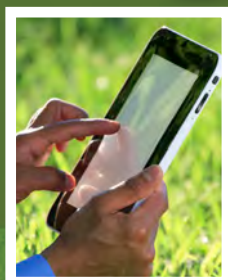


MCC Continuing Education

Spring 2013
Enrich Your Life!



Grow Your Intellect



Cultivate a green thumb
Nurture a new hobby
Enhance your professional skills

Look through all our courses – chances are,
you'll find one that will help you flourish this spring!

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 - Sandra Gonzales is an
MCC Continuing Education student



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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.

MCC Continuing Education
& Workforce Training
Enrich Your Life!

www.MCCandYOU.com

Pointed Pen Calligraphy

Pointed pen calligraphy can delight and surprise, ranging from a traditional copperplate script to your own contemporary styling. We will explore how to use this versatile tool to create the thick and thin lines that exemplify this lettering style, be it for a formal or casual occasion. This is an excellent introduction to the tools and techniques of beautiful lettering, which you will be able to use by the end of class to add an elegant touch to your greeting cards, invitations or other decorative items. Please bring \$30 to the first class to pay for the supply packet, which will be provided by the instructor. Returning students are welcome for additional practice and to learn advanced techniques.

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

Jan. 22-Feb. 26 T, 6-8 p.m. AVC 1365.02



Broad Edged Calligraphy



Broad edged calligraphy spans centuries of lettering styles and a myriad of tools that can be used to achieve beautiful letters. Explore how to use some of these tools to achieve the thick and thin lines that distinguish this kind of lettering. Bring \$30 to the first class to pay for the supply packet, provided by the instructor.

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

Mar. 19-Apr. 23 T, 6-8 p.m. AVC 1366.01

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, helps 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)

Jan. 23-Feb. 13 W, 6-9 p.m. AVC 1297.03

Hooked on Crochet

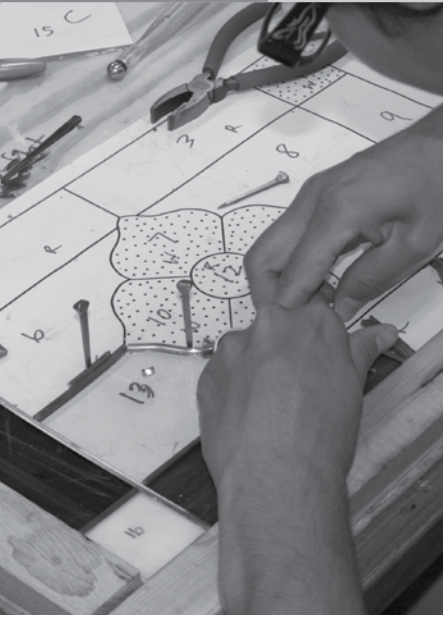
Got yarn? Come and enjoy others' company while working on crochet projects for yourself or to give as gifts. This fun, easy-paced environment is for students of any level, from beginner to advanced. You can choose new projects or get help with a project you've already started. Beginning students should 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)

Jan. 23-Feb. 27 W, 6-8 p.m. AVC 1146.02

Mar. 20-Apr. 24 W, 6-8 p.m. ACC 1146.03





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)

Jan. 24-Feb. 28 TH, 6:30-8 p.m. AVC 1970.02

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 one 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)

Mar. 20-Apr. 10 W, 6-9 p.m. AVC 1297.04

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 perspective. Learning the fundamen-



Meet Dan Capps



Dan has studied, practiced and taught art of all kinds for 50 years. From exhibiting in art fairs to teaching art, Dan loves to share his

talent with anyone and everyone. “Art is one of the great rewards of life. People can grow in their perception of the world through art.” Dan’s students in Drawing Basics and Watercolor Painting enjoy his positive and supportive teaching methods and discover that they do, indeed, have the ability to create works of art.

tals can make your painting skills excel, too. Some model figure drawing may be included in the course, and some supplies required. Learn to draw with more confidence!

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

Jan. 23-Feb. 27 W, 6-8 p.m. AVC 1990.02

Mar. 20-Apr. 24 W, 6-8 p.m. AVC 1990.03

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)

Jan. 15-Feb. 19 T, 6-8 p.m. AVC 2056.02

Mar. 19-Apr. 23 T, 6-8 p.m. AVC 2056.03

Meet Karen Karlik



Stained Glass Majesty and Mosaic Madness instructor Karen Karlik is a professional glass artist and has taught in her own studio for 12 years.

She enjoys watching students experience the "Aha!" moment: "When students break the glass the way they want it to break and then see it come together into the design they envisioned."



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 purchase your own for during and after the class. Please 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)

Jan. 28-Feb. 18 M, 6-9 p.m. AVC 2060.02

Mar. 18-Apr. 8 M, 6-9 p.m. AVC 2060.03





Bobbin Lace Making

NEW

Learn and explore the traditional art of bobbin lace making. Instructor Susan Merritt will teach you the introductory basic skills, with an emphasis placed on tape lace. You'll learn how to wind bobbins, hang on bobbins and stitch three different ways. 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 con-

temporary applications, will be discussed throughout the course. Bring \$45 to the first class for supplies.

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

Mar. 21-Apr. 25 TH, 6:30-8 p.m. AVC 1970.03

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)

Jan. 28-Feb. 18 M, 6:30-8:30 p.m. AVC 4004.02

More Beading and Jewelry Making

If you already have the tools and the basic skills for making your own jewelry, this class takes it to another level. Learn new techniques, experiment with different stones and findings, and even learn how to use fused glass for unique pendants. Bring your own tools and ideas, and enhance your jewelry making experience. Cost of supplies will vary per your preferences.

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

Mar. 18-Apr. 8 M, 6:30-8:30 p.m. AVC 4004.03

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.

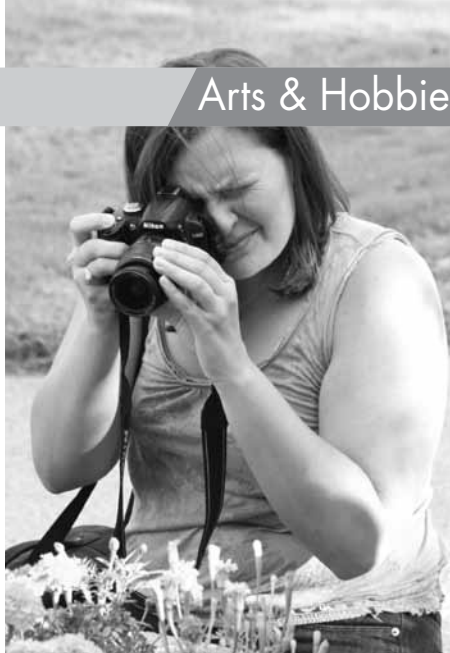
Cost: \$79, 6 wks (15 hrs)

Jan. 24-Feb. 28 TH, 6-8:30 p.m. AVC 4019.02

Mar. 21-Apr. 25 TH, 6-8:30 p.m. AVC 4019.03

Introduction to Photography

Get the most out of your camera! Improve your pictures with the technical and artistic basics of photography. You'll learn the basics, 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)

Jan. 17-Mar. 7 TH, 6-9 p.m. PHTC 1004.02

Mar. 21-May 9 TH, 6-9 p.m. PHTC 1004.03

Computers (Personal)

iPhone Basics

Unleash the power of your iPhone. Learn more about your basic applications and settings and learn how to make the iPhone work 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 (appleid.apple.com) for this class. Please bring your iPhone (3G or later) and your iTunes login information with you. Seating is limited in this hands-on course, so register today!

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

Feb. 25-27 MW, 5:30-7:30 p.m. AVC 1828.03

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 vid-

eos, 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 (appleid.apple.com); please bring your iPad and iTunes login information to the first class.

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

Mar. 18-20 MW, 5:30-7:30 p.m. AVC 1828.04





Protecting Your Data

Few things are more important to your business than the data used in daily operations, and few companies can survive without the data stored on computers. Learn tips and steps to safeguard your important data from loss or theft. Learn the different ways hackers and others gain access to your data and how to prevent it from being compromised. Explore the use of devices and software that can be used to protect data from hackers. You will also learn how to ensure data continuity in the event of data loss due to failures or disasters. Prerequisites: a basic understanding of computers.

Cost: \$39, 2 wks (7 hrs)

Mar. 27-Apr. 3 W, 5:30-9 p.m. ITSW 1022.01

Creating a Mobile Office

With the proliferation of smart phones and tablets, the time is right to make your business more mobile with the ability to collaborate and communicate. Learn how to set up devices and computers in a way that will allow you to “go mobile” and have your data available across all your devices and computers so it may be accessed regardless of your location. You’ll also get helpful device apps that can make your life easier when you are away from your physical office. Prerequisite: a basic understanding of computers, smart phones and using the Internet.

Cost: \$39, 1 day (3.5 hrs)

Feb. 20 W, 5:30-9 p.m. AVC 5238.01

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.

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

Jan. 7-30 MW, 5:30-7:30 p.m. ITSW 1021.05

Feb. 4-27 MW, 5:30-7:30 p.m. ITSW 1021.06

Mar. 4-27 MW, 5:30-7:30 p.m. ITSW 1021.07

Apr. 1-24 MW, 5:30-7:30 p.m. ITSW 1021.08

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

Should I Move Company Applications to the Cloud?

One of the most commonly used terms when referring to the Internet is “The Cloud.” Learn how using hosted services can increase your company’s productivity and give you more flexibility. This course will also help you decide if your company would benefit from moving to the Cloud, what applications should be moved and which applications may not be a good fit. Prerequisite: a basic understanding of computers and using the Internet.

Cost: \$39, 1 day (3.5 hrs)

Mar. 6 W, 5:30-9 p.m. AVC 5238.01

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. Prerequisite: basic computer skills such as using the mouse, selecting/highlighting text, and opening and closing files and folders using MS Windows XP.

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

Jan. 8-31 TTH, 5:30-7:30 p.m. ITSW 1022.05

Feb. 4-28 TTH, 5:30-7:30 p.m. ITSW 1022.06

Mar. 5-28 TTH, 5:30-7:30 p.m. ITSW 1022.07

Apr. 2-25 TTH, 5:30-7:30 p.m. ITSW 1022.08

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

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 Heart of Texas Goodwill Industries, is designed to provide you with these fundamental skills. Topics covered 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, and learn program integration, simple database management and transferring data. The instructor will also help you put these skills to work by creating 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!

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

Jan. 7-Feb. 1 MWF, 3-5 p.m. ITSW 1006.02

Feb. 4-Mar. 1 MWF, 3-5 p.m. ITSW 1006.03

Mar. 4-29 MWF, 3-5 p.m. ITSW 1006.04

Apr. 1-26 MWF, 3-5 p.m. ITSW 1006.05

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

Access 2010 — Fast Track

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 (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. Please note: Registration closes Feb. 15.

Cost: \$119, 1 day (7.5 hrs)

Feb. 22 F, 8:30 a.m.-5 p.m. ITSW 2047.05

Word 2010

Learn the fundamentals of Word 2010, including working with and editing text; formatting characters, paragraphs and pages; and working with tables (subtle changes from Word 2007 to Word 2010). Additional topics may also be addressed. Prerequisites: ability to use the mouse, open and close files, and start programs using MS Windows XP or Windows 7. Please note: Registration closes March 15.

Cost: \$119, 1 day (7.5 hrs)

Mar. 22 F, 8:30 a.m.-5 p.m. POFI 1024.06

Word 2010 — Online

In this six-week hands-on workshop, you'll learn how to add, move through and edit text; move words from one part of your document to another; work on two or more documents simultaneously; change the size or appearance of text; change margins and tab settings; automatically center, right align, justify and indent text; run the integrated grammar and spelling checker; use the thesaurus; and save, retrieve, copy, organize and print your documents. Go to www.ed2go.com/mccwaco for more information and to register.

Cost: \$99, 6 wks (24 hrs)

Jan. 16, Feb. 20, Mar. 20 & Apr. 17



Intermediate Word 2010 — Online

Master the more advanced features of Microsoft Word 2010 and learn how to create an index, build a list of figures, design a table of contents, do desktop publishing, perform a mail merge, and use timesaving shortcuts. Go to www.ed2go.com/mccwaco for more information and to register.

Cost: \$99, 6 wks (24 hrs)

Jan. 16, Feb. 20, Mar. 20 & Apr. 17

Excel 2010 — Fast Track

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 (subtle changes from Excel 2007 to Excel 2010). Class materials included. Prerequisites: basic computer skills and understanding of MS Windows 7 operating system. Please note: Registration closes Jan. 18.

Cost: \$119, 1 day (7.5 hrs)

Jan. 25 F, 8:30 a.m.-5 p.m. ITSW 1046.06

Excel 2010 — Online

Master Microsoft Excel 2010. This six-week online workshop will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly

and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value and more. Go to www.ed2go.com/mccwaco for more information and to register.

Cost: \$99, 6 wks (24 hrs)

Jan. 16, Feb. 20, Mar. 20 & Apr. 17

PowerPoint 2010 — Online

Take your PowerPoint presentations from “so-so” to sensational! In this six-week course, you'll learn how to use Microsoft PowerPoint 2010 to create professional-quality slide presentations that grab and hold your audience's attention from start to finish. Go to www.ed2go.com/mccwaco for more information and to register.

Cost: \$99, 6 wks (24 hrs)

Jan. 16, Feb. 20, Mar. 20 & Apr. 17

Accounting Basics with Quickbooks Pro 2012

Quickly and efficiently gain control over your business finances with QuickBooks Pro 2012. This course will teach you the best methods to set up company financial information. Class materials included; flash drive is required. Prerequisite: basic understanding of computers. New 2012 version.

Cost: \$154, 4 wks (12 hrs)

Jan. 10-31 TH, 6-9 p.m. ACNT 1010.05

Advanced Accounting with Quickbooks Pro 2012

Gain even more control and efficiency of your business finances using QuickBooks Pro 2012. This advanced course will pick up where the Basics course left off and focus primarily on payroll and inventory, as well as introduce you to other advanced areas if time allows. Class materials provided to first-timers only; all others will use the same book used in the Basic class. Flash drive required. Prerequisite: Accounting Basics with QuickBooks or

prior knowledge of QuickBooks. New 2012 version.

Cost: \$154, 3 wks (9 hrs)

Feb. 21-Mar. 7 TH, 6-9 p.m. ACNT 1015.01

Photoshop CS5

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 how to apply special effects to the document in order to enhance the appearance of your photos and designs. Please note: Registration closes March 22.

Cost: \$299, 1 day (7.5 hrs)

Apr. 5 F, 8:30 a.m.-5 p.m. GRPH 1002.04

Digital Imaging I

This course teaches Adobe Photoshop CS5 and Illustrator CS5 in the creation and manipulation of graphics. Students must be proficient with Windows functions, mousing and keyboarding skills. For more information, e-mail nboyens@mclennan.edu.

Cost: \$360, 16 wks (64 hrs)

Jan. 17-May 9 TH, 5:20-9:15 p.m. ARTC 1002.50

bin classroom instruction with work on the Internet. Most course work may be completed on the student's computer or in the CIS Lab in BT 114. The second course is an Internet class completed solely online. For more information, e-mail jrobertson@mclennan.edu.

Cost: \$360, 16 wks (64 hrs)

Jan. 14-May 8 MW, 2:30-3:50 p.m. ITSC 1005.01

Jan. 14-May 10 Online ITSC 1005.87

Implementing Network Directory Service

Learn how to install, configure and administer network directory service using Windows Server 2008. Prerequisite: ITNW 1054 or background in network administration and active directory services. This is a hybrid course, which combines classroom instruction with work on the Internet.

Cost: \$360, 16 wks (64 hrs)

Jan. 15-May 7 T, 6-7:30 p.m. ITNW 1045.50

UNIX Operating System I

This is a hybrid course, which combines classroom instruction with work on the Internet. Most course work may be completed on the student's computer or in the CIS Lab in BT 114.

Cost: \$360, 16 wks (64 hrs)

Jan. 16-May 8 W, 9:35-10:55 a.m. ITSC 1007.01

Administering SQL Server

Learn to install and administer a Microsoft Windows SQL Server. Prerequisite: must be proficient with Windows Servers. For more information, e-mail rhathi@mclennan.edu.

Cost: \$360, 16 wks (64 hrs)

Jan. 14-May 8 MW, 12:45-2:05 p.m. ITNW 2052.01

Introduction to PC Operating Systems

This course teaches Windows, DOS 7.0 and UNIX/LINUX. The first course listed below is a hybrid course, which com-



PC Hardware

Learn how to set up, troubleshoot and upgrade personal computer systems. Students should have experience with computer operating systems. This course will assist students for the A+ certification hardware test. This is a hybrid course, which combines classroom instruction with work on the Internet. For more information, e-mail jfortson@mclennan.edu.

Cost: \$360, 16 wks (64 hrs)

Jan. 14-May 6 M, 11:10 a.m.-12:30 p.m.
ITSC 1025.01

Web Page Programming

Learn how to create and use scripting in your web pages using Javascript. Prerequisites: Students should have some programming experience. This is a hybrid course, which combines classroom instruction with work on the Internet. For more information, e-mail rhathi@mclennan.edu.

Cost: \$360, 16 wks (64 hrs)

Jan. 16-May 8 W, 11:10 a.m.-12:30 p.m.
ITSE 1011.01

Introduction to Spreadsheets

Gain in-depth knowledge of Excel 2010, including creation and deployment of spreadsheets, charts, graphs and reports. The second course listed is an Internet class completed solely online. For more information about the

Wednesday class, e-mail jfortson@mclennan.edu and for the online course, e-mail jrobertson@mclennan.edu.

Cost: \$360, 16 wks (64 hrs)

Jan. 16-May 8 W, 6-9 p.m. ITSW 1004.50
Jan. 14-May 10 Online ITSW 1004.87

Introduction to Database

Get in-depth training on Access 2010, including the design and use of tables, queries, forms, reports and macros. The first section listed is a hybrid courses, which combines classroom instruction with work on the Internet. The second course listed is an Internet class completed solely online. For more information, e-mail jrobertson@mclennan.edu

Cost: \$360, 16 wks (64 hrs)

Jan. 14-May 6 M, 11:10 a.m.-12:30 p.m.
ITSW 1007.01

Jan. 14-May 10 Online ITSW 1007.87

Information Tech Security

This course teaches the basics of computer security threats and protective measures. For more information, e-mail dburgett@mclennan.edu.

Cost: \$360, 16 wks (64 hrs)

Jan. 16-May 8 W, 5:30-9:45 p.m. ITSY 1042.50

Speed and Accuracy Building

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

Cost: \$360, 16 wks (48 hrs)

Jan. 15-May 9 TTH, 5-6:25 p.m. POFT 2003.50

Jan. 15-May 9 TTH, 6:30-7:55 p.m. POFT 2003.51

Introduction to Keyboarding

Learn to keyboard using the Cortez Peters touch method.

Cost: \$360, 16 wks (48 hrs)

Jan. 15-May 9 TTH, 5-6:25 p.m. POFT 1093.50

Jan. 15-May 9 TTH, 6:30-7:55 p.m. POFT 1093.51



Cookin' Cajun — Mardi Gras Style

Come learn to cook 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, 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)

Jan. 16-Feb. 6 W, 6-8 p.m. AVC 1930.02



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)

Mar. 20-Apr. 10 W, 6-8 p.m. AVC 5023.02

Eating the Rainbow — Nutrient-Rich Foods

You should enjoy what you eat, but we all know we should eat healthy diets. One of the best ways to enhance your diet is with nutrient- and antioxidant-rich foods, which are often the most colorful, familiar and easy to find. Certified wellness expert Janice Vick will show you how to choose a rainbow of brightly colored foods and beverages to achieve balance and a healthier diet. 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)

Feb. 5-26 T, 6-8 p.m. AVC 1933.02

Apr. 2-23 T, 6-8 p.m. AVC 1933.03

Grilling & Wine Pairing for Spring and Summer

This is a perfect way to prepare for your summer outdoor gatherings. Learn how to grill to perfection meats, seafood, side dishes and even desserts that are sure to impress your friends and family. Tom Pardaen, popular grilling instructor, prepares a fabulous four-course meal and provides helpful hints for your grilling knowledge. As an added treat, wine steward April Cole will suggest and pour wines that pair well with Tom's menu. Don't miss this special, enjoyable, fun feast! Invite friends and family to join you at this class held at the historic Northwood House. Reservations are limited, so register early!

Cost: \$59, 1 day (2 hrs)

Apr. 18 TH, 6-8 p.m. AVC 3026.01

Mediterranean Menu

It's back and better than ever! 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 Karen Hix will show you how to make some of these 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

Straight from Our Students



What a great opportunity to eat delicious food and try new wines! April and Tom were excellent presenters — so knowledgeable and friendly. I can't wait to try the recipes."

Cooking, Food & Diet



— that look and taste superb. You'll learn about optimum baking conditions, making and using flavorings and fillings, types of icing, techniques for making borders and flowers and using impression mats and stenciling tools. Learn the very basics of sugar art to make edible fondant and simple embellishments. You'll soon have people saying "Wow!" to your cakes! Supplies are discussed at the first class meeting. Some classes may end after 8:30 p.m.

Cost: \$175, 12 wks (30 hrs)

Feb. 11-May 6 M, 6-8:30 p.m. FCTR 1015.02

Baking & Decorating Cakes

This is one of MCC's most popular classes! You'll learn the basics of baking delicious cakes and decorating them in many wonderful ways. Discover the secrets of properly baking all kinds of cakes — cheesecakes, pound cakes, angel food and even a classic puff pastry

Straight from Our Students



I really enjoyed learning the different types of cakes and how to make them from scratch."

Customized Workforce Training

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.

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.

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

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 Course**
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.

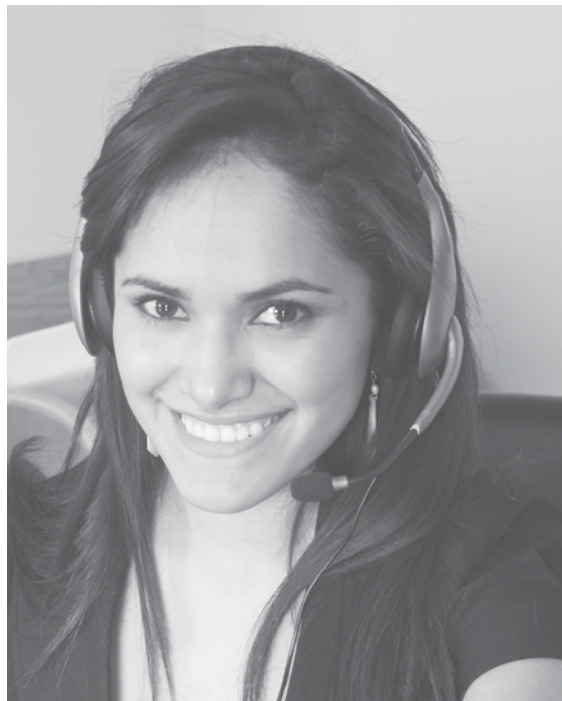
Workplace Spanish

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



Customized Workforce Training

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.mccccorporatetraining.com or call **254-299-8139**.



Emeritus Program

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. January's book selection is *The Water is Wide* by Pat Conroy. Subsequent books are chosen by the group each month. Participation is free!

Cost: Free, 5 wks (5 hrs)

**Jan. 15, Feb. 19, Mar. 19, Apr. 16 & May 21
T, 11 a.m.-noon AVC 2023.02**

Flowers & Gardening



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 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)

Mar. 19-Apr. 9 T, 7-9 p.m. HAIT 1006.01

Apr. 23-May 14 T, 7-9 p.m. HAIT 1006.02

Every Drop Counts **NEW**

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)

Feb. 6-27 W, 6-7:30 p.m. AVC 4024.01

Health

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 wk or 1 day (5 hrs)

Jan. 8-10 TTH, 6-8:30 p.m. AVC 5204.16

Jan. 12 S, 9 a.m.-3 p.m. AVC 5204.01

Jan. 19 S, 9 a.m.-3 p.m. AVC 5204.02

Jan. 22-24 TTH, 6-8:30 p.m. AVC 5204.17

Jan. 26 S, 9 a.m.-3 p.m. AVC 5204.03

Feb. 9 S, 9 a.m.-3 p.m. AVC 5204.04

Feb. 12-14 TTH, 6-8:30 p.m. AVC 5204.18

Feb. 16 S, 9 a.m.-3 p.m. AVC 5204.05

Feb. 19-21 TTH, 6-8:30 p.m. AVC 5204.19

Feb. 23 S, 9 a.m.-3 p.m. AVC 5204.06

Mar. 2 S, 9 a.m.-3 p.m. AVC 5204.07

Mar. 9 S, 9 a.m.-3 p.m. AVC 5204.08

Mar. 19-21 TTH, 6-8:30 p.m. AVC 5204.20

Mar. 23 S, 9 a.m.-3 p.m. AVC 5204.09

Apr. 9-11 TTH, 6-8:30 p.m. AVC 5204.21

Apr. 13 S, 9 a.m.-3 p.m. AVC 5204.10

Apr. 20 S, 9 a.m.-3 p.m. AVC 5204.11

Apr. 23-25 TTH, 6-8:30 p.m. AVC 5204.22

Apr. 27 S, 9 a.m.-3 p.m. AVC 5204.12

ing 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 wk or 1 day (5 hrs)

Jan. 5 S, 9 a.m.-3 p.m. AVC 5205.25

Jan. 29-31 TTH, 6-8:30 p.m. AVC 5205.26

Feb. 2 S, 9 a.m.-3 p.m. AVC 5205.27

Feb. 26-28 TTH, 6-8:30 p.m. AVC 5205.28

Mar. 26-28 TTH, 6-8:30 p.m. AVC 5205.29

Apr. 6 S, 9 a.m.-3 p.m. AVC 5205.30

Apr. 16-18 TTH, 6-8:30 p.m. AVC 5205.31

CMA (Certified Medication Aide) Recertification

This course fulfills the state certification board requirements for recertification of CMAs. 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)

Jan. 31 TH, 8 a.m.-5 p.m. NURSA 1041.13

Feb. 28 TH, 8 a.m.-5 p.m. NURA 1041.14

Mar. 28 TH, 8 a.m.-5 p.m. NURA 1041.15

Apr. 25 TH, 8 a.m.-5 p.m. NURA 1041.16

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

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 train-

Health



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**.

Horses



Dressage Clinics

Dressage is the training of a horse to carry out a series of precise, controlled movements in response to minimal signals from the rider. It is the foundation for all riding styles, and you will benefit whether you ride competitively or just want to improve your riding skills. For dates, times and cost, call Robert Ellis at 254-299-8736.

Saddle Club

Saddle Club is for all riders ages 7-16, regardless of riding discipline or skill level. The club meets one Saturday a month and 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.

Highlander Ranch Map

For directions to Highlander Ranch, see page 48.

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**.

Rent Highlander Ranch for Your Next Event!

Great facilities with fabulous views

MCC's Highlander Ranch is a 200-acre equestrian facility located in Bosqueville. Serving the Central Texas equestrian community for more than 10 years, Highlander Ranch features three large areas – two of which are lighted – various boarding facilities, barns and other equine facilities.

The Ranch is available for both equine and non-equine rentals and events.

Call **Warren Johnson** at **254-299-8511** to discuss your event.

Board your Horse at Highlander Ranch

Call today to learn more!

Full-care paddock and pasture boarding is available. Highlander Ranch's facilities are in high demand, and space is limited, so there is a waiting list for boarding.

Call today to fill out a request form and discuss your needs: **Robert Ellis** at **254-299-8736**.

Horse Shows at the Ranch

Sign up your horse and rider today!

Highlander Ranch hosts many schooling shows throughout the year that are open to the public.

For more information concerning the type of show, dates and times, call **Aimee Edwards** at **254-299-8553**.





Beginning French I

If you want an introduction to this beautiful language or if you have travel plans to France, this is the perfect course. Learn basic phrases and expressions that will allow you to participate in simple conversations. Our native French instructor, Claude Valahu, will teach you basic grammar, but the emphasis will be on vocabulary and simple exchanges. As a bonus, you'll also learn about the various French cultures and the differences that make each area of France unique. The textbook will be provided in class. Students may bring a recording device.

Cost: \$90, 8 wks (16 hrs)

Jan. 16-Mar. 6 W, 6:30-8:30 p.m. AVC 1428.02

Mar. 27-May 15 W, 6:30-8:30 p.m. AVC 1428.03

ESL Level 3

This course is the next step in learning the English language for the student with moderate English skills and previous ESL experiences. The focus is on reading, grammar, conversational skills and increasing vocabulary. Class and computer activities are designed to improve speaking, writing and listening skills for job success and daily interaction. Your instructor, Andrea Cramer, keeps class interesting with interactive topics and activities that appeal to the

serious adult learner. Study materials, included in registration cost, will be provided at the first class meeting. (No class on Jan. 21, March 11 and March 14.)

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

Jan. 7-Mar. 25 MTH, 6:30-9 p.m. COMG 1001.03

ESL — Improve Pronunciation & Conversation Skills **NEW**

Improve your English pronunciation and conversational skills with Gabriela Gatlin as your instructor. This course is for students whose primary language is other than English, and who have an excellent understanding and use of English reading and writing skills.

Cost: \$135, 6 wks (30 hrs)

Jan. 7-Feb. 14 MTH, 6:30-9 p.m. COMG 1015.01

Meet Gabriela Gatlin



In addition to teaching ESL at MCC, Gabriela has taught ESL to refugees from several Asian and African countries, as well as

elementary school students in Honduras. Gabriela personally understands the joys and the challenges of learning a second language. She has learned Spanish from family members, academic study and travel throughout Latin America. "I believe learning a second language is a powerful tool for immigrants to pursue their own goals in a new country and for all people to build bridges of understanding between different cultures and perspectives."

Beginning Sign Language

This beginning class is for those who are interested in learning sign language basics to use in their personal life or work place. Instructor Cindy Foster will teach 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 class. This course is a good beginning for those considering more training or a career in sign language and interpreting.

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

Mar. 19-Apr. 11 TH, 6:30-8:30 p.m. SING 1003.01



Music & Dance

Piano Refresher for Adults

If you ever took piano lessons and haven't played in years, or just want to add to your piano skills for your own enjoyment, this class is for you. In this fun, stress-free instruction experience, Mary Beth Parker, owner of Waco Piano Center, can help restore your skills and teach you how to continue where you left off. This will be a very small group class of no more than four people, and you'll be amazed at what you can do after only six lessons! Music book included. Once you're registered, optional days and times may be available. Sorry no refunds.

Cost: \$179, 6 wks (6 hrs)

Jan. 28-Mar. 4 M, 10-11 a.m. AVC 1342.02

Mar. 25-Apr. 29 M, 10-11 a.m. AVC 1342.03



Very Beginning Piano — Adults

If you have never played the piano but always wanted to learn, this class is for you. Learn how to play the piano and have an enjoyable time! Taught by Mary Beth Parker, owner of Waco Piano Center (where classes are held), this will be a

very small group class of no more than four people. Find out just how easy it is to learn a musical instrument — and be amazed at how quickly you learn! Music book included. Once you're registered, optional days and times may be available. Sorry no refunds.

Cost: \$179, 6 wks (6 hrs)

Jan. 28-Mar. 4 M, 9-10 a.m. AVC 1446.02

Mar. 25-Apr. 29 M, 9-10 a.m. AVC 1446.03



Introduction to Music Theory

Do you know the difference in a sharp and a flat, a half-note and a quarter-note, or what those words and symbols are on sheet music? If you plan to major in music in college (whether for an instrument or voice), you'll be expected to know basic music theory. Let Mary Beth Parker, owner of Waco Piano Center, teach you the basics so you'll be ready for your music classes. If you aren't headed to college but have always wanted to know the theory of music, you'll enjoy this class, too. Classroom work is on Mondays; lab time is on Wednesdays. Classes are held at the Waco Piano Center, and you'll purchase the textbook at the first class. Sorry no refunds.

Cost: \$179, 6 wks (12 hrs)

Jan. 28-Mar. 6 MW, 1-2 p.m. AVC 3076.02

Mar. 25-May 1 MW, 1-2 p.m. AVC 3076.03

Straight from Our Students



This is a fun way to relax from worldly stress and have fun."

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. You'll learn a little of this and a little of that for many types of dances — country western, waltz, line, swing, ballroom, salsa — and then 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)

Feb. 21-Apr. 4 TH, 7-9 p.m. AVC 3051.02

Meet Doris Kalal

Doris has a lifelong love of dance and a willingness to share it with others. She has lived and taught dance in California, Hawaii and Austin. Her experience spans numerous styles of dance, from ballet to line dancing to ballroom. Her goal is to teach you not only to dance, but to enjoy being a dancer. "If dancing is your passion, teaching you is mine," Doris says.

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)

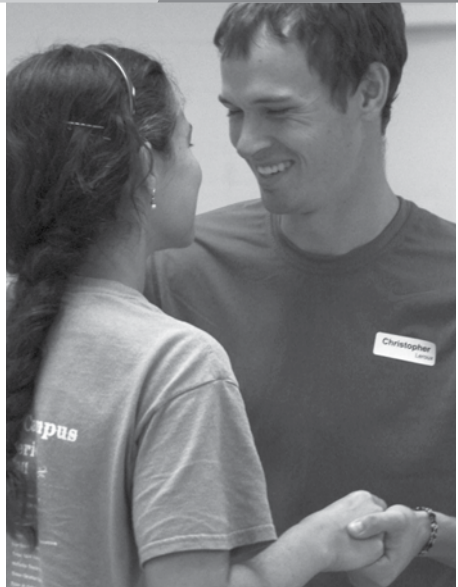
Feb. 18-Apr. 1 M, 7-9 p.m. AVC 1648.02

More Country Western Dancing

If you already know how to “boot scoot” and two-step, you’ll enjoy this class. Check out the newest dances and be the stars of the floor. Learn more than the basic steps — discover the difference between the East and West Coast Swing (instructor Doris Kalal’s specialty) and learn the Night Club Two-Step that’s all the rage in Dallas, Austin and nationwide. You’ll also learn a few salsa patterns to incorporate into your CW dance repertoire. 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)

Apr. 8-May 13 TH, 7-9 p.m. AVC 3087.02



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

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. Cost includes a CD of music to use for practice at home (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)

Feb. 13-Apr. 24 W, 7-9 p.m. AVC 1646.02



Straight from Our Students

“

I enjoyed learning several dances, some of which I would not have sought out to learn otherwise. I also enjoyed practicing what I learned.



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

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 CS4 or CS5 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:

- ◆ 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 2003 or 2007

Cost: \$267, BMGT 1023

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 Jan. 16, Feb. 20, Mar. 20 & Apr. 17.

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.mccccorporatetraining.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)

Mar. 19-Apr. 2 T, 6-7 p.m. AVC 1259.03

Apr. 16-30 T, 6-7 p.m. AVC 1259.04

getting underway, docking, anchoring and trailering; handling accidents and emergencies; weather; basic water safety; fire on board; and water sports. This course is taught by a certified volunteer instructor, and the cost includes materials required by Texas Parks & Wildlife. Course includes classroom instruction and hands-on training on the water.

Cost: \$25, 1 wk (6 hrs)

Apr. 13 S, 10 a.m.-4 p.m. AVC 3082.01

Boater Safety Certification

With several lakes and rivers in our area and with more people enjoying them every year, it’s important that boaters become educated on proper seamanship. Owners and operators of personal watercraft are required to take this course — and may even get a discount on their boat insurance for completing it. Part of the Texas Boater Education Program, the course stresses boating safety and responsibility, including: tips on choosing the right boat; legal requirements for your boat; navigation rules and aids;





Screenwriting: The Next Step **NEW**

You've taken Basic Screenwriting for Film & TV, or a similar course, and your keyboard beckons! Now let's take your creativity to the next step and write your screenstory. Learn to use professional screenwriting tools, taught by an award-winning screenwriter, film agent, writing contest judge and instructor. Topics include misdirection, counterpoint, surprise, reversal, suspense, plant and payoff, and more. This is a great opportunity to write your Act One and get professional feedback ... for the next step.

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

Jan. 16-Mar. 6 W, 6-9 p.m. AVC 2021.01

Basic Screenwriting for Film & TV

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)

Apr. 3-May 22 W, 6-9 p.m. AVC 2020.02



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. Proof of current vaccinations required with your advance registration. Please register in person at the MCC Continuing Education Office; call 254-299-8888 for directions.

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

Jan. 26-Mar. 9 S, 9-10 a.m. AVC 1823.03

Apr. 6-May 18 S, 9-10 a.m. AVC 1823.04

Apr. 7-May 19 SU, 9-10 a.m. AVC 1823.05

K9 Mutt Dog Obedience 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. Proof of current vaccinations required with your advance registration. Please register in person at the MCC Continuing Education Office; call 254-299-8888 for directions.

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

Jan. 26-Mar. 9 S, 10-11 a.m. AVC 1849.02

Apr. 6-May 19 S, 10-11 a.m. AVC 1849.03

K9 Mutt Dog Training — Scenting

This beginning scent class is fun, entertaining and a great way to spend time with your dog. Learn to read your dog better and trust your dog more. You will learn the basics of scenting, how dogs track and how to watch the language of your pup to understand what your dog is saying. You must have taken the Basic training class to register. Proof of current vaccinations required with your advance registration. Please register in person at the MCC Continuing Education Office; call 254-299-8888 for directions.

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

Apr. 6-May 18 S, 11 a.m.-noon AVC 1886.02

How to Maximize Social Security & Medicare Payouts

Compared to managing your retirement assets, your Social Security benefits might seem like an oasis of simplicity. But an expanding body of research shows the benefits of delaying receipt of Social Security payments — including dramatically increasing your benefit during your lifetime. That means Social Security benefit optimization is as much a part of the retirement-planning discussion

as whether to relocate, what investment assets to buy, or when to retire in the first place. Attend this one-night seminar and learn what you need to know to maximize Social Security payouts.

Cost: \$25, 1 day (3 hrs)

Feb. 28 TH, 6-9 p.m. AVC 1871.05

Mar. 2 S, 9 a.m.-noon AVC 1871.06

Retirement Planning Today

Many people hope to have a retirement much different from that of their parents. Do you want to travel? Volunteer or work part time? Pursue a hobby? This course begins with individual exercises to help you get focused and covers such topics as traditional vs. new retirement, inflation, prices and purchasing power, strategies to save money on taxes, Social Security benefits, employer-sponsored defined contribution plans, pension maximizations, gifting assets, and joint ownership of property. Please bring \$25 to purchase course materials at the first class.

Cost: \$30, 3 wks (7.5 hrs)

Feb. 7-21 TH, 6:30-9 p.m. AVC 4006.03

Feb. 9-23 S, 9-11:30 a.m. AVC 4006.04





Business & Professional Etiquette

Learn the manners and protocol that successful business professionals expect, and you'll portray the assured image you need in professional settings. This course teaches table manners, how to make introductions properly, business networking, the importance of thank-you notes and telephone etiquette, and how to "dress for success." Your instructor is Mrs. Marie Martin, president of The Etiquette School of Central Texas and a Certified Etiquette Consultant trained at the American School of Protocol. She trains top-level executives in various settings, and she gives her students the confidence and social skills they need for

success. This class is perfect for any adult who aspires to move up in the professional world.

Cost: \$79, 3 wks (6 hrs)

Apr. 09-23 T, 6-8 p.m. AVC 2054.03

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 include 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)

Jan. 22-Feb. 26 T, 6-8 p.m. AVC 2065.02

Mar. 26-Apr. 30 T, 6-8 p.m. AVC 2065.03

Meet Jennifer Snyder

Don't be intimidated – even Jennifer can be disorganized at times! But that's what makes her class so great – she has real-life experiences everyone can relate to as she learns how to organize their lives. Jennifer spent more than 20 years in the corporate industry and has owned Neat as a Pin Organizing Experts for more than two years. "I use creativity and kindness to help people implement new processes to get their lives more organized."



Straight from Our Students

“

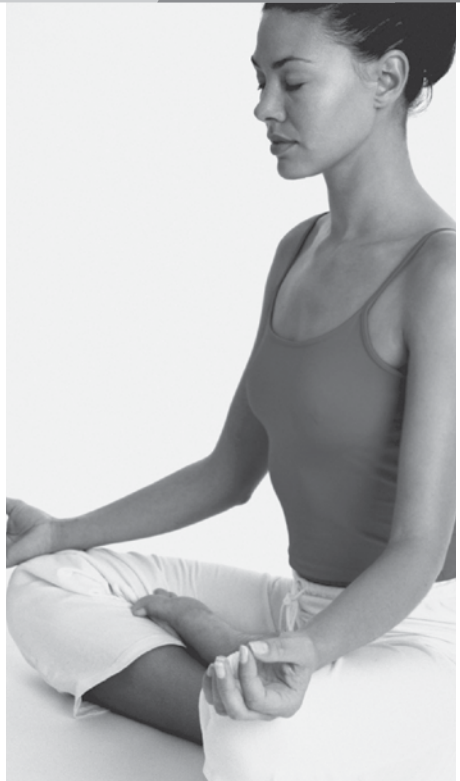
The course material was very helpful and has helped me to change my life and be more organized. The instructor was great and motivating.”

The Power of Zen

Looking for some stress relief? Meditation has long been used to achieve a deeper contact with the mysteries of life, to create a feeling of spiritual well-being, and to access the abundance of the present moment. In this class, Tom Christian, a qualified Zen practitioner, will explain some ancient and modern techniques used for quieting the mind for “proper” meditation. You’ll learn about some of the ancient wisdom literature on a meditative/contemplative life and explore what modern science and current brain research has to say about the health benefits of meditation and contemplation. Each class begins with an explanation of a type of meditation, the techniques, and the history and wisdom associated with it. Then you’ll apply the information in a guided meditative practice and express any insights and experiences with the class and instructor.

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

Mar. 25-Apr. 29 M, 6-7:30 p.m. AVC 4038.02



Mindfulness **NEW**

This one-evening program is a presentation on published medical research regarding the effects of a specific type of meditation on memory and cognitive function for the prevention of Alzheimer’s Disease and improvement in Mild Cognitive Impairment. Presentation, information, training and demonstration of this meditation will be given by certified therapist Janice Vick.

Cost: \$29, 1 day (2 hrs)

Mar. 7 TH, 6-8 p.m. AVC 4026.01

Great Decisions

Be a part of the “Great Decisions” discussion program! Topics include some of the most thought-provoking foreign policy challenges facing Americans and the world today. Great Decisions provides nonpartisan background information, current data and policy options for each session and serves as the focal point for discussion groups on the topics. All course materials are provided. No class March 12.

Cost: \$59, 8 wks (16 hrs)

Feb. 12-Apr. 9 T, 6:30-8:30 p.m. AVC 1945.02





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 (9 hrs)

Apr. 8-24 MW, 6:30-8 p.m. AVC 1026.02

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



Meet Ed Rolan



Ed is the man you will love to play golf with. Love for the game is something Ed tries to pass on to his students, and it is

just one of the many reasons MCC is delighted to have Ed as an instructor. Ed played for Richfield High School and then went on to play for MCC under coach Jimmy Clayton. It's no wonder that MCC is proud to have one of its own keeping the tradition alive. If you love golf or wonder if you would love the game, Ed is the instructor to help you. Come take a class with Ed at Twin Rivers Golf Club!

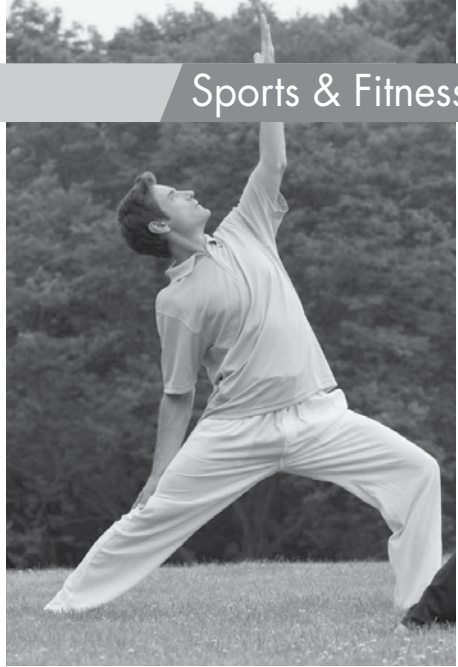
Hatha Yoga

Join Thomas Marvin in his popular 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)

Jan. 28-Mar. 4 M, 5:30-7 p.m. AVC 1201.03

Mar. 18-Apr. 22 M, 5:30-7 p.m. AVC 1201.04



your own mat.

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

Jan. 22-Feb. 26 T, 6:30-8 p.m. AVC 1962.03

Mar. 26-Apr. 30 T, 6:30-8 p.m. AVC 1962.04

Yoga 4 Fitness

This is a yoga workout for people of all ages and fitness levels. Classes focus on toning the body, abdominal strengthening and enhancing flexibility. Through a variety of yoga exercises, Yoga 4 Fitness cultivates a holistic mind-body experience that fosters mental awareness, promotes vitality and develops balance. Yoga 4 Fitness is taught by Dharma Yoga and YogaFit® certified instructor Kelly Parker. Wear comfortable clothes; bring

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.

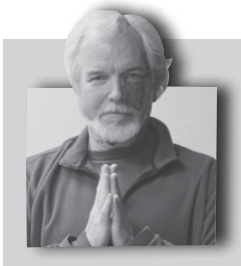
Cost: \$45, 6 wks (12 hrs)

Jan. 15-Feb. 21 TH, 5:30-6:30 p.m. AVC 1577.03

Mar. 19-Apr. 25 TH, 5:30-6:30 p.m. AVC 1577.04

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

Meet Thomas Marvin



Embracing the philosophy “If it hurts, it is not Yoga,” popular instructor Thomas Marvin teaches the Hatha

yoga course. Thomas has been a yoga instructor since 2000, and he continues to meet with other yoga instructors to enhance his skills. His goal as a teacher is to help others discover the benefits he has experienced through the practice of yoga.





Breakthrough! **NEW**

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 — understands that and teaches you how to use 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 regard-

ing 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 (18 hrs)

Jan. 15-Feb. 20 TW, 5:30-7 p.m. AVC 2013.01

Mar. 19-Apr. 17 TW, 5:30-7 p.m. AVC 2013.02

Bowling for Beginners

NEW

This is a great way to get some fun and exercise indoors. Learn bowling with a qualified instructor who teaches about equipment, correct form and scoring. You'll also learn bowling etiquette and helpful pointers on choosing your own equipment. You may bring your own bowling ball and shoes or use the equipment provided at the bowling alley. Class meets at Lake Air Lanes, and enrollment is limited.

Cost: \$49, 6 wks (9 hrs)

Jan. 28-Mar. 4 M, noon-1:30 p.m. AVC 4020.01

Zumba Fitness

You've heard about it — now experience it for yourself! Zumba Fitness incorporates Latin dance moves with additional aerobic exercise into a high-energy cardio class that is anything but ordinary. It's fun and takes the "work" out of workout, but you'll still burn hundreds of calories each session. The Zumba Fitness philosophy is "Ditch the workout and join the party!" Let's get it started!

Cost: \$50, 6 wks (12 hrs)

Jan. 28-Mar. 6 MW, 5:30-6:30 p.m. AVC 1378.03

Mar. 18-Apr. 24 MW, 5:30-6:30 p.m.

AVC 1378.04



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 beginning-level 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 for this class.

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

Jan. 16-Mar. 6 W, 7:8:30 p.m. AVC 1623.01



Travel

New York City Study Tour

Enjoy the sights and sounds of New York City on this special guided visit! You'll spend six days and five nights from May 15-20 exploring the city and visiting notable sites, such as Carnegie Hall, Empire State Building, Chelsea Pier Market, Madison Square Garden, Museum of Modern Art and much more! The New York City Study Tour includes roundtrip tickets and all transfers, double occupancy hotel and seven-day subway pass. This course includes three on-campus meetings before the trip. Payment schedule is \$345 due at time of registration, \$500 by April 9, \$500 by April 16 and \$455 by April 23. (\$300 is a special non-refundable fee.) For more information, call 254-299-8695.

Cost: \$1,800, 8 wks (48 hrs)

Apr. 2-May 20 BMGT 1091.04

New Zealand and Australia Trip

Here's your chance to explore Down Under on a guided trip to New Zealand and Australia this summer. Spend five days in Rotorua, New Zealand; four days in Sydney, Australia; and four days in Cairns, Australia, home of the Great Barrier Reef and Daintree Rainforest. The trip includes roundtrip air and

ground transportation from Waco to New Zealand and Australia, hotels, activities, taxes and some meals. There will be two on-campus planning sessions (6:30-8:30 p.m. on March 19 and April 23). Payment schedule is \$1,200 (\$300 nonrefundable fee) due by 5 p.m. Feb. 6, \$900 due March 15, \$900 due April 15 and \$900 due May 1. Last day to register is Feb. 6 and space is limited. For more information, contact David Davenport at 254-299-8667 or ddavenport@mclennan.edu. To register, call 254-299-8888.

Cost: \$3,900, 2 wks (48 hrs)

Mar. 19-Jun.20 BMGT 1091.FO





Costa Rica Trip

Immerse yourself for a week this spring break in the language and culture of beautiful Costa Rica. Language, cooking, dance or other cultural classes

are offered daily. Accommodations are 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. Interesting 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. **Free info sessions are Dec. 11 and Jan. 15 at 6 p.m.** Contact Daniel Paniagua for more details:

dpaniagua@mclennan.edu or 254-299-8942.

Cost: \$1,450, 1 wk (32 hrs)

Mar. 9-16 FRNL 1091.01

Learn more about the Costa Rica Trip!

Free Information Sessions

Find out all about the trip we're taking to Costa Rica in March. Sign up for one of these info sessions:

Tuesday, Dec. 11 or Jan. 28, 6-7:30 p.m.

Call **254-299-8888** to reserve your place!

Alaska Trip in July 2013

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
- \$3,250 plus the cost of excursions

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

This trip will be offered again in July 2014.



BLAST — Babysitter Lessons & Safety Training **NEW**

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)

Apr. 6 M, 10:30 a.m.-3:30 p.m. AVC 5240.01



Like us on Facebook
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!

New classes are always being added!

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



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!

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)



Feb. 7-Apr. 4 TH, 9 a.m.-4 p.m. GERS 1004.04

Apr. 4-May 30 TH, 9 a.m.-4 p.m. GERS 1007.04

Feb. 7-May 30 TBA, TBA GERS 1066.04

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)

AUCT 1000.04 & 1001.04 Feb. 16-23

SS, 8 a.m.-6:30 p.m.

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.

EKG Technician



EKG Technician

This course presents the principles of basic electrocardiography. Subjects

include anatomy and physiology of the circulatory systems, role and function of the EKG technician, safety and infection control, legal and ethical aspects in practice, and interpretation of basic rhythms and life-threatening arrhythmias. Successful completion of the class prepares students to sit for national certification. Students must register for both sections listed below. Required textbooks are available at the MCC Bookstore.

Cost: \$350, 12 wks (64 hrs)

Feb. 5-Mar. 28 TTH, 6-9 p.m. ECRD 1011.04

Mar. 28-Apr. 25 TTH, 6-9 p.m. EMSP 1016.04



ENTRANCE REQUIREMENTS:

See page 44.

Massage Therapist

Massage Therapy Program

The Massage Therapy Program covers the following: anatomy, physiology, health and hygiene, hydrotherapy, kinesiology, pathology, massage therapy techniques, business practices and professional ethics. At the end of 470 hours of didactic instruction, you will have a 50-hour internship, during which you will give hour-long massages to community members. NOTE: The times for the last 50 hours of class will be adjusted to fit internship requirements. Call 254-299-8587 to find out if you qualify for financial help through a special grant.

Cost: \$2,850, 18 wks plus internship (520 hrs)

Feb. 11-Aug. 30 M-TH, 8 a.m.-4 p.m.



ENTRANCE REQUIREMENTS:

See page 44.

Meet Bill Clemmons



Bill has been involved with massage therapy for more than 40 years. After working in private practice for several years, he parlayed

his extensive experience into teaching when he became the MCC Massage Therapy instructor in 2004. Bill enjoys passing on his knowledge to likeminded students in a relaxed atmosphere.

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 Continuing Education office at 254-299-8888 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 SpeedECoder 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 (CMA)

Medication Aide Training

Learn to accurately and safely administer medications to long-term care 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: You 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, 16 wks (140 hrs)

Feb. 5-June 11 T, 5-9 p.m.; TH, 5-9 p.m.

NURA 1013.33



ENTRANCE REQUIREMENTS:

See page 44.



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, 4 wks (100 hrs)

Jan. 14-31 MF, 8 a.m.-5 p.m. NURA 1001.13

Feb. 11-27 MF, 8 a.m.-5 p.m. NURA 1001.14

Mar. 4-27 MF, 8 a.m.-5 p.m. NURA 1001.15

Apr. 8-24 MF, 8 a.m.-5 p.m. NURA 1001.16

Nurse Aide Training Evening Course

This evening class offers the same content as the popular daytime class but meets two evenings a week so you can keep your day job. All requirements and information listed in the CNA daytime class apply. You will receive AHA certification in CPR/Basic First Aid as part of the course.

Feb. 5-May 7 MT, 6-10 p.m. NURA 1001.32



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 Sherry Mathison at **254-299-8587** or **smathison@mclennan.edu** for more information.

Pharmacy Technician



Pharmacy Tech

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, 4 wks (46 hrs)

Feb. 6-Mar. 20 W, 5-9 p.m.; S, 8 a.m.-2 p.m.

PHRA 1043.04

Principles of Selling

Gain an overview of the selling process. Learn to identify the elements of the communication process between buyers and sellers. Examine the legal and ethical issues of organizations that affect salespeople.

Cost: \$345, 16 wks (48 hrs)

Jan. 14-May 6 M, 6-9 p.m. MRKG 2033.50

Texas Contracts & Addenda

Study Promulgated Contract Forms, including but not limited to unauthorized practice of law, broker-lawyer committee, current promulgated and approved forms, commission rules governing use forms and case studies involving use of forms.

Cost: \$345, 16 wks (48 hrs)

Jan. 14-May 8 MW, 9:35-10:55 a.m. RELE 1000.01

Jan. 14-May 10 Online RELE 1000.87

Principles of Real Estate I

This course is an overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveying of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. The course covers at least three hours of classroom instruction of federal, state and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment.

Cost: \$345, 16 wks (48 hrs)

Jan. 17-May 9 TH, 6-9 p.m. RELE 1001.50

Jan. 14-May 10 Online RELE 1001.87

Real Estate Investment

Study characteristics of real estate investments, including techniques of investment analysis, time-valued money, discounted and non-discounted investment



criteria, leverage, tax shelters, depreciation, and applications to property tax.

Cost: \$345, 16 wks (48 hrs)

Jan. 14-May 6 M, 6-9 p.m. RELE 1007.50

Real Estate Contracts

Learn the elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law commission rules relating to use of adopted forms, and owner disclosure requirements.

Cost: \$345, 16 wks (48 hrs)

Jan. 16-May 8 W, 6-9 p.m. RELE 1011.50

Real Estate Finance

Examine monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing cost, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, community Reinvestment Act, and the state housing agency.

Cost: \$345, 16 wks (48 hrs)

Jan. 15-May 7 T, 6-9 p.m. RELE 1019.50

Jan. 14-May 10 Online RELE 1019.87

Principles of Real Estate II

Gain an overview of licensing as a broker or salesperson, including ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. The course covers at least three hours of classroom instruction on federal, state, and local laws relating to housing, discrimination, housing credit discrimination, and community reinvestment. This class fulfills at least 30 of 60 hours of required instruction for salesperson license.

Cost: \$345, 16 wks (48 hrs)

Jan. 14-May 8 MW, 11:10 a.m.-12:30 p.m.
RELE 1038.01

Jan. 14-May 10 Online RELE 1038.87

Law of Agency

This course provides a study of law of agency, including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of an agency.

Cost: \$345, 16 wks (48 hrs)

Jan. 14-May 8 MW, 8-9:20 a.m. RELE 2001.01

Jan. 14-May 10 Online RELE 2001.87

Real Estate Brokerage

Students will study law of agency; planning and organization; operational policies; procedures, recruiting, selection and training of personnel; records and control; and real estate firm analysis and expansion criteria.

Cost: \$345, 16 wks (48 hrs)

Jan. 14-May 10 Online RELE 2031.87

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, 5 wks (40 hrs)

Jan. 19-Feb. 16 S, 8 a.m.-5 p.m. EDTC 1094.66

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

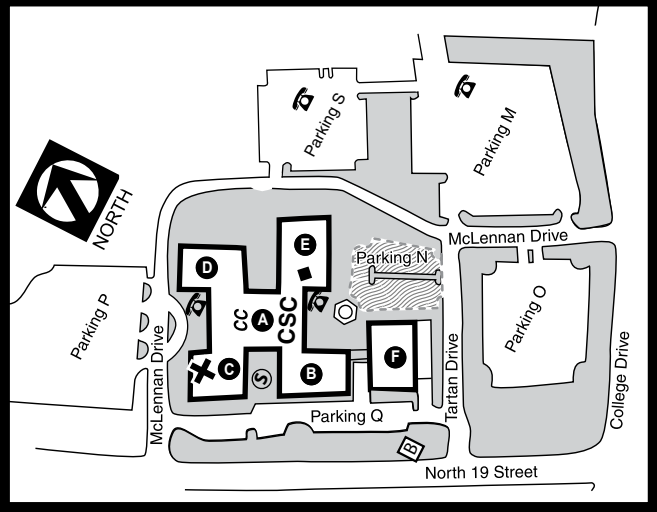
Al Pollard, Title IX Coordinator
Vice President, Program Development
McLennan Community College
Administration Building, Room
1400 College Drive
254-299-8669
FAX 254-299-8654
apollard@mcclennan.edu

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@mcclennan.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**



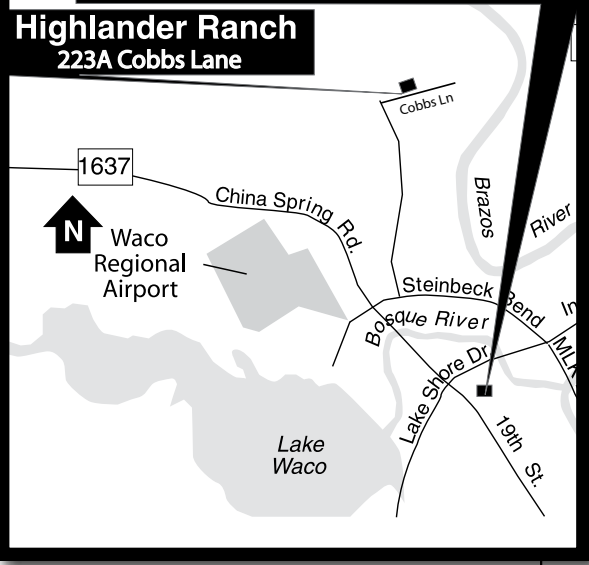
**MCC Continuing Education
Community Services Center**
4601 North 19th St. • Waco, TX 76708
(254) 299-8888

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.

McLennan Community College
1400 College Drive

Highlander Ranch
223A Cobbs Lane



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

- 3 Broad Edged Calligraphy
- 9 Basic Workplace Computer Skills
- 17 Every Drop Counts
- 20 ESL — Improve Pronunciation & Conversation Skills
- 28 Screenwriting: The Next Step
- 31 Mindfulness
- 34 Breakthrough
- 34 Bowling for Beginners
- 37 BLAST — Babysitter Lessons & Safety Training



35 New Zealand and Australia Trip

Travel

- 35 New York City Study Tour
- 36 Costa Rica Trip



MCC is an Equal Opportunity institution.

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Community
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