

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



TEMPLE COLLEGE
AT TAYLOR

SPRING 2007 SCHEDULE

MEDICAL TERMINOLOGY

Learn the medical language of health care professionals and understand the words the doctor uses. As a new career goal, undertake the challenge of acquiring a medical skill that provides opportunities of entry into numerous health-related fields of employment. The medical terminology course serves varied interests and needs for adult students of all ages and backgrounds. The class will study words and definitions of medical phenomena, and compare anatomy (body structure) and physiology (body and disease/disorder movement) to the medical terms. Textbook purchase of approx. \$65 is required, and will serve the student long-term as a reference guide. 30 Hours, (3.0 CEU)

HPRS-1006-1015 Wednesday 6:00 – 9:00 PM 2/7-4/18 \$140.00 Jeri Warren

MEDICAL MONEY MATTERS

Money does matter, especially when it relates to health care. Are you paying a medical bill you were positive your health insurance should pay? Are you unsure how to interpret your health insurance company's explanation of benefits? Do you need assistance with problem-solving health care billing and payment issues? Join this short but informative course for answers and resources for help and for the appeals process. Bring questions and problems to class along with pen and notebook/paper. (6 Hrs.)

CE-0561-1001 Thursday 6:00-8:30 PM 2/19-2/26 \$25.00 Jeri Warren

SMALL BUSINESS CONTINUITY: RECOVERY FROM DISASTERS

This class will help prepare your small business for both natural and man-made disasters. You will be walked through a situation that demands immediate communications with staff, vendors, media, and customers. The workshop will focus on being prepared to take charge and let all business associates know what the plan is and what steps are being taken to continue to provide services and products. This class will help you make a plan before an emergency arises so you can react quickly and efficiently even under difficult circumstances. It will cover financial recovery, emergency operations, decision making, preparation, and making improvements. Disasters are not planned, but you can plan for the future of your business after a disaster! (8 Hours—.8 CEU)

HMSY-1029-1001 Tue & Thur 6:00-10:00 PM 3/27-3/29 \$50.00 Joan Light

BEGINNING CONVERSATIONAL SPANISH

Being bilingual is a big boost in the working world! This beginning conversational class will include vocabulary, grammar, pronunciation, with a focus on Spanish used in the workplace. No Class 4/10. (6 Wks—1.8 CEU)

FRNL-1001-1001 Tuesday 6:00-9:00 PM 3/27-5/1 \$90.00 Aurora Wold-Krogmann

TRAVEL AND LEARN! COSTA RICA 2007 (May 11-26, 2007)

Travel, language and culture! Experience the wonderful hospitality of Costa Rica as a student! We will spend two weeks in San Jose, the capital of Costa Rica, where we will study Spanish at a highly rated Language School. Students will be provided with 30 hours of intensive language study, room and board (except lunches), tours of the city, volcano and beach. Other available tours and options will be presented at orientations at Temple College at Taylor on Thursday 12/7/06 at 6:00 PM, Wednesday 1/10/07 at 6:00 PM and Thursday 1/11/07 at 1:00 PM. Trip dates are May 11-26, 2007. Cost is approx. \$900.00 (not including airfare). Your \$200.00 non refundable deposit is due by 1/31/07.

KARATE!

Through Austin Society of Karate, we are happy to offer Karate classes for both adults (13 and up) and kids (Ages 6-12). Karate teaches self-confidence, fitness, and positive behavior.

Kids Karate (6-12) Tuesday 6:30-7:30 1/9-3/27 \$40.00 Austin Karate
Adult Karate (13 & Up) Tuesday 7:30-9:00 1/9-3/27 \$50.00 Austin Karate

BALLROOM DANCING!

Each class will meet for four weeks and students will learn the basics steps and various innuendos of each dance genre. Instructor has taught ballroom for many years. You may bring a partner, or come without! You'll have a blast and maybe even be the next "Ballroom Star!" Out-of-class outings to practice our dancing are on the menu too!

CE-7020-1002	(Waltz)	Thur	7:00-8:00 PM	1/4-1/25	\$30.00	Mike Hanrahan
CE-7020-1003	(Swing)	Thur	7:00-8:00 PM	2/8-3/1	\$30.00	Mike Hanrahan
CE-7020-1004	(Tango)	Thur	7:00-8:00 PM	3/29-4/19	\$30.00	Mike Hanrahan
CE-7020-1001	(Foxtrot)	Thur	7:00-8:00 PM	5/3-5/24	\$30.00	Mike Hanrahan

BEER BREWING 101

Have you ever been interested in brewing your own beer at home but have heard about the "skunky" brews that others have made or how you could end up with exploding bottles? If you can boil water and make a pot of tea or coffee, with a few extra steps you can learn how to brew professional tasting beer safely and legally. The course will take you through each step of the process, hands-on, with no prior experience necessary. Class #1 is American Light Lager (Extract Brew) and home bottled sodas, Class #2 is Amber Ale (Mini-Mash Brewing), and Class #3 is Oatmeal Stout (All-Grain Mash). Class participants must be at least 21 years old! Students will pay instructor \$25.00 for supplies at first class. Last class meets until 5:00 PM (Total of 13 Hrs.)

CE-6639-1001	Saturday	Noon—4:00 PM	2/17-3/3	\$65.00	Chris Naivar
CE-6639-1002	Saturday	Noon—4:00 PM	5/5-5/19	\$65.00	Chris Naivar

GENEOLOGY: DISCOVERING YOUR FAMILY TREE

Learn to research your family tree, finding lineage, proof for society memberships, and how to write your family story. Class will explore family name history and meanings, how to start and maintain a notebook of your exploration, how to find information and insure its accuracy, how to research name changes, adoptions, and on-line information. You'll learn about genealogy web sites and sources for information and how to find information using churches, cemeteries, bibles, census records, wills, and deeds. Final class will be on a date to be decided by the class and at an area library.

CE-6530-1001	Mon & Wed	6:30-8:30 PM	2/19-3/7	\$60.00	Kathleen Canales
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SCRAPBOOKING

This course will teach the basics of getting started and progress to techniques and methods to make unique and beautiful scrapbooks, cards, frames, journals, etc. The student will be exposed to cutting techniques, paper usage, shortcuts, and resources both on-line and regionally. Scrapbooking is unique to the individual and take on as many colors, styles, and themes as there are people doing it. The student will be exposed to new and unusual methods as well as tried and true steps to beautiful albums, journals, and decorative items. (8 Hrs.)

CE-0077-1001	Thur	6:00-8:00 PM	2/1-2/22	\$40.00	Joan Light
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BELLY DANCING

Are you looking for a fun way to exercise that will give you results in all the right places? Belly dancing is all that and more! From basic hip circles through belly rolls, you'll learn how to move gracefully, how to put together a unique costume, and how to perform all the right moves! You'll have a great time! Wear non-restrictive clothing. (8 Wks)

CE-7005-1002	Tue	6:15-7:15 PM	2/13-4/10	\$40.00	Beverly Currie
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TAI CHI

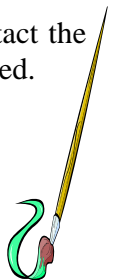
Tai Chi improves health, fitness, relaxation, and is fun and easy to learn. Studies have shown positive effects on health including improved balance and posture, and improving chronic health conditions such as arthritis, heart and respiratory diseases. This non-impact type of exercise is for all ages! (7 Wks)

CE-7250-1002	Thursday	6:00-7:00 PM	3/29-5/10	\$35.00	Linda Shirey
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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.

Stained Glass	Jerry Frankeny	512-352-7178
Beginning & Intermediate Drawing & Color Theory	Rebecca Lee/Dan Grife	512-352-7178
Painting with Acrylics	Nicole Filz	512-898-5205
Drawing with Pastels	Brenda Briggs	512-365-9381
Collage/Mixed Media and Pottery	Karen Burges	512-898-5490
Quilting Guild	Jenny Ledoux	512-865-9048



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!

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-1012-1301	Mon, Tue, Wed	6:00-8:20 PM	1/29-1/31	\$42.00	Instructor TBA
ITSC-1012-1302	Mon, Tue, Wed	6:00-8:20 PM	2/26-2/28	\$42.00	Instructor TBA
ITSC-1012-1303	Mon, Tue, Wed	6:00-8:20 PM	3/26-3/28	\$42.00	Instructor TBA
ITSC-1012-1304	Mon, Tue, Wed	6:00-8:20 PM	4/23-4/25	\$42.00	Instructor TBA
ITSC-1012-1305	Mon, Tue, Wed	6:00-8:20 PM	5/21-5/23	\$42.00	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, Tue, Wed	6:00-9:00 PM	2/5-2/7	\$52.00	Instructor TBA
POFI-1024-1302	Mon, Tue, Wed	6:00-9:00 PM	4/30-5/2	\$52.00	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, Tue, Wed	6:00-9:00 PM	2/19-2/21	\$52.00	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, Tue, Wed	6:00-9:00 PM	2/12-2/14	\$52.00	Instructor TBA
ITSW-1022-1302	Mon, Tue, Wed	6:00-9:00 PM	5/7-5/9	\$52.00	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, Tue, Wed	6:00-9:00 PM	3/5-3/7	\$52.00	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, Tue, Wed	6:00-9:00 PM	4/2-4/4	\$52.00	Instructor TBA
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INTRODUCTION TO MICROSOFT PUBLISHER

Learn to produce flyers, banners, sales and marketing brochures, and newsletters using MS Publisher. You will learn desktop publishing terminology, how to edit text for type specifications, check spelling, manage files, insert and manipulate graphics, and print files. (9 Hours)

GRPH-1002-1301	Mon, Tue, Wed	6:00-9:00 PM	4/9-4/11	\$52.00	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, Tue, Wed	6:00-9:00 PM	4/16-4/18	\$52.00	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—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

Form with fields for Last Name, First, MI, Date of Birth, Social Security Number, Mailing Address, City, State, Zip, Home Phone, Work Phone, E-mail Address, and Cell Phone.

Table with 4 columns: Name of Course, Class #, Class Dates, Class Cost. Includes several empty rows for registration.

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 _____