



# Continuing Ed

Continuing Education and Workforce Development Class Schedule

Enrollment is open!  
Classes begin throughout  
the semester.



## GET STARTED

*"The secret of getting ahead is getting started." – Mark Twain*

# SPRING 2013

January - March

New Registration Software Makes Enrolling Online Fast, Easy, Fun and Cheaper!

**Save \$5!**

See Page 3 For Details.



Work • Play • Learn



[ce.tulsacc.edu](http://ce.tulsacc.edu)



# GET STARTED WITH Continuing Education and Workforce Development

## NEW Opportunity

Pilot program that allows you to take credit classes as a CE student!

See page 8 of schedule for more details and available classes.

## Professional Certifications

Does your organization need additional knowledge or professional certifications in areas like:

- Project Management
- Emergency Management
- Six Sigma
- Information Technologies
- Languages, Logistics & Transport
- Other areas

We can help.

If there are other certifications that TCC can help you achieve or you would like to develop an industry specific certification, give us a call at 918-595-7200 or email us at [certifications@tulsacc.edu](mailto:certifications@tulsacc.edu).

### CEUs available –

Emergency Medical, Nursing, and other Medical Fields. We also can assist you in developing CEUs for your business or industry. Contact us today for details.

## Computer Classes for Beginners to Experts

### *Upgrade Your Skills*

For more information call 918-595-7200

Computer classes held at the TCC Conference Center 6111 E Skelly Dr – Tulsa, OK  
Classes include: Microsoft Office 2010 & 2007, QuickBooks, Adobe Creative Suite CS5, and more.  
[ce.tulsacc.edu](http://ce.tulsacc.edu)

## Test Preparation

### *Score Your Best*

TCC has classes that will help you prepare for your important tests.

[ce.tulsacc.edu](http://ce.tulsacc.edu)



# CONTINUING EDUCATION

## SPRING 2013 CLASS SCHEDULE NON-CREDIT CLASSES

**NO ENTRANCE REQUIREMENTS**

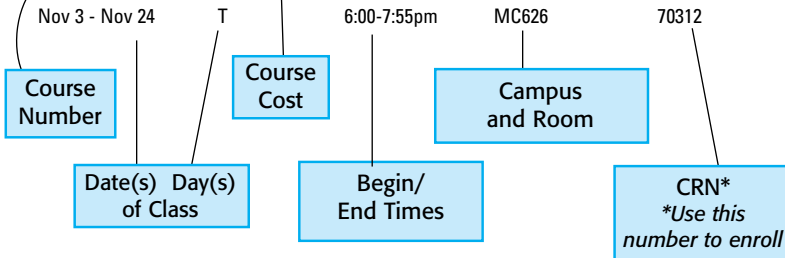
### HOW TO READ THE CLASS SCHEDULE



#### Intro To Drawing And Sketching

This course is designed to introduce the beginning student to basic techniques using pencil, charcoal, and inks. Composition, perspective, shading, and tonal quality will be emphasized. Students should obtain a supply list from the Continuing Education Office before the first class meeting.

CEAC 1015 / Course Fee: \$69



[ce.tulsacc.edu](http://ce.tulsacc.edu)

Continuing Education classes are self-supporting through program fees.

### Class locations abbreviated as follows:

**AP - Apertures**

1936 S. Harvard  
Tulsa, OK 74112

**CC - Conference Center**

6111 E. Skelly Dr.  
Tulsa, OK 74135

**GCC - Glenpool City Hall**

SE Corner of Intersection of HW 75  
and 141st St.

**LA - LaFortune Pro Shop**

5501 S. Yale  
Tulsa, OK 74135

**MC - Metro Campus**

909 S. Boston  
Tulsa, OK 74119

**NE - Northeast Campus**

3727 E. Apache  
Tulsa, OK 74115

**OW - Owasso High School**

12901 E. 86th St. North  
Owasso, OK 74055

**SE - Southeast Campus**

10300 E. 81st St.  
Tulsa, OK 74133

**SL - South Lakes Golf Club**

9253 S. Elwood  
Jenks, OK 74037

**Tulsa Garden Center**

2435 S. Peoria  
Tulsa, OK 74114

**Tulsa Technology Center**

4000 West Florence  
Broken Arrow, OK 74011

**WC - West Campus**

7505 W. 41st St.  
Tulsa, OK 74107

### CONTINUING EDUCATION OFFICES

**Questions? Comments? Call: 918-595-7200**

Continuing Education Directors

Judy Tarpley, Director Operations

Keith Laub, Director Business Career Solutions

Barbara Slagle, Director Community Investment

## Table of Contents

<b>CONTINUING EDUCATION ONLINE</b> .....	5	Photography .....	14
Computer Classes .....	4	Flight School .....	16
Business Basics .....	6	Special Education .....	17
Professional Certifications .....	7	Writing .....	17
Credit/Non-Credit .....	8	<b>ACADEMIC ENRICHMENT</b>	
Project Management Certificate .....	8	Test Preparation .....	18
<b>PERSONAL GROWTH</b>		Youth Programs .....	18
Arts and Crafts .....	10	<b>REGISTRATION</b>	
Dance .....	11	<b>INFORMATION -</b> .....	Inside back cover
Health and Fitness .....	11	Registration Form .....	Inside back cover
Language .....	12	Ways to Register .....	Inside back cover
Money .....	13	Refund Policy .....	Inside back cover
Music and Theater .....	13		

## New Online Enrollment Software!



Enrolling in classes – Now easier than ever and saves you money!

- Find your areas of interest
- Search all classes
- Add classes to your cart
- Pay online
- Simple, Easy, Fun

Enroll and pay online and save \$5 off your total purchase!

Go to [ce.tulsacc.edu](http://ce.tulsacc.edu) and start searching today.







**Open Enrollment Classes will no longer be cancelled!  
If you enroll in a class, you will take your class.\***

*\*Unless otherwise noted*

**GET STARTED:**

## Upgrade Your Computer Classes at TCC and TTC.



*Learn how to use Microsoft Word. Create, edit, and format professional-looking Word documents.*

### Word 2010 Basics

M/W	1/28-1/30	8:30am-12:25pm	\$125	CC208	CRN 80008
M/W	4/8-4/10	5:30-9:25pm	\$125	TTC	CRN 80028

### Word 2010 Intermediate

R/F	2/7-2/8	8:30am-12:25pm	\$125	CC207	CRN 80010
M/W	4/15-4/17	5:30-9:25pm	\$125	TTC	CRN 80023
M/W	4/22-4/24	5:30-9:25pm	\$125	CC	CRN 80019

### Word 2010 Advanced

R/F	2/14-2/15	8:30am-12:25pm	\$125	CC210	CRN 800176
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*Learn how to create, edit, and modify spreadsheets. Also learn formulas and formatting.*

### Excel 2010 Basics

M/W	2/4-2/6	8:30am-12:25pm	\$125	TTC	CRN 80009
T/R	3/26-3/28	5:30-9:25pm	\$125	CC210	CRN 80039

### Excel 2010 Intermediate

M/W	2/11-2/13	8:30am-12:25pm	\$125	TTC	CRN 80011
T/R	4/2-4/4	5:30-9:25pm	\$125	CC201	CRN 80033

### Excel 2010 Advanced

T/W	2/19-2/20	8:30am-12:25pm	\$125	TTC	CRN 80022
T/R	4/9-4/11	5:30-9:25pm	\$125	CC210	CRN 80026

*Create presentations and learn how to work with slides and graphics.*

### PowerPoint 2010 Basics

R/F	2/21-2/22	8:30am-12:25pm	\$125	CC210	CRN 80012
M/T	4/29-4/30	5:30-9:25pm	\$125	TTC	CRN 80107

### PowerPoint 2010 Advanced

R/F	2/28-3/1	8:30am-11:25pm	\$105	CC	CRN 80041
M/T	5/6-5/7	5:30-8:25pm	\$105	TCC	CRN 80156

*Data management system. Learn to develop application software.*

### Access 2010 Basics

M/W	2/25-2/27	8:30am-12:25pm	\$125	CC208	CRN 80036
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### Access 2010 Intermediate

M/W	3/4-3/6	8:30am-12:25pm	\$125	CC210	CRN 80045
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### Access 2010 Advanced

M/W	3/11-3/13	8:30am-12:25pm	\$125	CC210	CRN 80046
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### Access 2010: Tying it all Together

M/W	4/8-4/10	8:30am-12:25pm	\$125	CC210	CRN 80088
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**NEW**

### Basic Computer Classes

#### Intro to PCs and the Internet

M/W	1/14-1/16	8:30am-12:25pm	\$129	CC207	CRN 80006
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#### Windows 7 Basics

T/R	1/22-1/24	8:30am-12:25pm	\$125	CC207	CRN 80007
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### Web Design Classes

#### Flash CS5 Basics

T/W	3/26-3/27	8:30am-12:25pm	\$105	CC209	CRN 80035
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#### Dreamweaver Basics CS5

T/W/R	3/5-3/7	8:30am-12:25pm	\$149	CC209	CRN 80048
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#### Dreamweaver Advanced CS5

T/W	3/12-3/13	8:30am-12:25pm	\$105	CC209	CRN 80042
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#### InDesign CS5 Basic

T/R	4/2-4/4	5:30-9:25pm	\$105	CC209	CRN 80031
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#### InDesign CS5 Advanced

M/W	4/8-4/10	5:30-9:25pm	\$105	CC209	CRN 80027
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#### Adobe Illustrator CS5

T/R	4/16-4/18	8:30am-12:25pm	\$139	CC210	CRN 80020
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### Photoshop Classes

#### Photoshop CS5 Basics

T/W/R	2/19-2/21	8:30am-12:25pm	\$139	CC207	CRN 80024
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#### Photoshop CS5 Advanced

T/W	2/26-2/27	8:30am-12:25pm	\$105	CC	CRN 80038
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### QuickBooks

#### QuickBooks Basics

T/R	2/5-2/7	8:30am-12:55pm	\$125	CC210	CRN 80015
T/R	4/23-4/25	8:30am-12:55pm	\$125	CC210	CRN 80016





# ONLINE COURSES

TCC Continuing Education Offers  
a Broad Range of Online Classes

• *Convenient* • *Affordable* • *Easily Accessible*

Build business skills at your convenience with affordable, always accessible, self-study courses. Prices range from \$149-\$795.

For more information on enrolling, please call  
**918-595-7200**, or visit our website at **[ce.tulsacc.edu](http://ce.tulsacc.edu)**

Spring 2013 Start Dates:  
Classes start the third  
Wednesday of each month.  
Courses last six weeks.



## BUSINESS BASICS

### How to Start And Manage Your Own Business

Do you want to go into business for yourself? Are you looking for a reason to accept that retirement package? Get your business started and keep it going with skills you'll need in organizing, start-up, financial sources, business records, and marketing. You will come away from this experience with a plan of what you need to take the plunge. Materials included.

CEBB 0001 / Course Fee: \$99

Mar 02 - Mar 09 S 8:30am-12:55pm CC210 S Greenfield 80067

### Financial Management

Feel more confident about basic financial management. Learn the basics of accounting and the accounting cycle and be able to analyze, record, and post transactions, and identify financial statements. Identify liquidity and the debt-to-total-assets ratio and understand the fundamentals of budgeting, setting objectives, and learning to monitor financial performance. Materials included.

CEBB 0003 / Course Fee: \$99

Apr 06 - Apr 13 S 8:30am-11:55am CC209 S Greenfield 80068

### Introduction To LinkedIn Profile Creation 101

NEW

What does your LinkedIn profile say about you? This interactive class kicks off with an introduction to LinkedIn, the #1 Business Networking site available in today's professional market. Explore what LinkedIn is, the benefits of having an online profile, general navigation and various tools that can support your intentions. Each student will create (or enhance an existing) profile during class. Students will need to bring their resume and a digital photo on a flash drive to help build their initial profile. Each student must have an email address to activate their LinkedIn profile.

CECT 1064 / Course Fee: \$25

Jan 22 T 9:00-10:55am CC209 K Mirabal 80001

**Affordable, quality business  
and professional development  
solutions for your company  
and your career.**

CONTINUING  
EDUCATION 

If you are interested in learning more about our services,  
please contact us at:

918-595-7200 • [ce.tulsacc.edu](http://ce.tulsacc.edu)



### Leveraging The Power Of LinkedIn For Career Transition

NEW

Are you looking for a job? Calling all job seekers interested in learning more about the "unpublished job market" using LinkedIn as a source for building strong networks. We believe in the motto "Networking or Not Working." LinkedIn can help you find your next career opportunity. Explore how to leverage LinkedIn for career transition basics. You will cover job strategies within the tool, resources within LinkedIn that can help introduce you to hiring authorities and how to research companies you are interested in working with. Class includes one hour lecture followed by one hour of hands on lab within the tool.

CECT 1065 / Course Fee: \$29

Feb 26 T 9:00-10:55am CC209 K Mirabal 80002

### Leveraging The Power Of LinkedIn For Business Development

NEW

Are you a business professional interested in learning about how to leverage LinkedIn for Business Development opportunities? Practice using tool navigation, how to bring "gravity" to your personal and company profile (which guides connections and potential leads to you), creation of Profile status updates, getting active within Groups to meet "like" professionals with the intention of referrals, and look at sales strategies for today's digital world. Participants will need to come prepared with an existing LinkedIn profile and login ready to utilize during class.

CECT 1066 / Course Fee: \$29

Mar 26 T 9:00-10:55am CC207 K Mirabal 80003

### Networking Or Not Working - Strategies For Preparing, Connecting & Supporting A Professional Network

NEW

Are you looking to bring networking skills for business to a new level? Networking is a life skill that can benefit professionals in business as well as for personal interests. In today's digital age, social media can help you build an even stronger network. Join us as we discuss networking 101 strategies. Looking for a job? Interested in new leads for your business? Hoping to find resources for your current project? A strong professional network can help you achieve success.

CECT 1067 / Course Fee: \$29

Apr 16 T 9:00-10:55am CC207 K Mirabal 80004

### Building High Performance Teams

NEW

As a manager or leader in today's business world, are you interested in enhancing team performance? Come explore 3 characteristics of high performance teams, why driving accountability fosters a culture of positive change, and strategies to recover from triggered states that can sometimes block productive employees from exceeding expectations. People do not quit companies, they quit managers. This class will explore proactive possibilities to apply within your business unit for increased performance.

CECT 1068 / Course Fee: \$39

May 02 R 9:00-10:55am CC209 K Mirabal 80005







TCC Continuing Education can offer your organization additional knowledge or professional certifications in areas like:

- Project Management
- Emergency Management
- Six Sigma
- Information Technologies
- Languages, Logistics & Transport
- Other areas



If there are other certifications that TCC can help you achieve or you would like to develop an industry specific certification, give us a call at 918-595-7200 or email us at [certifications@tulsacc.edu](mailto:certifications@tulsacc.edu).

CEUs also available – Emergency Management, Nursing, and other Medical Fields. We also can assist you in developing CEUs for your business or industry. Contact us today for details.

## Professional Certifications

### CPR HEALTHCARE PROVIDER

#### CPR Healthcare Provider

The American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider course will train in procedures for adult, child, and infant CPR. AHA instructors in compliance with AHA OKLAHOMA Affiliate policies teach the courses. Students should be familiar with the book prior to attending the class. BLS for Healthcare Providers textbook is required and may be purchased in the Metro Campus Store Monday-Friday. BLS for Healthcare Providers, American Heart Association, ISBN-13: 978-1616690397, Edition 7, 2011. Cost w/o tax: \$16.00 New

CEMP 1000 / Course Fee: \$59

Jan 05	S	8:30am-4:55pm*	MC523B	80120
Feb 02	S	8:30am-4:55pm*	MC523B	80121
Mar 09	S	8:30am-4:55pm*	MC523B	80122
Apr 13	S	8:30am-4:55pm*	MC523B	80123
May 04	S	8:30am-4:55pm*	MC523B	80124

\* One hour lunch on your own.

#### CPR Healthcare Provider Retraining

The American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider course will train in procedures for adult, child, and infant CPR. AHA instructors in compliance with AHA OKLAHOMA Affiliate policies teach the courses. Students should be familiar with the book prior to attending the class. BLS for Healthcare Providers textbook is required and may be purchased in the Metro Campus Store Monday-Friday. BLS for Healthcare Providers, American Heart Association, ISBN-13: 978-1616690397, Edition 7, 2011. Cost w/o tax: \$16.00 New

CEMP 1002 / Course Fee: \$39

Jan 08	T	5:30-9:25pm	MC523B	B Bushyhead	80125
Feb 12	T	5:30-9:25pm	MC523B	B Bushyhead	80126
Mar 26	T	5:30-9:25pm	MC523B	B Bushyhead	80127
Apr 16	T	5:30-9:25pm	MC523B		80128

## FOODSERVICE MANAGERS

### Foodservice Managers Certification

Designed to meet requirements of the Tulsa Health Department that each foodservice establishment have personnel who are certified in food safety. This certification is to ensure that foodservice supervisory personnel have the knowledge of safe techniques for all areas of food service. The exam is nationally recognized by ANSI-CFP and certification is good for three years. A legal picture ID must be presented upon entrance for the exam. Payment is due upon registration, exam scores will be held until all fees have been paid. Tests are available in several languages including: English, Spanish, Korean, Chinese, and must be requested at time of enrollment. You must register at least one week before class. After successful completion of the exam, you will receive a certificate, wallet card, and a window decal from the National Registry of Food Safety Professionals. Notification of test results will also include a review of your performance in each category of the test. A study guide is available and can be picked up after registration is completed at the TCC Conference Center or TCC Metro Campus between 8am and 5pm.

CEPC 1000 / Course Fee: \$109

Jan 23	W	8:30am-4:55pm*	CC211	80132
Jan 24	R	8:30am-12:25pm	CC211	
Feb 25	M	8:30am-4:55pm*	CC211	80134
Feb 26	T	8:30am-12:25pm	CC211	
Mar 11	M	8:30am-4:55pm*	CC211	80158
Mar 12	T	8:30am-12:25pm	CC211	
Apr 23	T	8:30am-4:55pm*	CC211	80161
Apr 24	W	8:30am-12:25pm	CC211	

\* 30 minute lunch on your own.

### Foodservice Managers Challenge Test

This challenge test is for those individuals with current food safety knowledge who wish to be certified as Food Service Managers. A legal picture ID must be presented upon entrance for the exam. Payment is due upon registration, exam scores will be held until all fees have been paid. No material is included for the Challenge Test. Study material may be obtained online at no cost at [www.tulsa-health.org](http://www.tulsa-health.org).

CEPC 1001 / Course Fee: \$49

Jan 24	R	10:30am-12:25pm	CC211	80140
Feb 26	T	10:30am-12:25pm	CC211	80142
Mar 12	T	10:30am-12:25pm	CC211	80164
Apr 24	W	10:30am-12:25pm	CC211	80165

### Foodservice Managers Recertification

Designed for individuals whose Food Service Managers certification has expired not more than 6 months ago. This course updates and refreshes supervisory personnel about safe food techniques. You must register at least one week before class. The exam is nationally recognized by ANSI-CFP and certification is good for three years. A legal picture ID must be presented upon entrance for the exam. Payment is due upon registration, exam scores will be held until all fees have been paid. The exam is available in several languages including: English, Spanish, Korean, and Chinese and must be requested at time of enrollment. After successfully completing the exam, you will receive a certificate, wallet card, and a window decal from the National Registry of Food Safety Professionals. Notification of test results will also include a review of your performance in each category of the test. Materials include a Study Guide provided by Continuing Education (cost included in

fees) and the Food Code document is available at the Tulsa County Health Department for \$5 or download it online at no cost at [www.tulsa-health.org](http://www.tulsa-health.org). Material MUST be obtained prior to class.

CEPC 1002 / Course Fee: \$69

Jan 24	R	8:30am-12:25pm	CC211	80137
Feb 26	T	8:30am-12:25pm	CC211	80139
Mar 12	T	8:30am-12:25pm	CC211	80162
Apr 24	W	8:30am-12:25pm	CC211	80163

## Credit Noncredit Course

### CREDIT NONCREDIT

#### Principles Of Floral Arranging

NEW

Basic design shapes, corsages, bud vases, centerpieces and bows are arrangements you will create in this lecture class with lots of creative hands-on time! Care and handling of cut flowers from the florist and the home garden will also be included.

CECR 0010 / Course Fee: \$75

Apr 02 - Apr 23 T 9:00am-12:55pm Tulsa Garden Center J Kahre 80051

#### Basic Plant Science

NEW

Learn the "why" and "how" of successful gardening: How plants grow and reproduce; basic soil science; an introduction to pest management using integrated pest management techniques.

CECR 0011 / Course Fee: \$75

Jan 22 - Mar 12 T 6:00-7:55pm Tulsa Garden Center J Kahre 80052

#### Annual And Perennial Culture

NEW

Understand the culture and uses of a number of types and varieties of annuals and perennials to successfully include them in planting, maintenance, and propagation. Bulbs, corns, tuberous plants and ornamental grasses will be reviewed.

CECR 0012 / Course Fee: \$75

Feb 06 - Mar 13 W 8:30am-12:30pm Tulsa Garden Center J Kahre 80053

#### Arboriculture Practices

A study of the organization and management of the work done by municipal departments and businesses concerned with the care of trees. Street tree planting and care are emphasized. Tree maintenance is practiced in actual field experience. CEUs available for eligible participants.

Course Fee: Noncredit \$225 Credit \$310

Jan 17 - May 9 R 5:30-8:50pm Up with Trees Office  
Noncredit 80185 Credit 25499

#### Pest Control Certification and Licensing (Taught in Spanish)

The study of general and specific standards required by federal and state laws in the obtaining of licenses in the State of Oklahoma for pest control purposes.

Class begins in early March. Call 918-595-7200 for all the details or [ce.tulsacc.edu](http://ce.tulsacc.edu)





## Urban Gardener Certificate

# Like to dig in the dirt?

“Interested in a quick and affordable way to learn while certifying your skills – maybe even earn College Credit? Check out this NEWLY launched certification designed for the Home or Workforce Gardener!”

Take these classes in any order of preference:

- Annual and Perennial Culture • Basic Plant Science
- Disease and Pest Management • Home Landscape Designs
- Grow Your Own Vegetables, Fruits and Nuts • Horticulture Internship
- Lawn Sprinkler System/Drainage • Principles of Floral Arrangement
- Small Greenhouses • Tropical Plant Care



## 2 Paths To Choose

**CE STUDENT**  
Each class = 16 CE  
Contact Hours Each

**CREDIT STUDENT**  
Each class = 1 Credit  
Hour Each

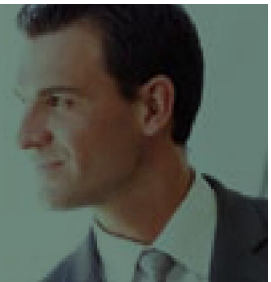
### URBAN GARDENER CERTIFICATION

**CE Student = 164 CE**  
Contact Hours

**Credit Student = 10 Credit**  
Hours & 4 CE Hours

# Tulsa Community College Project Management Certificate

Professional Certificate in Project Management



COURSES	<i>TCC Certified Project Architect</i> 3 Weeks Mar 25-Apr 11 - \$229.65	<i>TCC Certified Project Scheduler</i> 3 Weeks Apr 15-May 2 - \$229.65	<i>TCC Certified Contracts &amp; Negotiations Specialist</i> 3 Weeks May 6-May 23 - \$229.65	<i>TCC Certified Project Risk Mitigation Specialist</i> 3 Weeks June 3-June 20 - \$229.65	<i>TCC Certified Earned Value Management Analyst</i> 3 Weeks Jun 24-July 18 - \$229.65 <small>* No class week of July 4</small>
		Project Charter Strategies Week 1 Mar 25-Mar 28 - \$76.55	Creating the Work Breakdown Structure Week 1 Apr 15-Apr 18 - \$76.55	Understanding Contracts in Project Management Week 1 May 6-May 9 - \$76.55	Identifying Risk in Projects Week 1 Jun 3-June 6 - \$76.55
CLASSES	Maximizing Project Resources Week 2 Apr 1-Apr 4 - \$76.55	Estimating & Creating the Project Schedule Week 2 Apr 22-Apr 25 - \$76.55	Negotiation Skills & Techniques Week 2 May 13-May 16 - \$76.55	Project Risk Mitigation Strategies Week 2 Jun 10-June 13 - \$76.55	Managing Projects through Earned Value Analysis Week 2 Jul 8-July 11 - \$76.55
	Foundations of Project Integration Week 3 Apr 8-Apr 11 - \$76.55	Strategies for Controlling the Project Schedule Week 3 Apr 29-May 2 - \$76.55	Strategic Negotiations & Contract Execution for Project Success Week 3 May 20-May 23 - \$76.55	Project Risk Mitigation Techniques Week 3 Jun 17-June 20 - \$76.55	Controlling Project Change Week 3 Jul 15-July 18 - \$76.55

### Brand New Certificate Program

- Take individual classes as needed (class certificate)
- Receive course certificates if all 3 classes completed
- Receive TCC Project Management Certificate for completing all courses

- Customizable Certificates available. Pick your classes and let TCC create a specific certificate for your business.
- Professional Certificate in Project Management
- All classes registered through PMI for PDU's Certificate
- Meets education requirements to sit for the PMP exam.

All classes applicable as credit if non-credit student enrolls as credit student within one year and takes 12 additional credit hours.

• Call 918-595-7200 for more information • [ce.tulsacc.edu](http://ce.tulsacc.edu)



## Credit Classes in Project Management Also Available

### Project Contracts and Negotiations –

Tuesdays beginning Jan. 22, 2013, for 12 weeks –  
4:20-6:00pm at TCC West Campus I-244

### Earned Value Analysis –

Thursdays beginning Jan. 24, 2013, for 12 weeks –  
4:20-6:00pm at TCC West Campus I-244

Call 918-595-7200 for more details on  
how to enroll in these classes.

### Lean Six Sigma Yellow Belt Certification\*

TCC offers you the opportunity to become Lean Six Sigma Yellow Belt certified. Improve your business focus and effectiveness. [ce.tulsacc.edu](http://ce.tulsacc.edu) for more information and to enroll today!

Course Fee: \$425.00

3 classes to choose from:

T	2/5-2/19	6:00-9:00pm	CC211	80199
R	3/28-4/11	6:00-9:00pm	CC211	80200
R	5/9-5/23	6:00-9:00pm	CC211	80201

\*Each class needs 10 participants to run. Classes fill quickly, enroll today.

## New Online Enrollment Software!

Enroll and pay  
online – receive

**\$5 off**

your total  
purchase!

Enrolling in classes – Now easier  
than ever and saves you money!

- Find your areas of interest
- Search all classes
- Add classes to your cart
- Pay online
- Simple, Easy, Fun

Go to [ce.tulsacc.edu](http://ce.tulsacc.edu) and start  
searching today.



## Personal Growth



### ARTS AND CRAFTS

### Bead Dazzled! Learn The Basics

“Bead Dazzle” your friends and be amazed at the stunning pieces of jewelry you can make if you know the basics! In this introductory class you will learn the use of color, wire, tools, and assorted jewelry components to build your skills in just a few short classes. Learn the secret of “make it tonight and wear it tomorrow”! Supplies needed :basic beading tools, beading mat findings for earrings: (head pins, earhooks, beads,) necklace and bracelet: (wire, clasps, crimps, beads.)

CEAC 1005 / Course Fee: \$49

Jan 08 - Jan 10 T R 6:00-7:55pm SEC 80149

### Bead Crochet Wire Class

Always wanted to learn how to bead crochet? Frustrated with trying to figure it out on your own? Then this is the class for you! You will be amazed at how easily you catch on to learning the basic intricacies of crocheting with BEADS on WIRE. You will complete 2 projects in these two session classes. Each night of this class you will leave wearing a remarkable work of art! Supplies needed: crochet hook H or I, wire cutters, Beading mat. Package of 26 gauge wire, assorted beads and crystals beads.

CEAC 1038 / Course Fee: \$49

Jan 22 - Jan 24 T R 6:00-7:55pm SEC2206 80150

### Wire Wrapping NEW

Wrapping wire is soooooo much FUN! In this class you will learn about the different gauge wires and what each can do. Learn how a heavy gauge wire can make the frame and by using a lighter wire with beads to make the intricate weaving patterns inside the frame. In these 2 class sessions you will make the famous TREE OF LIFE and a free form bracelet. Supplies Needed: Beading Tools and Bead Mat. TREE OF LIFE: 10 inches of 16 gauge wire, packages of 26 gauge wire, and small beads or crystals. FREE FORM BRACELET: 16 inches of 16 gauge wire, 26 gauge wire, and an assortment of beads.

CEAC 1043 / Course Fee: \$49

Feb 05 – Feb 07 TR 6:00-7:55pm SEC 80152

### That’s A Wrap NEW

The hottest fashion for the season is the WRAP LEATHER BRACELET. Learn 2 different fun styles of this popular fab craze. Easy once you learn the secrets. Supplies Needed: Beading Tools and Bead Mat, leather cord 4ft, strands of beads and button, 12 inches of chain, beading cord or heavy thread, and cutters. (2 bracelets.)

CEAC 1044 / Course Fee: \$49

Feb 19 – Feb 21 TR 6:00-7:55pm SEC 80153





**Paul Hardy**

Paul Hardy has taught contemporary and country line dance classes at TCC for five years. You will get a workout in his classes!

**DANCE**

**Contemporary Line Dance**

It ain't your daddy's line dancing! It's modern, urban sophistication, swing syncopations, flowing waltz, nightclub rhythms, wobble, and Latin flavor. You'll experience line dances commonly danced in Tulsa-area clubs and at social gatherings. It's fun, great exercise and it will inspire the dancer in you! Dances include: Electric Slide, Cha-Cha Slide, Cupid Shuffle, Boot Scootin' Boogie and Tootsie Roll. No partners needed - perfect for singles! Loose clothing and leather-soled shoes recommended.

CEDN 1003 / Course Fee: \$49

Jan 25 - Mar 01 F 7:00-7:55pm SEC Y P Hardy 80100

**Country Line Dance**

Are you looking for an enjoyable way to get some exercise and learn something new? Here's your chance to learn dances such as, Good Time, Tush Push, 5 Step, Watermelon Crawl, Southside Shuffle and Copperhead Road. No partners needed - perfect for singles! Loose clothing and leather soled shoes recommended.

CEDN 1004 / Course Fee: \$49

Mar 15 - Apr 26\* F 7:00-7:55pm SEC Y P Hardy 80101

\*No class on March 22.



**GET STARTED:**

*"Every morning in Africa a gazelle wakes up. It knows it must move faster than the lion or it will not survive. Every morning a lion wakes up and it knows it must move faster than the slowest gazelle or it will starve. It doesn't matter if you are the lion or the gazelle, when the sun comes up, you better be moving."*

**'Move and Groove' Your Way To A Healthier You!**



**HEALTH AND FITNESS**

**Beginning Golf**

Learn the fundamentals of golf equipment, etiquette and strategies from this course in a no pressure atmosphere! Sessions will meet at the designated course for an hour and a half of instruction and 30 minutes of practice time. All equipment will be furnished. Just wear appropriate outdoor clothing and enjoy your introduction to "the sport of kings!"

CEHF 1003 / Course Fee: \$80

Mar 26 - Apr 16	T	5:30-7:25pm	Southlake	80095
Mar 27 - Apr 17	W	5:30-7:25pm	LaFortune	80096
Mar 28 - Apr 18	R	5:30-7:25pm	LaFortune	80097

**Women's Weight Training**

Weight training just for women! Learn the basics of weight training. What is a set? What is a rep? What exercises should I be doing to tone my legs? Utilize a variety of techniques and equipment to enhance each participant's muscular strength and endurance. Each session will consist of the following: a warm-up, strength training for muscle tone and definition, and a cool-down with stretching.

CEHF 1026 / Course Fee: \$79

Jan 22 - Mar 14	T R	5:30-6:25pm	MC	K Cummings	80102
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**Zumba - 8 hrs!**

It's here! The Latin-inspired, dance fitness craze that has "zoomed" to popularity from coast to coast - ZUMBA! Latin and international music are incorporated with easy-to-follow dance movements to provide a workout that will have you working up a sweat while you tone your glutes, legs, arms and core! Participants of many fitness levels and ages can participate and have a great time! Required: Comfortable fitness attire and work out shoes.

CEHF 1029 / Course Fee: \$49

Jan 15 - Mar 05	T	6:15-7:10pm	SEC	J Johnson	80098
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**Zumba Gold**

Interested in ZUMBA classes but not up to the physical rigor the regular sessions require? Have we got a deal for you! Enjoy dancing to the same Latin rhythms using modified dance steps and learn that fitness can be fun! Requirements: Comfortable clothing and a pair of tennis shoes.

CEHF 1031 / Course Fee: \$45

Feb 06 - Mar 13	W	6:30-7:25pm	MC	C Calico	80147
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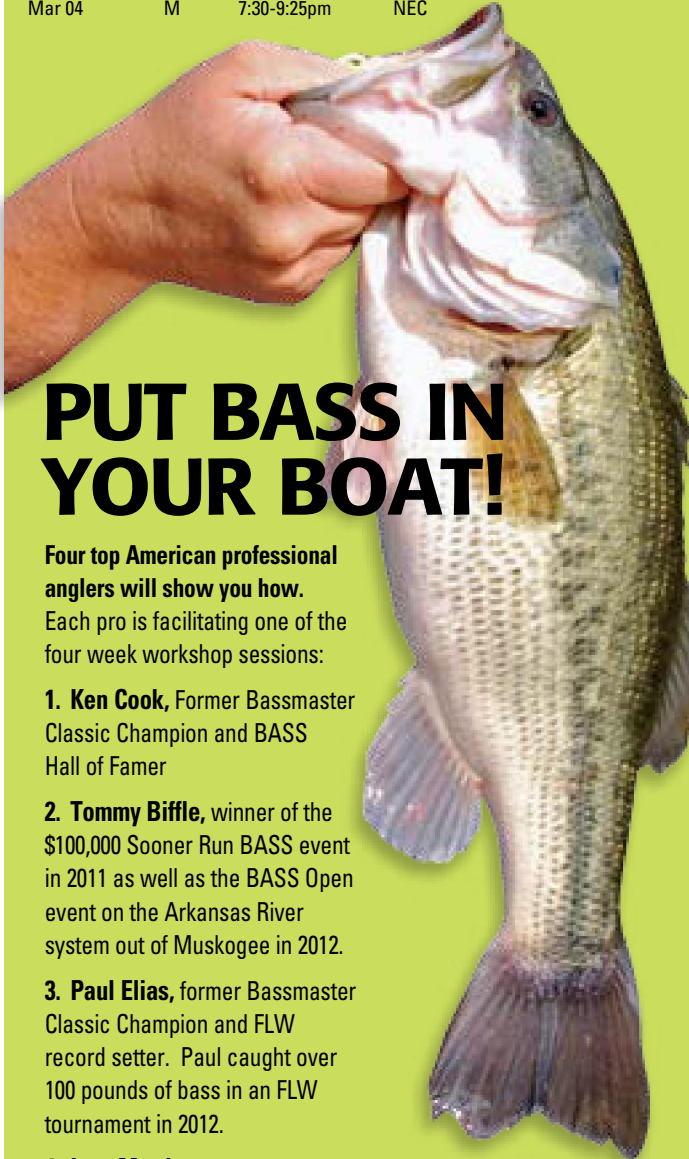
## Bass Fishing Techniques: The Cutting Edge!

NEW

Want to catch bass? Come to this class! In a 4 week workshop, professional fishermen will show you how to: use the hottest lures on the pro circuit; locate bass year-round; use flipping and pitching techniques; use finesse tactics for pressured bass; take advantage of the tactics of a variety of rigs - and much more! Recognized by the National Freshwater Fishing Hall of Fame, these workshop sessions provide an opportunity any fishing person will not want to miss!!

CEHF 1032 / Course Fee: \$99

Feb 13 - Feb 20	W	7:30-9:25pm	NEC	80050
Feb 26	T	7:30-9:25pm	NEC	
Mar 04	M	7:30-9:25pm	NEC	



# PUT BASS IN YOUR BOAT!

Four top American professional anglers will show you how.

Each pro is facilitating one of the four week workshop sessions:

- 1. Ken Cook**, Former Bassmaster Classic Champion and BASS Hall of Famer
- 2. Tommy Biffle**, winner of the \$100,000 Sooner Run BASS event in 2011 as well as the BASS Open event on the Arkansas River system out of Muskogee in 2012.
- 3. Paul Elias**, former Bassmaster Classic Champion and FLW record setter. Paul caught over 100 pounds of bass in an FLW tournament in 2012.
- 4. Ivan Martin**, a well-known and respected Grand Lake guide.

See Back Cover For More Information!

## LANGUAGES



### Conversational Spanish I

Would you like to be able to communicate with Spanish-speaking people in your own community or be able to speak a little of the language when you travel to a Spanish-speaking locale? In a conversational course intended for students with no previous study of Spanish, you will learn to converse and receive tips on pronunciation, vocabulary, and sentence building. Textbook is required and may be purchased at the campus bookstore where the class is offered or through TCC Online Bookstore at <http://tccstores.tulsacc.edu>. Spanish for Gringos, Level I/with 3 CDs, Publisher: Barrons Educational Series, ISBN # 764194607, Edition 3, 2008. Cost w/o tax: \$24.99 New, \$18.74 Used.

CELN 1001 / Course Fee: \$125

Jan 24 - Feb 28	R	6:00-8:55pm	SEC	E. Smith	80047
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### Conversational Spanish II

If you have some knowledge of Spanish yet consider yourself a beginner, start your study here! You will learn by doing - speaking, listening and reading. Build on your current Spanish skills and learn how to compare present, past and future tenses, reflexive verbs, and the short-term future (IR a). Textbook is required and may be purchased at the campus bookstore where the class is offered or through TCC Online Bookstore at <http://tccstores.tulsacc.edu>. Spanish for Gringos, Level I/with 3 CDs, Publisher: Barrons Educational Series, ISBN # 764194607, Edition 3, 2008. Cost w/o tax: \$24.99 New, \$18.74 Used.

CELN 1003 / Course Fee: \$125

Mar 07 - Apr 18*	R	6:00-8:55pm	SEC	E. Smith	80049
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\* No class on March 21.

### Spanish for First Responders

NEW

Accelerated Learning for Anyone. This course will be taught with a proven system of whole-brain accelerated learning called OptimaLearning. Whether you know just a little Spanish or none at all this class will meet you where you are and move you forward - rapidly! and playfully...A Sheriff's Deputy who took the course said it made him "feel human again" at the end of his stressful workday. You will learn to give commands, ask questions and understand the most common answers. You are learning to speak and understand spoken Spanish with the vocabulary focused on the needs of first responders: police, fire, medics, and disaster relief. The only requirement is to be in class. That is where the learning will take place. There is no homework -- unless requested. You will receive a CD of the dialogs if you wish to practice at home.

CELN 1007 / Course Fee: \$450

Jan 8 - Feb 28	T R	9:00-11:55am	SEC	Call to enroll
Jan 9 - Mar 1	WF	6:00-8:55pm	SEC	Call to enroll 918-595-7200



#### GET STARTED:

*"Don't spend the rest of your life wondering if you can do it."*

-Priscilla Welch



## For Business and Travel – Add to Your Global Skills

### Intro To Conversational Arabic

NEW

Learn helpful Arabic phrases of welcome or introduction which you can use when you travel or do business in the Arabic world! You will be introduced to helpful Arabic phrases of welcome or introduction; learn how to convey important information or ask prices when shopping; be clear about your needs when booking a room, asking directions or selecting a meal. You also will hear about culture and traditions in Arab countries and what to expect when traveling in them.

CELN 1007 / Course Fee: \$125

Feb 05 - Mar 12 T 6:00-8:25pm SEC2206 M El-Zahed 80090

### New Year's Resolution: Use It Or Lose It – Stretch Those Money Muscles



## MONEY

### Tax Free Income With Municipal Bonds

Are you looking to municipal bonds for higher investment returns that are free of state and federal taxes? Learn how to invest in municipal bonds for safety and tax-free income. Topics to be discussed include the fundamentals of bonds, the language of bonds, bond yields, bond ratings, and a strategy for the bond buyer.

CEMO 1003 / Course Fee: \$45

Apr 02 T 6:00-7:55pm SEC J Hill 80056

### Mutual Funds May Be Best For You

Do you have an IRA, 401k, 403b or a variable annuity? Then mutual funds are your main choice in these plans and to be a successful investor, you need to know and understand them! You'll learn how to sort through the thousands of funds to find the ones that are most timely and appropriate for you and how Exchange Traded Funds (ETF) can fit into your portfolio.

CEMO 1004 / Course Fee: \$45

Apr 16 T 6:00-8:55pm SEC J Hill 80057

### Investing Basics

Become clear on the fundamentals of investing in the stock market, in government and tax-free bonds and in mutual funds. You will gain information on how to plan and build your investment portfolio and will be given sources for additional information and research.

CEMO 1006 / Course Fee: \$65

Feb 26 - Mar 05 T 6:00-8:55pm SEC J Hill 80054

### Invest In Stocks

Your single most important investment for financial growth = common stocks! Understanding stocks and the stock market is critical to your success in investing. You'll learn the criteria used to select successful companies and evaluate their stock. All facets of investing in stocks, including the risks, will be covered.

CEMO 1007 / Course Fee: \$45

Mar 26 T 6:00-8:55pm SEC J Hill 80055

### Trusts, Wills & Powers Of Attorney

You can minimize or avoid probate by planning your estate. Knowing about the pros and cons of joint ownership and the advantages of wills, powers of attorney and trusts will help you make more informed decisions about your money. Income tax and estate tax reduction strategies will also be covered and considerable time will be devoted to the revocable living trust.

CEMO 1012 / Course Fee: \$45

May 07 T 6:00-8:55pm SEC J Hill 80058

### Retirement Planning Today

You went to school to prepare for your career, now it's time to prepare for your retirement! Learn how to determine the amount of money you need to retire, eliminate debt, improve cash flow and preserve a comfortable standard of living.

CEMO 1016 / Course Fee: \$49

Jan 26 - Feb 02 S 9:00-11:55am NEC1314 C Bigbie 80086

Jan 29 - Feb 05 T 6:30-9:25pm MC C Bigbie 80084

## MUSIC AND THEATER

### TCC Community Band

In your heart, once a "Band Kid", always a "Band Kid"... Let your heart lead you back to the fun of rehearsing and performing in a large group as a member of our TCC Community Band! Join the doctors, plumbers, college students and business professionals who make up our group and use the gift you have been given! The band is open to all qualified musicians 16 and older and auditions may be required if demand exceeds spaces available.

CEMT 1001 / Course Fee: \$80

Jan 07 - Apr 29 M 7:00-8:55pm SEC T Stout 80034

### TCC Community Orchestra

Are you a former musician who listens to classical music because it eases muscle tension, fights stress and expands your imagination? Well, that's just listening... Imagine if you still played? Here's your chance to join with like-minded people to make beautiful music in Tulsa's only community orchestra! The orchestra is open to all qualified musicians 16 and older and auditions may be required if demand exceeds spaces available.

CEMT 1002 / Course Fee: \$80

Jan 08 - Apr 30\* T 7:00-8:55pm SEC P Peterson 80037

\* No class on March 19.



## TCC Community Band & Orchestra

Play an instrument suitable to BOTH band AND orchestra? Enroll in this section of Community Orchestra / Community Band at a discounted price!

CEMT 1015 / Course Fee: \$120

Jan 07 - Apr 30\* MT 7:00-8:55pm

SEC

80040

\* No class on March 18 & 19.



## PHOTOGRAPHY

### Point And Shoot Photography

If simple and quick is the right recipe for your photo shoots, then this is the place to begin! Use your compact digital camera for family and travel photography. Image size, resolution, focus, exposure, flash, zoom, memory cards, lighting techniques and video elements will be covered in class. Student will need to bring a digital camera and provide prints of any class assignments.

CEPH 1064 / Course Fee: \$89

Feb 28 - Mar 14 R 6:00-7:55pm

SEC2206

T Duncan

80073

### Smartphone Photography

**NEW**

Relying on your smartphone as your camera of choice? Then why not learn to use it effectively to take photos that are more than record shots? Through steps similar to those used in Point and Shoot I & II class, you will learn how to use your smartphone as a camera, with attention to composition, resolution, lighting techniques, apps that enhance your photos, memory requirements and tips for storing and creating easy access to your photos- with the added bonus of ease of use with social network formats! Requirements: Bring to class a smartphone with camera capabilities.

CEPH 1075 / Course Fee: \$65

Apr 02 - Apr 16 T 6:00-7:55pm

SEC2206

T Duncan

80081

### Photography Level One

Do you want to move from casual photography into a concentrated study of creative techniques for digital or film cameras? Then begin here! Gain a solid background in basic terminology and techniques for composition and exposure controls - the keys to good photography with cameras that have more than one lens, and the baseline for study in more advanced photography courses. Students may also be required to start a portfolio of their work that will be continued in other classes. Requirements: Students will need to bring to class a digital or film SLR camera with interchangeable lenses and provide prints of any assignments.

CEPH 1001 / Course Fee: \$95

Jan 16 - Feb 13 W 6:00-8:55pm

Glenpool

J Cavner

80059

Jan 17 - Feb 14 R 6:00-8:55pm

SEC3210

N Green

80060

Jan 22 - Feb 19 T 6:00-8:55pm

MC

T Duncan

80061

Jan 26 - Feb 23 S 9:00-11:55am

NEC

J Cavner

80062

Mar 26 - Apr 23 T 6:00-8:55pm

SEC3210

J Cavner

80063

Mar 28 - Apr 25 R 1:00-3:55pm\*

SEC3210

E Taylor

80064

\* New Daytime Section!





## Photography Level Two

Have you completed Photography Level One? Are you interested in taking advanced courses in the photography program? Your next step is to enroll in Level Two, where you will be introduced to new techniques which include portraiture and basic studio lighting equipment, and additional terminology. Mastery of these skills will improve your photography and is essential to your future success in more advanced photography courses. You may be required to add photos from this class to a portfolio that encompasses your best work in photography certificate classes. Requirements: Completion of Photography Level One. In addition, students will need to bring to class a fully adjustable digital or film SLR camera with interchangeable lenses and provide prints of any assignments.

CEPH 1002 / Course Fee: \$89

Feb 21 - Mar 14 R 6:00-8:55pm SEC3210 N Green 80105

Feb 27 - Mar 27\* W 6:00-8:55pm Glenpool A Evans 80106

\* No class March 20.

## Photography Level Three

All photographers need the basic understanding of areas such as studio lighting, commercial food photography, portrait backgrounds, and documentation photography using GPS units that Photography Level Three provides. You will be required to keep a journal with your class notes and photos taken during the course. You may also be required to add photos from this class to a portfolio that encompasses your best work in photography certificate classes. Requirements: Completion of both Photography Level One and Two. In addition, students will need to bring to class a fully adjustable digital or film SLR camera with interchangeable lenses and provide prints of any assignments.

CEPH 1003 / Course Fee: \$89

Apr 04 - Apr 25 R 6:00-8:55pm SEC3210 N Green 80069

## Beginning Digital Editing

Regardless of the level of your photographic skills, every digital photographer needs to have a sound foundation in editing photos on a computer! Certificate students need to be well versed in the basics to keep up with the fast pace of Advanced Digital Class. Students who enjoy the lack of hassle associated with their point and shoot camera will want to improve the pictures they share with family and friends. Using Picasa software, you will gain the foundation you need to improve all of your photographs: opening digital files; turning color images into black and white images; red eye correction; cropping; saving your edited files in the best format.

CEPH 1076 / Course Fee: \$65

Jan 30 - Feb 13 W 6:00-7:55pm SEC2209 T Duncan 80160

## Intermediate Digital Editing

If you have completed Beginning Digital Editing, or have personal hands-on experience in the basics of digital editing, you are ready to move to the next level! Build on the basic techniques you have mastered and use them to compliment your creative side as you improve your photos and hone your editing skills, while learning about landscape and portrait editing.

CEPH 1053 / Course Fee: \$89

Feb 20 - Mar 13 W 6:00-8:55pm SEC2209 M Jostes 80104

## Advanced Digital Editing

Using software to edit your photographs is great fun and terrifically helpful - but is only useable if you have mastered at least a basic level of computer skills. A hands-on course, Advanced Digital Editing builds on what you have learned either through your own solid experience with computers or what you learned in Beginning and/or Intermediate Digital Editing. This fast-paced course will teach you how to utilize Photoshop Elements 6 and Photoshop 4 in more than 25 of the most common editing techniques to improve your photos. Students will be asked to provide completed 8X10 prints of their projects.

CEPH 1014 / Course Fee: \$89

Apr 3 - Apr 24 W 6:00-8:55pm SEC2209 M Jostes 80168

## Point And Shoot Field Trip: Zoo

**NEW**

Do your snaps of animals capture the character of the subject? Do they make good use of natural light sources to create mood and light your subject? Are your shots well composed animal portraits or pin-head shots of the animal with lots of distracting surroundings? Join fellow point and shoot photographers and an instructor for a hands-on photo shoot at the Tulsa Zoo where you will go through assignments based upon these techniques. Requirements: Provide your own camera; provide your own transportation to the Zoo. Open to all photography levels, but class size limited, so sign up now!

CEPH 1049 / Course Fee: \$65

Apr 27 S 8:30am-12:25pm OFF T Duncan 80154



**GET STARTED:**

Try some new ways to exercise your photo skills!

**Loads of NEW Photography classes and on-sight shoots change-up your photo routine!**

- **NEW – Daytime Photo Level One class at SEC**
- **NEW – Expanded Intermediate Digital Editing**
- **NEW – Table Top Photography**
- **NEW – Smartphone Photography**
- **NEW - Advanced Photography Internship**



## How To Start A Photography Business

Want to start a full or part-time photography business or be a contract photographer? This class includes some of the most important things you need to know. Topics include equipment needed for portrait and event photography such as weddings, building a customer base, making a sample portfolio, advertising methods, and much more.

CEPH 1005 / Course Fee: \$79

Mar 25 - Apr 08 M 6:00-8:55pm MC N Green 80075

## Intro To Copyright Law for Photographers

Thought about selling your photographs? Then you need to begin gaining information about copyright laws! Photographer's rights, ins and outs of a photo release form, and guidelines about taking pictures of Federal buildings, private property, city parks, public events, etc., will be discussed with an attorney whose practice includes copyright disputes, and who is an amateur photographer. Do yourself a favor and sign up soon! Materials included.

CEPH 1060 / Course Fee: \$39

Apr 15 M 6:00-7:55pm MC S Clouser 80076

## Using A Detachable Electronic Flash

You can benefit from this class if you want to use your flash equipment effectively! To accomplish your goal, you will study F-stop exposure, synchronization, bounce, diffusion, and fill-in lighting and will complete photo assignments requiring flash lighting techniques. Requirements: Completion of Photography Level One. In addition, students will need to bring to class a fully adjustable digital or film SLR camera with interchangeable lenses, a detachable electronic flash, a tripod and provide prints of any assignments.

CEPH 1006 / Course Fee: \$79

Jan 31 - Feb 14 R 6:00-8:55pm MC A Evans 80071

## Studio Lighting For Portraits

In a concentrated, hands-on course in studio portrait lighting, you will learn how to determine proper lighting ratios, different types of light sources, light meters, lighting terms, backgrounds, and most importantly, posing. Studio lights will be provided. Each student will be required to bring a willing subject to the last 3 class sessions. No tripod is necessary. Requirements: Completion of Level One & Two. Portfolio prints will be required at the last session.

CEPH 1007 / Course Fee: \$99

Jan 28 - Feb 18 M 6:00-8:55pm SEC3210 N Green 80070

## Outdoor And Nature Photography

Do you love to take pictures of natural elements like flowers, trees, plants and landscapes? You will gain ideas for "close-up" photography and have opportunities to practice taking photos of the natural world during Saturday field trips. Call 918-595-7200 for the location of the first class meeting which will be off-campus. Requirements: Completion of Photography Level One. In addition, students will need to bring to class a fully adjustable digital or film camera with interchangeable lenses, a tripod, provide prints of any assignments and transportation to off-site class sessions.

CEPH 1008 / Course Fee: \$85

Mar 30 - Apr 20 S 9:00-11:55am OFF A Evans 80079

## Wedding Photography

Working as a wedding photographer on a full-time or part-time basis is both financially and emotionally rewarding and requires lots of planning! In this fast-paced class, you will move through the major steps in the process, shooting engagement portraits and a formal bridal portrait in studio sessions and a "mock wedding" in a local church. How to effectively arrange photos in the wedding album you present to the bride and groom will also be covered. Requirements: Completion of Photography Level One, Level Two and Studio Lighting or Using a Detachable Electronic Flash. In addition, you will need to bring to class a digital or film SLR camera that is fully adjustable with interchangeable lenses and provide prints of your assignments.

CEPH 1015 / Course Fee: \$125

Mar 27 - May 1 W 6:00-8:55pm AP N Green 80078



### GET STARTED:



# YOU CAN FLY!



Flight training is available to you as a non-credit student through the TCC Professional Pilot school.

**To apply or for information regarding the classes listed here, contact the Tulsa Community College Professional Pilot School at 918-828-4270. Must be 16 or older. Enrollments by application only.**

• **GROUND SCHOOL** • **DISCOVERY FLIGHT**  
 • **FLIGHT SCHOOL** • **SEA PLANE FLIGHT LAB**



## The Art Of Seeing

NEW

Crafting the ability to “see” - not just “look” - is key to the success of any artist or photographer. This class will give you a short course in sharpening your skill and insight and make you more aware of the creative choices that are involved every time you take a picture. Requirements: Completion of Photography Level One and Level Two and transportation to off-site class sessions. In addition, you will need to bring to class a digital or film SLR camera that is fully adjustable with interchangeable lenses and provide prints of your assignments.

CEPH 1033 / Course Fee: \$115

Apr 14 - Apr 28 U 1:00-3:55pm Apertures N Green 80082

## Table Top Photography

One of the tools in the toolbox of any professional photographer is skill in taking photos of small objects. This skill is most often used in commercial photography to capture images for catalogues of food or small objects. By learning how to correctly use lighting and camera angles in a studio setting, you will be able to avoid reflections and unwanted problems like distortion that are common in table top photography. Here is your chance to add a valuable tool to your collection! Requirements: Level One, Level Two, Studio Lighting. Students will need to bring a fully adjustable digital SLR camera with interchangeable lenses and a normal or low range zoom (28 to 100 mm) and a flash drive containing their assignments. No flash required; tripod is recommended but not required.

CEPH 1056 / Course Fee: \$95

Feb 25 - Mar 04 M 6:00-8:55pm SEC3210 E Taylor 80072

## SPECIAL EDUCATION

### Reading Test

Students new to our Practical Living program are required to take a test for reading placement before enrolling. Results from the reading test will be available immediately, and students scoring at least on a 2nd grade reading level may enroll. Testing should last no longer than 10 minutes and you may call 918-595-7200 to schedule a time for your student to take the test on the assigned date.

CESE 1001 / Course Fee: \$5

Jan 08 T 5:00-5:25pm NEC 80044

### Practical Living

This popular course is designed especially for new and returning Adult Special Education high school graduates. The non-credit course address six topics: reading, writing, social and college campus skills, hands-on science, “money math,” and creative thinking and are team taught by special education instructors.

CESE 1002 / Course Fee: \$185

Jan 08 - Apr 23\* T 5:30-7:25pm NEC 80043

\* No class March 19.

## WRITING



### 99 Ways To Improve Your Creative Writing

If you are a creative writer who wants to develop creative and critical thinking skills as well as writing technique - you want to take this class! Your instructor will discuss the basic points of good writing, such as organization, research, structure, grammar, creativity and much, much more. You'll leave with 99 ways to improve your creative writing.

CEWR 1034 / Course Fee: \$59

Apr 04 - Apr 25 R 6:00-8:55pm SEC 80151

# NEW OPPORTUNITY!

## Take Credit Classes As A CE Student!

Now CE students can pursue more extensive study of areas of personal or professional interest! A new collaboration between academic divisions and Continuing Education has created a pilot program of select classes that gives you the opportunity to:

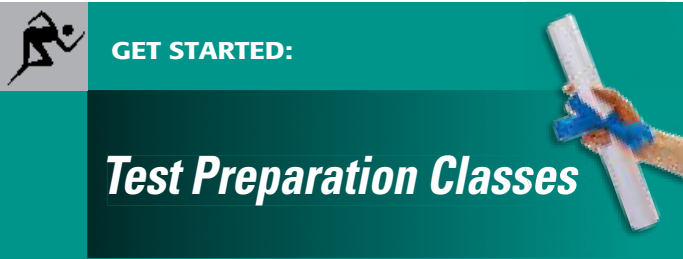
- **Try out a new area of interest.**
- **Improve your skills without taking all of the application steps required to take a credit class.**
- **Determine if you would like to take additional classes in these areas as a credit student.**

Courses are available in Horticulture, Project Management and a new program addressing skills needed to work at electrical power stations. (More to follow in the next semester!) [Contact the Continuing Education Office to enroll or for more information about this pilot project! 918-595-7200 or ce.tulsacc.edu](#)





# Academic Enrichment



**GET STARTED:**

## Test Preparation Classes

### GED Preparation

**REVISED**

Prepare for the General Educational Development (GED) test. Emphasis will be on reviewing math and language skills, as well as, developing test-taking strategies specific to the exam. We will review sample questions and practice how to approach the test. Students will take the practice test for each content area in class and have access to the online practice test for the semester. Materials included. The GED test is not included in this course.

CEAE 1002 / Course Fee: \$149

Jan 08 - Feb 28	T R	6:00-7:55pm	SEC	80108
Jan 25 - Mar 16	FS*	6:00-7:55pm	SEC	80110

\* Saturday class meets 10:00-11:55am.

### ACT Prep Bundle



Preparing for college can give you an edge that will last a lifetime. This comprehensive set of courses is designed to teach you techniques needed to score your best on the ACT exam. Our instructors will discuss the purpose, structure, and scoring results of the test as well as cover general content in math, science, reading, english, and writing.

At the first class session students will take a pre-test that mirrors the actual ACT exam. Feedback from this will allow for a more personalized approach to test preparation. The pre-test is required.

Cambridge Victory for the ACT Test 11th edition is the required text. It also comes with a second book: Non-Negotiable Skills. You can order online at <http://www.cambridgeged.com/store.php>. On the right hand side type TCC and in the "school code" field. Once you click "Go" you will be able to order your ACT materials. Last minute materials may be purchased at the campus bookstore where the class is being offered.

CEAE 1048 / Course Fee: \$149

Jan 05 - Feb 02	S	8:00-11:55am	SEC	80025
Mar 11 - Apr 10*	M W	5:30-7:25pm	NEC	80021
May 04 - Jun 01	S	8:00-11:55am	SEC	80018

\*Saturday, March 6, 8:00am-12:00pm, Pretest Required



CONTINUING EDUCATION

6111 E. Skelly Drive, Tulsa, OK 74135  
595-7200 • [continuing@tulsacc.edu](mailto:continuing@tulsacc.edu)

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## YOUTH PROGRAMS

### Flight Simulator ages 12-17

**NEW**

Come fly with us! Students will take flight in an airplane by using a computer flight simulator. Learn flight lingo, how to read maps, use cockpit controls, and fly advanced aircraft using advanced piloting techniques.

CEYP 2012 / Course Fee: \$129

Apr 01 - Apr 17	M W	5:25-8:25pm	SEC2209	80130
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### Flight Simulator for Adults

**NEW**

Come fly with us! Students will take flight in an airplane by using a computer flight simulator. Learn flight lingo, how to read maps, use cockpit controls, and fly advanced aircraft using advanced piloting techniques.

CEYP 2013 / Course Fee: \$129

Apr 22 - May 08	M W	6:00-8:55pm	SEC2209	80129
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**Do ACT or math placement scores show that you are not ready for college level math courses and must first take a developmental math class?**

In a two week refresher course guided by a TCC math expert, you will have the opportunity to work toward raising your score, with the possibility of skipping one or more developmental math courses! Classes fill quickly, so call 595-7200 to learn if other sections have been scheduled.

Course Fee: \$50

Jan 2 - Jan 11	MTWRF*	5:30pm-7:25pm	SEC	80144
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\*Starts Wednesday, January 2



**Open Enrollment Classes will no longer be cancelled! If you enroll in a class, you will take your class.\***

*\*Unless otherwise noted*



# 5 Ways to Register



## SPRING 2013 CONTINUING EDUCATION NON-CREDIT REGISTRATION FORM

**TERM 201380**

### SAVE \$5 Online:



Credit card required.  
VISA, MC, or Discover  
www.tulsacc.edu/ce



### Fax:

Credit card required.  
VISA, MC, or Discover  
918-595-8953



### Mail:

Credit card or check required.  
VISA, or MC  
Send to any campus  
Addresses listed below



### Walk-in:

Cash, check or credit card  
VISA, or MC  
Metro Campus  
Monday - Thursday, 9am - 6pm  
Friday 9am - 5pm  
Addresses listed below



### Corporate Billings:

If your company will pay for your enrollment, call 918-595-7200.

### Your enrollment is important to us!

If you encounter difficulty enrolling in non-credit classes, please call us at **918-595-7200**.

### CONTINUING EDUCATION UNIT (CEU)

The Continuing Education Unit (CEU) is a nationally recognized unit of measurement of successful participation in a non credit continuing education program. One CEU is defined as ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and quality instructors. One unit is awarded for each ten clock hours of successful instruction participation with decimal units given for less than ten hours. If students have questions about CEU's, they are encouraged to contact the Continuing Education Office.

### TAX DEDUCTION

The expense of continuing education, when taken to maintain and improve professional skills, may be tax deductible. Please contact your accountant for complete details.

### BOOKS & SUPPLIES

Unless mentioned otherwise in the course description, books and supplies are included in the course fees.

### PARKING

College-owned parking lots are available at all TCC campuses. Students who attend these campuses and/or satellite locations where parking is provided are assessed a parking fee based upon the number of hours in which they are enrolled. This fee is included in the course cost.

PLEASE PRINT

Name \_\_\_\_\_  Male  Female

Student ID No. \_\_\_\_\_ Date of Birth\* \_\_\_\_\_  
(Required) M / D / Y

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Email Address (Required) \_\_\_\_\_

CRN	Course Title	Start Date	Fee

Total Fee \$ \_\_\_\_\_

Pay by  Check (payable to TCC).

Please charge my

Account Number \_\_\_\_\_ / \_\_\_\_\_  
Exp. Date

Cardholder Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**Payment required at time of enrollment.**

### REFUND POLICY

100% refund will be given if a written, telephone, faxed, or in person request is made to the Continuing Education office **2 full business days (M-F) before the first scheduled class meeting**. Refunds cannot be issued for non-attendance. All fees will be refunded if class is canceled due to insufficient enrollment. Refunds may require up to 14 days to process. The Continuing Education Department reserves the right to amend this policy for specialized events and programs.

*Return the form to an address listed below. Complete form at ce.tulsacc.edu. Select registration link.*

### CAMPUS ADDRESSES

**Metro Campus**  
CE Office MC 528  
909 S. Boston  
Tulsa, OK 74119  
918-595-7200

**Southeast Campus**  
CE Office SE 2204  
10300 E. 81st St.  
Tulsa, OK 74133  
918-595-7200

**West Campus**  
Registrar's Office  
7505 W. 41st St.  
Tulsa, OK 74107  
918-595-7200



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**TULSA  
COMMUNITY  
COLLEGE**

Continuing Education  
6111 E. Skelly Drive  
Tulsa, OK 74135-6198

[ce.tulsacc.edu](http://ce.tulsacc.edu)

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Presents

# "Bass Techniques 2013 The Cutting Edge"

**Wed., Feb. 13, 20**  
**Tues., Feb. 26**  
**Mon., Mar. 4**  
**7:30-9:30 pm**

For just \$99.00, You will learn "Cutting Edge" techniques in bass fishing strategy during this accelerated workshop!

Get "eyeball to eyeball" with each top American professional angler who is facilitating one of the four week workshop sessions:

- 1. Ken Cook**, Former Bassmaster Classic Champion and BASS Hall of Famer
- 2. Tommy Biffle**, winner of the \$100,000 Sooner Run BASS event in 2011 as well as the BASS Open event on the Arkansas River system out of Muskogee in 2012.
- 3. Paul Elias**, former Bassmaster Classic Champion and FLW record setter. Paul caught over 100 pounds of bass in an FLW tournament in 2012.
- 4. Ivan Martin**, a well-known and respected Grand Lake guide.

The workshop will be held at TCC's Northeast Campus.  
(Easy directions to the campus are available.)

*Participants must enroll and pay the \$99 workshop fee before attending.*

**Call - 918-595-7200, Or Register Online - [ce.tulsacc.edu](http://ce.tulsacc.edu)  
AND PUT BASS IN YOUR BOAT!**



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