



Continuing Ed

Non-Credit Continuing Education Class Schedule

Enrollment is open!
Classes begin throughout
the semester.



GET ON TRACK

FALL 2012



Work • Play • Learn



www.tulsacc.edu/ce





NEW Opportunity

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

See page 12 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 Medicine
- 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.

CEUs available –

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

GET ON TRACK WITH Continuing Education and Workforce Development



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.

Go to www.tulsacc.edu/continuing-education/computer-skills or Scan QR code for class details.



Test Preparation

Score Your Best

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

Go to www.tulsacc.edu/continuing-education/test-preparation or Scan QR code for class details.



CONTINUING EDUCATION

Fall 2012 CLASS SCHEDULE
NON-CREDIT CLASSES

NO ENTRANCE REQUIREMENTS

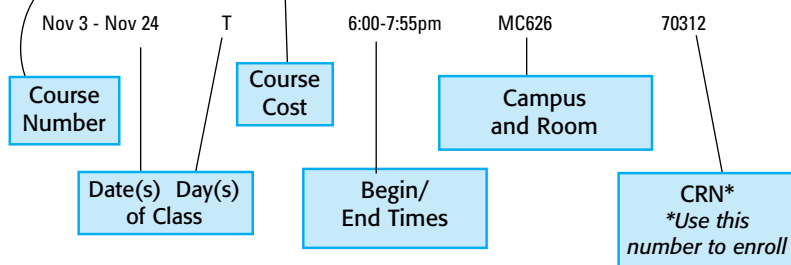
HOW TO READ THE CLASS SCHEDULE



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



www.tulsacc.edu/ce

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 New Programming

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New Online Enrollment Software!

Registering for classes is now easier. Search for classes. Pick the classes you want. Register and pay. Online. Quick. Easy.

www.tulsacc.edu/ce



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



GET ON TRACK WITH:

Computer Classes



Learn how to create, edit, and modify documents.

Word 2010 Basics

T/R 10/2-10/4 5:30-9:25pm \$125 TTC BA Campus CRN 70015

Word 2010 Intermediate

T/R 10/9-10/11 5:30-9:25pm \$125 TTC BA Campus CRN 70016

Word 2010 Advanced

W/F 10/17-10/19 8:30am-12:25pm \$125 CC CRN 70107

Word Basics 2007

M/W 11/5-11/7 8:30am-12:25pm \$125 CC209 CRN 70203

Word Intermediate 2007

M/W 11/12-11/14 8:30am-12:25pm \$125 CC208 CRN 70204

Word Advanced 2007

M/W 11/26-11/28 8:30am-12:25pm \$125 CC209 CRN 70206

Learn how to create, edit, and modify spreadsheets. Also learn formulas and formatting.

Excel 2010 Basics

M/W 10/15-10/17 5:30-9:25pm \$125 SEC CRN 70013

Excel 2010 Intermediate

M/W 10/22-10/24 5:30-9:25pm \$125 SEC4232 CRN 70017

Excel 2010 Advanced

M/W 10/29-10/31 8:30am-12:25pm \$125 CC208 CRN 70111

Excel Basics 2007

T/R 11/13-11/15 8:30am-12:25pm \$125 CC209 CRN 70205

Excel Intermediate 2007

T/R 11/27-11/29 8:30am-12:25pm \$125 CC209 CRN 70207

Excel Advanced 2007

T/R 12/4-12/6 8:30am-12:25pm \$125 CC208 CRN 70208

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

PowerPoint 2010 Basics

M/W 11/5-11/7 8:30am-12:25pm \$125 CC CRN 70028

T/W 11/13-11/14 5:30-9:25pm \$125 TTC BA Campus CRN 70018

PowerPoint 2010 Advanced

M/W 10/8-10/10 8:30am-12:25pm \$125 CC CRN 70100

Web Design Classes – call for more information.

Flash CS5 Basics

M/W 10/29-10/31 8:30am-12:25pm \$125 CC207 CRN 70110

Dreamweaver Basics CS5

M/W/F 10/15-10/19 12:30-4:25pm \$139 CC210 CRN 70103

Dreamweaver Advanced CS5

M/W 10/22-10/24 12:30-4:25pm \$125 CC207 CRN 70109

InDesign CS5 Advanced

T/R 10/2-10/4 8:30am-12:25pm \$125 CC207 CRN 70099

Adobe Illustrator CS5

W/F 10/10-10/12 8:30am-12:25pm \$125 CC208 CRN 70101



SCORE YOUR BEST WITH:

Test Preparation Classes



ACT Prep Bundle

Preparing for college can give you an edge that will last a lifetime. This comprehensive set of ACT courses is designed to teach you techniques needed to score your best on the ACT exam. ACT book required. Purchase at campus bookstore.

M/W 10/1-10/24 5:30-7:25pm \$129 NEC CRN 70102

T/R 11/6-12/6* 5:30-7:25pm \$129 SEC CRN 70104

918-595-7200 for more information and to enroll.

*No classes on Nov 20 and Nov 22





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, email continuinged@tulsacc.edu
or visit our website at www.tulsacc.edu/ce

Fall 2012 Start Dates:
Classes start the third
Wednesday of each month.
Courses last six weeks.



Check Out What's **New** For Fall 2012

Arts and Crafts page 7

- Jewelry: The Stamp Act
- Ring A Ting Ting

Food and Cooking page 7

- Flowers And Cake Decorating
- Gum Paste And Fondant
- Advanced Gum Paste Flowers

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- Come Jog With Me

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- Photo Road Trip: Rt. 66 East
- How To Start A Photography Business
- Designing: Professional World
- Photography: NEON Tulsa!
- Smartphone Photography
- Photoshop – Portrait Photography

Credit/Non-Credit page 12

- Home Landscape Design
- Tropical Plant Care
- Project Management Application

New classes throughout the schedule.

Look for the **NEW icon.**



Personal Growth



ARTS AND CRAFTS

Make your own jewelry classes
Ya' Gotta Love the Bling
 2 new classes to make sure you can sparkle
 and shine your way though fall!

Jewelry: The Stamp Act

NEW

Always wanted to play with metal stamps but been afraid to try? This is the class for you! Utilizing one of the newest trends in jewelry making, learn how to create a clear image and how to design around your stamped piece to produce a fabulous result in this introductory class. Check the TCC website, www.tulsacc.edu/ce for a list of supplies needed for the first class meeting, or call 918-595-7200.

CEAC 1040 / Course Fee: \$59

10/09 - 10/11 TR 6:00-7:55pm SEC2206 70055

Ring A Ting Ting

NEW

Is bling your thing? Each class you will use wire to turn your favorite bead or stone into an exquisite ring! Check the TCC website, www.tulsacc.edu/ce for a list of supplies needed for the first class meeting, or call 918-595-7200.

CEAC 1041 / Course Fee: \$59

10/23 - 10/25 TR 6:00-7:55pm SEC 70056

Intro To Drawing I

Have you always wanted to draw but have no idea how to begin? In a class based on learning by doing, you will explore types of line, shading, visual perception, sighting, perspective, and proportion. Your understanding of the principles of art history, composition and creative intent and how they relate to what you have been creating will be enhanced through discussion and critiques with your classmates and instructor. Check the TCC website, www.tulsacc.edu/ce for a list of supplies needed at the first class meeting or call 918-595-7200.

CEAC 1014 / Course Fee: \$69

10/18 - 11/08 R 6:00-7:55pm SEC L. Higgs 70124



GET ON TRACK:

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

DANCE

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

10/18 - 11/29* R 7:00-7:55pm SEC 70126

*No Class Nov 22

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!

FOOD AND COOKING



Stretch your abilities:
***Two steps to great
 cake decorations!***

Gum Paste and Fondant

NEW

Are you ready to move beyond basic decorating and floral art? Come create amazing hand shaped flowers, beautiful borders, and bold accents using these easy to shape icings. It is suggested that you first take Cake Decorating: The Beginning and Flowers And Cake Decorating. Check the TCC website, www.tulsacc.edu/ce for a list of supplies needed at the first class meeting or call 918-595-7200.

CEFO 0004 / Course Fee: \$59

10/08 - 10/12 M W F 6:00-8:25pm SEC 70118

Advanced Gum Paste Flowers

NEW

You will be amazed at the stunning and realistic creations that come from using gum paste. Learn to create life-like blossoms, flowers and leaves for floral arrangements that top cakes. Create amazing Gerbera daisies, briar roses, stargazer lilies and more. It is suggested that you first take Cake Decorating: The Beginning, Flowers and Cake Decorating, and Gum Paste and Fondant. Check the TCC website, www.tulsacc.edu/ce for a list of supplies needed at the first class meeting or call 918-595-7200.

CEFO 0005 / Course Fee: \$59

10/22 - 10/26 M W F 6:00-8:25pm SEC 70119






GET ON TRACK WITH:


Microsoft Office

*Classes offered at TCC and TTC.
Call 918-595-7200 to enroll.*


Word Basics 2010

 Oct 2-Oct 4 T R 5:30-9:25pm
TTC BA Campus CRN 70015 Cost \$125


Word Intermediate 2010

 Oct 9-Oct 11 T R 5:30-9:25pm
TTC BA Campus CRN 70016 Cost \$125


Excel Basics 2010


 Oct 15-Oct 17 M W 5:30-9:25pm
TCC SE Campus CRN 70013 Cost \$125

Excel Intermediate 2010

 Oct 22-Oct 24 M W 5:30-9:25pm
TCC SE Campus CRN 70017 Cost \$125

PowerPoint Basics 2010

 Nov 5-Nov 7 M W 8:30am-12:25pm
TCC Conference Center Rm208 CRN 70028 Cost \$125

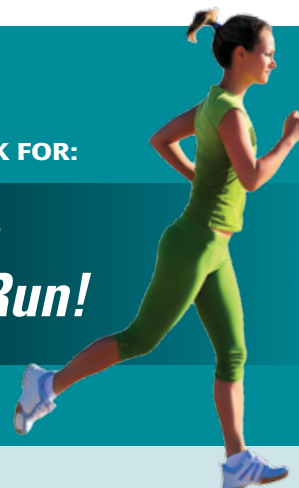
 Nov 13-Nov 14 T W 5:30-9:25pm
TTC BA Campus CRN 70018 Cost \$125

HEALTH AND FITNESS



GET ON TRACK FOR:

Next Year's Tulsa Run!



Come Jog With Me!

"Get off the couch. Join us for a fun run!" If showing up is the basic building block of any running regime, having a group to run with and to whom you are accountable is a basic motivator! Burn calories, get outdoors, learn techniques for sustaining a jogging routine, meet interesting folks--all reasons to participate in this low key class. Wear comfortable jogging gear and join us on the trail!

CEHF 1030 / Course Fee: \$65

Oct 13 - Nov 17	S	9:00-10:25am	OFF	B. Sands	70123
Oct 15 - Nov 19	M	9:00-10:30am	OFF	B. Sands	70122

LANGUAGES



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. For more book information call 918-595-7200.

CELN 1003 / Course Fee: \$125

10/16 - 11/20	T	6:00-8:55pm	SEC7113	E Smith	70014
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MONEY

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

10/02 - 10/09	T	6:30-9:25pm	SEC	C. Bigbie	70196
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So Ya' Wanna' Be A Landlord?

Create cash flow thru residential real estate right here in the Tulsa Area. Types of properties, leases and applications, screening tenants and the 'ideal tenant', and all other phases of buying and managing your own portfolio of residential real estate will be discussed. Who couldn't use extra income in retirement? Will also discuss the Landlord/Tenant Act in detail.

CEMO 1036 / Course Fee: \$49

10/25 - 11/01 R 6:00-7:55pm SEC2206 R Buckner 70150

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

11/13 T 6:00-8:55pm SEC2206 70253

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

Services include:

- Professional Development Training
- Customized Contract Training
- Consulting
- Needs Assessment
- Marketing Material Review
- Coaching
- Leadership Training
- Professional Certifications
- Training Room Rental

Our goal is to help your company increase productivity.



CONTINUING EDUCATION
Business and Career Solutions

If you are interested in learning more about our services, please contact us at: Tulsa Community College, Continuing Education Business and Career Solutions. 918-595-7200 • www.tulsacc.edu/ce



GET ON TRACK:

Try some new ways to exercise for photo skills! Loads of NEW Photography classes and on-sight shoots to fine tune your "photo muscles."

- Smartphone Photography
- Photoshop-Landscape Photography
- Photoshop-Portrait Photography
- Designing: Professional World
- Field Trips: Flying Sparks and Body Parts, Photo Road Trip Rt. 66 East, Photography NEON Tulsa
- Advanced Photography Internship



Photography

PHOTOGRAPHY



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

10/02 - 10/23 T 6:00-8:55pm SEC3210 A Evans 70046
11/05 - 11/26 M 6:00-8:55pm Glenpool A Evans 70048





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

11/06 - 11/27 T 6:00-8:55pm SEC3210 N Green 70042

Point And Shoot Photo I And II NEW

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

10/02 - 10/09 T 6:15-8:10pm SEC2209 T Duncan 70132

How To Start A Photography Business NEW

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

10/24 - 11/07 W 6:00-8:55pm MC N Green 70043

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

11/14 W 6:00-7:55pm SEC2206 S Clouser 70074

Designing: Professional World NEW

Now that you have learned the Graphic Designer's tools of the trade, it is now time to learn how to apply them in the real world. This class prepares students for applying their artistic talent in a professional setting by teaching different printing processes and media and how to set up art-work for them. Basic knowledge of Adobe Creative Suite (Photoshop, Illustrator, InDesign) is required.

CEPH 1073 / Course Fee: \$65

11/15 - 12/13* R 6:00-7:55pm CC M Jastes 70031

*No Class Nov 22



Photography After Dark

Don't put your camera away just because it's dark outside - join us for an adventure in night photography! In classroom and field trip sessions, take pictures that you never dreamed possible. 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 tripod, provide prints of any assignments, and transportation to off-site class sessions.

CEPH 1009 / Course Fee: \$79

11/15 - 12/06* R 6:00-8:55pm MC A Evans 70050

*No Class Nov 22



GET ON TRACK:

*Develop
Your
Photo
Skills!*



Photography: NEON Tulsa!

NEW

They say the neon lights are bright in T-Town, and here's your chance to find out! One evening tour the hot spots with an instructor and other students and gather the following week to compare prize shots and receive constructive critiques on your work. Requirements: Completion of Photography Levels One and Two, and Detachable Electronic Flash; able to walk through downtown areas and provide own transportation to all sites; fully adjustable digital SLR camera with interchangeable lenses and tripod; provide prints of all assignments.

CEPH 1071 / Course Fee: \$95

11/12 - 11/26 M 6:00-7:55pm OFF N Green 70173

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(es), 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

10/18 - 11/01 R 6:00-7:55pm SEC T Duncan 70036

Photoshop-Portrait Photography

NEW

A portrait shows you how you look to the rest of the world-good and bad! To help your subjects look their best, enhance your photos through the use of Photoshop's unique photographic styles, enhanced colors and retouching techniques, all learned through easy to understand, hands-on exercises! Basic knowledge of Photoshop is strongly suggested, but not required.

CEPH 1069 / Course Fee: \$65

11/01 - 11/08 R 6:00-8:55pm SEC2209 M Jostes 70073

Photo Road Trip: Rt. 66 East

From the Catoosa blue whale, heading east down Rt 66 to Miami's Coleman Theater, this hands-on one day bus trip is a great chance to travel on part of the famous Mother Road with other serious photographers and a TCC CE Photo instructor! Lunch and break stops along the way. Transportation during the trip is included in the price of the class, but you will need to provide your own transportation to and from the Southeast Campus to meet the bus. The class will meet two weeks later to share photos of the trip and gain constructive criticism from faculty and fellow students. In addition, students will need to bring to the trip a fully adjustable SLR camera with interchangeable lenses and provide prints of assignments. You don't want to miss this one!

CEPH 1072 / Course Fee: \$149

10/13 S 8:00am-3:55pm SEC N Green 70027
10/27 S 10:00am-12:00pm SEC N Green



FLIGHT



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

CREDIT NONCREDIT COURSE

NEW OPPORTUNITY! PILOT PROGRAM THAT ALLOWS YOU TO TAKE CREDIT CLASSES AS A CE STUDENT!

Starting this fall, 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 the 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 spring semester!) [Contact the Continuing Education Office to enroll or for more information about this pilot project!](#) 918-595-7200 or www.tulsacc.edu/ce

Tropical Plant Care

NEW

This class will cover the basics for caring for common interior foliage plants used at home and in the office. Independent study, lecture and self-paced approaches will be utilized.

CECR 0005 / Course Fee: \$75

10/02 - 10/23 T 5:30-9:30pm Tulsa Garden Center 70143

Home Landscape Design

NEW

Individual landscape plans will be constructed by the students with professional help from the instructor. Emphasis is on what will grow where, what works and does not work for your particular site. Where to buy and proper methods of installations for all materials will be discussed. Emphasis on solving particular landscape problems. Independent study, Lecture and self-paced approaches will be utilized.

CECR T003 / Course Fee: \$75

10/04 - 10/25 R 1:00-5:50pm Tulsa Garden Center 70141

Project Management Application

Students will learn to use the essential technologies of project management. The student will develop skills in the efficient and effective use of industry standard software to create, coordinate, and communicate project information. Mobile tools such as laptops and handheld devices will be employed to acclimate students to today's real-time project management environment. Emphasis will be on the use of project management principles in case studies and real-world examples. Independent study, lecture and self-paced approaches will be utilized and part of class work will be done online.

CECR 0002 / Course Fee: \$225

10/15 - 12/16 M 6:00-9:20pm WC 70129



GET ON TRACK:

"Ask yourself: 'Can I give more?'
The answer is usually: 'Yes'."

-Paul Tergat, Professional Marathoner



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 Bookstore 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

10/13	S	8:30am-4:55pm	MC523B	S Henry	70058
12/1	S	8:30am-4:55pm	MC523B	B Bushyhead	70288

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 Bookstore 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

10/25	R	5:30-9:25pm	MC523B	B Bushyhead	70059
12/5	W	5:30-9:25pm	MC523B	B Bushyhead	70290

FOODSERVICE MANAGERS CERTIFICATION

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

10/30	T	8:30am-4:55pm*	CC211	S Day	70062
10/31	W	8:30am-12:25pm	CC211	S Day	
11/29	R	8:30am-12:25pm	CC211	A Mankins	70181
11/30	F	8:30am-4:55pm*	CC211	A Mankins	

*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.

CEPC 1001 / Course Fee: \$49

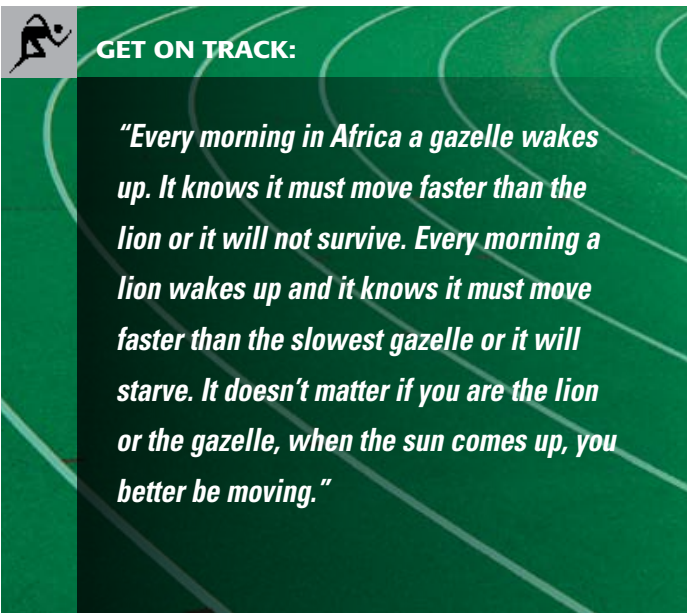
10/31	W	10:30am-12:25pm	CC211	S Day	70066
11/30	F	10:30am-12:25pm	CC211	A Mankins	70184

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. Material MUST be obtained prior to class.

CEPC 1002 / Course Fee: \$69

10/31	W	8:30am-12:25pm	CC211	S Day	70064
11/30	F	8:30am-12:25pm	CC211	A Mankins	70182



GET ON TRACK:

"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."

HUMAN RESOURCES CERTIFICATION

Human Resource Certification Preparation Review

Strengthen your knowledge base by participating in a comprehensive review of the entire body of HR knowledge. The curriculum, designed by subject matter experts, includes application exercises that develop specific competencies and decision-making skills. By attending this course, you get the added benefits of an experienced instructor, interaction with peers, and a structured classroom environment that enhances learning and helps you stay on track. You'll share real-world experiences with other HR professionals that can improve your workplace effectiveness immediately. Materials included.

CEPC 0001 / Course Fee: \$945

10/10 - 10/12 WRF 8:00am-5:00pm CC S Liggins 70090

Essentials of Human Resources Management

Learn the essentials of human resources management, employment law, recruitment and selection, compensation, orientation, and training of employees. Ensure quality and performance. Help limit your potential to HR related lawsuits by attending this introductory level course. Materials included.

CEPC 0002 / Course Fee: \$345

11/1-11/2 RF 8:00am-4:55pm CC S Liggins 70308

WORLD AT WORK

Academic Enrichment

TEST PREPARATION

ACT Prep Bundle

Preparing for college can give you an edge that lasts a lifetime. This comprehensive set of ACT courses is designed to teach you techniques needed to score your best on the ACT exam. Book required – can be purchased at TCC bookstore.

CEAE 1048 / Course Fee: \$129

10/01 - 10/24 MW 5:30-7:25pm NEC 70102

11/06 - 12/06* TR 5:30-7:25pm SEC 70104

*No Class Nov 20 and Nov 22



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

TCC and WorldatWork invite you to register this fall for our upcoming classes. For a list of our most current classes, dates, and costs, please call 918-595-7200 or check our website at www.tulsacc.edu/ce.



Erica Felix-Warwick, CCP, SPHR has worked in the Human Resources Department for the City of Tulsa since 1995. Over that time she has served in a variety of roles, including Compensation Analyst, Compensation Manager, Field HR Manager and her current position of Personnel Director, which she has held since 2008. She was certified as a Certified Compensation Professional (CCP) by World at Work in 2006 and earned the Senior Professional in Human Resources (SPHR) certification in 2009.

Mrs. Felix-Warwick holds a Bachelor of Arts degree in Psychology from DePauw University and Master of Science in I/O Psychology from The University of Tulsa.



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5 Ways to Register



TCC FALL 2012 CONTINUING EDUCATION NON-CREDIT REGISTRATION FORM TERM 201370



Online:

Credit card required.
VISA, MC, or Discover
www.tulsacc.edu
Select TED to Login to Student Services



Fax:

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



Mail:

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



Walk-in:

Cash, check or credit card
VISA, MC, or Discover
Any 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 www.tulsacc.edu/ce. 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



Please Recycle This Catalog



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.

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

