

**Fall  
And  
Winter  
2009  
COURSE  
CATALOG**

SERVING FLORENCE SCHOOL DISTRICTS 1, 4, & 5

**Til W. Freeman  
Director**

**Gayle Robertson  
Community School Coordinator**

# **Florence Adult and Community Education**

**VISIT OUR WEBSITE FOR A COMPLETE LISTING AND DESCRIPTION OF OUR  
CLASSES AT [WWW.POYNOR.COM](http://WWW.POYNOR.COM)**

## **Poynor Adult and Community Education**

**Poynor Adult and Community Education Center offers learning opportunities to the Florence area and surrounding communities. We serve adults, children, families, businesses, and dislocated workers. Our programs are in Timmonsville, Johnsonville, Florence County Detention Center, Palmer Pre Release, Vocational Rehabilitation, the Department of Disabilities and Special Needs, and at Poynor. Our academic programs give you the opportunity to earn a high school diploma on site or through the Virtual School on line, a GED, or skills upgrade to meet educational and employment goals. We offer Work-Keys preparation, ParaPro Classes and testing, child care classes, online classes, and much more.**

**English as a Second Language is offered for those who need conversational confidence.**

**Our Community School Programs have something for everyone. We offer a variety of classes ranging from Dance to Computer. We have Music and Dance, Health and Fitness, Personal Growth, Career Enhancement, and ed2go on line classes. Check inside our catalog to see what classes are offered.**

**Call Susan Sheely at 664-8152 ext. 21 to ask about our academic programs or Loretta Bonaparte ext. 10 to ask about community school classes.**

**Poynor Adult Education proudly provided the RAP (Recovery Act Program) in June, July and August for WIA participants. The program offered classes in GED preparation, Skills Upgrade, Work Keys, and Career Enhancement. Students participating in the two sessions made significant gains on post TABE scores.**

**We offer something for everyone, and if we don't have what you want, ask us and we will design a class to suit your needs. We must have at least five students to create a new class for you.**

### **Poynor's Hours:**

**Monday, Tuesday, Thursday**

**8:00am-8:30pm**

**Wednesday**

**8:00am-5:00pm**

# Fall 2009 Classes

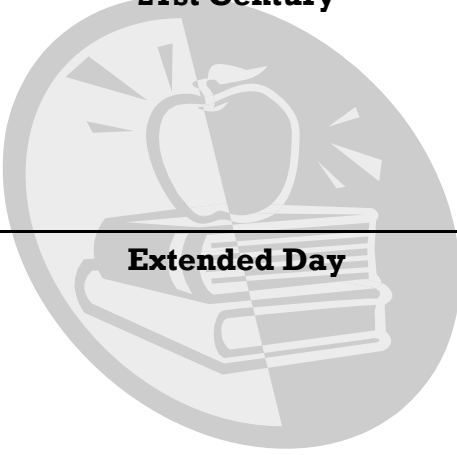
## Academic Classes

<b>Class Offerings</b>	<b>Cost</b>	<b>Comments</b>
GED Day	\$15.00 per session	Each session is five weeks Includes a one time Work Keys test. (\$30.00 value)
GED Night	\$30.00 per semester	Includes a one time Work Keys test. (\$30.00 value)
GED On-Line	\$60.00 per semester	Minimum TABE score. CD-ROM and Internet Explorer 5.0 required Practice test and tutorial at Poynor required.
GED Fast Track	Free	Minimum TABE score required.
GED On-Line for Graduate Florence	Free for Boys and Girls Club, Levy Park Community Center, Mt. Zion ,Church Hill, Maple Park Comm. Center, New Ebenezer Church, NW Community Center, Majority Baptist, King of Kings Church, & Drs. Bruce & Lee Library	Minimum TABE score. CD-ROM and Internet Explorer 5.0 required Check sites for registration, testing, tutorial information.
High School Diploma	\$60.00 per unit	Includes a one time Work Keys test. (\$30.00 value) Units earned in adult do not transfer back to high school.
Virtual High School	\$25.00 registration fee	Includes a one time Work Keys test. (\$30.00 value)
ESL Day	Free	Tuesday, Wednesday, & Thursday
ESL Night	Free	Tuesday & Thursday

## Academic Classes Continued

Work Keys for Para Pro	Free class & lab	\$50.00 test fee
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### Special Programs

Program	Description
 <p style="text-align: center;"><b>21st Century</b></p>	<p>This afterschool program provides students with enrichment opportunities to complement the academic program. Students' families are offered educational opportunities. The program serves North Vista, Theodore Lester, Wallace Gregg, and McLaurin Elementary.</p> <p>Contact Beverly Woods at 664-2156.</p>
<p style="text-align: center;"><b>Extended Day</b></p>	<p>This program offers after school care for children enrolled in Florence District One Elementary Schools. Parents/guardians must be enrolled in an educational program. A fee will be assessed at time of registration. The centers will operate on the District One calendar. There are no programs at Royal and Greenwood. Contact Joyce Marshall at 664-2155.</p>

## Community Schools Classes

### Music and Dance

Class & Teacher	Date	Time	Room	Cost
<b>Shag I Barefoot</b>	Mon. 9/14/2009-10/05/2009	7:00pm-8:30pm	101	\$40.00
<b>Shag II Barefoot</b>	Mon. 10/19/2009-11/09/2009	7:00pm-8:30pm	101	\$40.00
<b>Shag III Barefoot</b>	Mon. 11/23/09-12/14/09	7:00pm-8:30pm	101	\$40.00
<b>Guitar Wycoff</b>	Mon. 9/14/09-10/19/09	6:00pm-7:30pm	308	\$60.00
<b>Guitar Wycoff</b>	Tues. 11/10/09-12/15/09	6:00pm-7:30pm	308	\$60.00
<b>Line Dancing Freeman</b>	Tues. 10/13/2009-11/3/2009	6:00pm-7:00pm	101	\$40.00
<b>Ballroom Jelovchan</b>	Thurs. 9/24/09-11/05/09	6:00pm-7:30pm	101	\$60.00
<b>Piano Catoe</b>	Call Poynor to arrange lessons.  Call 664-8152.		305	\$35.00 monthly

### Personal Growth

<b>Class and Teacher</b>	<b>Date</b>	<b>Time</b>	<b>Room</b>	<b>Cost</b>
<b>Flower Arranging I - Owens</b>	Mon. 9/14/2009-10/12/09	6:00pm-8:00pm	104	\$55.00
<b>Quilting Marsee</b>	Mon. 9/14/2009-10/19/2009	6:00pm-8:00pm	311	\$60.00
<b>Sewing Marsee</b>	Mon. 10/26/2009-11/30/2009	6:00pm-8:00pm	311	\$60.00
<b>Interior Design I</b>	Tues. & Thurs. 9/15/09-9/24/09	6:00pm-8:00pm	201	\$40.00
<b>Upholstery Harrell</b>	Mon. 9/28/09-12/14/09	6:00pm-8:00pm	Upholstery room	\$225.00
<b>Interior Design II</b>	Tues. & Thurs. 10/6/09-10/15/09	6:00pm-8:00pm	201	\$40.00
<b>Bridge</b>	Tues. 10/6/09-12/01/09	6:00pm-8:00pm	104	\$80.00
<b>Sewing Marsee</b>	Wed. 9/16/09-10/21/09	9:00am-11am	101	\$60.00
<b>Cake Decorating Williams</b>	Thurs. 10/8/09-11/12/09	6:00pm-8:00pm	104	\$60.00
<b>Digital Photography - Spurling</b>	Thurs. 10/1/09-10/29/09	6:00pm-8:00pm	2A	\$50.00
<b>Budgeting Bride Green</b>	Thurs. 11/5/09-12/10/09	6:00pm-8:00pm	201	\$50.00
<b>Computer Repair Spurling</b>	Tues. & Thurs. 11/05/09-11/19/09	6:00pm-8:00pm	2A	\$90.00
<b>Staging your Home to Sell - Ramey</b>	Sat. 9/26/09	11:00am-12:30pm	201	\$35.00
<b>Staging your Home to Sell - Ramey</b>	Tues. 10/13/09	6:00pm-7:30pm	2A	\$35.00
<b>Staging your Home to Sell - Ramey</b>	Thurs. 10/15/09	6:00pm-7:30pm	301	\$35.00
<b>Redecorating with Style - Ramey</b>	Tues. 11/10/09	6:00pm-7:30pm	201	\$25.00
<b>Redecorating with Style - Ramey</b>	Thurs. 11/12/09	6:00pm-7:30pm	201	\$25.00
<b>Redecorating with Style - Ramey</b>	Sat. 11/14/09	11:00am-12:30pm	201	\$25.00

### Career Enhancement

<b>Class and Teacher</b>	<b>Date</b>	<b>Time</b>	<b>Room</b>	<b>Cost</b>
<b>Child Care Curriculum</b>	Tues. 9/22/09	6:00pm-8:00pm	2A	\$25.00
<b>Child Care tba Palmer</b>	Tues. 11/17/2009	6:00pm-8:00pm	2A	\$25.00
<b>Child Care Growth&amp; Dev.</b>	Thurs. 10/22/09	6:00pm-8:00pm	201	\$25.00
<b>Child Care/ Safety Palmer</b>	Thurs. 12/10/09	6:00pm-8:00pm	2A	\$12.50
<b>Conflict Management Ramey</b>	Mon. 9/28/09 10/5/09 & 10/12/09	6:00pm-8:00pm	2A	\$85.00
<b>CPR</b>	Normally 1st Sat. of each month unless holiday	9:00am-1:00pm	478 W. Evans St.	\$55.00
<b>Key Boarding Brunson</b>	Mon. & Wed. Tues. & Thurs.	9:00am-4:00pm 10:00am-3:00pm & 6:00pm-8:00pm	217	\$45.00

### Languages

<b>Class and Teacher</b>	<b>Date</b>	<b>Time</b>	<b>Room</b>	<b>Cost</b>
<b>Spanish I Bergstrom</b>	Thurs. 9/17/2009-12/10/2009	6:00pm-8:00pm	201	\$130.00
<b>Sign Language I Howell</b>	Thurs. 10/1/09-11/5/09	6:00pm-8:00pm	311	\$60.00
<b>Sign Language II Howell</b>	Tues. & Thurs. 11/17/09-12/08/09	6:00pm-8:00pm	311	\$60.00

### Health and Fitness

<b>Class and Teacher</b>	<b>Date</b>	<b>Time</b>	<b>Room</b>	<b>Cost</b>
<b>Karate Smith</b>	Mon. 9/14/2009-12/14/2009	5:00pm-6:45pm	Gym	
<b>Karate Smith</b>	Wed. & Sat.	5:00pm-6:00pm 12:00noon-3:00pm	Gym	
<b>Women's Self Defense Smith</b>	3 four week classes Sept. 15, Oct. 13, & Nov. 3	Tues. & Thurs. 6:00pm-8:00pm	Gym	\$55.00
<b>Exercise Lang</b>	Mon. 9/14/2009-12/14/2009	7:00pm-8:00pm	Gym	\$30.00 monthly <sup>5</sup>

## Computer Classes

***We now have Vista in our computer labs.***

<b>Class</b>	<b>Hours</b>	<b>Time</b>	<b>Dates</b>	<b>Instructor</b>	<b>Room#</b>
<b>Computer Basics</b>	7 ½	9:00am - 11:30pm	Sept. 15 <sup>th</sup> , 16 <sup>th</sup> , 17 <sup>th</sup>	Munn	212
<b>\$50.00</b>	7 ½	6:00am - 8:30pm	Sept. 21 <sup>st</sup> , 22 <sup>nd</sup> , 24 <sup>th</sup>	S. Meyers	212
	7 ½	9:00am - 11:30am	Sept. 29, 30, Oct. 1	Anderson	212
	7 ½	9:00am - 11:30am	Oct., 13 <sup>th</sup> , 14 <sup>th</sup> , 15 <sup>th</sup>	Anderson	212
	7 ½	6:00pm - 8:30pm	Oct. 19 <sup>th</sup> , 20 <sup>th</sup> , 22 <sup>nd</sup>	S. Meyers	212
<b>Windows Vista</b>	7 ½	9:00am - 11:30am	Sept. 22 <sup>nd</sup> , 23 <sup>rd</sup> , 24 <sup>th</sup>	Munn	212
<b>\$50.00</b>	7 ½	6:00pm - 8:30pm	Sept. 28 <sup>th</sup> , 29 <sup>th</sup> , Oct 1 <sup>st</sup>	Munn	212
	7 ½	9:00am - 11:30am	Oct. 20 <sup>th</sup> 21 <sup>st</sup> , 22 <sup>nd</sup>	Munn	212
	7 ½	6:00pm - 8:30pm	Oct. 26 <sup>th</sup> , 27 <sup>th</sup> , 29 <sup>th</sup>	Munn	212
<b>Internet</b>	7 ½	6:00pm - 8:30pm	Oct. 5 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup>	S. Meyers	212
<b>\$50.00</b>	7 ½	9:00am - 11:30am	Oct. 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup>	Anderson	212
	7 ½	9:00am - 11:30am	Nov. 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup>	Anderson	212
	7 ½	6:00pm - 8:30pm	Nov. 9 <sup>th</sup> , 10 <sup>th</sup> , 12 <sup>th</sup>	S. Meyers	212
<b>Excel Basics</b>	7 ½	6:00pm - 8:30pm	Sept. 14 <sup>th</sup> , 15, 17 <sup>th</sup>	Poston	216
<b>\$50.00</b>	7 ½	9:00am - 11:30am	Oct. 27 <sup>th</sup> , 28 <sup>th</sup> , 29 <sup>th</sup>	Munn	216
	7 ½	6:00pm - 8:30pm	Nov. 16 <sup>th</sup> , 17 <sup>th</sup> , 19 <sup>th</sup>	Poston	212
<b>Excel Intermediate</b>	7 ½	6:00pm - 8:30pm	Sept. 28 <sup>th</sup> , 29 <sup>th</sup> , Oct 1 <sup>st</sup>	Poston	216
<b>\$50.00</b>	7 ½	9:00am - 11:30am	Nov. 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup>	Munn	212
	7 ½	6:00pm - 8:30pm	Nov. 30 <sup>th</sup> , Dec 1 <sup>st</sup> , 3 <sup>rd</sup>	Poston	212
<b>Excel Advanced</b>	7 ½	6:00pm - 8:30pm	Oct. 12 <sup>th</sup> , 13 <sup>th</sup> , 15 <sup>th</sup>	Poston	216
<b>\$50.00</b>	7 ½	9:00am - 11:30am	Nov. 17 <sup>th</sup> , 18 <sup>th</sup> , 19 <sup>th</sup>		
	7 ½	6:00pm - 8:30pm	Dec. 14 <sup>th</sup> , 15 <sup>th</sup>	Poston	216
<b>Word Basics</b>	7 ½	6:00pm - 8:30pm	Sept. 21 <sup>st</sup> , 22 <sup>nd</sup> , 24 <sup>th</sup>	H. Meyers	216
<b>\$50.00</b>	7 ½	9:00am - 11:30am	Dec. 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	Anderson	212
<b>Word Intermediate</b>	7 ½	6:00pm - 8:30pm	Oct. 5 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup>	H. Meyers	216
<b>\$50.00</b>	7 ½	9:00am - 11:30am	Dec. 8 <sup>th</sup> , 9 <sup>th</sup> , 10 <sup>th</sup>	Munn	212
<b>Word Advanced</b>	7 ½	6:00pm - 8:30pm	Oct. 19 <sup>th</sup> , 20 <sup>th</sup> , 22 <sup>nd</sup>	H. Meyers	216

## Computer Classes Continued

<b>PowerPoint Basics</b> \$50.00	7 ½	6:00pm - 8:30pm	Nov. 2 <sup>nd</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup>	H. Meyers	212
<b>PowerPoint Intermediate</b> \$50.00	7 ½	6:00pm - 8:30pm	Nov. 16 <sup>th</sup> , 17 <sup>th</sup> , 19 <sup>th</sup>	H. Meyers	216
<b>PowerPoint Advanced</b> \$50.00	7 ½	6:00pm - 8:30pm	Dec. 7 <sup>th</sup> , 8 <sup>th</sup> , 10 <sup>th</sup>	H. Meyers	216
<b>Picasa</b> \$50.00	10	6:00pm - 8:00pm	Nov. 23 <sup>rd</sup> , 30 <sup>th</sup> Dec. 1 <sup>st</sup> , 3 <sup>rd</sup> , 7 <sup>th</sup>	Spurling	216
<b>Web Page Design/ Front Page</b> \$90.00	10	6:00pm - 8:30pm	Nov. 3 <sup>rd</sup> , 5 <sup>th</sup> , 10 <sup>th</sup> , 12 <sup>th</sup>	Hardison	216

**Everything you always wanted to know about Insurance and Annuities but were afraid to ask**

### Workshops

#### LIFE: Game or Reality?

Insuring your future regardless of what the dice holds!

#### The Young Families' Guide to Planning For Change

How to avoid financial disaster through the 'miracle' of insurance

#### The 'MIRACLE' of Insurance

Planning for life, death, and retirement using one financial vehicle

#### Worry Free Finances

Transferring Your Financial Risk through the 'Miracle' of Insurance

#### Insurance and Annuities A-Z

An introductory, four night course for consumers, designed to educate and remove common misconceptions about life insurance and annuities. The class begins with a brief history of insurance and progresses through the different types, uses, and suitability of these popular yet often misunderstood financial vehicles. Topics covered include: Insurance Terminology; Comparing/Contrasting Term, Universal, and Whole Life Policies; How to Determine the Proper Amount of Insurance Needed; Understanding Life Insurance Illustrations; Common Riders (What they are and are they worth it?); Life Insurance as a Retirement Tool; The Different Types of Annuities and When each is Appropriate; Etc. Participants will leave the class with the knowledge and confidence to make wise choices in all of their insurance endeavors thus ensuring a lasting legacy for future generations.

**Cost:** \$40.00

**Dates:** September 15, 17, 22, 24

**Room:** 104

**Teacher:** Mr. Cook

### Is Your Time Limited? Do You Have Internet Access?

If so, try our online classes.

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**Check our web site [www.poynor.com](http://www.poynor.com) for complete descriptions of our classes.  
If you would like for us to offer a class to fit your needs or interests, please contact us at 664-8152.**

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Florence, SC 29501

**SERVING FLORENCE SCHOOL DISTRICTS 1, 4, & 5**

POYNOR ADULT AND COMMUNITY EDUCATION CENTER  
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ADVANCED REGISTRATION IS PREFERRED FOR ALL CLASSES.

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***Our Mission***

***is to create, in partnership with the community, an educational system which best develops literate, self-directed, lifelong learners who will be significant contributors to society.***