

MCC Continuing Education

Enrich Your Life!

Summer 2013

Enjoy the Outdoors!

Get some fresh air this summer — take up a new sport, discover a new pastime or have an adventure

Learn to Play Golf or Improve Your Short Game

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www.MCCandYOU.com

Lifelong



Learning @ MCC

Whether you're looking for fun and friendship or a new skill and career, you'll find it at MCC.

Continuing Education classes are just that: courses to expand your knowledge. It could be a new hobby, enhanced career skills, improved fitness – the opportunities are wide open.

New Career classes offer training and certification for a new profession. In just a few months, you could be ready to pursue a new career and new life.

Courses are open to the public and are taught by professionals who are experts in their fields.

Have an idea for a great class?
Let us know!

MCC Continuing Education
& Workforce Training
Enrich Your Life!

www.MCCandYOU.com
254-299-8888

About the Cover

Model — Hal Tidwell, former student in the MCC Certified Nurse Aide class. Hal is now a Continuing Education instructor who teaches CPR in local high schools.



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Continuing Education



Personal Enrichment & CEUs



The Continuing Education Division at McLennan Community College offers a wide range of enrichment courses, as well as opportunities for professionals to earn Continuing Education Units (CEUs).

Personal enrichment courses abound with opportunities for fun, fitness, creativity, personal growth and learning new skills.



CEU classes provide training in essential skills that will improve your workplace performance and keep you current in your field.

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Hooked on Crochet

Got yarn? Come and enjoy others' company while working on crochet projects for yourself or to give as gifts. This fun, easy-paced environment is for students of any level, from beginner to advanced. You can choose new projects or get help with a project you've already started. Beginning students should bring \$10 to the first class to pay for supplies. Intermediate and advanced students may want to purchase supplies before the first class.

Cost: \$39, 6 wks (12 hrs)

June 5-July 10 W, 6-8 p.m. AVC 1146.04

July 24-Aug. 28 W, 6-8 p.m. AVC 1146.05



Stained Glass Majesty I

Welcome to the world of stained glass work! Learn how to choose designs and color schemes and to cut, solder and finish works of art using copper foiling techniques. Our experienced, professional and talented instructor, Karen Karlik, will help you decide on design and glass choices. You'll make two beautiful, dramatic stained glass pieces — a window hanging and a freeform sun-catcher. At the first class, you will purchase a starter kit (approximately \$70) and glass (\$20).

Cost: \$59, 4 wks (12 hrs)

June 5-July 10 W, 6-9 p.m. AVC 1297.05

Stained Glass Majesty II

This class is a continuation of stained glass art exploration and creation using lead techniques. You may work on your own project or on a project that the instructor offers. You will need your own tools, and the instructor will have a

variety of glass available for purchase at the class. Other tools and glass choices are discussed at the first session.

Cost: \$59, 4 wks (12 hrs)

July 24-Aug. 28 TH, 6-9 p.m. AVC 1297.06

Tatting for Beginners

Make your own heirlooms with beautiful, delicate tatted pieces. Tatting is a type of lace-making that uses various knots, cotton or linen thread, and a "shuttle." Our experienced instructor will teach you fundamental tatting techniques, such as double-stitch knot formation, chain formation, ring formation and reverse work turns. You'll also learn about types of threads, how to read patterns and how to finish your project. This class is designed for beginners. Cost includes instructions, patterns and supplies to get you started.

Cost: \$79, 6 wks (9 hrs)

June 6-July 18 TH, 6:30-8 p.m. AVC 1970.04

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Follow us on Twitter

Facebook.com/MCCandYOU

Twitter.com/McLennanCE

For the most up-to-date information on courses and news you don't want to miss!

Bobbin Lace Making

Learn and explore the traditional art of bobbin lace making.

Instructor Susan Merritt will teach you the basic skills, with an emphasis on tape lace. You'll learn

how to wind bobbins, hang on bobbins and create three types of stitches. Begin with a tape lace sampler and move on to a bookmark, bracelet or ornament. A brief history of bobbin lace, as well as some of the contemporary applications, will be discussed throughout the course. Bring \$45 to the first class for supplies.

Cost: \$79, 6 wks (9 hrs)

June 4-July 9 T, 6:30-8 p.m. AVC 1970.05



Susan Merritt

Drawing Basics

Designed for those with little or no experience, this drawing class begins with simple exercises to help you quickly learn to draw what you see. Enjoy learning the fundamentals of freehand drawing while experimenting with different media. You'll study line, shadow, color, and how to determine the appropriate proportion of people and objects. By setting up and drawing a still life composition, you will increase your knowledge of proportion and perspec-

tive. Learning the fundamentals can make your painting skills excel, too. Some model figure drawing may be included in the course, and some supplies required.

Cost: \$69, 6 wks (12 hrs)

June 5-July 10 W, 6-8 p.m. AVC 1990.04

July 24-Aug. 28 W, 6-8 p.m. AVC 1990.05

Watercolor Painting

Watercolor is a beguiling and exciting painting medium with a character all its own. Even if you've never handled a brush, you'll enjoy exploring watercolor's idiosyncrasies while learning how to deal confidently with washes, glazes and color mixing. Discover your hidden potential as you learn the basic fundamentals of this rewarding art form. This is a great beginning class to learn how to achieve a variety of results and a great refresher course for experienced artists to work on individual projects with mentoring. An introduction into acrylics may be included toward the end of the course. Some supplies required.

Cost: \$79, 6 wks (12 hrs)

June 4-July 9 T, 6-8 p.m. AVC 2056.04

July 23-Aug. 27 T, 6-8 p.m. AVC 2056.05

Mosaic Madness

Learn the timeless art of mosaics in this fun and fully interactive course. You'll learn basic techniques and explore mosaic materials such as china, stained glass and found objects. This is a great class for beginners — you'll complete several mosaic projects during this four-week class. Your instructor, professional glass artist Karen Karlik, will furnish tools and materials for the class, or you can bring \$40 to class to purchase your own to use during and after the class. Plan to transport projects home between class meetings. In a surprisingly short time, you could be decorating your home and garden with your own beautiful mosaics.

Cost: \$59, 4 wks (12 hrs)

June 3-July 8 M, 6-9 p.m. AVC 2060.04

July 22-Aug. 26 M, 6-9 p.m. AVC 2060.05



Beading and Jewelry Making — Beginners

Express your personal accessory style in this class. Learn to make necklaces, earrings, bracelets and other jewelry from beautiful beads and stones that rival any pre-made jewelry — all in exactly the colors and designs you want. Enjoy this art form as a hobby or develop skills to produce marketable arts and crafts. Jewelry artist Doris Chmielewski helps you learn how to create stunning jewelry that others will envy. Enrollment is limited, and the class fills quickly. A supply list will be provided at the first class. Cost of supplies will vary based on your preference of tools, beads and designs.

Cost: \$59, 4 wks (8 hrs)

July 15-Aug. 5 M, 6:30-8:30 p.m. AVC 4004.04

Introduction to Photography

Get the most out of your camera! Improve your pictures with the technical and artistic basics of photography. You'll learn basic skills, look at some photography pioneers, take photos, and critique them in a friendly and collaborative



environment. Topics include camera settings, basic composition and different types of photography. Try a little of everything and then concentrate on your area of interest. While any type of camera will work for this class, you'll get the most out of a digital SLR camera with a flash and interchangeable lenses. This class is for novice and intermediate photographers.

Cost: \$139, 8 wks (24 hrs)

June 6-Aug. 1 TH, 6-9 p.m. PHTC 1004.04

Meet Stephen Cook



For almost 35 years, Stephen has been viewing life through the camera lens. He has a bachelor's degree in fine arts from the University of Texas and is

the owner of Cook Photo Works. While he enjoys taking all kinds of pictures, sports photography is Stephen's passion. He can often be found on the sidelines of Baylor games and other local athletic events capturing the perfect shot. Along with teaching photography at MCC, Stephen is the coordinator of the MCC Fire Fighter's Academy.

More Photography — On Location **NEW**

Put your knowledge into practice with hands-on experience. This class meets at various regional and local locations for photo shoots with instructor Stephen Cook. Emphasis is on various specific types of photography. You will learn to manually set and adjust a camera for any lighting situation, proper use of flash, and technical and aesthetic aspects of commercial photography using a variety of subjects. You will need a tripod, 35mm camera with adjustable exposure control, lenses, and film or digital media card. Photo shoots are scheduled on Saturdays and Sundays. Students are responsible for transportation and entrance fees to locations, when required.

Cost: \$139, 8 wks (24 hrs)

June 8-July 27 S, 9 a.m.-noon PHTC 2004.04

Arts & Hobbies



Oil Painting

Yes, you can paint — whether you can draw or not! This class is designed for hesitant beginners, as well as intermediate painters who like a structured painting environment. The instructor, Pamela Eggebrecht, has been oil painting for 30 years and knows the best ways to help those who are just beginning. During the course, students will create three to four completed landscapes, including a bluebonnet scene. Ask for a supply list when you register.

Cost: \$79, 6 wks (15 hrs)

July 25-Aug. 29 TH, 6-8:30 p.m. AVC 4019.05

Computers (Personal)

Get the Most out of Your iPad

Just bought an iPad but want to get more out of it? This class will show you the ins and outs of Apple's popular tablet. Enhance your iPad experience by understanding your basic applications and configuring proper settings. See how to use e-mail, calendar, maps, and other basic programs. Learn how to listen to music and podcasts, watch videos, and display your photos. We'll also look at Apple's App Store where you can download a wide variety of apps, both free and paid, and sync them with your computer. You will need an iTunes account. Please bring your iPad and iTunes login information to the first class.

Cost: \$39, 1 wk (4 hrs)

July 29-31 M-W, 5:30-7:30 p.m. AVC 1828.06

iPhone Basics

Unleash the power of your iPhone. Learn more about your basic applications - or "apps" - and settings, plus how to make the iPhone work better for the way you live your life. You'll find out how to download some cool free apps, too. You will need an iTunes account. Please bring your 3G or 4G iPhone and your iTunes login information to class. Seating is limited in this hands-on course, so register today!

Cost: \$39, 1 wk (4 hrs)

June 6-26 M-W, 5:30-7:30 p.m. AVC 1828.05

Computers (Professional)

QuickBooks Pro 2012

Quickly and efficiently gain control over your business finances with QuickBooks Pro 2012! This comprehensive (A-Z) course will teach you the best basic and advanced methods to set up company financial information. You'll also learn payroll, inventory and other advanced areas as time allows. Class materials included; flash drive is required. Prereq-

uisite: basic understanding of computers. Accounting knowledge is helpful but not required.

Cost: \$229, 4 wks (18 hrs)

May 14-30 TTH, 6-9 p.m. ACNT 1010.10

Photoshop CS5 — Level 1

Learn to use the various tools in Photoshop CS5 to select parts of images and use layers in a Photoshop document to

produce stunning photos and designs. You will also learn how to organize the multiple layers of your design and apply special effects to the document to enhance the appearance of your photos and designs. Flash drive required. Please note: Registration closes July 5.

Cost: \$299, 1 day (8 hrs)

July 12 F, 8:30 a.m.-5 p.m. GRPH 1002.05

Basic Workplace Computer Skills

Learn the computer skills you want! In today's job market, employers are looking for employees with the computer skills needed to succeed in the workplace.

This basic computer course, offered by MCC Continuing Education in partnership with HOT Goodwill Industries, is designed to provide you with these fundamental skills. Topics include: printing, creating and managing files and folders, understanding and navigating the Internet, and sending effective emails. You'll also get an overview of the three most common programs in the workforce: Word, PowerPoint and Excel, as well as learn program integration, simple database management and transferring data. The instructor will help you put these skills to work to create a resume that works for you. Whether you're a job seeker or seeking advancement in your current job, this computer course is for you! Course fee includes all class materials and a flash drive with course exercises.

Cost: \$110, 4 wks (24 hrs)

May 6-31 MWF, 3-5 p.m. ITSC 1006.06

June 3-28 MWF, 3-5 p.m. ITSC 1006.07

July 1-26 MWF, 3-5 p.m. ITSC 1006.08

Aug. 5-30 MWF, 3-5 p.m. ITSC 1006.09

Word 2007 Overview

MCC Continuing Education, in partnership with Heart of Texas Goodwill Industries, is offering MS Office courses for those interested in improving their computer skills. Learn the fundamentals of Word 2007, including formatting and editing text and pictures, clipart, tables, SmartArt graphics, using Mail Merge, and much, much more! Classes are held

at Heart of Texas Goodwill Industries at 1700 S. New Road in Waco. Prerequisite: basic computer skills such as using the mouse, selecting/highlighting text, and opening and closing files and folders using MS Windows XP. Course fee includes all class materials and a flash drive with course exercises.

Cost: \$80, 4 wks (16 hrs)

May 6-29 MW, 5:30-7:30 p.m. ITSW 1021.09

June 3-26 MW, 5:30-7:30 p.m. ITSW 1021.10

July 1-24 MW, 5:30-7:30 p.m. ITSW 1021.11

Aug. 5-28 MW, 5:30-7:30 p.m. ITSW 1021.12

Microsoft Word 2010

Already familiar with Word 2007?

Learn the fundamentals of Word 2010, including working with and editing text; formatting characters, paragraphs and pages; and working with tables. Additional topics may be addressed. (There are subtle changes from Word 2007 to Word 2010.) Prerequisites: ability to use the mouse, open and close files, and start programs using Microsoft Windows XP or Windows 7. Flash drive required. Registration closes July 19.

Cost: \$119, 1 day (8 hrs)

July 26 F, 8 a.m.-5 p.m. POFI 1024.07

Access 2010 — Fast Track

Already familiar with Access 2007? This course combines Basic and Advanced Access 2010 into one faster paced course. You will learn how to store, locate, print and automate access to all types of information, as well as use more advanced concepts of database management. (There are subtle changes from Access 2007 to Access 2010.) Class materials included. Prerequisites: ability to use the mouse, open and close files, and start programs using MS Windows XP or Windows 7. Flash drive required. Please note: Registration closes June 21.

Cost: \$119, 1 day (8 hrs)

June 28 F, 8:30 a.m.-5 p.m. ITSW 2047.08

Computers (Professional)

Excel 2007 Overview

MCC Continuing Education, in partnership with Heart of Texas Goodwill Industries, is offering MS Office courses for those interested in improving their computer skills. If you want to excel in Excel 2007 and increase your chances of finding a better job, then come take this four-week course. Topics include formatting and editing text, basic and complex formulas, basic functions, pivot tables, and much, much more! Classes are held at Heart of Texas Goodwill Industries at 1700 S. New Road in Waco. Prerequisites: basic computer skills such as using the mouse, selecting/highlighting text, and opening and closing files and folders using MS Windows XP. Course fee includes all class materials and a flash drive with course exercises.

Cost: \$80, 4 wks (16 hrs)

May 7-30 TTH, 5:30-7:30 p.m. ITSW 1022.09

June 4-27 TTH, 5:30-7:30 p.m. ITSW 1022.10

July 2-30 TTH, 5:30-7:30 p.m. ITSW 1022.11

Aug. 6-29 TTH, 5:30-7:30 p.m. ITSW 1022.12

Excel 2010 — Fast Track

Already familiar with Excel 2007? This course combines Basic and Advanced Excel 2010 into one faster paced course. You will learn how to build, edit, format and print information in Excel 2010, as well as how to use more advanced tools, like queries formats, reports, macros and pivot tables. (There are subtle changes from Excel 2007 to Excel 2010.) Class materials included. Prerequisites: basic computer skills and understanding of

MS Windows 7 operating system. Flash drive required. Please note: Registration closes June 5.

Cost: \$119, 1 day (8 hrs)

June 7 F, 8:30 a.m.-5 p.m. ITSW 1046.01

Using Pivot Tables and Macros with Microsoft Excel

Produce meaningful reports for your company and customers using pivot tables, the most powerful feature in Excel 2010. Your instructor will demonstrate the benefits of using pivot tables and how to avoid pitfalls associated with data crunching. Also learn how to create, run and modify macros to save time in repetitive tasks within Excel. Please note: Registration closes April 26.

Cost: \$69, 1 day (4 hrs)

May 3 F, 8 a.m.-noon ITSW 2049.03

May 31 F, 8 a.m.-noon ITSW 2049.08

Charting and Graphing with Microsoft Excel

This course covers how to use Excel 2010 to create charts and graphs as well as communicate complex data more effectively. Learn how to craft charts that illuminate trends, differences and relationships. Incorporating additional images and shapes with SmartArt and exporting charts for use outside of Excel will also be discussed. Please note: Registration closes April 26.

Cost: \$69, 1 day (4 hrs)

May 3 F, 1-5 p.m. ITSW 2049.04

May 31 F, 1-5 p.m. ITSW 2049.07

Computers (Credit/Noncredit)

Introduction to Keyboarding

Learn to keyboard using the Cortez Peters touch method.

Cost: \$360, 6 wks (48 hrs)

June 3-July 8 M-TH, 12:30-2:30 p.m. POFT 1093.01

**July 10-Aug. 29 M-TH, 12:30-2:30 p.m.
POFT 1093.02**

June 4-July 25 TTH, 5:45-8:15 p.m. POFT 1093.50

Speed and Accuracy Building

Build skills in reviewing, correcting, improving and/or perfecting touch keyboarding techniques to increase speed and improve accuracy.

Cost: \$360, 6 wks (48 hrs)

June 3-July 8 M-TH, 12:30-2:30 p.m. POFT 2003.01

**July 10-Aug. 29 M-TH, 12:30-2:30 p.m.
POFT 2003.02**

June 4-July 25 TTH, 5:45-8:15 p.m. POFT 2003.50

Cookin' Cajun 101

Come learn to cook the authentic southern Louisiana cuisine that's known as Cajun cookin'. Instructor Wendy Moulds has the perfect personality for this spirited class. You'll learn the basics of Cajun cooking, receive recipe packets each week, hear stories from Wendy of her family's experiences owning a restaurant in New Orleans, and learn a little about Cajun culture. Even if you've taken the class before, there are new dishes and recipes this time! Enjoy this dinner party class in MCC's own residential-style kitchen.

Cost: \$79, 4 wks (8 hrs)

July 22-Aug. 12 M, 6-8 p.m. AVC 1930.03



Eating the Rainbow — Nutrient-Rich Foods

Ready to eat healthier? Try eating the rainbow! Brightly colored fruits and vibrantly colored vegetables and potatoes are nutrient-rich foods that will help you achieve balance and build a healthier diet. Certified wellness expert Janice Vick shows you how to select familiar foods and beverages with the richest sources of nutrients and antioxidants. Come learn how to shop for, prepare and enjoy dishes; sample the results; and take home recipes. Discover just how easy it can be to “eat the rainbow!”

Cost: \$79, 4 wks (8 hrs)

Aug. 6-27 T, 6-8 p.m. AVC 1933.04

will show you how to make some of the more popular cultural dishes, including hummus, tabouli and baklava. You'll see demonstrations, participate in hands-on preparation, receive great recipes to take home, and hear family stories. Best of all — every week ends with taste testing! The class is held in the MCC's residential-style kitchen classroom.

Cost: \$79, 4 wks (8 hrs)

July 24-Aug. 14 W, 6-8 p.m. AVC 5023.03

Mediterranean Menu

Now with a new instructor! Food critics and dietitians praise the diet of Mediterranean cultures as wonderfully healthy. Dishes prepared in this course include the healthy ingredients of the Mediterranean diet. Instructor Wendy Moulds

Easy Native French Cooking **NFW**

French cooking is not just for trained chefs! Instructor Marielle McCaleb, a French native, will explain the recipes and culture of France while you learn to cook authentic French dishes. Each evening will be a treat — come with a friend or family member to enjoy the experience! Bon appetit!

Cost: \$79, 4 wks (8 hrs)

June 5-26 W, 6-8 p.m. AVC 5024.01

New classes are always being added!

Check the online schedule at **www.MCCandYOU.com** for the most recent class changes.

MCC's Corporate Training provides many customized training programs that can improve your organization's performance. These programs are created to meet your training objectives and needs. Topics include:

- ◆ Leadership
- ◆ Computer Application
- ◆ Business Writing
- ◆ Managing Teams
- ◆ Language Skills
- ◆ Workplace Safety
- ◆ Legal Issues and Compliance Training
- ◆ Time Management

Classes can be scheduled at your site or at MCC. For more information, contact Stephanie Maulsby at 254-299-8057 or Steve Wenzel at 254-299-8152.

Success with People Extended DISC Profile

Become a stronger, more confident leader. The Extended DISC Profile, an online assessment based on the popular DISC theory, offers an understanding of your personality and the personalities of others based on behavior type, style and tendencies. With this insight, you can adjust your behavior to better suit a situation, avoid unnecessary problems and improve communication.



This course will increase your ability to: speed up change, discover the motivation that works best with individual employees, improve and develop communication skills, reduce conflict, and improve employee efficiency, productivity and profitability. Extended DISC is:

- ◆ a 20+ page personal assessment of your personality style.
- ◆ easy to use and implement.
- ◆ cost-effective.
- ◆ a strategic decision-making tool.
- ◆ a customizable training, consulting and coaching tool.

Lean Manufacturing

Lean manufacturing is based on the Toyota Production System (TPS), an organizational philosophy and set of methods that dramatically reduces time from a customer's order to product delivery — resulting in lower costs and less space in the production of superior products. The methods are used in service, sales, transactional, educational, municipal and health care organizations. Courses include:

- ◆ **Customized On-Site Lean Training**
Train your employees to become efficient, waste less and work smarter.
- ◆ **Lean Six Sigma Certification**
Learn the skills to transform your organization and obtain certification.
- ◆ **Online Lean**
Learn the concepts, terms and application of Lean principles and practices in manufacturing. Training is online and offers flexibility for busy schedules.

Online Advanced Manufacturing Education

This course delivers highly interactive, competency-based educational modules, ensuring your employees will have the skills required to be successful in an advanced manufacturing environment. Popular courses include:

- ◆ Blueprint Reading
- ◆ Mathematics
- ◆ Principles of Hydraulics

- ◆ Safety Practices and Regulations
- ◆ Hazardous Communication
- ◆ Confined Spaces
- ◆ Lockout/Tagout

Other topic areas include:

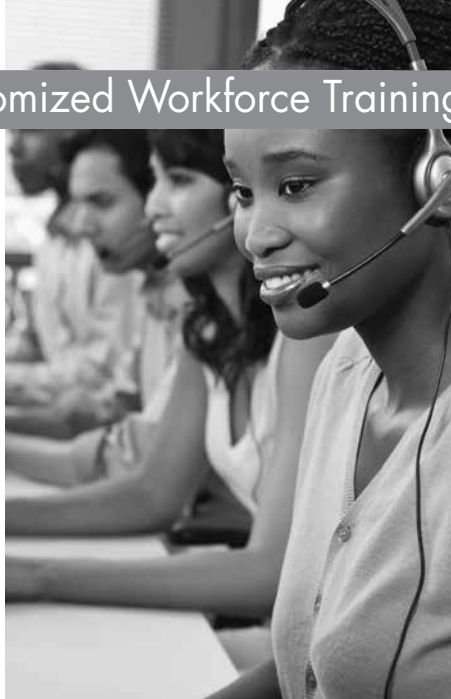
- ◆ Fundamental Skills
- ◆ Technical Skills
- ◆ Quality Systems
- ◆ Lean Manufacturing

Creating Stellar Customer Service

Outstanding customer service is the key to business success. Numerous customer service workshops are available that teach very specific skills and behavior for winning customer service. These programs are designed to build awareness and teach skills that can be used immediately in the workplace. These modules are fun, very affirming and very effective.

Workplace Spanish

Workplace Spanish is a series of easy-to-use, job-specific, Spanish training programs for a variety of fields. These programs can help improve communication, teamwork, efficiency and productivity in your organization by teaching employees key terms and expressions to help them communicate with Spanish speakers. Workshops are available for



banking, construction, customer service, health care, human resources, landscapers, manufacturing and supervisors.

Managing the Workforce

To effectively prepare managers for today's challenges, MCC offers customized workshops on:

- ◆ Workplace Violence
- ◆ Managing the Gen X Workforce
- ◆ Effective Discipline
- ◆ Dealing with Difficult People
- ◆ Handling Performance Problems
- ◆ Safety Compliance
- ◆ CPR/First Aid

Small Businesses: Get Free Training at MCC

Is your training budget stretched? If your company has fewer than 100 employees, the Texas Workforce Commission will pay for employee training.

- ◆ Get up to \$1,450 for newly hired employees
- ◆ Get up to \$725 for current employees

MCC offers classes in:

- ◆ Computers
- ◆ Customer Service
- ◆ Lean Manufacturing
- ◆ OSHA Compliance
- ◆ Safety
- ◆ Supervisor and Leadership Training
- ◆ Technical Equipment Training
- ◆ Auto Glass Repair

To learn more, visit

www.MCCCorporateTraining.com or call
254-299-8139.





Book Talk

Did you ever read a book that just begged to be shared, that needed to be discussed? You're not alone! Join

likeminded folks on the third Tuesday of the month from 11 a.m. to noon for lively discussion with Jo Pendleton and Gail Woodward as co-moderators. This group is designed for adults, age 55 and older, and is a fun way to meet people and make new friends across the community. June's book selection is "Behind the Beautiful Forevers" by Katherine Boo. Subsequent books are chosen by the group each month. Participation is free! Book Talk is an ongoing program, meeting once a month, that continues each semester — please call to re-enroll.

Cost: Free, 3 wks (3 hrs)

June 18, July 16 and Aug. 20

T, 11 a.m.-noon AVC 2023.03

Flowers & Gardening

Every Drop Counts

Water is one of our most taken-for-granted, yet precious natural resources. Learn simple and easy steps to manage, preserve, conserve and safeguard the natural rainwater and runoff supply for your home. You'll understand the important and common sense reasons to start paying more attention to this natural and free resource. And by the end of the course, you'll get an opportunity to purchase and build your own rainwater catchment barrel to use on your property and understand how to use it. Don't let this precious resource go to waste — use it to your advantage!

Cost: \$49, 4 wks (6 hrs)

Aug. 7-28 W, 6-7:30 p.m. AVC 4024.02

other useful items to take home are included in this jam-packed four-week class, which will help you create a more beautiful yard.

Cost: \$59, 4 wks (8 hrs)

June 4-25 T, 7-9 p.m. HAIT 1006.02

Your Lawn & Garden — The Centex Way

Landscaping is an investment that adds to the curb appeal of your home, so come learn the best ways to care for your Central Texas yard with this class. Instructor Mark Barnett, a local professional landscaper, master gardener and horticulturist, will teach you about lawn and grass growth, pest and weed control, watering, shrub and tree care (including pruning and fertilizing), flowering plants (including site selection, soil and mulching needs), and overall landscape design. Handouts and

Meet Mark Barnett



Mark dispenses expert advice on gardening and landscapes — and he should know! Mark has worked in the retail nursery and landscap-

ing business for more than 20 years, and he writes a Q&A column on gardening topics. He is a Texas Certified Master Gardener and is also certified as a Nursery Professional through the Association of Nursery Professionals and Landscapers Association. He enjoys herb gardening and experimenting with new plants in his own landscape. Students in his classes are consistently pleased and amazed with what they learn from Mark about how to have the best yards and landscapes in McLennan County.

Healthcare CPR

This course is designed for anyone in the health care field: doctors, nurses, professional rescuers, EMTs, firefighters, etc. The course covers the use of automated external defibrillators (AEDs) and lifesaving skills in the areas of respiratory (choking and near-drowning) and cardiac emergencies involving adults, children and infants. This course will satisfy the prerequisite for CPR for health education programs and careers.

Cost: \$50, 1 day or 1 wk (5 hrs)

May 7-9 TTH, 6-8:30 p.m. AVC 5204.23

May 11 S, 9 a.m.-3 p.m. AVC 5204.13

May 18 S, 9 a.m.-3 p.m. AVC 5204.14

May 21-23 TTH, 6-8:30 p.m. AVC 5204.24

May 25 S, 9 a.m.-3 p.m. AVC 5204.15

June 11-13 TTH, 6-8:30 p.m. AVC 5204.20

June 15 S, 9 a.m.-3 p.m. AVC 5204.21

July 9-11 TTH, 6-8:30 p.m. AVC 5204.22

July 13 S, 9 a.m.-3 p.m. AVC 5204.23

Aug. 13-15 TTH, 6-8:30 p.m. AVC 5204.24

Aug. 17 S, 9 a.m.-3 p.m. AVC 5204.25

June 4-6 TTH, 6-8:30 p.m. AVC 5205.35

June 8 S, 9 a.m.-3 p.m. AVC 5205.32

July 23-25 TTH, 6-8:30 p.m. AVC 5205.36

July 27 S, 9 a.m.-3 p.m. AVC 5205.33

Aug. 6-8 TTH, 6-8:30 p.m. AVC 5205.37

Aug. 10 S, 9 a.m.-3 p.m. AVC 5205.34

CMA Recertification

This course fulfills the state certification board requirements for recertification of Certified Medication Aides. It is required once yearly for all medication aides before their CMA license expires. The course meets the last Thursday of each month. Due to state regulations, there is absolutely no admission to class after 8 a.m. Bring a pen/pencil, paper, current CMA license and state-issued picture ID to class.

Cost: \$35, 1 day (7 hrs)

May 30 TH, 8 a.m.-5 p.m. NURA 1041.17

June 27 TH, 8 a.m.-5 p.m. NURA 1041.10

July 25 TH, 8 a.m.-5 p.m. NURA 1041.11

Aug. 29 TH, 8 a.m.-5 p.m. NURA 1041.12

Heartsaver CPR/First Aid

This American Heart Association course is designed for police, airline crews, security personnel, family members of patients at high risk for sudden cardiac death and individuals not in the health care field. This course provides training in basic first aid, including the skills recommended by OSHA, and is designed for anyone who might be the first to respond in the workplace or community. You will learn to use CPR, barrier devices and automated external defibrillators (AEDs) for all ages. Learn how to relieve foreign body airway obstructions and manage injured and ill persons. The course can be tailored for a specific workplace or group and can be delivered in a single day. On-site training is available. Call 254-299-8888 for more information.

Cost: \$50, 1 day or 1 wk (5 hrs)

May 4 S, 9 a.m.-3 p.m. AVC 5205.32

May 28-30 TTH, 6-8:30 p.m. AVC 5205.33





Return to Nursing

This 144-hour, computer-based course with a required clinical component is designed to satisfy Board of Nursing requirements to re-enter the nursing field or to help nurses feel comfortable re-entering the field after time away. You may enter the class at any time, and work at your own pace to finish the course. The course is designed to be finished within 24 weeks but may be completed earlier.

Cost: \$400, 24 wks (144 hrs)
RNSG 1006

Health & Human Services Professionals

MCC will tailor programs to meet your continuing education needs. For more information or to be added to our mailing list, please call **254-299-8587**.

Saddle Club — Individual Session

Saddle Club is for all riders ages 7-16, regardless of riding discipline or skill level. The club is a great way to spend quality time learning about horses and their tack, care and maintenance. Helmets, horses and tack are provided. Please dress appropriately for the weather, and wear boots and long pants.



No jewelry, please. For more details, call Aimee Edwards at 254-299-8553.

Cost: \$50, 1 day (3 hrs)
May 4 S, 1-4 p.m. AVC 4039.06

Summer Equestrian Camp

Send your horse lover to camp this year! For ages 7-16, this equestrian camp offers a hands-on learning experience in all aspects of horsemanship. Along with daily riding instruction, campers will learn the importance of safety, feeding, grooming, saddling and stable management. Each camper will be paired with an MCC horse for the week. Hurry! Sessions fill up very quickly. Campers must wear long pants or jeans and riding boots with heels. No shorts or sandals! Helmets are required and will be provided. Parents **MUST** attend a mandatory orientation meeting prior to the start of camp. For more information, contact Aimee Edwards at 254-299-8553.

Cost: \$185, 1 wk (13 hrs)

June 10-14 MF, 9-11:30 a.m. AVC 5104.1K

June 17-21 MF, 9-11:30 a.m. AVC 5104.2K

June 24-28 MF, 9-11:30 a.m. AVC 5104.3K

July 8-12 MF, 9-11:30 a.m. AVC 5104.4K

July 15-19 MF, 9-11:30 a.m. AVC 5104.5K

Horses and More Summer Camp

Do your campers beg to stay longer at the Summer Equestrian Camp? Enroll them in this one-week camp at Highlander Ranch this summer. Campers ages 7-16 will spend all day at the ranch participating in activities like horse riding, horse games, scavenger hunts, watching movies, water activities, and arts and crafts. Dropoff will start at 8:45 a.m. and final pickup is 4:15 p.m. Lunch is NOT provided; please send your camper with a sack lunch. Campers should be dressed appropriately for riding (long pants and boots). After lunch, they can change into more comfortable clothes (shorts and tennis shoes) for afternoon activities.

Cost: \$380, 1 wk (35 hrs)

July 22-26 MF, 9 a.m.-4 p.m. AVC 5104.6K



Horseback Riding Lessons

Highlander Ranch offers private and group lessons for beginner, intermediate and advanced riders ages 7 and older. Lessons are taught by CHA-certified instructors in the following areas: Hunter/Jumper, Western and Dressage. Horses are provided.

Cost: \$50 for private lessons

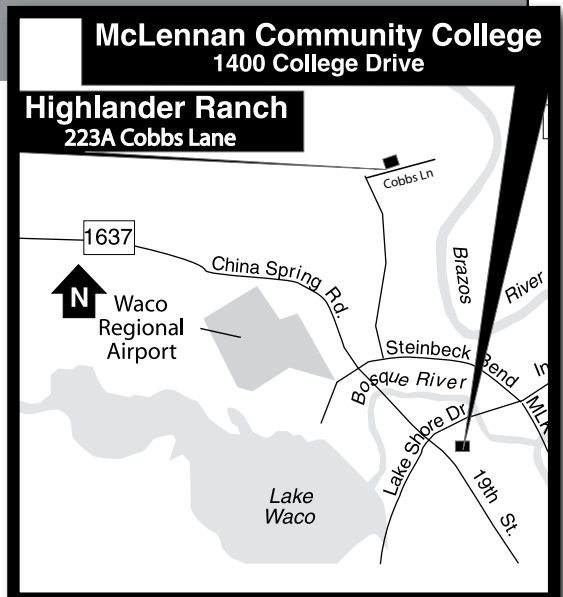
\$30 per rider for groups of two or more

Registration is on a month-to-month basis. Riders must register by the 20th of the preceding month.

For more information, call **Aimee Edwards** at **254-299-8553**.

Directions to Highlander Ranch

- From McLennan Community College, 1400 College Drive, turn right on N. 19th St.
- Stay on N. 19th St. It will become China Spring Rd.
- Turn right at the light on Steinbeck Bend.
- Turn left at the light on Rock Creek Rd. and go approximately 3 miles to Cobbs Ln.
- Turn right on Cobbs Ln. and go 1/4 mile to entrance to Highlander Ranch on left.





Beginning Sign Language

This beginning class is for those interested in learning sign language basics to use in their personal life or work place.

Instructor Cindy Foster teaches Pigeon Sign Language,

which combines the signs of American Sign Language and the grammatical structure of English. Cindy's love of people and language makes for a fun class. She includes a deaf presenter in one of the classes, which is always a highlight of the course. This class is a good beginning for those considering more training or a career in sign language and interpreting. Bring \$20 to first class for textbook purchase.

Cost: \$69, 4 wks (16 hrs)

June 4-27 TTH, 6:30-8:30 p.m. SLNG 1003.02



Cindy Foster

ESL Level 4

Continue to increase your English writing, listening and speaking skills in this more advanced class for learning the English language. Higher level reading and more advanced grammar and vocabulary are included. Class activities are designed to improve your English language skills for better job success and daily interaction. Instructor Andrea Cramer keeps class interesting with topics and activities that appeal to the serious adult learner. Study materials provided during the first class meeting are included in the registration fee.

Cost: \$149, 10 wks (50 hrs)

June 6-Aug. 19 MTH, 6:30-9 p.m. COMG 1001.05

ESL Level 7

This is the most advanced class to increase your English language grammar and writing skills. The course is designed for the non-native English speaker to develop more academically inclined skills for better success in higher education or management-level jobs. Study materials provided during the first class meeting are included in the registration fee.

Cost: \$149, 10 wks (50 hrs)

May 13-July 25 MTH, 6:30-9 p.m. COMG 1001.06

Meet Andrea Cramer



A native of Indiana, Andrea completed her training for teaching ESL in Chicago and taught English in the Polish community there.

After finishing an internship in Thailand, where she taught English to university students, she moved back to Indiana and taught English in a public middle school. Andrea has experience with all ages, though teaching adults is where her passion lies. She brings energy and enthusiasm to each class and always works to set up her students for success.

MySpanishTeacher.com

Online courses that teach job-specific Spanish

Gain a competitive edge by learning Spanish skills related to your career. This course can help make your job easier so you perform better at work. Spanish proficiency will also help you build a stronger resume and set yourself apart from the crowd.

McLennan Community College now offers an easy-to-use, interactive audio-visual Spanish course accessible online 24/7. It includes a range of fun games to help test and reinforce your new Spanish skills.

- Teachers
- Healthcare
- Banking
- Customer Service
- Real Estate
- Law Enforcement
- Corrections
- 911/Dispatch
- EMS and Fire
- Park Rangers

Move Ahead Of The Pack —
Learn Spanish for the following professions:

Receive six months unlimited access to MCC's self-paced program for only **\$89** each. Certificates available upon successful completion of your course.

Enroll today! Call **254-299-8888** for more information.



Music & Dance

Beginning Basic Ballroom Dance

Instructors Glenn and Georgia Hofen put students of all ages at ease as they introduce their pupils to the dance floor. Learn basic steps and techniques, directional movements, and proper positions for the fox-trot, waltz, East Coast swing, rumba and cha-cha. The course fee includes a CD of practice music for home use (one CD per couple). Don't miss this fun class designed to keep you on your toes! Wear leather-soled shoes appropriate for dancing. **This course is for couples only; each partner must register.**

Cost: \$59, 10 wks (20 hrs)

June 12-Aug. 14 W, 7-9 p.m. AVC 1646.03



Intermediate Ballroom Dancing

This course is designed for those who have taken Beginning Ballroom or those with basic dance experience. Instructors Glenn and Georgia Hofen will help you expand on your basic ballroom skills. Learn additional style, techniques, steps, and dance patterns for the popular ballroom dances: fox-trot, waltz, East Coast swing, rumba, and cha-cha. Join this fun class designed to enhance your dancing enjoyment. Wear shoes suitable for dancing. A practice CD of dance music will be provided for each couple to practice the lessons at home. **This course is for couples only; each partner must register.**

Cost: \$49, 6 wks (12 hrs)

May 1-June 5 W, 7-9 p.m. AVC 3055.01

Learn to Dance

If you're afraid you have two left feet or you want to learn to dance on your own, this is the class for you! Men: Learn how to lead. Women: Learn how to follow. Doris Kalal, our experienced

(and patient!) instructor, believes with a passion that everyone should and can learn to dance. Even if it's been a long time since you were on the dance floor, come to this class and rejuvenate your skills. You'll learn a little of this and a little of that for many types of dances — country western, waltz, line, swing, ballroom, salsa. When the music plays, you'll be more confident on the dance floor than you ever thought! Take that first brave step and come learn!

Cost: \$49, 6 wks (12 hrs)

June 6-July 18 TH, 7-9 p.m. AVC 3051.03

Country Western Dance

All Texans should know how to country western dance! By the end of this course, instructor Doris Kalal will have taught you how to lead or follow and how to do popular country western dances: two-step, waltz, swing and a popular line dance. You will even have the chance to attend a country western dance with the class. **This course is for couples only; each partner must register.**

Cost: \$49, 6 wks (12 hrs)

June 10-July 15 M, 7-9 p.m. AVC 1648.03

Become a Better Country Western Dancer

Want to learn some new dance steps and moves? Want to look better on the dance floor? Instructor Doris Kalal will help you with lots of individualized suggestions to be more in sync with your partner and to enhance your dancing enjoyment. It's almost like private lessons! In addition to two-step, three-step and waltz, you will be introduced to Night Club Two Step and West Coast Swing, which are all the rage nationwide. You'll even learn a little salsa or a popular line dance. You'll be really impressive, even on small dance floors! Don't miss this great class! **This course is for couples only; each partner must register.**

Cost: \$49, 6 wks (12 hrs)

July 22-Aug. 26 M, 7-9 p.m. AVC 3087.03



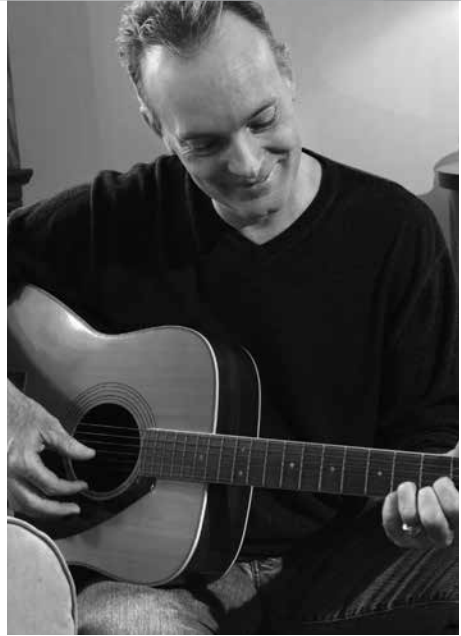
Basic Guitar

This class is for adults just learning the guitar, as well as those who strummed long ago and want to start up again. Instructor Pat Kelly will help you learn (or re-learn) tuning, chords, rhythm and accompaniment techniques, ending with a few songs in your repertoire to build on by the end of the course. Bring your own acoustic guitar. Practice materials will be provided.

Cost: \$80, 6 wks (12 hrs)

May 21-June 25 T, 6-8 p.m. AVC 1902.01

July 9-Aug. 13 T, 6-8 p.m. AVC 1902.02



Bagpiping for Beginners

Where better to learn the basics of bagpiping than at MCC, where our mascot is the Scottish Highlander! All you need is the desire to learn and the commitment and patience to practice. Learn from a professional piper on a “practice chanter,” similar to a recorder. You’ll study essential finger skills and music theory basics like notes, grace notes and embellishments. (Because this is an introductory course, it does not include

playing the Great Highland Bagpipe instrument.) Repetition, group practice and individual drills will have you playing basic, traditional tunes by the end of the course. Students ages 16+ are welcome; no previous musical experience is necessary. Practice chanter included.

Cost: \$69, 6 wks (12 hrs)

June 3-July 8 M, 6:30-8:30 p.m. AVC 4041.02

Online Courses

Need a career boost but find that our instructor-led schedule is inconvenient for you? MCC offers a variety of interactive courses that can be taken over the Internet. The courses below are offered as a series. Just call 254-299-8888 and register for a certificate in the series. Then go to ed2go.com/mccwaco and follow the directions to create a password. Each 24-hour course contains 12 sessions, delivered twice per week. Upon completion of all requirements, e-mail Steve Wenzel at swenzel@mclennan.edu to request a certificate.

Series in Grant Writing and Nonprofit Management

Learn how your nonprofit organization can succeed in these times of higher demand, tighter budgets and decreased funding. Courses offered:

- ◆ Introduction to Nonprofit Management
- ◆ Marketing Your Nonprofit
- ◆ A to Z Grant Writing
- ◆ Writing Effective Grant Proposals

Cost: \$356, BMGT 1091



- ◆ Professional Sales Skills
- ◆ Effective Selling
- ◆ Principles of Sales Management

Cost: \$267, BMGT 1098

Series in Project Management

Learn how to manage a successful project. These courses will help you prepare for the internationally recognized Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) exams offered by the Project Management Institute. Courses offered:

- ◆ Project Management Fundamentals
- ◆ Project Management Applications
- ◆ Introduction to Microsoft Project 2010

Cost: \$267, BMGT 1023

Series in Web Development

Learn to build a dynamic website or enhance your current website. Choose the software that best fits your needs.

Courses offered:

- ◆ Creating Web Pages
- ◆ Creating Web Pages II
- ◆ Choose from: Introduction to CSS and XHTML or Java for the Absolute Beginner
- ◆ Choose from: Photoshop CS5 or CS6 for the Digital Photographer or Creating Web Graphics with Photoshop CS4 or CS5.

Cost: \$356, IMED 1016

Series in Supervisory Management

Learn how to be an effective manager or supervisor by mastering the basics of business and organizations. Courses offered:

- ◆ Fundamentals of Supervision and Management
- ◆ Fundamentals of Supervision and Management II
- ◆ Employment Law Fundamentals
- ◆ Mastery of Business Fundamentals

Cost: \$356, BMGT 1094

Series in Sales Management

Learn to develop a framework to improve your personal sales and develop your sales team. Courses offered:

Ed2go.com

You can take all Ed2go courses from the comfort of your home or office at the times that are most convenient to you. A new section of each course starts monthly. All courses run for six to eight weeks and are composed of 12 lessons representing 24 or more hours of instruction. You can ask questions and give or receive advice at any time during the course. For more information, visit ed2go.com/mccwaco or call Steve Wenzel at 254-299-8152.

How to Get Started:

1. Visit our Online Instruction Center at www.ed2go.com/mccwaco.
2. Click the Courses link. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course. You will choose a username and password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.

Start Dates:

A new section of every course in the Ed2go catalog will begin on May 15, June 19, July 17 & Aug. 21.

More than 200 courses are on our website! Listed here are some examples of the categories of courses available. Check Ed2go.com for costs.

- Business
- Child Care & Parenting
- Computer
- Digital Photography & Video
- Grant Writing/Nonprofits
- Health Care, Nutrition & Fitness
- Languages
- Law & Legal Careers
- Personal Finance & Wealth
- Test & Certification Prep
- Web Design
- Writing & Publishing

Online CEUs

Get trained online and earn CEUs in a variety of careers. For more information, visit www.MCCCorporateTraining.com or mclennan.360training.com.

- Alcohol Seller/Server
- Contractors
- Cosmetology
- Dental
- Electrician
- Engineer
- Food Safety
- Industrial Skills
- Insurance
- OSHA — Construction
- OSHA — General Industry
- OSHA — Hazardous Waste Training
- OSHA Outreach Training
- Real Estate
- Respiratory

Online Foreign Language Courses

Convenient, interactive, fun!

Traveling abroad? Aspiring to learn a new language? Looking to improve your speaking skills?

Try one of these highly interactive language courses you can take entirely online! You can learn what you want, when you are ready, from anywhere.

These online language courses offer a wide range of affordable, fun and convenient classes. Whether you're looking to brush up before a trip or enhance your career with job-specific courses, MCC has the right course for you!

Go to **MCCandYOU.com** and click on Learn Foreign Languages to get started today!



Online Defensive Driving

MCC offers a state-approved driver safety course that can be taken totally online.

This program offers the most convenient and flexible way to meet the requirements for a ticket dismissal or auto insurance premium discounts. Imagine taking your driver safety course entirely self-paced from your home, office or laptop. You will be allowed to log in and out of the course until you complete the required six hours.

Cost is only **\$25**. Log on now and begin!

www.MCCDefensiveDriving.com



Outdoors

Backyard Birding for Beginners

If “birds of a feather flock together,” then anyone interested in the delightful pastime of bird watching should join this class. You’ll make some new friends while learning ways to attract native and migratory birds to your own backyard. Instructor Mel Grider will provide helpful handouts such as a Backyard Feeding

Guide and a spreadsheet on what various birds eat. His informative sessions will even teach you which species make the best backyard visitors. Classes are held at Mel’s store, Wild Birds Unlimited. Bring a notebook and pen to take notes.

Cost: \$15, 3 wks (3 hrs)

June 4-18 T, 6-7 p.m. AVC 1259.05

July 9-23 T, 6-7 p.m. AVC 1259.06



Texas Hunter Education

This course includes all the information the law requires hunters age 17 and older to know. The certified instructor will cover hunting rules and regulations, ethics and responsibilities, and safe firearm handling and storage techniques. When you successfully complete the course (attend both sessions in their entirety), you will receive a lifetime certification card.

Cost: \$20, 1 wk (12 hrs)

Aug. 15-17 T, 6-9:30 p.m.; S, 8 a.m.-4 p.m.

AVC 1983.04

Street Motorcycle Safety

New to motorcycles? Boost your confidence and safety by operating a motorcycle in a controlled, off-street environment and learning important classroom information. Taught by a certified Motorcycle Safety Foundation Rider Coach, this class teaches the kinds of motorcycles, their controls and operation; how to deal with traffic; and the importance of protective gear. Then hop on a motorcycle (provided, along with helmets) to learn techniques like basic operation, straight-line riding, turning, shifting and stopping, cornering, maximum braking, and swerving. Pass the assessments at the end of all sessions and you'll earn a Motorcycle Safety Foundation Completion Card and a riding test waiver by the Texas Department of Public Safety (you'll still have to take the written test). No experience is necessary; a good sense of balance is required (must be able to ride a bicycle).

Cost: \$175, 1 wk (16 hrs)

June 12-16 WTH, 6-9 p.m.; SSU, 7 a.m.-5 p.m.
AVC 1279.02

July 17-21 WTH, 6-9 p.m.; SSU, 7 a.m.-5 p.m.
AVC 1279.03

K9 Mutt Dog Obedience Training — Basic

Hoping to teach Fido a few manners? Build the foundation of good behavior by creating a good relationship with your dog. This beginning course, offered by local canine experts K9mutt Training, teaches the basics of obedience training and helps you better understand your dog. No two family dynamics are the same, so you'll learn the best training methods for you and your dog. This course is for family dogs, shelter and rescue dogs, and special-needs families. You must provide instructor with current shot records at the first class.

Cost: \$99, 7 wks (7 hrs)

June 8-July 27 S, 9-10 a.m. AVC 1823.06

June 9-July 28 SU, 9-10 a.m. AVC 1823.07



K9 Mutt Dog Training — Advanced

Take your dog training to the next level. You will do most of your training on long leads and will learn to trust and understand your dog further. You must have taken the Basic training class to register and must provide instructor with current shot records at the first class.

Cost: \$99, 7 wks (7 hrs)

June 8-July 27 S, 10-11 a.m. AVC 1849.04

Barking is Not the Problem

NEW

Does your dog have separation anxiety? Is she scared of storms or men? Does he bark all the time or jump on everyone? These negative behaviors and others will be addressed at this class. These three hours will be an open forum for questions and discussion, as well as a chance to learn some tools to diminish and possibly eliminate your dog's undesirable behavior. Please do not bring your dog unless they have been through the Basic Obedience Training class.

Cost: \$59, 1 day (3 hrs)

May 11 S, 11 a.m.-2 p.m. AVC 1887.02

July 27 S, 11 a.m.-2 p.m. AVC 1887.03

Therapy Dog Scenarios **INAW**

Are you trying to hone your therapy dog's ability to meet and greet in various situations? Are you considering your dog for volunteer therapy work and wondering how he or she will do? Therapy dog work is very diverse, and it's important to be prepared for various situations. Over three weeks, this course will teach you the best way to deal with a variety of scenarios. Your instructor, Sandy Wittliff, is a licensed therapy dog instructor through Pet Partners, has two therapy dogs and is a member of Angel Paws. You are encouraged to participate with your dog so you can be prepared when these circumstances do arise.

Cost: \$69, 3 wks (6 hrs)

June 8-22 S, 11 a.m.-1 p.m. AVC 1888.03

Basic Screenplay Writing

You've been thinking about it a long time. You have a story that you're sure should be a movie. So let's write it! Here's your chance to learn some special tools of the screenwriting craft, taught

by a professional screenwriter, instructor and film agent. Topics will include story generation, brainstorming, screenplay format, structure, character development, dialogue, settings, scene/action description and marketing. This course will get you started with confidence!

Cost: \$69, 8 wks (24 hrs)

June 12-July 31 W, 6-9 p.m. AVC 2020.03

Un-Stuff Your Life — Organize It!

"If I could just get everything organized!" Professional organizer Jennifer Snyder, owner of Neat As a Pin, can show you how! Topics covered are clutter versus hoarding, the emotional attachment to stuff, schedules and time management, organizing computer files, and paper jungles. In a plain and simple style, Jennifer gives you innovative solutions to better conquer your everyday clutter challenges, master your time effectively and finally reach your goals. Take this course and in six weeks you'll be on your way to simplifying your space and your life.

Cost: \$59, 6 wks (12 hrs)

June 11-July 16 T, 6-8 p.m. AVC 2065.04

Texas Sports Hall of Fame Fantasy Football Package

If you've always wanted to try Fantasy Football but don't have a clue where to start, this is your class! It's for men and women over age 18 who are rookies to Fantasy Football. Steve May, best known as the "Commish" of several Fantasy Football leagues in Waco, will help you through the setup and startup of your own roster for the 2013 season. You'll learn an overview of Fantasy Football, the types of leagues, and strategies for how and who to draft for your team. On the last night, you'll pick your own team to follow through the season. You'll meet at the Texas Sports Hall of Fame, where you'll get an individual membership as part of your registration to this class. "Rookies" only, please. Sorry no refunds.

Cost: \$35, 4 wks (6 hrs)

Aug. 7-28 W, 6:30 p.m. AVC 2099.01



Car Repair and Maintenance *NEW*

While cars are more reliable than ever, proper maintenance on the little things can help prevent big problems. If you want to learn the basics of maintaining and servicing your car, this is the class for you. Discover simple secrets of basic auto maintenance and repair in the classroom and then move to hands-on practice on your own car! Learn what you can do yourself and how to describe problems to your mechanic. Know what to do when a warning light comes on. Know when you really need to change your oil and whether you should use natural or synthetic. By sight and sound, learn how to recognize problems around your car and under its



hood. Come dressed to work on your car! Class meets every other week and is held at Jesse Britt's Automotive shop.

Cost: \$79, 3 wks (9 hrs)

June 9-July 7 SU, 9 a.m.-noon AVC 3083.01

Food Manager Certification

Become certified! Classes are held monthly through the Waco McLennan County Health District.

To learn more or to register, call **254-750-5464**.



Sports & Fitness

Learn to Play Golf

This is the perfect way to get your game off to a great start! You'll get introduced to the game of golf by instructor Ed Rolan and learn proper grip, stance and alignment, as well as driving, chipping and putting. Ed will also talk about golf etiquette and give helpful pointers on choosing equipment for your golf game. You may bring your own clubs or use clubs provided at the lesson. This class meets at Twin Rivers Golf Club driving range, and enrollment is limited. Students are responsible for purchasing their own buckets of golf balls (\$5 per bucket) for each class.

Cost: \$49, 3 wks (12 hrs)

June 3-19 MW, 6:30-8 p.m. AVC 1026.03

Improve Your Short Game

Interested in refining your short game and lowering your scores? Come to Twin Rivers Golf Club and meet your instructor Ed Rolan for golf class! Techniques for chipping, pitching, sand shots and putting will be emphasized. You will learn effective techniques for practicing golf strokes the correct way to help you get the results you desire. Treat yourself or the golfer in your life to this course. Students are responsible for purchasing their buckets of balls (\$5 per bucket) at each session.

Cost: \$49, 3 wks (9 hrs)

May 6-22 MW, 6:30-8 p.m. AVC 5128.01

July 8-22 MW, 6:30-8 p.m. AVC 5128.02

Hatha Yoga

Join Thomas Marvin in his popular Monday night yoga course. The classes are non-competitive with a focus on self-development. Learn traditional routines of posture and breathing exercises. These classes are designed to increase physical strength, endurance and flexibility. The postures, in combination with breathing exercises, can reduce negative emotions such as stress. Each session concludes with a guided deep relaxation. All ages and abilities may enroll. Classes are held off campus. Bring a blanket and small pillow.

Cost: \$35, 6 wks (9 hrs)

June 3-July 8 M, 5:30-7 p.m. AVC 1201.05

July 22-Aug. 26 M, 5:30-7 p.m. AVC 1201.06

Mind & Body Aerobics

Burn fat, shape muscles and get a cardiovascular workout in this low-impact aerobics class. Sue Johnson is a favorite instructor, and she will get you moving to the music and toward your conditioning goals. Bring a floor mat and two hand weights of 1 to 5 pounds, whatever is appropriate for your strength.

Cost: \$45, 6 wks (12 hrs)

May 7-June 13 TH, 5:30-6:30 p.m. AVC 1577.05



Breakthrough!

Meeting personal health and fitness goals is a continuing challenge. Christina Ricketts — a licensed and certified Athletic Trainer, founder of Mighty Warrior Sports Medicine and Physical Wellness Center, and former collegiate runner — teaches tools to conquer your barriers and create breakthroughs in your wellness. You'll receive a video analysis on the way you walk or run, as well as a posture assessment regarding potential risk for injury or cause of current pain. Then you will receive an individualized six-week plan that will help you meet your personal health and wellness goals in a safe manner. You will learn corrective exercises to improve posture, stretching techniques, proper nutrition, powerful mental techniques, what your body needs instead of wants, as well as guidance on how to create your own workout plan.

Cost: \$95, 6 wks (9 hrs)

June 11-July 31 TW, 5:30-7 p.m. AVC 2013.03

Beginning Foil Fencing

En garde! Considered a cross between playing tag and chess, fencing is about focus, strategy, concentration and personal control skills. In this beginner class, you will learn the fundamental skills and techniques of foil fencing, including the advance, retreat, lunge, basic attacks and defenses plus instruction on bouting and strategy. Rebekah, your instructor and local fencing coach, places great emphasis on keeping the traditional spirit of fencing — integrity, respect and good sportsmanship. Equipment is provided.

Cost: \$69, 8 wks (12 hrs)

July 24-Aug. 28 W, 7-8:30 p.m. AVC 1623.02

Costa Rican Adventure

Immerse yourself for a week in the language and culture of beautiful Costa Rica. Language, cooking, dance or other cultural classes are offered daily. Accommodations provided with specially selected families near Heredia, a suburb of Costa Rica's capital San Jose, in a bed and breakfast atmosphere with private room and bath, including breakfast and dinner daily. Day trips — some included, some optional — are among your choices included in the price of your trip. Experience the beauty, culture, and fun of Costa Rica's eco-culture, beaches, zip lines, white water rafting, "cloud forests," coffee plantations, shopping, volcanoes, and hot springs. Not included in price are air fare and certain excursions. Contact Daniel Paniagua for more details: dpaniagua@mclennan.edu or 254-299-8942.

Cost: \$1,500, 2 wks (48 hrs)

July 13-27 M-SU, 8:30 a.m.-12:30 p.m.
FRNL 1091.02



Alaska Trip in July 2014

Make your plans today!

Enjoy the sights and sounds of Anchorage, Denali National Park, Elision Visitor Center, Fairbanks Gold Mine, the Arctic Circle, Anchorage's Alaska Wildlife Preserve, Seward's Resurrection Bay and Exit Glacier, Brooks Falls bears, a fishing tour and a boat ride to see whales, sea lions, eagles and puffins.

- 12 days, 11 nights
- 16 travelers
- 2 meetings before trip

For more information, call **254-299-8228**.



Be At the Top of Your Game! **N/WW**

No matter what the sport, knowledge of good fitness habits and figuring statistics help athletes stay at the top of their game. Come to this camp to learn and have fun: use a pitching simulator to figure your average pitching speed, participate in paper football and balloon volleyball tournaments, watch inspiring sports-related movies, and learn to figure your best heart rate and calorie totals. You'll have fun but learn important stuff for your whole life! Camp is held at the Texas Sports Hall of Fame and is for ages 9-12.

Cost: \$59, 1 wk (16 hrs)

June 17-20 M-TH, 1-5 p.m. AVC 1413.01

Stones & Bones

Do you like fossils, rocks and prehistoric creatures? Be a part of this summer morning class and learn a lot about the rich geology and prehistoric fossils of Waco. Included in the camp are field trips to go fossil hunting and to the Mammoth Site, as well as other fun activities. For ages 9-12. Wear comfortable tennis shoes (no sandals or flip flops) and bring a water bottle.

Cost: \$89, 1 wk (16 hrs)

June 17-20 M-TH, 8 a.m.-noon AVC 2002.01



Dining Etiquette & More

Learn to dine with the manners and etiquette of the “rich and famous.” You’ll learn the proper way to eat soup, which fork is for what purpose, and other important table manners. You also learn how to make introductions properly, the importance of thank-you notes, and telephone manners. Your “hostess” is Mrs. Marie Martin, a certified children’s etiquette consultant who was trained at the American School of Protocol. She trains top-level executives and children in various settings and gives her students the confidence and social skills they need for success. For ages 8-12. (Students should plan to eat before or after class; the class will only include table etiquette, not a meal.)

Cost: \$79, 1 wk (6 hrs)

June 17-20 M-TH, 11:30 a.m.-1 p.m. AVC 2054.04

Kids iPad Fun **N/WW**

Unfold the basics of the iPad. Kids will learn iPad etiquette and explore age-appropriate apps. This is a hands-on, interactive class. Students will explore basic apps and create projects that will show what they’re learning. This course includes delving into personal creativity, how to publish books, exploring science, fun math games, interactive books, and much more! No iPad needed.

Cost: \$89, 1 wk (8 hrs)

July 8-11 M-TH, 10 a.m.-noon AVC 3033.01 (ages 6-7)

July 8-11 M-TH, 3-5 p.m. AVC 3033.02 (ages 8-12)

Lego Logo

Lego Logo offers a creative, high-tech engineering environment to young technicians. Not found in stores, special Lego Logo kits provide extraordinary opportunities for hands-on construction. Along with detailed technical plans, the kits also include motors, lights, touch sensors, drive chains, special Lego components and much more! Under the guidance of a certified educator, students will build robots, traffic lights, racecars, 4x4 trucks, cranes, pulleys, levers and more during this energized week of

discovery with Lego! Motivated by fun, creativity and success, your little builder will learn math, science and technology in an exploratory way. Fast Forward Kids brings this program exclusively to Waco and MCC. For ages 8-12.

Cost: \$89, 1 wk (8 hrs)

July 8-11 M-TH, 8-10 a.m. AVC 5113.04

July 8-11 M-TH, 10:30 a.m.-12:30 p.m. AVC 5113.05

July 8-11 M-TH, 1-3 p.m. AVC 5113.06

Follow Me Robot **NEW**

How would you like to build a robot that will detect the sound of your voice and follow your commands? You'll get to build your own robot to take home — wow! It starts flashing and plays Do-Re-Me. Make it move the way you want it to move. It is so smart. It will move in its own routine if it does not get a signal from you and will even go to sleep after inactivity. Learn about the different gears and sensors as you build it. Get to build other robots working in groups. Join in our Sumo wrestling and obstacle course events with what you have built. See everything happening as you build. That's the Sciensational way! For ages 7-12.

Cost: \$139, 1 wk (16 hrs)

June 10-13 M-TH, 8 a.m.-noon AVC 5241.01

Robotic Arm Science

NEW

Learn the science of robotics as you have fun building, commanding and taking home your own five-motor robotic arm! You can command your gripper to open and close; move your robotic wrist, elbow and base; and command vertical and horizontal reaching moves. Your robot will be equipped with 100 grams of lifting capacity. Additional features include a search light on the gripper for night operation. You will have total command



and visual manipulation using the five-switch wired controller. Plus, have fun building a wide range of additional robotic designs with the robotic building system. Participate in our Olympic-style robotic challenges, robot battles and more! For ages 9-13.

Cost: \$139, 1 wk (16 hrs)

June 10-13 M-TH, 1-5 p.m. AVC 5242.01

Kids — Let's Get Cooking!

NEW

This one-week session will highlight both microwave and oven-free dishes for preteens and teens alike. These simple recipes, from the ultimate lettuce wrap to the freshest fruit salad, focus on both taste and nutrition for chefs-in-the-making. This kids-only class will also teach quick and easy dishes using leftovers in all new ways, like shredded pork for the ultimate barbecue sandwich. Who knows — your son or daughter may offer to make dinner after this week is done!

Cost: \$79, 1 wk (8 hrs)

July 15-18 M-TH, 10 a.m.-noon AVC 5245.01

Special Registration Form

Required for all youth classes

See MCCKidsCollege.com for more information and to download registration forms.



BLAST — Babysitter Lessons & Safety Training

Get certified training by The National Safety Council for babysitters, child-care and nursery workers. This fun and fast-paced training equips you to be a safe child care provider and enhances confidence and your capability to secure babysitting jobs. This course includes a babysitter first aid kit and the following: Safety First (house rules and conditions, safety, fire), Sitter Basics (diapering, bottle feeding, burping, spoon feeding, crying, preparing for bedtime, behavior problems/solutions, discipline, sitter's checklist), and First Aid. Please bring a snack and sack lunch. Primarily for ages 10 years and up. *Please register with the name as it should appear on the certificate of completion.

Cost: \$90, 1 day (5 hrs)

June 11 T, 10:30 a.m.-3:30 p.m. AVC 5240.02

Story Hour — A Day at the Movies

Come spend a day at the movies watching classic Disney films and enjoying fun activities, like creating special art work! Kids will get a chance to read great story books, too. Please bring a sack lunch and snacks. For ages 7-10.

Cost: \$79, 1 day (5 hrs)

June 13 TH, 10:30 a.m.-3:30 p.m. AVC 5246.01

Fashion by Design

Does your child have a flair for fashion? They won't want to miss this creative class! They'll design their own T-shirts, flip flops, necklaces, bracelets and other accessories. Then they'll model their fashions in a super style show. Please bring a sack lunch and snacks. For ages 7-10.

Cost: \$79, 1 day (5 hrs)

June 12 W, 10:30 a.m.-3:30 p.m. AVC 5247.01

On Your Own — Life After High School *NEW*

Join us for an exciting, fast-paced opportunity to learn skills such as managing finances, finding and keeping a job, managing time and stress, and being successful in school and your career. Experts will be available in these sessions, including the author of "On Your Own: Navigating the Road to Independence," JoAnn Jumper (director of the Mental Health/Social Work programs at MCC). A courtesy session will be available for parents on Thursday, June 20 from 9 a.m.-noon to learn about financial aid. The book and workbook are included in the cost.

Cost: \$99, 1 wk (15 hrs)

June 17-21 MF, 9 a.m.-noon AVC 5244.01



Training & Certification

The Continuing Education Division at McLennan Community College provides quality education and training for community members who are ready to enter a new career field.

Individuals can get the training they need to become highly skilled professionals that employers desire.

Several certifications are available for individuals whose chosen field requires such credentials.

Many courses are available in the evenings, weekends and online to fit the schedules of students with work and family obligations.



MCC Continuing Education
& Workforce Training
Enrich Your Life!

www.MCCandYOU.com

Activity Director



Activity Director

This course prepares individuals to work as an activity director in long-term health care facilities. The activity director is the key person for providing quality-of-life experiences for long-term care residents and clients. This course includes assessment, care planning, documentation process and evaluation of client needs. It also addresses program design and finding resources and/or funding. The course includes 100 hours of classroom information and 115 hours of internship. Required textbook is available at the MCC bookstore (cost is approximately \$50). Students must register for all three sections listed below.

Cost: \$399, 18 wks plus internship (215 hrs)

Aug. 8-Oct. 3 TH, 9 a.m.-4 p.m. GERS 1004.03

Oct. 3-Dec. 5 TH, 9 a.m.-4 p.m. GERS 1007.03

Aug. 8-Dec. 5 TBA, TBA GERS 1066.03

Auctioneer



Introduction to Auctioneering

The McLennan Community College Auctioneer Academy is an 80-hour course designed to teach participants the skills necessary to act as an auctioneer, conduct auctions and operate an auction company. Participants will learn how to conduct auctioneering in a professional and ethical manner, as well as gain the skills to perform the auction chant and address the public confidently and effectively. The academy will emphasize the importance of acting in accordance with federal, state and local auction laws. The Auctioneer Academy is approved by the Texas Department of Licensing and Registration (T.D.L.R.).

Cost: \$850, 1 wk (80 hrs)

June 22-29 SS, 8 a.m.-6:30 p.m. AUCT 1000.07

In order to obtain an auctioneer's license, candidates must:

- ◆ be at least 18 years of age.
- ◆ be a citizen of the United States or a legal alien.

- ◆ pass the written examination or have been employed by a licensed auctioneer for at least two years and have participated in 10 auctions.
- ◆ have a high school diploma or GED.
- ◆ not have been convicted of a felony within five years of the application date.
- ◆ complete at least 80 hours of classroom instruction at an approved auction school.

The MCC Auctioneer Academy is a comprehensive curriculum consisting of the following topics:

- ◆ License Requirements
- ◆ Professional Conduct, Ethics and Appearance
- ◆ Bid Calling and Public Speaking
- ◆ Fund Raising and Charitable Events
- ◆ Sale Setup, Preparation and Property Make-Ready
- ◆ Real Estate and Homes
- ◆ Public Sales Ordered by the Court
- ◆ Internal Revenue Service Sales
- ◆ Advertising Auctions
- ◆ Sale Day Setup and Employee Functions



- ◆ Sales By Auction
- ◆ Accounting and Bookkeeping

Cost for the course includes books and fees. For more information, contact Frank Graves at 254-299-8126 or fgraves@mclennan.edu.

Massage Therapy Program

Fall 2013 Class

Now Enrolling

Become a massage therapist! This course covers all the topics needed for massage professionals. At the end of classroom instruction, you'll take part in a 50-hour internship giving hour-long massages to community members.

Some financial assistance is available in the form of a TPEG grant. You may apply for the grant in MCC's Financial Aid office on the second floor of the Administration building.

Length: 24 weeks, plus internship (520 hours)

Cost: \$2,850

Call **254-299-8587** for more information.



Medical Coding Specialist

MCC offers eight online (Internet-based) medical coding courses so you can conveniently acquire the insurance coding skills needed to work in the field of medical insurance coding. You can take as many of the courses as you like. Upon satisfactory completion of all eight courses, you will be awarded a Medical Coding Specialist Marketable Skills Achievement Award by MCC and will also be prepared to take the Certified Professional Coders exam offered by the American Academy of Professional Coders (AAPC).

Each course costs \$89 and requires the purchase of additional course materials (approximately \$65) to be downloaded from the Internet.

For more information, contact the Continuing Education office at 254-299-8888.



Technical Requirements

Please note: This course is not available on a Mac computer. You can register, order instructional materials and access your class from the ease of your computer. To do so, you will need the following equipment and software: *

- A PC with CD-ROM
- Internet access
- E-mail account
- Web browser — Microsoft Explorer version 4.5 or later

*Note: No special software is needed.

About the Instructor

Bill Hess has more than 30 years of education and business experience. He developed these courses and has offered them successfully at numerous colleges across the country.

Courses

You may take any of the courses, but Medical Terminology is a prerequisite for the other seven courses. If you plan to take all eight courses, you should do so in the sequence in which they are listed here. Once you have finished all eight courses, call the Health and Human Services office at 254-299-8587 to request the Marketable Skills Achievement Award. All courses are 39 hours (11 weeks long) and offer flexible entry to students throughout the year; however, classes must be finished within 11 weeks of the start date.

Course Materials

Each course requires a download of materials that costs approximately \$65. The cost of books and course materials is not covered in the price of registration. You will receive an orientation letter from the instructor via e-mail soon after registration with information on how to take the course and how to obtain necessary materials.

Medical Terminology

This course is the foundation for all other medical training courses and is taught from an anatomical approach. Root terms are divided by each body system. The origin, a combined form and an example of non-medical everyday usage is provided for each root term. Word associations are provided as a learning tool, and unusual and interesting information is provided for each term. Root terms are combined with prefixes and suffixes.

Medical Billing

A massive shift away from paper-based systems to electronic records and health insurance companies changing requirements has created a shortage of Medical Billing professionals with specialized training. This online course prepares you for entry-level jobs in a doctor's office or other medical facility. This course includes Front Office Management, Filing Part B CMS 1500, Filing Part A CMS 1450, Medicare, Medicare Billing Problems, Patient Record Keeping using Medisoft, Medicare as Secondary Payer, Medicare and Home Health, and Medicare and Women's Health. A non-graded bonus module is included on Electronic Medical Records, which becomes mandatory for all medical providers in 2014.

Medical Coding

Prepares students for entry-level jobs in a doctor's office or other medical facility. Includes ICD-9-CM Coding, CPT Coding Practice Problems, Medicare Fraud & Abuse, Evaluation & Management, Certificate of Medical Necessity, and Medicare Preventive Services. You will keep abreast of changing technology by using a one-year online database license from SpeedECoder that contains ICD-9, ICD-10 and CPT current codes.



Advanced Medical Coding ICD-9

This course compiles and summarizes the official coding guidelines concerning the most common yet complex diagnosis coding issues. The course is organized by Issues Coding Clarification, Physician Documentation Issues and Coding Scenarios. Real-life coding problems are presented with ICD-9-CM solutions. A non-graded bonus module, "Introduction to ICD-10," is included. ICD-9 codes will be replaced with ICD-10 by Oct. 1, 2013. Students will keep abreast of changing technology by using a one-year online database license from SpeedE-Coder that contains ICD-9, ICD-10 and CPT current codes.



Advanced Medical Coding CPT

This course summarizes the official coding guidelines concerning the most common, yet complex diagnosis coding issues. Primary emphasis is on Evaluation and Management and Surgery codes. The course provides a five-step outline used to help you successfully code the exercises/scenarios within the problems. Detailed medical history reports, including post-operative reports, are provided from which CPT codes are determined. Students will keep abreast of changing technology by using a one-year online database license from SpeedECoder that contains ICD-9, ICD-10 and CPT current codes.



Anatomy & Physiology I

This course presents the structure of organisms by body systems and analyzes the normal function of body organs. Full-color graphics and audio descriptions complement descriptive text material.

Anatomy & Physiology II

Continues the study of body systems. Full-color graphics and audio descriptions complement descriptive text material.

AAPC, AHIMA, and AMBA Certification Exam Review (HITT 2045.01)

This course is designed for health care professionals preparing to take the Certified Professional Coder Examination (Hospital) administered by the American Academy of Professional Coders, the Certified Coding Associate Exam administered by the American Health Information Management Association, and the Certified Medical Reimbursement Specialist Exam administered by the American Medical Billing Association. Topics for review include Medical Terminology, Human Anatomy, CPT Coding Guidelines, ICD-9-CM (Vol. 1 & 2), Diagnostic Coding, HCOCS Level 2, E/M Coding, Anesthesia Coding, Surgical Coding, and Use of Modifiers.

Medication Aide Training

Learn to accurately and safely administer medications to nursing home residents. Following successful course completion and required state testing, graduates are listed on a central roster with the Texas Department of Aging & Disability Services (D.A.D.S.) as a Certified Medication Aide (CMA). Strict admission criteria apply. In addition to the entrance requirements, you must present proof of the following at registration: (1) ability to read, write and speak English, (2) age 18 or older, (3) free of communicable diseases and in suitable health to safely administer medications, (4) notarized high school diploma or GED and (5) current CNA credentials. **Note: Student must be employed in a long-term care facility on the first day of class.** Required textbook is available at the MCC Bookstore.

Cost: \$400, 15 wks (140 hrs)

Aug. 6-Dec. 10 TTH, 5-9 p.m. NURA 1013.30



ENTRANCE REQUIREMENTS:
See below.

Nurse Aide (CNA)

Nurse Aide Training Course

This is your first step to a rewarding health career. MCC is an approved provider of the federally required course to become a Certified Nurse Aide (CNA) in a long-term care facility. Course topics include residents' rights, communication, safety, observation, reporting, and basic comfort and safety. Emphasis is placed upon effective interaction with the health care team. Clinical portion requires a dark green scrub suit, a watch with a second hand and white shoes. State certification testing is scheduled as soon as

possible after completion of the course. You are responsible for the \$93 testing fee. Required textbook is available at the MCC Bookstore for approximately \$35. You will receive AHA certification in CPR/Basic First Aid as part of the course.

Cost: \$375, 3 wks (100 hrs)

May 13-June 4 M-TH, 8 a.m.-5 p.m. NURA 1001.17

June 10-28 MF, 8 a.m.-5 p.m. NURA 1001.09

July 8-26 MF, 8 a.m.-5 p.m. NURA 1001.10

Aug. 12-30 MF, 8 a.m.-5 p.m. NURA 1001.11

Sept. 9-Dec. 2 MT, 6-10 p.m. NURA 1001.30

ENTRANCE REQUIREMENTS:
See below.

ENTRANCE REQUIREMENTS:

Prior to entering the **Massage Therapy, Medication Aide, Nurse Aide or EKG Technician programs**, students are required to show proof of immunization against Hepatitis B, varicella, measles, mumps, rubella, diphtheria/tetanus, and a tuberculosis skin test or chest x-ray. Within 30 days prior to the start date of class, students must obtain and present the results of a drug screen and Texas statewide criminal background check. Please contact Tammy Jordan at **254-299-8587** or **tjordan@mclennan.edu** for more information.

Pharmacy Technician



Pharmacy Tech Review

This course is designed to prepare students for the national exam. It meets every Wednesday evening and every other Saturday. Tuition and fees include a background check and drug screen so that the students may experience a pharmacy observation. Saturday classes begin on second Saturday of course. Required textbooks are available at the MCC Bookstore.

Cost: \$375, 6 wks (46 hrs)

**June 5-July 17 W, 5-9 p.m.; S, 8 a.m.-2 p.m.
PHRA 1043.03**

Teacher Aide



Paraprofessional/ Teacher Aide

This course, Instructional Practice & Effective Learning Environments, is for individuals who want to become teacher aides and who must meet No Child Left Behind legislation to be “Highly Qualified.”

Cost: \$250, 1 wk (40 hrs)

July 29-Aug. 2 MF, 8 a.m.-5 p.m. EDTC 1094.01

Teacher Certification Practice Exam

Practice makes perfect!

Getting your teacher certification? Wish you could take a practice before the state certificate exam? You're in luck — MCC now offers a secure practice test!

Cost: \$25

Location: MCC campus

Date & Time: Schedule at your convenience

Choose from 26 area-specific practice tests to help you feel prepared on exam day!

Call **254-299-8603** to schedule your test today!



Truck Driver Training Course

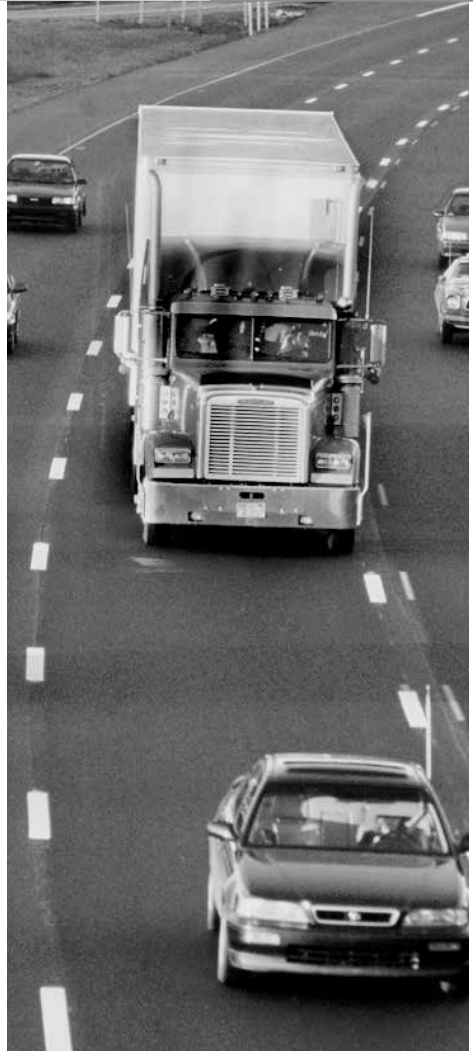
America's trucking industry needs trained drivers. Begin your career now. Truck driving offers great opportunity with potential first-year earnings of more than \$35,000. In only one month, you can begin driving down the highway to success.

Earn your Class A license by completing a 20-day Professional Truck Driving Training Course through ATDS. New classes begin each month. Local and national job placement is provided for those completing this course. There's a 100 percent financing program for those who qualify, and payment plans are available. Approved for Workforce Investment Act (WIA), Texas Rehab Commission (TRC), and VA-sponsored programs.

ATDS is certified by the Professional Truck Driving Institute and is a member of the Commercial Vehicle Training Association.

For more information, contact Sue Hunt at ATDS (124 Truckers Lane, Elm Mott, Texas 76640) at 800-460-ATDS or suehuntatds@wildblue.net. Or visit www.truckingschool.com.

Cost: \$6,995 CVOP 1013 & CVOP 1040



Title IX Statement

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C. F. R. Part 106 (Title IX)

In accordance with the requirements of the Title IX Education Amendments of 1972 MCC’s designated Title IX Coordinator — Al Pollard, Vice President, Program Development/EEO Officer — and Deputy Coordinator — Phyllis Blackwood, Director of Human Resources — shall be responsible for coordinating the College’s effort to comply with and carry out its responsibilities under Title IX.












Contact Information

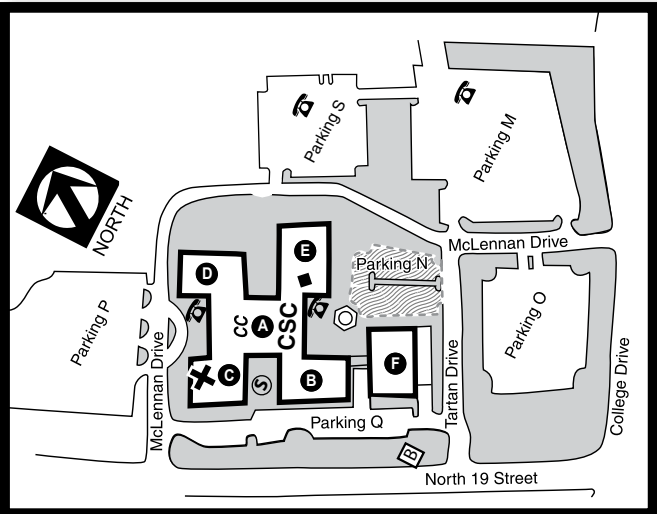
Al Pollard, Title IX Coordinator
 Vice President, Program Development
 McLennan Community College
 Administration Building, Room
 1400 College Drive
 254-299-8669
 FAX 254-299-8654
 apollard@mclennan.edu

Phyllis Blackwood, Title IX Deputy Coordinator
 Director, Human Resources
 McLennan Community College
 408 Administration Building, Room 101
 1400 College Drive
 254-299-8659
 FAX 254-299-8592
 pblackwood@mclennan.edu

To register for classes in person, please visit MCC’s Continuing Education office, located in the Community Services Center at 4601 N. 19th St. Parking is available in the lot facing 19th Street. Enter the building through the double doors facing 19th, and the office will be directly in front of you in room A8.

For a map of the full MCC campus, please visit www.mclennan.edu/campus

-  **Emergency Call Boxes**
-  **Student Parking Lots**
-  **Visitor Parking Lots**
-  **Faculty Parking Lots (Ungated)**
-  **Handicapped Parking available throughout campus**
-  **ATM (CSC & LTC)**
-  **Bus Stop**
-  **Community Clinic at MCC (CSC)**
-  **Conference Center (CSC)**
-  **Designated Smoking Areas**
-  **Fountain**



**MCC Continuing Education
 Community Services Center
 4601 North 19th St. • Waco, TX 76708
 (254) 299-8888**

Continuing Education Units (CEUs)

CEUs are nationally recognized to record satisfactory completion of certain approved occupationally related programs. One CEU is awarded for each 10 contact hours of instruction included in a specified continuing education program or activity. Successful completion is attendance-based unless otherwise noted. Ninety percent attendance is required for successful completion of most classes. Some classes require 100 percent attendance.

Privacy Statement

The Family Education Rights and Privacy Act of 1974 allows MCC to release directory/general information (name, address, date of birth, dates of attendance, degrees received, etc.) to the general public without the written consent of the student. Students may request that all general information be withheld from the public by completing a "Withhold Information" form at Highlander Central in the Enrollment Services Center during the first 12 class days of a fall or spring semester or the first four class days of a summer term. This request will apply only to the current enrollment period. A detailed policy in compliance with this law is published in the MCC Highlander Guide, the student handbook.

Considering Taking A Course for the Third Time?

Due to legislation, MCC charges an additional \$30 per CEU taken a third or subsequent time. Because the state of Texas will no longer provide state reimbursement for courses taken by the same student more than twice, MCC has implemented this policy to cover the cost of teaching those courses. Exceptions to this policy will be granted for certain repeatable courses such as physical education, developmental studies, and music. Visit www.MCCandYOU.com for a list of courses that are exempt from the "three-peat" tuition policy. Questions? Call MCC Continuing Education at 254-299-8888.

About this Publication

The Continuing Education schedule is FSC Certified, which ensures the paper came from sustainable forest, and includes 10% post-consumer waste.



Online: Go to our home page at www.MCCandYOU.com and click on How to Register.



In person: Register at the Continuing Education Office (see map on opposite page.) Office hours are 8 a.m.-6 p.m. Monday-Thursday and 8 a.m.-5 p.m. Friday.



Phone: Call 254-299-8888 from 8 a.m.-6 p.m. Monday-Thursday and 8 a.m.-5 p.m. Friday. Payment must be made by American Express, Discover, MasterCard, or Visa.



Registration is not complete until fees are paid.

Please Note:

You may be able to register for some classes at the first class meeting. Continuing Education reserves the right to cancel classes with insufficient enrollment. With the exception of Youth Activities, all students must be at least 16 years old or have written permission from the Dean of Continuing Education to enroll in any continuing education class.

Call before you come to class.

Call 254-299-8888 the day of your first class to be sure the class has filled and will be held.

Refund Policy

When students withdraw from Continuing Education courses, a refund of tuition and fees shall be made in accordance with the refund schedules shown below. Students should contact the Continuing Education Office to request a refund.

Workforce Programs

Prior to the first class day	100%
During the first two class days	70%
After the second class day	0%

Community Programs

Prior to the first class day	100%*
During the first seven calendar days	100%
After the seventh calendar day	0%

*A \$10 fee will also be assessed for courses costing \$50 or more. A \$5 fee will also be assessed for courses costing \$49 or less.

For details about classes, call 254-299-8888.

New Classes

- 5 More Photography —
On Location**
- 9 Easy Native French Cooking**
- 23 Barking is Not the Problem**
- 24 Therapy Dog Scenarios**
- 25 Car Repair and Maintenance**

Youth Activities

- 28 Be at the Top of Your Game!**
- 28 Kids iPad Fun**
- 29 Follow Me Robot**
- 29 Robotic Arm Science**
- 29 Kids — Let's Get Cooking**
- 30 On Your Own —
Life After High School**

Travel 27 Costa Rican Adventure



MCC is an Equal Opportunity institution.

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McLennan
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1400 College Drive • Waco, Texas 76708