

# Exam Review & Personal Improvement

## FEATURED INSTRUCTOR



Joyce James is an alumna of the University of South Alabama and holds B.S., M.Ed and Ed.S degrees in education. She has taught first grade, was a Program Facilitator for the Mobile Public School System and taught fourth and fifth grade reading. For the past 14 years she has been a Media Specialist for MCPSS. In her spare time she has served as an official judge for Pre-Teen America for a number of years. Joyce believes anyone can learn to speed read, regardless of your educational background, for a lifetime of learning and enjoyment. Her Speed Reading class helps students improve comprehension and test-taking skills, builds confidence and enables readers to double or triple reading speed by using proven techniques.

**Looking for help with  
creative writing?  
See the online class  
From Beans to Brew:  
Creating Characters  
on pg 49.**

### Speed Reading for the Student and Professional

Joyce W James, M.Ed., Ed.S.

Cut your reading time in half and improve your comprehension. Double or triple your reading speed, or better. This course uses the AGP Rapid Learning system to teach speed reading. Since it can take up to three hours each day for the average professional to read correspondence and literature dealing with immediate business, this course is a must for the savvy business person who seeks greater effectiveness and efficiency.

NOTE: Please bring a pocket calculator and a "light" reading novel of your choice that can be written in to class. Refund period valid only up to one business day prior to class start date.

TEXTBOOK: Materials included

08FRW350AG, 9/15/2008 - 9/29/2008  
3 Sessions, M from 6:00 PM to 8:00 PM  
0.6 CEU, \$79

### Storming the Walls of the Publishing Industry

Hope Neely, M.A.

Want to become motivated to write and stay motivated to write every day? You don't need to be mystified by the writing process. You can learn to clarify plot structure, characterization, composition and other elements. Hope Neely will teach you how to start, polish, complete or rewrite a short story, novel, or book-length nonfiction work. She will guide you in selecting agents, editors, publishers and markets. You'll learn how to present yourself effectively, receive tips on whom to contact and how to open doors, and you'll learn the do's and don'ts of submitting manuscripts. Find out how to make your manuscript saleable through submission strategies and manuscript mechanics. This course is for writers of all levels.

08FRW102AG, 9/18/2008 - 11/6/2008  
8 Sessions, Th from 6:00 PM to 8:00 PM  
1.6 CEU, \$79

### "Block" Buster Electrical Exam Review

Stewart Brooks, Master Electrician

Masters and journeymen in the electrical profession will benefit from this exam review in which the instructor demonstrates how you can properly prepare for the BLOCK exam. Stewart will cover a variety of topics including voltage drop calculations, ampacity correction, raceway fill, standard metal box fill, feeder demand, branch circuit calculations, nominal system voltages, general lighting and appliance loads, household dryer calculations, noncoincident loads, sizing service demand and conductors, motor tables, overloads, single phase transformers, three phase transformers, commercial calculations, and more.

NOTE: Limited class size.

SUPPLIES: Please bring a pocket calculator to class.

TEXTBOOKS: 2008 National Electrical Code by the National Fire Protection Association, Tom Henry's #103 Master, and Tom Henry's #105 Calculations.

08FER700AG, 9/15/2008 - 11/3/2008  
8 Sessions, M from 6:00 PM to 10:00 PM  
3.2 CEU, \$159



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# Exam Review & Personal Improvement



## GRE Preparation Program

Charlotte Matthews, M.A.  
Larry Perdue, M.A.

Instructors focus on reviewing academic material as well as test-taking skills and strategies in this preparation program for the Graduate Record Exam. Instructors will cover material most likely found in the math, verbal and analytical writing sections of the GRE. There is a \$70 non-refundable charge included in the registration fee to cover the cost of study materials. You will receive a GRE-CAT disc that exactly simulates the computer-based test, and can practice with the disc under exam conditions to become familiar with exam structure and format. In addition, you will benefit by enhanced performance on the computer-based test through this in-class review.

Computerized test may be taken at any time.

08FER300AG, 10/25/2008 - 11/15/2008  
4 Sessions, Sa from 9:00 AM to 5:00 PM  
2.8 CEU, \$359

Verbal: October 25 and November 1, 2008  
Math: November 8 and 15, 2008

## GMAT Preparation Program

Charlotte Matthews, M.A.  
Larry Perdue, M.A.

Would you like to achieve the highest score possible on the Graduate Management Admissions Test (GMAT)? This GMAT Review (1) familiarizes you with the GMAT exam through typical exam questions and sections; (2) offers remedial assistance to students weak in specific academic areas; and (3) provides tips and techniques that will benefit all those who take the test. The review covers Problem Solving, Geometry and Data Sufficiency, Reading Comprehension and Writing, and Critical Reasoning. There is a \$70 non-refundable charge included in the registration fee to cover the cost of study materials.

NOTE: Computerized test may be taken at any time.

08FER400AG, 10/25/2008 - 11/15/2008  
4 Sessions, Sa from 9:00 AM to 5:00 PM  
2.8 CEU, \$359

Math: October 25 and November 1, 2008  
Verbal: November 8 and 15, 2008

## LSAT Preparation Program

Jennifer L Caldwell,  
Attorney-at-Law

Are you intimidated by standardized tests, but would like to apply to law school? Through this 10-week course you will review the four problem-types on the Law School Admission Test: Logical reasoning, reading comprehension, analytical reasoning I and II and the writing sample. The final session of class will consist of a sample exam. Your instructor will give you a thorough exposure to the LSAT exam through sample questions and helpful exercises. With proven tips and techniques you will strengthen your command of specific subject areas and achieve your full LSAT potential. There is a \$70 non-refundable charge included in the registration fee to cover the cost of study materials.

NOTE: Textbook and CD included.

08FER500AG, 9/23/2008 - 10/23/2008  
10 Sessions, Tu and Th from 6:00 - 9:00 PM  
3.0 CEU, \$359


### SPECIAL NOTICE

*Our review courses focus students on test preparation. Application to take the tests and costs associated with sitting for an exam are not included in the preparation program*

*GRE is offered via computer the first three weeks of each month. GMAT is administered via computer the last three weeks of each month.*

*Exams are offered at  
Sylvan Learning Center/Prometric:  
(251) 344-6248.*

*LSAT is offered via paper/pencil only.*



The Center for Continuing Education follows official University of South Alabama decisions regarding class closings. Information about class closings due to inclement weather or other emergencies can be obtained by calling the USA Emergency/Weather Hotline at **460-6999** or online at [www.southalabama.edu](http://www.southalabama.edu)

**Boost your score on the Certified Bookkeeper Exam with our online prep course on page 45.**

# Exam Review & Personal Improvement

## ACT English Review

You can learn to master the rules of English grammar, usage, style and punctuation that are necessary to score well on the ACT English section with the instructor's English Review. Reduce your test anxiety and enhance your test-taking skills through the frequent practice our exam review courses offer.

TEXTBOOK: How to Prepare for the ACT (latest edition Barron's Educational Series) Required

08FER100AG, Mary C McDonald, M.Ed.  
9/20/2008 - 10/11/2008  
4 Sessions, Sa from 8:00 AM to 10:30 AM

08FER100BG, Stephanie R Roberts, M.Ed.  
11/1/2008 - 11/22/2008  
4 Sessions, Sa from 8:00 AM to 10:30 AM

1.0 CEU, \$55

Save \$20  
when you  
register for  
all four  
ACT Review  
courses!



Practice makes perfect!  
Let Sherry Riggs show you  
how to boost your math  
ACT score!

## ACT Reading Review

Students, perform at your best! Improve your reading comprehension and learn strategies to answer different types of questions on the ACT reading section.

TEXTBOOK: How to Prepare for the ACT (latest edition Barron's Educational Series) Required

Cell phones MUST be turned OFF before entering class.

08FER115AG, Larry Perdue, M.A.,  
National Board Certified Teacher  
9/25/2008 - 10/16/2008  
4 Sessions, Th from 6:00 PM to 8:30 PM

08FER115BG, Joyce James, M.ED., Ed.S.  
10/27/2008 - 11/10/2008  
3 Sessions, M from 6:00 PM to 9:00 PM

1.0 CEU, \$55

**NOTE: Absolutely no text messaging during all exam review classes...cell phones MUST be turned off upon entering classroom!**

## ACT Science Review

Through the exploration of several areas of science in this review, you will prepare to take the science portion of the ACT exam. This review class focuses on understanding analysis and generalization of scientific data.

TEXTBOOK: How to Prepare for the ACT (latest edition, Barron's Educational Series) Required

08FER110AG, Anita G Bryan, M.A.  
9/23/2008 - 10/14/2008  
4 Sessions, Tu from 6:00 PM to 8:30 PM

08FER110BG, Maureen G Eubanks, M.Ed.  
10/28/2008 - 11/18/2008  
4 Sessions, Tu from 6:00 PM to 8:30 PM

1.0 CEU, \$55

## ACT Math Review

You will enhance your understanding of basic material covered on the ACT Exam through this math review. The instructor will cover topics that include arithmetic, algebra, geometry, trigonometry and advanced high school mathematics. In addition, you will receive testing hints to assist you in preparing for this portion of the ACT. Two years of algebra and one year of geometry will be covered. In order for students taking the math section of the review to achieve maximum benefits from this review, it is recommended they have completed algebra and geometry courses.

TEXTBOOK: How to Prepare for the ACT (latest edition Barron's Educational Series) Required

08FER106AG, Charlotte Matthews, M.A.  
9/20/2008 - 10/11/2008  
4 Sessions, Sa from 11:00 AM to 1:30 PM

08FER106BG, Sherry A Riggs  
11/1/2008 - 11/22/2008  
4 Sessions, Sa from 11:00 AM to 1:30 PM

1.0 CEU, \$55

2008  
ACT TEST DATES

OCTOBER 25, 2008  
DECEMBER 13, 2008  
[www.actstudent.org](http://www.actstudent.org)



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