HIGHLIGHTED PROGRAMS

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# COURSE OFFERINGS

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Mission
The Center for Academic Outreach and Engagement seeks to improve scholarly engagement through a mutually beneficial exchange of knowledge and resources between the University and public and private sectors alike. The primary goal of the Center for Academic Outreach and Engagement is to enrich learning opportunities for faculty, students, and the communities served through:

- Partnership
- Service
- Scholarship
- Creative activity
Continuing education and professional development opportunities provide adults with the chance to learn new skills for personal growth and professional purposes.

The Academic Outreach and Engagement division at Tarleton State University offers a range of enrichment courses, as well as opportunities for professionals to earn Continuing Education Units (CEU’s).

CEU classes provide training in essential skills to improve your workplace performance and keep you current in your field.
Whether you are learning for fun, or friendship, our engaging courses support an individuals’ desire to be a part of something new.

**We welcome** alumni, faculty, students, and community members to engage with Tarleton to enhance your career skills, expand your knowledge, explore a hobby, improve your fitness, or train for certification.
Genealogy for Beginners

Want to learn more about your family history but need help getting started? Join Jana and Jerry Burch as they provide the knowledge and resources a beginning genealogist needs to start climbing their family tree. Come learn how to conduct research, where to locate information, and how to date old family photos. Participants will take away family history discoveries and a plan for future research. Participants are encouraged to bring the names as well as birth and death dates of parents and grandparents to the first class.

**Thursdays, September 15 – October 6**
*6:00 p.m. – 7:30 p.m.*
*Tarleton State University – Stephenville*
*$50*
*Register by September 1*

Illusion Warehouse Magic Camp

Master simple Sleight-of-Hand and Illusions to amaze your friends! This beginner magic course is taught by professional magicians from the Illusion Warehouse magic shop in Fort Worth. Combinations of magic tricks that use everyday objects from around the home as well as effects from the magic shop are taught. This course is designed to help individuals learn presentation and theatrical skills, as well as the ability to perform tricks in front of a live audience. On the last day, students perform a magic show using tricks and skills learned during the five day camp.

**Monday – Friday, June 13 – June 17**
*10:00 a.m. – 12:00 p.m.*
*Illusion Warehouse – Fort Worth*
*$125*
*Register by May 30*
Sewing with a Pattern

Have you ever wanted to sew your own dress or make a gift for someone? Instructor Christy Agnew will share strategies for selecting the proper pattern, appropriate fabrics, and ideas for notions. Participants will learn how to lay-out, mark, and cut in order to successfully construct, fit, and finish a garment. Mastering this course will enable you to manage a sewing machine and utilize basic sewing tools and supplies. A supply list will be provided.

Tuesdays, June 7 – July 26
6:00 p.m. – 8:00 p.m.
Tarleton State University – Stephenville
$180
Register by May 24

Wine Tasting – Grapes of the World

Join Greg and Betsy Ball, Level 3 Certified wine tasters, as they share their knowledge and appreciation of wines, wine styles, and grape varieties. Participants will obtain a higher level of comfort and confidence in the ability to choose an appropriate wine, understand the value of wines, and pair wines with food for any occasion. Participants will also have a LOT of fun! Program offered to participants over the age of 21.

Sundays, September 11 – October 30
6:00 p.m. – 8:00 p.m.
Tarleton State University – Stephenville
$215
Register by August 28
Country Western Line Dancing

Learn to line dance with Ms. Michelle, Owner of Happy Toes Dance. Enjoy dancing with others in a line dance choreographed with repeated sequences of steps in which a group of people dance in one or more lines or rows, all facing the same direction, and executing the steps at the same time.

**Thursdays, September 8 – December 15**
5:10 p.m. – 6:00 p.m.
The Fitness Center – Stephenville
$280 for 14 sessions, or $20 per session
Register by August 25

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Dancesport

Come learn how to develop confidence through dance. This eight week course led by instructor James Benstine will teach popular Latin and smooth dance techniques including: Foxtrot, Tango, Waltz, Nightclub Two Step, Swing, Cha Cha, and Salsa.

**Thursdays, September 1 – October 27**
6:00 p.m. – 8:30 p.m.
Tarleton State University – Stephenville
$96 for 8 sessions, or $15 per session
Register by August 18

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**MEET THE INSTRUCTOR**

Ms. Michelle Fisher has been dancing for more than 50 years and has taught dance to students of all ages for 30 years.
Personal Protection and Survival in Critical Situations

This course is about personal and family preparedness during man-made, or natural incidents, which may place you and your family members at risk. Man-made, or natural incidents, such as “active shooters,” workplace violence, identity theft, tornados, and/or storms could create a need to have some skills, supplies, and a plan to minimize, or eliminate, risks to yourself and/or your family. During this course participants will learn how to 1) make a family emergency communication and evacuation plan, 2) put together an emergency kit, and 3) develop a GOOD (Get Out of Dodge) kit to assist you if you are ever confronted by a “bad guy” intent on doing harm at work, home, or during travel.

Wednesday, November 2
1:00 p.m. – 5:00 p.m.
Tarleton State University – Fort Worth
$45
Register by October 19
Scuba Lessons

Join PADI Master Scuba Instructor, Bruce Chadwick, as he guides participants through skills needed to obtain the PADI Open Water Diver certification. With this certification, divers can acquire equipment from virtually any dive operator in the world and dive up to sixty feet deep. This course begins with an online or classroom knowledge development module. Confined water instruction is provided to learn basic scuba skills and four check-out open water dives at a scuba park complete the training.

Wednesdays, September 7, September 21, October 5, October 19, and November 2
Open water dives are November 11-12
6:00 p.m. – 8:30 p.m.
Tarleton State University – Stephenville
$475
Register by August 24

MEET THE INSTRUCTOR
Bruce Chadwick is a PADI Master Scuba Instructor. He teaches through Scuba Bruce Diving in Fort Worth and through Tarleton’s Department of Kinesiology.
Zumba

Come experience the “party” for yourself! Founded in 2001, the Zumba® Fitness program is a Latin-inspired, dance-fitness class that incorporates Latin and international music and dance movements, creating a dynamic, exciting, exhilarating, and effective fitness system. A Zumba® class combines fast and slow rhythms that tone and sculpt the body using an aerobic/fitness approach to achieve a unique blended balance of cardio and muscle-toning benefits.

Wednesdays, September 7 – October 26
5:15 p.m. – 6:00 p.m.
Tarleton State University – Fort Worth
$60
Register by August 24
Center for Clinical Simulation and Competency

Explore how Tarleton’s healthcare simulation center can support your training needs. The simulation center provides state of the art equipment and educational opportunities for medical students, nursing programs, hospitals, nursing homes, and fire departments who are training for Basic Life Support (BLS), Advance Cardiovascular Life Support (ACLS), Pediatric Advanced Life Support, and Trauma Nursing Programs.

FOR MORE INFORMATION, CONTRACT REQUIREMENTS, OR SCHEDULING
Cheryl Hunter
chunter@tarleton.edu | (254) 968-9139
www.ccsc.me
Sports First Aid and Injury Prevention

Join instructor, Scott Brinkley, as he facilitates sports first aid and injury prevention. The course is designed to assist coaches and trainers in administering basic first aid to sick and injured athletes, as well learn to prevent illnesses and injuries from occurring. CPR and AED will be covered in this course. The instructor will provide each registrant with a copy of *Sports First Aid and Injury Prevention* to supplement instruction. Upon successful completion of this course, participants will be issued a certification card from the emergency care and safety institute which is valid for two years.

**Saturday, December 3**  
8:00 a.m. – 12:00 p.m.  
Tarleton State University – Stephenville  
$67  
Register by December 18

Wilderness First Aid

Join Scott Brinkley, a fire and EMS veteran for 24 years, as he instructs participants on how to handle common injuries and illnesses when medical care is more than an hour away. Designed for those who work, or travel, in remote locations this comprehensive course will teach participants what to look for and what to do in the event of an emergency. CPR training is included. The instructor will provide each participant with a copy of *Wilderness First Aid* to supplement instruction.

**Saturday, September 17**  
8:00 a.m. – 12:00 p.m.  
Tarleton State University – Stephenville  
$100  
Register by September 2

MEET THE INSTRUCTOR

Scott Brinkley has served the Stephenville community for many years as a firefighter and emergency medical professional. In his spare time, he enjoys sharing his knowledge with others through courses such as Wilderness First Aid and Sports First Aid and Injury Prevention.
**Beginning Spanish**

Have you been in a situation where you wished you could have conversed with someone in Spanish? Join Shelly Saunders as she delivers a high-energy, comprehensible, 90% in Spanish program. This is not your traditional Spanish class! Shelly will equip participants to understand basic conversational skills in Spanish and use repetition, storytelling exercises, reading, and other engaging activities to reinforce learning. Select from two opportunities to take the course this fall!

**Wednesday and Thursday, September 21 and 22**
5:30 p.m. – 7:30 p.m.

**OR**

**Saturday, September 24**
8:00 a.m. – 4:00 p.m.

Tarleton State University – Stephenville
$149
Register by September 7

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**Chinese Language and Culture**

This course teaches introductory Mandarin Chinese language and culture. The origin of the language, basic greetings in Chinese, and Chinese traditions are the emphasis of this course. Participants will learn about the characters and tones used in the language, populations around the world that speak Chinese, and how to appropriately use chopsticks.

**Saturday, October 15**
10:00 a.m. – 12:00 p.m.

Tarleton State University - Stephenville
$120
Register by September 30
English Language for Work, School, and Play

Want an introduction to the English language? If you are a beginner or intermediate ESL speaker, or not a native English speaker, this is the perfect course. This course will focus on basic vocabulary for everyday situations such as grocery shopping, ordering meals, workplace conversation, school, and social settings.

Saturdays, September 10 – November 12
1:00 – 3:00 p.m.
Tarleton State University – Fort Worth
$154
Register by August 26
Sharpen your skills, or learn new ones with these instructor-facilitated online courses. Online Continuing Education courses run for six-weeks (with a 10-day extension period available at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

**Understanding the Human Resources Function**
Learn to handle basic human resource functions to ensure the best possible results.

**Employment Law Fundamentals**
Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

**Marketing Your Business on the Internet**
E-commerce expert helps you develop an Internet marketing plan for your business.

**Creating a Successful Business Plan**
Turn your business ideas into a solid plan for financing and long-term success.

**Creating Web Pages**
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

**Introduction to Business Analysis**
Learn powerful techniques to improve your decision-making skills at work.

**Performing Payroll in QuickBooks**
Learn to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

**Introduction to QuickBooks**
Learn how to quickly and efficiently gain control over the financial aspects of your business.

**Designing Effective Websites**
Learn powerful graphic design techniques and build Websites that are both attractive and wickedly effective.

**Accounting Fundamentals**
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

**Effective Selling**
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

*Enroll today at* [www.tarleton.edu/continuinged](http://www.tarleton.edu/continuinged).
Online Career Training Programs can start you on a path to an in-demand profession. You can begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a Certificate of Completion.

Don’t just find a job… Start a Career!

Learn Online With Over 100 Programs!

Online Career Training Programs can start you on a path to an in-demand profession. You can begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a Certificate of Completion.

PROGRAMS ARE AVAILABLE IN THE FOLLOWING AREAS:

- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

1-on-1 Instructor assistance from expert instructors
Externship opportunities available for many programs
Flexible Schedule study anytime, anywhere Complete in 3-6 Months!
Affordable Payment plans available
Books Included All materials are included in cost
Certification Most programs lead to industry certifications

REQUIREMENTS: must have Internet access, e-mail, Netscape Navigator or Microsoft Internet Explorer, and word processing software such as Microsoft Word. Some courses may have additional requirements.
The Art of Dining

Join Darla Doty as she guides participants though the Art of Dining. This course teaches the codes of contemporary, local, national, and international behavior, as well as subtle social behaviors that can often make or break an important social event. Come explore how first impressions establish you as one who is knowledgeable, cultured, and credible. Learn how to make a positive and lasting impression, anytime and anywhere.

**October 5, 13, 19, and 27**
11:00 a.m. – 1:30 p.m.
**Tarleton State University – Stephenville**
Register by September 21

**OR**

**Thursdays, November 3 – 17**
5:30 p.m. – 8:00 p.m.
**Tarleton State University**
$50
Register by October 20
Mediation: Conflict Resolution

Discover the art of mediation. After completion of this 10 session course, you will become a Qualified Mediator able to provide all mediation services recognized by the State Bar of Texas and other state jurisdictions. As a Qualified Mediator you will develop an understanding of the phases of the mediation process and acquaint participants with the role of the Mediator as an impartial third party who facilitates communication between disputing parties. The course includes a special emphasis on Ethics (3 hours). Participants should bring a lunch to each session and will be asked to purchase a textbook for $50.

Fridays, September 16 – November 18
9:00 a.m. – 1:00 p.m.
Tarleton State University – Stephenville
$599
Register by August 19

Creating Team Synergy in the Workplace

Join Dr. Jonali Baruah, social psychologist, for a training program that will provide a practical overview of group dynamics. The course will teach how to develop healthy interpersonal relationships for workplace teams and includes a focus on collaborative synergy. Participants will learn about converting dysfunctional teams into productive teams, shared mental models for creativity and decision making, and ways to leverage diversity for effectiveness.

Friday, October 7
10:00 a.m. – 1:00 p.m.
Tarleton State University – Fort Worth
$150
Register by September 23

Follow Us!

The Marketing Toolkit

The Marketing Toolkit is a hands on, fast paced course that will allow participants to develop a marketing plan for their business, product, or service. In addition to covering core topics in marketing, the course also incorporates business development, strategy, and growth. This course equips professionals with long term strategies for success.

Tuesdays & Thursdays, September 20 – October 11
5:30 p.m. – 8:30 p.m.
Tarleton State University - Stephenville
$250
Register by September 6

Recruitment and Retention in the 21st Century

Join Chief G.M. Cox (Ret.), Ph.D. to explore the unique challenges of recruiting and retaining employees as market environments grow more competitive. Participants will explore how to maximize recruitment and retention efforts among several cohorts of potential employees including the newest entrants to the workplace – Generation Y – and the unique challenges and opportunities brought to the office.

Friday, September 9
8:30 a.m. – 12:30 p.m.
Tarleton State University – Fort Worth
$40
Register by August 26
Social Media for Non-Profit Organizations

An increasing number of organizations incorporate social media in day-to-day operations. However, many of these organizations do not incorporate social media into their training programs. In today’s competitive, technologically savvy world, having the skill sets to integrate social media into the overall productivity of the organization can make the difference between those who succeed and those who do not. This course was created to support individuals who work for non-profit organizations. It will enable professionals to develop and refine their social media skills to meet the current and future requirements of their positions. This 12 week online course contains five modules and is presented by Tarleton’s Texas Social Media Research Institute.

Mondays, September 12 – November 18
Online
$500
Register by August 29

A Strengths Based Approach to Ethical Practice

This course opens with a discussion of some of the major reasons for malpractice suits and ethical complaints in the counseling field. The purpose is to identify ethical pitfalls to avoid. In addition, some of the most challenging ethical dilemmas are discussed. Because avoidance is an inadequate way of truly acting ethically, the workshop introduces a strengths-based approach for dealing with ethical dilemmas. Five strengths at the heart of the model make ethical challenges less difficult and serve as the core to one’s everyday ethics, as well as the framework for a principled life. Meets requirements for 3 hours of LPC CEU’s.

Friday, October 7
9:30 a.m. – 12:30 p.m.
Tarleton State University – Fort Worth
$50, $15 with student ID
Register by September 23
Ten Social Insights to Workplace Culture and How to Maximize Success

Join Kate Althlathini to unpack assumptions about the way individuals communicate at work. The course explores body language, diversity, motivation, and work-family balance. Participants will identify methods for promoting communal balance in the workplace, strategies for effective communication, and techniques for enhancing professional image. Participants will learn to define organizational culture and explore resources to increase personal and professional opportunities.

Thursday, October 6
6:00 p.m. – 8:00 p.m.
Tarleton State University – Fort Worth
$20
Register by September 22

TIDE
Tarleton Industrial Development and Education Initiative

The TIDE initiative provides employer/employee training, as well as consulting services to regional manufacturing companies. The TIDE certificate programs are available online and in face-to-face learning environments. Certificate programs are available in topics such as Six Sigma, Manufacturing Quality, Safety, NC Programming, Automation, Composites, Mechanical Systems, Project Management, and Drafting.

FOR MORE INFORMATION, CONTRACT REQUIREMENTS, OR SCHEDULING
Dr. George Mollick
TIDE@tarleton.edu | (254) 968-6993
www.tarleton.edu/costweb/tide
Time Management

Learn techniques, processes, and skills for maximizing personal effectiveness while managing time as a resource! Discover how to utilize technology to improve personal effectiveness through project and deadline management. The course is designed to reduce scheduling conflicts by focusing on the importance of managing time, paper, meetings, phone calls, the internet, and outside demands to reduce stress, and improve overall satisfaction. Participants will learn how to set up a tickler system for following up on delegated tasks and activities; how to reduce procrastination; how to improve feedback from team members, subordinates, peers and superiors; and learn to focus on tasks with potential to improve personal and organizational success.

Friday, October 14
1:00 p.m. – 5:00 p.m.
Tarleton State University – Fort Worth
$45
Register by September 30

MEET THE INSTRUCTOR

Chief G.M. Cox (Ret.), Ph.D. is a veteran chief of police of 33+ years with over 43 years of government experience. Chief Cox is a certified law enforcement instructor and holds a Master Peace Officer certificate.
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<td>8/29/2016</td>
<td>Auditions for Show #1</td>
<td>7:00 PM</td>
<td>Workshop</td>
<td>Free</td>
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<td>Theater</td>
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<tr>
<td>9/27/2016</td>
<td>ULTRA Club Dinner</td>
<td>6:00 PM</td>
<td>Auditorium</td>
<td>Call (254) 968-9291</td>
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<tr>
<td>9/27/2016 – 10/1/2016</td>
<td>Show #1</td>
<td>7:30 PM</td>
<td>Theater</td>
<td>Call (254) 968-9291</td>
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<tr>
<td>10/6/2016</td>
<td>Jazz Concert</td>
<td>7:30 PM</td>
<td>Auditorium</td>
<td>$5 or free w/ i.d.</td>
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<tr>
<td>10/9/2016</td>
<td>Wind Ensemble Concert</td>
<td>3:00 PM</td>
<td>Auditorium</td>
<td>$5 or free w/ i.d.</td>
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<tr>
<td>10/13/2016</td>
<td>Choir Concert</td>
<td>7:30 PM</td>
<td>Theater</td>
<td>$5 or free w/ i.d.</td>
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<tr>
<td>10/21/2016</td>
<td>Piano Festival Concert</td>
<td>7:30 PM</td>
<td>Theater</td>
<td>Call (254) 968-9291</td>
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<tr>
<td>10/22/2016</td>
<td>Children’s Show</td>
<td>10:00 AM &amp; 2:00 PM</td>
<td>Auditorium</td>
<td>$3</td>
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<tr>
<td>11/4/2016</td>
<td>Opera Workshop</td>
<td>7:30 PM</td>
<td>Auditorium</td>
<td>Free</td>
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<td>11/8/2016 – 11/12/2016</td>
<td>Show #2</td>
<td>7:30 PM</td>
<td>Theater</td>
<td>Call (254) 968-9291</td>
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<tr>
<td>11/14/2016</td>
<td>Chamber Concert</td>
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<td>$5 or free w/ i.d.</td>
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<td>11/20/2016</td>
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<td>Auditorium</td>
<td>$5 or free w/ i.d.</td>
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<tr>
<td>11/21/2016</td>
<td>Percussion Concert</td>
<td>7:30 PM</td>
<td>Auditorium</td>
<td>$5 or free w/ i.d.</td>
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<tr>
<td>12/1/2016</td>
<td>Jazz Concert</td>
<td>7:30 PM</td>
<td>Auditorium</td>
<td>$5 or free w/ i.d.</td>
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<tr>
<td>12/3/2016</td>
<td>Handel’s Messiah</td>
<td>7:30 PM</td>
<td>Auditorium</td>
<td>Call (254) 968-9291</td>
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<tr>
<td>12/5/2016</td>
<td>Holiday Collage Concert</td>
<td>7:30 PM</td>
<td>Auditorium</td>
<td>$5 or free w/ i.d.</td>
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Tarleton Planetarium

Come explore the wonders of the universe at the Tarleton Planetarium. Located under the copper dome in the south-east corner of Tarleton’s Lamar Johanson Science Building, the 40’ planetarium is host to approximately 15,000 visitors each year. Programs combine full-dome video, 5.1 surround sound, and stellar images from a Digistar 5 projection system to bring the wonders of space to life. The newly renovated 86 seat facility provides public performances every Thursday, Friday, and Saturday.

SHOW INFORMATION: www.tarleton.edu/planetarium
MORE INFORMATION: Larry Barr (254) 968-0523
ADMISSION: $5
**GRE**
This in-person GRE course features 8 sessions of live instruction with an expert Kaplan faculty member. During the course, Kaplan’s trusted faculty provide comprehensive instruction on all aspects of the GRE exam including verbal reasoning, quantitative reasoning, and analytical writing.

$999 at Tarleton State University – Stephenville and Fort Worth
OR $99 Online, online course begins September 14th

**LSAT**
This in person LSAT course includes 10, 4-hour classroom with proven learning science principles and 3 full-length proctored exams for the most realistic LSAT practices.

$1,110 at Tarleton State University – Stephenville and Fort Worth
OR $99 Online, online course begins September 14th

**MCAT**
The MCAT course covers 10 foundation concepts, 31 content categories, and 4 scientific inquiry and reasoning skills. Each lesson is a collection of specific learning outcomes based on AAMC’s exam design.

$1,777 at Tarleton State University – Stephenville and Fort Worth

**SAT/ACT**
This online course will prepare participants to take the verbal question types on both the ACT and SAT. The course is designed to cover the reading, English, and science sections of the ACT and the critical reading and writing sections of the SAT. The course will help students refresh knowledge of verbal topics and learn techniques to relieve test anxiety.

$99 Online, online course begins September 14th

**GMAT**
This online course helps students unlock powerful test-taking techniques and methods for improving scores on the GMAT. Participants will review familiar questions and spend time learning how to approach new questions types. Additionally, participants will practice taking actual GMAT tests from previous years.

$99 Online, online course begins September 14th

Go to [www.tarleton.edu/continuinged](http://www.tarleton.edu/continuinged) for Test Prep dates & times!
EXPLORE New England Rails and Trails

Tarleton’s EXPLORE is teaming up with M&M Tours & Cruises for an 8 day trip featuring Boston, Vermont, New Hampshire, and Maine. The journey will include two rail experiences, several tours, a lobster dinner, and more!

Inclusions:
- Roundtrip airfare
- 11 meals (7 breakfasts and 4 dinners)
- Admissions to itinerary events
- Deluxe motor coach travel
- Hotel transfers
- Baggage handling
- Professional tour director

September 30 – October 7
Depart from Tarleton State University – Stephenville
$2998 pp double occupancy OR $3948 pp single occupancy
Final payment is due July 10, 2016
Genealogy with a Texas Day Trip

Texan proud? Us, too! Please join us as we explore our Texas heritage in class and end the program on location in beautiful San Antonio! This class is perfect for individuals who would like to pursue membership into Sons of the Republic of Texas or Daughters of the Republic of Texas, or National Society Daughters of the American Revolution. Come learn where to locate information and successfully complete the application processes for membership. This three session class culminates with a trip to San Antonio and a one night stay at the historic Menger Hotel where we will enjoy a private tour of the Daughters of the Republic of Texas Library and explore other locations of historic importance. Participants will take away family history discoveries, develop contacts with local genealogical societies, and will begin the application process. Participants are encouraged to bring what genealogical information they presently have to the first class.

**Thursdays, October 13 – 20 (Trip on October 22-23)**

6:00 p.m. – 7:30 p.m.

**Tarleton State University – Stephenville**

$150

Register by September 29
Executive Writing

Explore techniques for planning and writing executive level documents including selecting content for specific readers, arranging material, dealing with sensitive content, and writing under time pressure. The course includes a brief review of grammar and punctuation conventions. Participants will use worksheets and handouts as well as their own texts to practice the techniques and to revise personal writings. Participants should bring personal writing samples or personal working documents. This course is suitable for individuals in management and executive positions who must communicate different kinds of information to different kinds of readers.

Friday, November 4
9:00 a.m. – 12:00 p.m.
Tarleton State University – Fort Worth
$125
Register by October 21
Writing Refresher for Engineers and Scientists

Engineers and scientists face specific challenges when it comes time to convey technical content to supervisors, executives, customers, and the public. Obtaining a contract, or external funding, can depend on the writer’s ability to explain complex and technical material to non-technical readers. This course offers techniques and approaches to writing especially for non-technical readers. Course topics include finding the best language to present the information, analyzing readers and their concerns, protecting the integrity of the information, selecting what to include, and arranging the information effectively. Participants should bring personal writing samples or personal working documents.

Friday, October 21
9:00 a.m. – 12:00 p.m.
Tarleton State University – Fort Worth
$125
Register by October 7

Writing Refresher for Professionals

Do your coworkers complain about your email messages? Do you struggle getting the right words in the right place with the right punctuation? If so, join us! The course presents tips and techniques for improving routine messages and documents, reviews essential grammar and punctuation conventions, describes ways to approach a writing task, and provides revising and editing tricks from professional editors. Participants should bring personal writing samples or personal working documents. This course is suitable for individuals in clerical, record-keeping, and supervisory positions, or anyone who spends time writing during the work.

Friday, October 14
9:00 a.m. – 12:00 a.m.
Tarleton State University – Fort Worth
$125
Register by September 30
Registering for Continuing Education

Regular student admission to Tarleton State University is not required to participate or register in any continuing education course. All participants must pre-register for classes in one of the following ways:

**REGISTER ONLINE** Browse Continuing Education courses and register by making an online payment at [www.tarleton.edu/continuinged](http://www.tarleton.edu/continuinged).

**REGISTER BY PHONE** Phone registrations are accepted through the Center for Academic Outreach and Engagement. Call (254) 968-9559 to register and make a credit card payment over the phone.

**REGISTER BY MAIL** Mail the completed registration form to:
Center for Academic Outreach and Engagement
Tarleton State University, Box T-0010, Stephenville, TX 76402

**REGISTER IN PERSON** The Center for Academic Outreach and Engagement welcomes you to come by the office to register for courses in person at the Stephenville Campus located at 1333 W. Washington St., Stephenville, TX 76402, Administration Building, Room 212, Building #534 on the Tarleton Map.

Program Changes Tarleton State University reserves the right to substitute speakers and/or instructors in unavoidable circumstances, and to cancel/reschedule any course, or section, that does not generate a satisfactory enrollment. Efforts will be made to accommodate students affected by class cancellations in other sections or courses. Locations are subject to change. Check course registration for final location details.

Inclement Weather In the event of inclement weather, please refer to the Tarleton homepage, the Center for Academic Outreach and Engagement webpage, or call the Control Center at (254) 968-9265 for information regarding cancellations. Instructors may also send cancellation notices to the e-mail address provided at registration.

Enrollment Confirmation You will receive e-mail confirmation of enrollment after your payment has been processed. Enrollment concerns may be addressed by calling (254) 968-9559.

Age Requirements Unless a course is specifically designed for youth under 18 years of age, courses are intended for the adult learner.

Require Waivers In order to participate, attendees will sign a waiver during the first course session acknowledging they are physically able to participate in each registered course. No exceptions on waivers.

Continuing Education Units (CEU) One CEU is 10 contact hours of successful participation/completion in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Credit Hours One credit hour is equal to 1.5 continuing education units.
Continuing Education

REGISTRATION FORM

Last Name ____________________________________________

First Name _____________________________ MI _______

Birthdate (DD/MM/YYYY) ___________ Phone Number _____________________________

Billing Address ____________________________________________

City _____________________________ State _______ Zip _____________

E-mail ____________________________________________

Last Four Digits of Social Security Number ___ ___ ___ ___

Have you ever attended Tarleton State University? □ Y □ N

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PAYMENT INFORMATION  □ M/C □ Visa

Cardholder’s Name _____________________________ Expiration Date _____ / _____

Card Number _____________________________ Code ___ ___ ___

REFUND POLICY

Unless otherwise indicated, a 100% refund will be provided if a registration is cancelled at least 24 hours prior to the start of class. If a course is cancelled by Tarleton State University, a full refund will be made. Cancellations can be made through the Center for Academic Outreach and Engagement.
Speak Up! We are Listening!

Please complete our
Continuing Education Interest Survey
at www.tarleton.edu/continuinged.
Your input helps us serve you better by providing courses that meet your needs and interests.

Follow Us!

BECOME AN INSTRUCTOR

Do you have expertise in a particular subject? Have you taught classes before? Do you want to give back to your community?

The Center for Academic Outreach and Engagement is looking to expand course offerings in Stephenville, Fort Worth, Waco, and Midlothian. Proposals, resumes and credentials may be submitted online at www.tarleton.edu/continuinged.
TARLETON STATE UNIVERSITY
Member of The Texas A&M University System

Fort Worth

6777 Camp Bowie Blvd #500
Fort Worth, TX 76116