	11/10-11/13	\$55.00	Instructor TBA
ITSW-1037-1302	Mon, Wed, Thur	6:00-9:00 PM	2/23-2/26	\$55.00	Instructor TBA

**INTRODUCTION TO THE INTERNET**

This class is an introduction to the internet including e-mail, home page, and how to perform basic research on companies, information, travel, and other company and business needs. (9 Hours)

ITNW-1007-1301	Mon, Wed, Thur	6:00-9:00 PM	4/27-4/30	\$55.00	Instructor TBA
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**INTRODUCTION TO MICROSOFT ACCESS**

Learn to use the power of databases with this Introduction to Access class. Learn how to set up a database, manipulate data, query, and produce reports. (9 Hours)

ITSW-1058-1301	Mon, Wed, Thur	6:00-9:00 PM	11/17-11/20	\$55.00	Instructor TBA
ITSW-1058-1302	Mon, Wed, Thur	6:00-9:00 PM	4/20-4/23	\$55.00	Instructor TBA

**INTRODUCTION TO MICROSOFT PUBLISHER**

Learn the fundamentals of desktop publishing software, MS Publisher, including terminology, advantages, and capabilities. (9 Hours)

GRPH-1002-1301	Mon, Wed, Thur	6:00-9:00 PM	4/13-4/16	\$55.00	Instructor TBA
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To register for CE classes, visit the Taylor center at 516 North Main Street, Taylor, call 512-365-7242 or mail or fax the registration form on Page 4 or available at the website:

[www.templejc.edu](http://www.templejc.edu)—click on Taylor Center.

Registrations are not considered complete until payment is received.

# GENERAL INFORMATION

## EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of Temple College that all persons receive equal opportunities in admission or access to, or treatment or employment in its programs and activities without regard to race, color, handicap, sex, age or national origin.

## REGISTRATION, FEES AND REFUNDS

Registration form and fees must be received by Temple College no later than four days before the first class day. Payment must be by check, money order, or credit card. No cash payment will be accepted. Enrollments are on a first-come, first-served basis and may be limited in some classes. Registration may be done by phone, mail, or in person, but is not complete until payment is received. If a class is cancelled, a one hundred percent (100%) refund will be given. A full refund will also be granted if a student officially withdraws in writing prior to the second class meeting. Requests for refunds must be made in writing. No refunds will be granted after the class has met two times. Textbooks suggested for classes will be available at the TC Bookstore, inside Temple College at Taylor.

## CHANGES IN PRINTED SCHEDULE

The Continuing Education Division of TC reserves the right to cancel sections due to insufficient enrollment, to alter the class schedule as printed, and to substitute instructors and/or speakers without notice when necessary.

## GENERAL INFORMATION

If there is a course that you would like Temple College's Continuing Education Department to offer, please let us know. We want to offer classes that reflect the needs of the community. If you have suggestions, comments, or questions, please contact the Taylor Center at 352-2688 or 365-7242.



## TEMPLE COLLEGE AT TAYLOR CONTINUING EDUCATION REGISTRATION FORM

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Name of Course** \_\_\_\_\_ **Class #** \_\_\_\_\_ **Class Dates** \_\_\_\_\_ **Class Cost** \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

**Total Tuition & Fees** \_\_\_\_\_

### Please Check One in Each Section: (For State Reporting Purposes, Voluntary)

#### Ethnicity/Race:

- White
- Black/African American
- Hispanic/Latino
- Asian, Oriental, Pacific Islander
- American Indian/Alaskan Native
- International

#### Gender:

- Male
- Female

#### Dependency Status:

- Are you a single parent?  
 Yes  No

#### Income:

- Is your household income more than \$15,000 per year?  
 Yes  No

Complete the area below if using a credit card to register by Fax (512) 352-5849, by phone (512) 365-7242, or by mail.

Check One:  VISA  MasterCard  Discover/Novus  AMEX Exp. Date: \_\_\_\_\_ Amt. Charged: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Credit Card Number \_\_\_\_\_ CID # \_\_\_\_\_

(from back panel)

Signature \_\_\_\_\_