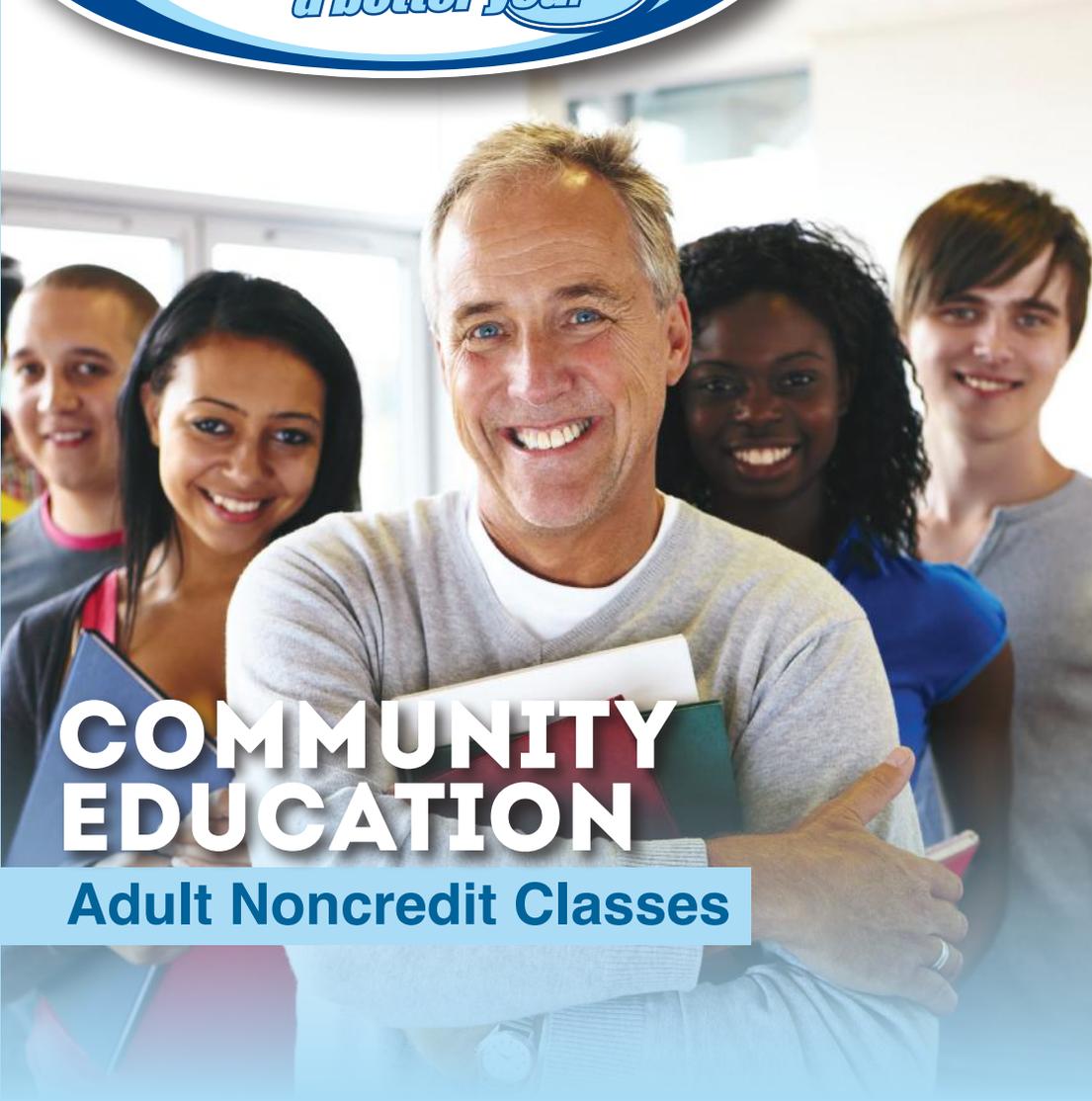


#BeMoreAtMCC



**FALL
2016**



COMMUNITY EDUCATION

Adult Noncredit Classes



Metropolitan
Community College

816.604.2030
mccckc.edu/lvcommed



LONGVIEW



FALL FEATURES

5th Annual "Silents Night"

We are excited to be hosting our **5th annual Silents Night** event this year! Join us Thursday, Nov. 3 to be entertained by Harold Lloyd in the silent film "Safety Last!" (1923), as well as a Charlie Chaplin comedy short. The image of Lloyd hanging from the hands of a skyscraper's clock, high above a city street teeming with traffic, is an iconic one in the world of film. Experience the suspense as he encounters hilarious obstacles along not only his climb up the building, but in life as well. Doors to the Cultural Arts Center open at 6:30 p.m., with the presentation beginning at 7 p.m. See page 12 for more information.



One-on-One Computer Training

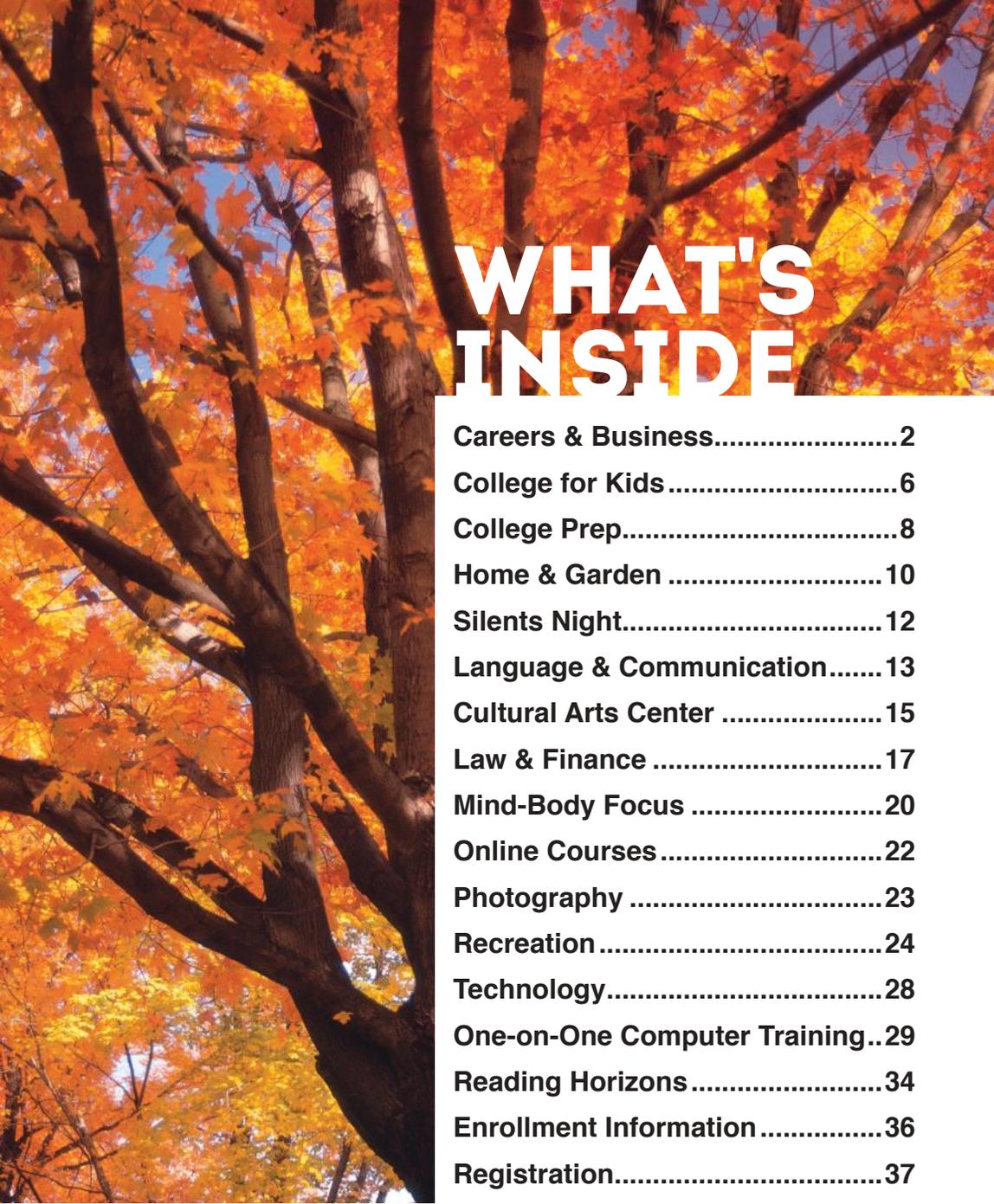


Do you have a need for specific technology training – or would you just rather have an instructor's undivided attention? Ask us about **One-on-One Computer Training**, where you can get the training you want in an individual setting. Whether you need **basic computer skills**, help **navigating the Internet**, or something as specific as **conquering the mystery of mail merge**, our instructors can teach you what you need to know. See page 29 for more information.

College for Kids this fall at MCC-Longview

Extend the fun of summer kid's classes into the fall! Science and art classes will be offered Wednesday afternoons, 4:30-5:30 p.m. **Mad Science** will be on campus with "Science Explorations" classes like **Energy Burst**, **Get Connected**, **Moving Motion**, **Radical Robots**, and **Super Power Sources**. For burgeoning artists, **Young Rembrandts** will be offering drawing classes in the **Anime** style and **Fashion Runway Drawing**. See page 6 for more information.





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Cancellations Due To Weather

When MCC-Longview or Metropolitan Community College District cancels classes, your Community Education class will not be held. Please be sure to listen for TV or radio announcements for cancellations. If you are unsure, you may call the Community Education office at 816.604.2030.

Accommodation

We will accommodate disabilities. MCC-Longview Disability Support Services (DSS) office will provide special assistance for any students with documented disabilities. To receive these services, you must inform the College of your disability one month in advance of your class and provide appropriate documentation. Please call the DSS office at 816.604.2254 for an appointment.

CAREERS & BUSINESS

Kick-start your career or discover a new passion.



A to Z Grant Writing –



online class

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. It's an excellent primer for individuals wishing to become grant writing consultants or community grant writing volunteers. No matter who you are or what level of experience you have, you'll find the A to Z of writing and submitting successful proposals here!

Instructor: Linda Vallejo

New sessions start monthly

Fee: \$105

Breaking Through the Glass Ceiling

In recent years, more women have made it to the top of the executive suite, yet the percentages are still not where they should be. More women need to develop the unique style to compete on a par with men for the top positions in industry. Master proven communication techniques to see your career soar. The proven techniques of vocal communication are available using the FULL VOICE™ Vocal Communication Method.

Instructor: Garrett Gardner

Sat., Oct. 8, 9 a.m.-1 p.m.

Fee: \$99



Register for online classes at

ed2go.com/lvcommed

CAREERS & BUSINESS

Kick-start your career or discover a new passion.

Administrative Assistant Fundamentals – online class



Rapid growth in the health, legal services, data processing, management, public relations and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

Instructors: Becky and Tony Swaim

New sessions start monthly

Fee: \$105



Introduction to QuickBooks 2016 – online class



Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small- to midsized-business owner who needs a fully functional accounting system that's also easy to use. In 12 lessons, you'll gain hands-on experience as you master the tools you need set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. Whether you're new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of the financial accounting for your business.

Instructor: Scott Paxton

New sessions start monthly

Fee: \$119

Keyboarding – online course



If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! In these lessons, you'll use a typing tutorial designed for personal computers to learn how to touch-type—that is, to type text you read from a printed page or a computer screen without looking at your keyboard. You'll even learn posture tips to minimize fatigue and help prevent carpal tunnel syndrome. With the skills you master here, you'll become faster and more confident at the keyboard. By the end of the course, you'll know how to touch-type the alphabetic, numeric and symbol keys; create, save and edit word processing documents; and successfully take a timed writing test during a job interview.

Instructor: Kathy Van Pelt

New sessions start monthly

Fee: \$99

CAREERS & BUSINESS

Kick-start your career or discover a new passion.



Become a Veterinary Assistant – online class series



Do you love animals? Have you ever thought about a career as a veterinary assistant? These courses, taught by a practicing veterinarian and college instructor, will give you the information you need to prepare for work in veterinary hospitals. This three-course series includes Become a Veterinary Assistant, Become a Veterinary Assistant II: Canine Reproduction, and Become a Veterinary Assistant III: Practical Skills. You will begin by getting the information you need to prepare for work in veterinary hospitals. Special lessons will target specific aspects of veterinary assistant duties. If you're a veterinary assistant or preparing to become one, the second course in the series will help you understand the essential facts so you can knowledgeably converse with clients on the complexities of canine reproduction. The third course will teach you the practical skills you'll need to be a valuable

veterinary assistant by exploring the many duties that a veterinary assistant typically performs. You'll benefit from videos that demonstrate many of these procedures and techniques, as well as state-of-the-art interactive graphics. It's as close as you can get to actually being right there in the veterinarian's office!

Instructor: Jeff Grognet

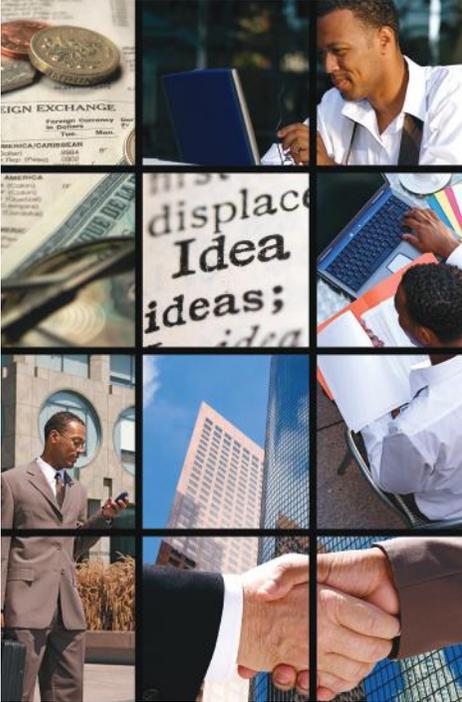
New sessions start monthly

Fee: \$261



CAREERS & BUSINESS

Kick-start your career or discover a new passion.



Accounting Fundamentals – online class



Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You'll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes and various common banking activities. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.

Instructor: Charlene Messier

New sessions start monthly

Fee: \$105

Creating a Successful Business Plan – online class



Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you'll work through all of the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first—and most difficult—step on the path to small business success.

Instructor: Kris Solie-Johnson

New sessions start monthly

Fee: \$99



Register for online classes at

ed2go.com/lvcommed

COLLEGE FOR KIDS

Battle midweek boredom on Laker Wednesdays!



Mad Science: Science Explorations

Calling all Mad Scientists: Spend Wednesday afternoons at MCC-Longview doing fun, hands-on science experiments! Each afternoon will focus on a different scientific principle through activities, demonstrations and discussion. (Ages 6-12)

Instructor: Mad Science Staff

5 Wed., Starts Sept. 28, 4:30-5:30 p.m.

Fee - \$80

Energy Burst - This energetic class explores energy transfer and energy conversion! Children jump and push up to reach their potential. They stretch and release wound rubber-band gadgets. There is time to unwind with windup toys that swim, hop and flip. Children spring into action with poppers, Boinks and jumping bugs. Pulling back a car lets children control how far it goes. Children pair up and drop frog splat balls from different heights. The Catapult Take-Home has the potential to get kinetic!

Get Connected - Children take on telecommunications with this one-hour class! Interactive activities include seeing the sound of your voice and testing out telephone lines. Children chat on their own telephone network, find the limits to low-power radio signals, wind through a cell tower relay, and learn how to track cell phone users. The class wraps up with a card-flipping history quiz that builds on cellular network knowledge. Children show off their telecommunication knowledge with a worldwide optic fiber Wired World take home product.

Moving Motion - Children catapult into Newton's three laws of motion! They yank a cloth from under dishes and send crash test dummies flying. They adjust the mass of two identical cars and learn how heavier objects need a bigger push to move the same distance. Children drop two plastic eggs, one heavier than the other, and find out they hit the ground at the same time! They see action-reaction forces at work as a fan cart races across the room and mini-rockets launch through the air. They twirl into action with the Newton Spinner Take-Home.

Radical Robots - Children become wrapped up in the world of robotics! Volunteers act out a robot, remote control device and an automaton. A reading and writing robot draws shapes, detects objects and tracks lines. Children circulate learning centers to control an automaton through sound, move a robot through a maze, and make a soccer robot score a goal! A soft and snuggly robotic seal pup is passed around for all to pet. Children build the Robot Hand to take home.

Super Power Sources - Children embark on a quest for alternative energy sources. They harness the sun's heat with a parabolic mirror and choose volunteers to ramp up a power generation station. They act as power hunters to pinpoint renewable and nonrenewable resources. Tight teamwork turns on solar devices and a united breath of air runs a fan-powered light bulb. A small scale demonstration reveals the enormous potential for fuel cells. Children carry out a chemical reaction, load a capacitor and take home Crank'n Shine, a hand-crank flashlight.

COLLEGE FOR KIDS

Battle midweek boredom on Laker Wednesdays!



Anime Drawing

Come and explore the world of Anime with Young Rembrandts! Learn all about the Anime cartoon style and create your very own Anime characters. We will learn to draw a variety of facial expressions, actions and movement to bring life to our characters. Each child will complete several drawings in each class and ultimately create a comic book scene in the Anime style. Don't miss out on an exciting opportunity to produce wonderful artwork! All materials are provided. (Ages 6-12)



Instructor: Young Rembrandts Staff

5 Wed., Starts Sept. 28, 4:30-5:30 p.m.

Fee - \$80

Fashion Runway Drawing

Are you an aspiring fashionista? Join us for five classes of runway chic as we illustrate aspects of fashion design. Become a fashion magazine editor as you design and draw an eye-catching magazine cover. Illustrate outfits and accessories, and draw your model stepping out onto the runway in your fashion originals. If you love to design clothes and are hip to the latest fashions, this drawing class is a perfect fit! All materials are provided. (Ages 6-12)

Instructor: Young Rembrandts Staff

5 Wed., Starts Sept. 28, 4:30-5:30 p.m.

Fee - \$80



Enroll Today! 816.604.2030

COLLEGE PREP

Online or on-campus, the road to college success begins here.



SAT/ACT Prep Series – online class



Making the decision to attend college is probably one of the most important decisions you'll ever make, and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This series will prepare you for both tests. This series will prepare you to excel in all sections of the undergraduate college entrance exams and provide you with the means to achieve your best potential score!

Instructor: Benjamin N. Gialloreto

New sessions start monthly

Fee: \$174

Everyday Math – online class



Math isn't about plugging numbers into formulas. It's about knowing enough to make the numbers and formulas work for you. Math can be incredibly useful, but only if you understand how and when to apply it in your everyday life. This course will show you how to use math to your advantage. You won't find any theory or memorization here. You'll find out some very interesting things about how calculators work, and then use that knowledge on practical exercises that you can put to immediate use.

Instructor: Ivy Bishop

New sessions start monthly

Fee: \$99

COLLEGE PREP

Online or on-campus, the road to college success begins here.

College Prep Classes/HiSET

Need to boost your placement test scores? Enroll in this program to review basic skills in reading, writing mathematics, science and history. Classes offer individual and group instruction by teachers who are committed to student success. Be ready for what the future has in store for you! Classes are held on the MCC-Longview Campus at the Southland Center. Call 816-604-2041 for more information. Ages 17 and up.

Instructor: coordinated through Independence School District

Enrollment Sessions begin Sept. 20 and Nov. 1, 6 p.m.

Classes are free

English as a Second Language (ESL)

More than 75 different languages are represented in the local area. These free English classes, provided by the Independence School District, offer low, intermediate and high levels of English instruction to students who have come to the United States as immigrants and/or refugees. By learning English, adult students can increase job opportunities and advancement; obtain High School Equivalency credentials and/or prepare for college; become a United States citizen; and improve communication with your children, neighbors, friends and the community.

Instructor: coordinated through Independence School District

Enrollment Sessions begin Sept. 13 and Oct. 25

Classes are free



Register for online classes at

ed2go.com/lvcommed

HOME & GARDEN

Let us help you make your home comfortable and cozy.

Sew a T-Shirt Quilt

Want a special gift for a graduate, friend or family member? If you have 6 to 24 t-shirts, you can design and make a keepsake quilt for someone to cherish. You will cut the t-shirts to make the blocks in the first session. In the second session, you will begin to sew the blocks together to form the quilt top. The completed quilt top will be ready to be either hand tied or machine quilted (outside of class). You must supply your own t-shirts. This project requires you to spend extra time working on your quilt outside the class time. Anticipate spending 6 to 10 hours preparing your quilt blocks before coming to the second class session. Please bring your own machine - there are limited machines available on a first-come-first-served basis.

Instructor: Judy Foglio
3 Mon., Starts Sept. 26
6:30-8:30 p.m.
Fee - \$54



Beginning Sewing

Do you have a sewing machine but don't know how to use it? Basic sewing is for you. We will start with the basics and throughout the 4 sessions you will learn how to use your machine, perform basic clothing/sewing repairs and sew simple patterns. A supply list will be provided. **You must bring your own machine.

Instructor: Courtney Hill
5 Thurs., Starts Oct. 6, 6-9 p.m.
Fee - \$84



Get Crafty with Pinterest

Get ready for Pinterest success! Join this fun class for two nights of crafting from Pinterest idea boards. Not familiar with how Pinterest works? We'll start with an overview of the popular virtual idea board, then we'll get crafty! Projects on the first night will include one paper craft and a DIY skin care item. Students will vote on ideas for the second session. Supplies will be provided.

Instructor: Nikki Worstell
2 Thurs., Starts Oct. 27
6:30-8:30 p.m.
Fee - \$47, includes supplies

HOME & GARDEN

Let us help you make your home comfortable and cozy.

Thrifting 101

Thrift stores can hold an intimidating array of items. Some stores are well organized, while others are piles of random treasures. Learn how to make the most of your time and your money when shopping in thrift stores. Whether you're looking for clothes, toys, home décor and furnishings, or vintage items, thrift stores can be a boon for your budget. Class will cover dos and don'ts of thrifting, looking for wardrobe staples, where the best thrift stores are, and more. The second class session will be a field trip to a local thrift store to put the lessons to practice. Instructor Nikki Worstell is a blogger and long-time thrifter who loves a good bargain.

Instructor: Nikki Worstell

2 Thurs., Starts Sept. 22, 6:30-8:30 p.m.

Fee - \$39

Basic Plumbing Repairs

Minor plumbing problems can be exasperating. Learn to do repairs yourself, and save both time and money. We will take a faucet apart and change washers, learn how to repair a washerless faucet, replace a toilet tank ball and ballcock, and more.

Instructor: Bruce Harden, Platinum Professional Group Plumbing

Thurs., Oct. 6, 6:30-8:30 p.m.

Fee - \$24



Pet First Aid

Your pet is a cherished member of the family and relies on you to provide care and protection. What will you do if an emergency occurs? Pet First Aid, an American Red Cross course, presents symptoms and care for ailments and emergencies, instructions for creating a pet first-aid kit and tips for maintaining your pet's health and well-being. You will receive a book with DVD and a student first-aid kit for use in class. You will practice on dog or cat mannequins (specify dog or cat when enrolling) and receive practical pet health tips and lifetime American Red Cross certification.

Instructor: Joe Gilman

Sat., Sept. 24, 9 a.m.-1 p.m.

Fee - \$84, includes book

#BeMoreAtMCC

Silents Night

An evening of silent film
FEATURING

Safety Last!

DIRECTED BY FRED C. NEWMAYER

STARRING
HAROLD LLOYD

Thursday,
NOVEMBER 3
7 P.M.

MCC-Longview Cultural Arts Center

Metropolitan
Community College

FREE ADMISSION
Doors open at 6:30 p.m.

Experience the "roaring '20s"
and the golden age of cinema.

Special Guest Organist
Dr. Marvin Faulwell

mccckc.edu/longview



MCC

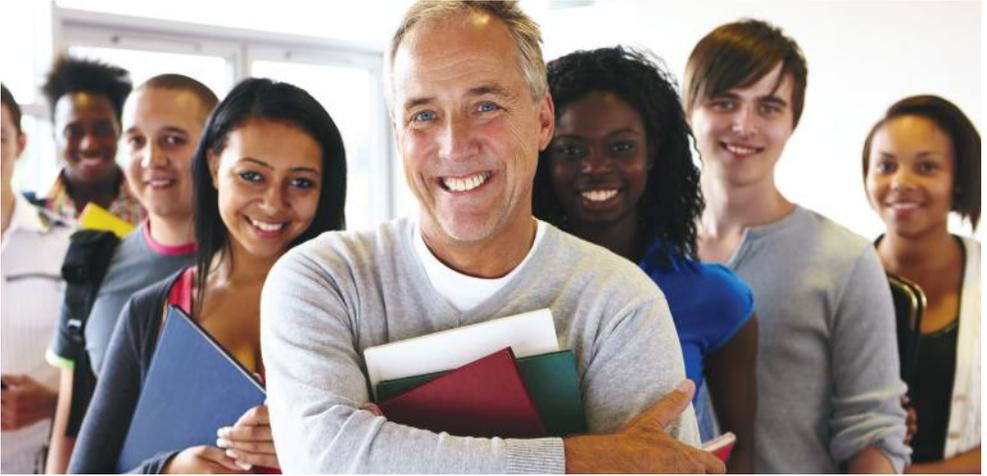


MCC-LONGVIEW

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LANGUAGE & COMMUNICATION

Books for all language classes can be purchased from the MCC-Longview campus bookstore. Call 816.604.2189 for information.



Beginning Spanish – Level 1

The innovative program *10 Minutes a Day* is easy to use and will have you speaking Spanish immediately. Using labels, flash cards, games and more, you will learn more than 300 vocabulary words, including numbers, colors and verbs. This class is designed for those with no prior knowledge of Spanish. Bring a 3-ring notebook and index cards.

Instructor: Karen Lange

6 Tues., Starts Sept. 6, 6:30-8 p.m.

Fee - \$79

Beginning Spanish – Level 2

Continuing with the program *10 Minutes a Day*, you will practice more advanced communication skills encountered in typical day-to-day situations. We will also practice the most important words used by travelers such as introducing yourself, getting around the area and ordering food in a restaurant.

Prerequisite: Spanish – Level 1 or equivalent.

Instructor: Karen Lange

5 Tues., Starts Oct. 18, 6:30-8 p.m.

Fee - \$74

Beginning Sign Language

This introductory course is for those with little or no sign language experience. Learn the basics of the manual alphabet and conversation. Practice both receptive and expressive skills, and learn about deaf culture.

Instructor: Chris Perry

6 Tues., Starts Sept. 6, 6-8 p.m.

Fee - \$107, includes book

Continuing Sign Language

This course continues building upon the foundation of Sign Language, learned in the Beginning Sign Language course.

Prerequisite: Sign Language I or equivalent.

Instructor: Chris Perry

5 Tues., Starts Oct. 18, 6-8 p.m.

Fee - \$79



LANGUAGE & COMMUNICATION

Books for all language classes can be purchased from the MCC-Longview campus bookstore. Call 816.604.2189 for information.



Beginning Italian for Travelers I

Acquire the basic skills needed to speak, read, write and understand the Italian language with the *10 Minutes a Day* series. This innovative program is easy to use and will have you speaking Italian immediately. Practice how to engage in everyday conversations from ordering at a restaurant to asking for directions. You will also be introduced to the Italian culture and customs.

Instructor: Lisa Power

8 Sat., Starts Sept. 10, 9-11 a.m.

Fee - \$104

Beginning Italian for Travelers II

Extend the lessons in the previous class by improving your accent and expanding your vocabulary through conversation.

Prerequisite: Italian for Travelers or equivalent.

Instructor: Lisa Power

6 Sat., Starts Nov. 5, 9-11 a.m.

(Note: no class the week of Thanksgiving, Nov. 21-26)

Fee - \$89

Continuing Beginning Japanese

Have you studied Japanese before, but want to be more proficient? This class makes it easy and enjoyable to build on your existing basic knowledge to master the essentials of the Japanese language. You will learn to speak with confidence and be understood, using correct pronunciation, vocabulary and grammar. We'll practice drills and dialogue, do interactive exercises and gain cultural knowledge. Prerequisite: Basic Japanese knowledge, Beginning Japanese I or equivalent

Instructor: Eriko Otsuka Wehmeyer

8 Tues., Starts Sept. 13

6:30-8:30 p.m.

Fee - \$104



Beginning Japanese I

This course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. Learn vocabulary words to introduce yourself. Practice useful conversational phrases for having a brief conversation and traveling in Japan. We'll practice drills and dialogue, do interactive exercises and gain cultural knowledge.

Instructor: Eriko Otsuka Wehmeyer

6 Thurs., Starts Sept. 15

6:30-8:30 p.m.

Fee - \$84

MCC-Longview CULTURAL ARTS CENTER



DISCOVER THE ARTS AT LONGVIEW

THEATER

For tickets call 816.604.2200 or visit mcckc.edu/culturalarts. For rental information contact Ryan Morehead at ryan.morehead@mcckc.edu.

GALLERY

All gallery events are free and open to the public. For more information please contact: daniel.reneau@mcckc.edu.

FRIENDS OF THE CULTURAL ARTS CENTER

Please call 816.604.2200 to become a Friend of the Cultural Arts Center.

MCCCKC.EDU/CULTURALARTS
LVCULTURALARTS@MCCCKC.EDU
816.604.2200



MCC-LONGVIEW



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**MORE THAN
INSPIRED.**

mcckc.edu/culturalarts | lv culturalarts@mcckc.edu | 816.604.2200

* Visit mcckc.edu/culturalarts, email lv culturalarts@mcckc.edu or call 816.604.2200 for more information, individual or season tickets or group sales. The MCC-Longview is the home of the Summit Theatre Group and the Kansas City Chapter of Sweet Adelines. Support quality programming at the MCC-Longview Cultural Arts Center by becoming a Friend of the Cultural Arts Center at mcckc.edu/culturalarts.

LANGUAGE & COMMUNICATION

Books for all language classes can be purchased from the MCC-Longview campus bookstore. Call 816.604.2189 for information.

German for Beginners

Whether you're celebrating "Oktoberfest," skiing the Alps, or exploring your German heritage, you'll have more fun if you can speak the language! This class will provide plenty of opportunity to speak German and pick up some vocabulary. Your teacher (born and raised in Germany) will even throw in some cultural aspects as well. The *10 Minutes a Day* program is a fun and easy, hands-on learning experience. No previous knowledge required.

Instructor: Kerstin Haack

8 Tues., Starts Sept. 20, 6:30-8:30 p.m.

Fee - \$104

Blogging 101

Have you ever wanted to share your world with others and maybe even generate some income? Blogging isn't just for writing your thoughts anymore. Teach others how to craft, start a lifestyle blog, show off your artistic talent, share recipes – the possibilities are endless! You'll learn how to design your blog from scratch, create posts and pages and learn ways to generate income all on the web!

Instructor: Amy Jo

2 Mon. & 2 Wed.

Starts Sept. 12, 6-8 p.m.

Fee - \$59



LAW & FINANCE

Navigate life's tough issues with timely information.



Basic Estate Planning and Wills

Determine the appropriate estate plan for you. Topics will include: the probate process, beneficiaries, executors and guardians, property titles, powers of attorney and non-probate transfers.

Instructor: Chinnery Law Office
Tues., Sept. 20, 7-9 p.m.
Fee - \$24

Living Trusts

How much do you know about trusts? Is a living trust right for you? We will discuss avoiding probate, managing your assets during incapacity, providing for beneficiaries, minimizing taxes and more.

Instructor: Chinnery Law Office
Tues., Sept. 27, 7-9 p.m.
Fee - \$24



Now You're an Executor!

So, you've been asked to be the executor of someone's will, but do you know what that entails? We'll explain the duties, obligations and liabilities of an executor. This comprehensive overview of issues includes everything from commencing the probate process through the closing of the estate. This course is designed to address the concerns often experienced when people are faced with this seemingly overwhelming task.

Instructor: Chinnery Law Office
Tues., Oct. 4, 7-9 p.m.
Fee - \$24

Aging with Dignity: Exploring Long-Term Care

As medical science progresses and Baby Boomers age, there are an increasing number of people who will need long-term care services before they die. This class will cover the intricacies of what Medicare will pay, when Medicaid will pay, when private insurance is appropriate and all the other options people should consider when planning for their own care or the care of an aging family member. Long-term care does NOT have to be a nursing home. Know your choices, learn the costs and be prepared to age with dignity.

Instructor: Stana Martin
Wed., Oct. 12, 6-8 p.m.
Fee - \$24

LAW & FINANCE

Navigate life's tough issues with timely information.

The Next Stage of Life

As we age, we move through different social roles that provide us with different identities: student, spouse, worker, parent, grandparent. This interactive class will look at these transitions and pose questions such as, "What do I want to do with the rest of my life?" We'll talk about approaching retirement, "staying in the game," new careers, passions and opportunities.

Instructor: Kimberly Thomasson
Wed., Oct. 12, 6:30-8:30 p.m.
Fee - \$24



Planning for a Child with Special Needs

Parents of children with physical, mental or emotional disabilities devote countless hours to caring for their special needs. We want to help you understand the planning your child may need during all stages of life. We'll cover Social Security, determining eligibility and why it's important. Find out about a special needs trust and protecting assets for your children. Guardianship will be discussed, as well as the importance of creating a blueprint for providing care after parents are gone. We will review how planning for your child with special needs is different both legally and financially.

Instructor: Scott Adams, CFP
Tues., Sept. 13, 6:30-8:30 p.m.
Fee - \$24

The ABLE Act: Changing the Future of Special Needs Planning

If you're looking for an alternative to a Special Needs Trust for a disabled loved one in your life, you won't want to miss this evening of discussion about the new ABLE Act, which was recently passed by Congress. Modeled after college savings 529 plans, ABLE accounts can be a less complicated planning tool than a Special Needs Trust. We'll discuss the differences between the two and how to decide which is better for your situation. Learn who is eligible, how having funds in the account will affect eligibility for other services, and how funds are handled upon the death of the beneficiary.

Instructor: Scott Adams, CFP
Wed., Oct 12, 6:30-8:30 p.m.
Fee - \$24

Insurance Basics

Accidents happen – learn how to protect your financial interests with insurance to fit your needs. We'll cover the basics of "personal lines" of insurance: car, boat and motorcycle insurance; homeowners/renters insurance; and personal umbrella insurance. This class will help you understand the different types of insurance available, how they work and why they may benefit you and your family. Discussion will not focus on differences between insurance carriers or agents, or attempt to influence you to work with a particular company.

Instructor: Simon Casas
2 Mon., Starts Oct. 10, 6:30-8:30 p.m.
Fee - \$54

LAW & FINANCE

Navigate life's tough issues with timely information.



Human Resources Essentials

The Civil Rights Act of 1964 was – and is – serious stuff, but this class will help you navigate the ins and outs of compliance with a little humor thrown in. We'll take a look at the history of Title VII of the Act, which prohibits employers from discriminating against employees on the basis of sex, race, color, national origin and religion. Learn about different types of discrimination claims and the legalities surrounding them. The course will wrap up with information about other HR-related legislation and how it affects today's workplace.

Instructor: Simon Casas

4 Mon., Starts Sept. 12

6:30-8:30 p.m.

Fee - \$74

Sales 101

Everything you do in life involves sales. There is no such thing as a natural-born sales person – it's a teachable skill and nothing to be fearful of. We'll cover the sales process from prospecting and cold calling to handling objections and asking for the sale. Sales is fun! Join this class that may have you laughing all the way to the bank.

Instructor: Simon Casas

3 Mon., Starts Oct. 31, 6:30-8:30 p.m.

Fee - \$69

Attention Angry Voters: Don't Get Mad, Get Even!

Do you want to lower the impact of money in politics, make politicians more responsive to regular people and enable normal people to earn more money? Then you must accept the reality that there is no one individual candidate who is capable of giving you those things. Instead, the path to being able to have what you want politically starts with making three changes to how we do elections. Having those three changes in place will make possible the other things you want. Come find out what those three changes are, why they're needed (and will work!) and how you can help get them made. All you have to lose is your anger.

Instructor: Larry Bradley

Tues., Sept. 20, 6:30-8 p.m.

Fee - \$24

Frustrated Politically? The Ballot Is the Culprit

The root cause of almost all the frustrations Americans feel about their elections and the gridlock those elections produce is the type of ballot being used. That ballot limits their choices as voters and suppresses the competition the candidates must face. This class will show you why the ballot is truly the cause and how the solution is three simple changes to state election laws. Those changes can all be done within the existing Constitution. Come find out what those changes are and how you can help make them happen. You have only your frustration to lose.

Instructor: Larry Bradley

Wed., Oct 5, 6:30-8 p.m.

Fee - \$24

MIND-BODY FOCUS

Bring mind and body together to experience wellness harmony.



Hatha Yoga with Meditation & Relaxation

Increase your flexibility and decrease the stress in your life through yoga and relaxation. This class, for both beginning and intermediate skill levels, includes Hatha Yoga postures, breathing techniques, meditation and relaxation. Wear loose, comfortable clothing. Bring a yoga or exercise mat and block, as well as water.

Instructor: Jan Sumner

10 Mon., Starts Sept. 12, 6-7:15 p.m.

Fee - \$84

CPR and First Aid

This comprehensive course covers adult CPR and first aid featuring hands-on practice and real-life scenarios. You will also receive training to use an Automated External Defibrillator (AED) on a victim of sudden cardiac arrest. You will learn how to respond to breathing and cardiac emergencies in adults, as well as how to apply basic precautions to reduce the risk of disease transmission during and after providing care. Take-home materials will help you retain skills and serve as reference tools in an emergency. American Red Cross CPR certification is valid for two years following the class.

Instructor: Joe Gilman

Sat., Sept. 17, 9 a.m.-3 p.m.

Fee - \$84, includes book

Introduction to Essential Oils

Essential oils have been used for thousands of years—learn why they're still useful today. We'll cover household and personal uses of essential oils. Learn how to use oils aromatically, topically and internally, and when to use them each way responsibly. Take home some "recipes" for household cleaners and basic holistic uses of essential oils.

Instructor: Amy Jo

1 Mon. & 1 Wed.

Starts Sept. 26, 6-8 p.m.

Fee - \$39

Tai Chi for Arthritis

This evidence-based program that is supported by the Centers for Disease Control and Prevention (CDC) and the Arthritis Foundation can improve balance, flexibility, coordination, and muscle strength, ease pain and stiffness, and reduce the risk of falls. It is an easy, safe and effective exercise program. Almost anyone with or without arthritis, and with almost any physical condition, can learn this program to improve health and quality of life.

Instructor: Nina Chen

6 Mon., Starts Sept. 12, 3-4 p.m.

Fee - \$54

MIND-BODY FOCUS

Bring mind and body together to experience wellness harmony.

Tai Chi for Health

The gentle movements of Tai Chi have been shown to reduce anxiety and depression and to improve coordination and balance. The program helps improve flexibility and muscle strength, increase heart and lung activity, align posture and integrate the mind and body. Tai Chi creates a sense of well-being while facilitating mind-body awareness and reducing stress.

Instructor: Nina Chen

6 Fri., Starts Sept. 9, 3-4 p.m.

(Note: no class Oct. 7)

Fee - \$54

LaBlast® Fitness

LaBlast® is a partner-free dance fitness program developed by three-time world champion and Emmy-nominated choreographer and fitness expert Louis Van Amstel. LaBlast® fuses fitness routines and movement into dances including cha-cha, salsa, jive, samba, paso doble and more. Students take a journey through the history, culture and character to music from every genre. Everyone can dance!

Instructor: Julie Hengel

8 Tues. & 8 Thurs.

Starts Sept. 13, 1-2 p.m.

Fee - \$84

Yoga for the Absolute Beginner

If you think “happy baby” is just a giggling infant or you’re not sure about “cobra pose” because snakes scare you, think again. Join others who are curious about the practice of yoga as we discover breathing techniques, alignment skills and basic postures that will awaken strength, increase flexibility and energize anyone of any age!

Instructor: Katie Hagedorn

10 Tues. & 10 Thurs.

Starts Sept 13, 11 a.m.-noon

Fee - \$84

Acupressure for Couples

Acupressure is a beneficial mode of healing that relieves pain and stress by applying light to moderate pressure to acupuncture points using the fingers, palms, forearms or elbows. In this class for couples, you will learn the vital acupressure points of the human body to treat conditions such as sinusitis, allergies, back pain and repetitive motion injuries. Please wear comfortable clothes. This class is for couples only.

Instructor: James Womelduff

Mon., Oct. 10, 6-8 p.m.

Fee - \$48 per couple

Reflexology for Couples

Reflexology focuses on reflex maps of points and areas of the body in the feet, hands and ears using unique micromovement techniques to create a response throughout the body. Join us as we journey into this art, how it works and formulas for dynamic results. Please wear comfortable clothes. This class is for couples only.

Instructor: James Womelduff

Mon., Oct. 17, 6-8 p.m.

Fee - \$48 per couple

Massage: The Healing Power of Touch

Learn massage techniques from a chiropractor's perspective. Dr. James Womelduff, a chiropractic physician with 20 years of experience will discuss the different types of massage available. Techniques for common conditions such as fibromyalgia, lymphedema and chronic fatigue will also be included in this hands-on approach to healing. Please wear comfortable clothes. This class is for couples only.

Instructor: James Womelduff

Mon., Oct. 24, 6-8 p.m.

Fee - \$48 per couple

MCC-Longview
Community Education

ONLINE COURSES

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MORE THAN
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COURSES

Introduction to Microsoft Excel
Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Intermediate Microsoft Excel
Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity. Grammar Refresher Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

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

A to Z Grantwriting
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

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

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

Explore a Career in Medical Coding
Learn how to use the CPT manual and the ICD- 9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Intermediate Microsoft Excel
Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity.

Beginning Writer's Workshop
Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

Human Anatomy and Physiology
Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Introduction to CSS and XHTML
Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques.

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

Courses Start
as Low as:

\$99

PHOTOGRAPHY

Classes for shutterbugs of all experience levels.



Creatively Capturing the Moment

Starting with some basic concepts such as the relationship between aperture, shutter speed and ISO settings, we will explore depth of field, various lens types, composition techniques, an overview of Photoshop as an image editing tool and more. A major part of the class will be frequent shooting assignments. The final session will cover matting and framing, and allow you to mount your favorite image. SLR camera required.

Instructor: Debra Lawrence

4 Thurs., Starts Sept. 8

6:30-8:30 p.m.

Fee - \$69

Creatively Fine Tuning the Moment

This is a continuation of the Creatively Capturing the Moment class. We'll have a more in-depth discussion about composition and technique, the use of flash and also experiment with studio lighting set-ups. Time will be given to discuss business opportunities using your photography skills. Prerequisite: Creatively Capturing the Moment class or instructor's discretion.

Instructor: Debra Lawrence

4 Thurs., Starts Oct. 6, 6:30-8:30 p.m.

Fee - \$69

Manipulating the Moment for Photoshop

Learn to use the powerful tools and capabilities of Photoshop. Topics discussed will include: tool usage, cropping, removing dust and scratches, adjusting colors, converting images to black and white, use of more than 100 filters and combinations, introduction to the powerful layers tool, adding text and more! We will also be learning Elements in Creative Cloud (any version). If you already use Photoshop, this class will fine-tune your skills and teach you new techniques. Bring a 2GB (or larger) USB flash drive to class. You must bring your own laptop with a version of Photoshop installed; a 30-day free trial is available from www.adobe.com.

Instructor: Debra Lawrence

3 Thurs., Starts Nov. 3, 6-9 p.m.

Fee - \$69

Travel Photography

Going on a trip of a lifetime? Taking a weekend break at the lake? Whether you are in your own backyard or backpacking across Europe, a travel photography class can open up a whole new world to you. Which lenses do I take? What types of shots do I look for? People or things? We go over approach, equipment and technical tips in our quest to create the "postcard image." Please bring your camera to class, whether it is a phone camera, point-and-shoot or SLR.

Instructor: Debra Lawrence,

Thurs., Dec. 1, 6-9 p.m.

Fee - \$39



PHOTOGRAPHY

Classes for shutterbugs of all experience levels.

Starting a Photography Business

You have a digital camera, and you know your pictures are better than your neighbor's pictures on her wall. You have taken your own pictures for years – all your friends ask you to take theirs – why not start a business? Debra Lawrence, owner of Abundant Moments Photography, will instruct you step by step how to build your business the right way – from the bottom up. A good foundation has supported Debra's successful, 17-year business. From naming your business and properly registering it to taxes and hiring employees, time management, pricing and props, we will cover it all.

Instructor: Debra Lawrence, Abundant Moments Photography

Thurs., Dec. 8, 6-9 p.m.

Fee - \$39

RECREATION

All work and no play...

Latin Dance Sampler

Experience a taste of sultry salsa, romantic rumba and the lively swing. This is a great course to get an idea of what these Latin dances offer. You will walk away knowing 2-3 patterns in each dance. Help us decide what dance we will learn for next semester!

Instructor: Kate Hagedorn

10 Tues., Starts Sept. 13, 6-7 p.m.

Fee - \$84

Ballroom Basics

If a wedding is in your future or a cruise is on your horizon, you'll want to join this class! We'll introduce the Waltz, Rumba, and Tango—so you'll be prepared for whatever opportunities come your way. If you're a bride or groom, a member of the wedding party or a parent of one of the lucky honorees, you'll be front and center on the dance floor. As a guest, you can impress the crowd with your ability! And, if you're cruising, knowing how to ballroom dance is a must! Or ... if you just want to learn the basics of these three popular dances, you're welcome, too.

Instructor: Karen House

6 Wed., Starts Sept. 14

6:30-7:30 p.m.

Fee - \$74

Adult Ballet for the Absolute Beginner

A true beginner's class for adults who have an interest in learning Ballet. The instruction will include barre exercises and center floor work from the foundation up. This class is for those who have not taken Ballet or have had minimal experience. I will move at a respectful pace that fosters beginner leaning. No room for intimidation here!

Instructor: Kate Hagedorn

6 Wed., Starts Sept. 21

11 a.m.-noon

Fee - \$64



RECREATION

All work and no play...

Beginning Guitar Instruction

If you have ever wanted to learn to play guitar, this is your opportunity! We will begin with getting acquainted with the parts of the guitar and learning the names of strings and frets. You will learn basic music skills, but you will not be expected to read music. We will work on drills and scales, chords and rhythms. At the end of the course, you will apply chords to songs, and you may provide a song of your own. This beginning course will provide a foundation for further study of the guitar. Bring your acoustic guitar and prepare to enjoy the experience. Ages 12 & up!

Instructor: Vance Brison

8 Wed., Starts Sept. 14

6:30-8:30 p.m.

Fee - \$109



Basic Drawing

Are you tired of living on the left side of your brain? Even with no artistic experience, you can develop new skills and a new way of seeing the world. Learn the fundamental concepts in drawing, such as perspective, line and contour drawing and value (light and shadow). This is your opportunity to explore a skill in a non-threatening environment taught by a professional art instructor. A materials list will be provided.

Instructor: Angela Corbin-Blevins

4 Tues., Starts Sept. 13, 6:30-9 p.m.

Fee - \$64

Soul Paint

Everyone possesses the seeds of creativity. Step away from the outside world of stress and into a world of peace, joy and acceptance through painting! This class is not one that teaches you how to paint an object in front of you, but rather teaches you to connect to your inner self and unlock your heart for self-expression. Learn to free yourself of doubt, stress and judgment and harness the beauty of your own unique, creative style. We'll explore mixed-media and acrylic painting, while learning new techniques along the way! A materials list will be provided.

Instructor: Amy Jo

4 Thurs., Starts Sept 8, 6-8:30 p.m.

Fee - \$79

RECREATION

All work and no play...



Oil and Acrylic Painting

Paint like the artist you've always dreamed of being. Whether a beginner or an advanced painter, you will learn techniques to enrich your painting experience. You'll learn tips about using light source, shadows and glazing that will help you form your own personal style. Enjoy the process and join the fun. Let the artist in you arise! A materials list will be provided.

Instructor: Julie Skinner

5 Tues., Starts Oct. 4, 6-9 p.m.

Fee - \$84

Beginning Watercolor

You will be introduced to basic materials and learn different techniques that make watercolor such a versatile medium. Experiment with techniques such as washes, various wet and dry brush methods, color layering and blending. Color theory and composition will be included. No previous painting or drawing experience is required.

This class is perfect for beginners. A materials list will be provided.

Instructor: Amy Jo

6 Thurs., Starts Oct. 13, 6-8:30 p.m.

Fee - \$84



Tabletop Gaming for Beginners

Revive your inner child and spend some time playing games! Tabletop refers to board games, card games, dice games and more! With so many options, how can you choose? Test your skills and your luck by taking part in this six-week class where you'll learn different board games each week and even more about the hobby of tabletop gaming. Play them before you buy them and discover what gaming technique is your greatest strength. Ages 16 and up.

Instructor: Kat Dewald

6 Thurs., Starts Sept 15, 6-9 p.m.

Fee - \$84



RECREATION

All work and no play...



Golf

Let's start with the basics! Most of the course will concentrate on swing instruction—from set-up (grip, alignment and posture) to follow-through. Basic chipping techniques, personal swing analysis, drills and correcting problems will be included. We'll offer tips on how to increase your enjoyment of the game. You are responsible for golf balls for the driving range. Clubs are available at no charge.

Instructor: Don Gibbs

**Location: Family Golf Park,
1501 NE 40 Hwy., Blue Springs
7 Thurs., Starts Sept. 6
5:30-7:30 p.m.
Fee - \$79**

Concealed Carry Legal Update

This course is a review of Missouri concealed carry statutes designed to update/refresh individuals who have already qualified for and currently possess a concealed carry permit in the State of Missouri or anyone interested in obtaining a CCP (also commonly known as CCW).

**Instructors: Elizabeth A. Colaric and
H. Wilson Surber
Target Time Defense LLC
Thurs., Oct. 20, 6-8 p.m.
Fee - \$64**

Home Firearm Safety

This is a non-shooting course for safe gun handling that is conducted in the classroom only. Students are taught NRA's three rules for safe gun handling; primary causes of firearms accidents; firearm parts; how to unload certain action types; ammunition components; cleaning, care and safe storage of firearms in the home; and the benefits of becoming an active participant in the shooting sports. Students will receive the NRA Home Firearm Safety handbook, NRA Gun Safety Rules brochure, Basic Firearm Training Program brochure and course completion certificate.

**Instructors: Rick Gerken and
H. Wilson Surber**

**Target Time Defense LLC
2 Thurs., Starts Sept. 8, 6-8 p.m.
Fee - \$74**

Refuse to Be a Victim

The single most important step toward ensuring your own safety is having a personal safety strategy in place before you need it. NRA's Refuse To Be A Victim® program teaches the tips and techniques you need to be alerted to dangerous situations and to avoid becoming a victim. Seminars are held across the nation and are open to men and women of all ages. Today, hundreds of federal, state and local law enforcement officials as well as community and educational organizations from across the nation utilize this popular program in their crime prevention and community policing initiatives.

**Instructors: Rick Gerken and
H. Wilson Surber**

**Target Time Defense LLC
2 Thurs., Starts Sept. 22, 6-8 p.m.
Fee - \$74**

TECHNOLOGY

Whether you need to develop new skills or enhance existing ones to advance in the workplace, our classes will meet your needs.

Introduction to Database Development – online class



A number of powerful tools are available to help you build databases and database applications; however, if you do not apply a systematic, structured approach to the use of those tools, you will probably produce systems that fail to meet user needs. Many projects bog down or are never completed for lack of a disciplined approach to development. This course will guide you step-by-step through all the phases of a system development project to guarantee that the resulting product will not only work as it was designed to work, but also that the design truly responds to user needs.

Instructor: Allen G. Taylor

New sessions start monthly

Fee: \$99

Introduction to InDesign CC – online class



Have you ever seen a terrific-looking brochure or newsletter and wondered how it was made? Chances are the designer used Adobe InDesign, the industry-standard desktop publishing software now available through the Creative Cloud. The course is applicable to any version of InDesign CS4 or newer.

In each lesson, we'll cover an important aspect of InDesign CC as you prepare a range of print and online products for a fictional company. Lesson by lesson, you'll discover how the program features relate to producing actual usable documents as we explore the best ways to create different types of material, how to reuse items such as colors and artwork, and how to produce publications for different page sizes and devices. You'll come away knowing how to use this popular page layout software to design and create professional-quality letterhead, business cards, brochures, forms, interactive PDF files, an eBook, and more. You don't have to be a designer or an artist to produce professional quality documents!

Instructor: Donna Baker

New sessions start monthly

Fee: \$105

How to Get Started in Game Development – online class



There's never been a better time to start a career in the game development industry. Games can be found on computers, the Web, gaming consoles and virtually every mobile tablet and phone. Industry forecasts indicate that gaming will be worth close to \$100 billion dollars in the next two years. Talented, creative, and enthusiastic people are in great demand in this industry. Whether you want to start your own indie game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games.

Instructor: Chad Walker

New sessions start monthly

Fee: \$105



Register for online classes at

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TECHNOLOGY

Whether you need to develop new skills or enhance existing ones to advance in the workplace, our classes will meet your needs.

Introduction to CSS3 and HTML5 – online class



Learn how to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques. Take your existing HTML skills to the next level and start building sites like the pros. If you want to survive and excel in the fast-paced world of Web publishing, you're going to need to keep up with ever-evolving standards. The new standard for Web developers is to use CSS3 and HTML5, languages which not only make it easier for you to build and manage large Web sites, but also give you more precise control over the appearance of every page you build. Almost every Web development tool—including Dreamweaver, Microsoft Expressions Web, and Visual Web Developer—offer support for CSS3 and HTML5. This course will provide you with the foundation you'll need to master two critical and fast-growing new Web languages. If you're a Web developer, why not begin your transition to CSS3 and HTML5 today?

Instructor: Alan Simpson

New sessions start monthly

Fee: \$99

ONE-ON-ONE COMPUTER TRAINING



Get the attention you need on a computer project you choose. While the Community Education program offers group computer classes on many subjects, one-on-one lessons

can be a better way to learn for some people. Select your topic and call to schedule your training. Some topics our instructor can assist with are:

- Basic computer skills • Email basics
- Software applications such as MS-Word, Excel, PowerPoint, Access or Outlook
- Navigating the Internet • Completing a mail merge

There are many possibilities. All instruction will be in a computer lab on the MCC-Longview campus.

Both day and evening sessions are available. Note: Upon your initial inquiry, we will discuss your specific needs so that our instructor is prepared to work with you. Two people may attend together, if they are interested in the same training.

One person, 2-hour session: \$100

Two person, 2-hour session: \$80 per hour, per person

TECHNOLOGY

Whether you need to develop new skills or enhance existing ones to advance in the workplace, our classes will meet your needs.



EVENING SECTIONS:

Introduction to MS-Word 2016

Learn the basics of this user-friendly word processing package for computers. You will focus on the menu system and tool bar, as well as create and edit documents. Book may be purchased from the MCC-Longview campus bookstore.

Prerequisite: Keyboard and mouse skills.

Instructor: Teresa Wedel

1 Wed. & 1 Mon.

Starts Sept. 28

6-8:30 p.m.

Fee - \$69

Introduction to MS-Office 2016

MS-Word, Excel and PowerPoint are the most commonly used computer applications today. Learn to create, format, enhance, save and print your documents, spreadsheets and presentations using Microsoft Office 2016. Book may be purchased from the MCC-Longview campus bookstore.

Prerequisite: Keyboard and mouse skills.

Instructor: Teresa Wedel

Sec. A:

2 Wed. & 1 Mon.

Starts Sept. 7

6-8:30 p.m.

Fee - \$79

Sec. B:

2 Thurs. & 1 Tues.

Starts Nov. 10

6-8:30 p.m.

Fee - \$79

TECHNOLOGY

Whether you need to develop new skills or enhance existing ones to advance in the workplace, our classes will meet your needs.

Introduction to MS-Excel 2016

Discover the basic functions and features of this powerful spreadsheet program. Learn the Excel menu system and toolbars, how to enter and edit data, enter a formula into a worksheet and adjust column widths. Book may be purchased from the MCC-Longview campus bookstore.

Prerequisite: Basic keyboard /mouse skills.

Instructor: Teresa Wedel

Sec. A:

1 Wed. & 1 Mon.

Starts Oct. 5

6-8:30 p.m.

Fee - \$69

Sec. B:

1 Tues. & 1 Thurs.

Starts Dec. 6

6-8:30 p.m.

Fee - \$69



Intermediate MS-Excel 2016

Gain stronger proficiency with additional features and functions in Excel. You will focus on tables, how to adjust row heights, add borders and shading to a worksheet, and how to improve output. Book may be purchased from the MCC-Longview campus bookstore.

Prerequisite: Introduction to MS-Excel or Introduction to MS-Office 2016.

Instructor: Teresa Wedel

1 Mon. & 1 Wed.

Starts Oct. 24, 6-8:30 p.m.

Fee - \$69

Get the Most from Your iPad

Join your instructor for an exploration of your iPad's many features. We'll cover browsing the web; viewing your photos (via albums, events, faces, or places); e-mail; watching movies, Netflix, or TV; playing music, reading and buying books; using Google maps; editing your calendar; syncing with your computer and much more! Also, learn how to install additional free and iPad-specific applications via Apple's App Store. Bring your iPad, USB cable and laptop (optional) to class.

Instructor: Adam Burns

Tues., Oct. 18, 6-9 p.m.

Fee - \$39

TECHNOLOGY

Whether you need to develop new skills or enhance existing ones to advance in the workplace, our classes will meet your needs.



Cutting the Cord: TV without Cable or Satellite

Tired of paying an arm and a leg for cable or satellite?

This is the year to save on your TV bills by cutting the cord. We'll look at how to "cut the fluff" and only pay for the programming you actually watch. We'll address how to save on your phone bill, what to look for in Internet plans, what subscriptions to sign up for and what equipment you will need to cut the cord.

Instructor: Adam Burns

Tues., Oct. 25, 6-9 p.m.

Fee - \$39

Blogging 101

Have you ever wanted to share your world with others and maybe even generate some income? Blogging isn't just for writing your thoughts anymore. Teach others how to craft, start a lifestyle blog, show off your artistic talent, share recipes – the possibilities are endless! You'll learn how to design your blog from scratch, create posts and pages and learn ways to generate income all on the web!

Instructor: Amy Jo

2 Mon. & 2 Wed.

Starts Sept. 12, 6-8 p.m.

Fee - \$59

Protect Your PC

Every computer is extremely vulnerable to viruses, spyware, and all other kinds of malicious software. Learn how to identify threats and what you can do to protect yourself and your information.

Instructor: Adam Burns

Tues., Oct. 11, 6-8 p.m.

Fee - \$24

TECHNOLOGY

Whether you need to develop new skills or enhance existing ones to advance in the workplace, our classes will meet your needs.



DAY SECTIONS:

Computer Basics for Mature Learners

If you have never worked with computers or are a very new user, join us for this easy-paced introductory class. We will cover the basics of using the mouse, opening and using programs, saving and printing your documents and survival skills for the new computer user.

Instructor: Cat Garrett

Sec. A:

2 Mon. & 2 Wed.

Starts Sept. 12

1:30-3:30 p.m.

Fee - \$84

Sec. B:

2 Tues. & 2 Thurs.

Starts Nov. 8

1:30-3:30 p.m.

Fee - \$84

Introduction to MS-Word 2016

Learn the basics of this user-friendly word processing package for computers. Explore the Toolbar and Ribbon and learn what functions they serve, browse the options on the File tab, create and edit documents, use templates, and add extras like page numbers, headers and footers. Book may be purchased from the MCC-Longview campus bookstore.

Prerequisite: Keyboard and mouse skills.

Instructor: Cat Garrett

Sec. A:

2 Tues. & 2 Thurs.

Starts Sept. 13

1:30-3:30 p.m.

Fee - \$84

Sec. B:

2 Mon. & 2 Wed.

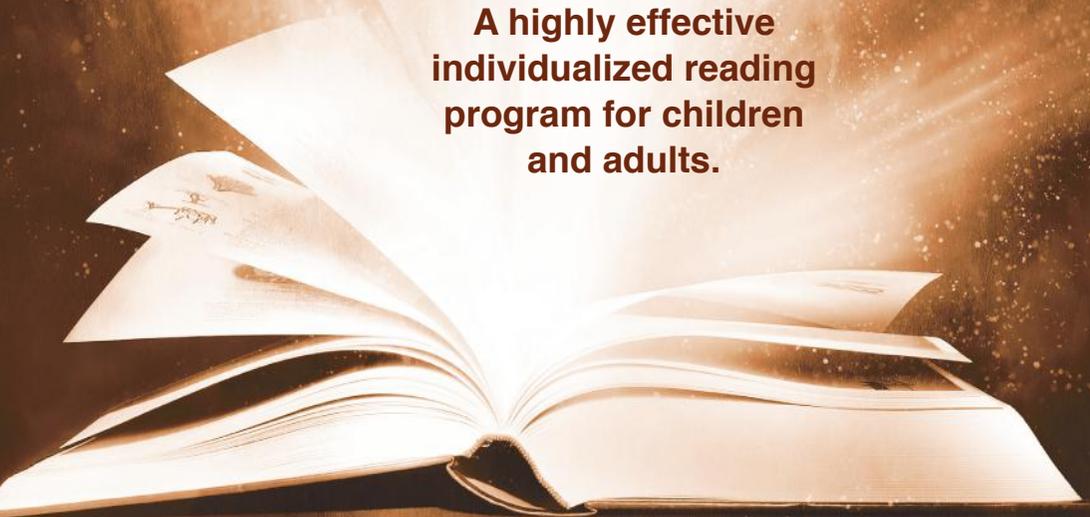
Starts Oct. 17

1:30-3:30 p.m.

Fee - \$84

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For more information, or to schedule an evaluation, call **816.604.2030**.

TECHNOLOGY

Whether you need to develop new skills or enhance existing ones to advance in the workplace, our classes will meet your needs.

Intermediate/Advanced MS-Word 2016

Move to the next level with Microsoft Word. Learn additional features and functions such as formatting a document, creating a numbered or bulleted list, setting margins, tab stops, page breaks and mail merge. We'll also work with images and illustrations as we review different ways to lay out a page and allow your creativity to shine through! Book may be purchased from the MCC-Longview campus bookstore.

Prerequisite: Introduction to MS-Word or basic MS-Word skills

Instructor: Cat Garrett

2 Mon. & 2 Wed.

Starts Nov. 28, 1:30-3:30 p.m.

Fee - \$84

Introduction to MS-Excel 2016

Discover the basic functions and features of this powerful spreadsheet program. We'll review spreadsheet terminology, then explore the Excel menu system and toolbars. You'll learn how to enter and edit data, enter a formula into a worksheet and adjust column widths. After you've created a spreadsheet, you'll learn how to print the information you've just organized. Book may be purchased from the MCC-Longview campus bookstore.

Prerequisite: Basic keyboard /mouse skills.

Instructor: Cat Garrett

Sec. A:

2 Tues. & 2 Thurs.

Starts Oct. 11

1:30-3:30 p.m.

Fee - \$84

Sec. B:

2 Mon. & 2 Wed.

Starts Nov. 7

1:30-3:30 p.m.

Fee - \$84

Intermediate MS-Excel 2016

Gain stronger proficiency with additional features and functions in Excel. You will focus on tables and charts, how to adjust row heights, add borders and shading to a worksheet, and how to improve output. Book may be purchased from the MCC-Longview campus bookstore.

Prerequisite: Introduction to MS-Excel or Introduction to MS-Office.

Instructor: Cat Garrett

2 Tues. & 2 Thurs.

Starts Nov 29, 1:30-3:30 p.m.

Fee - \$84

Introduction to Microsoft PowerPoint 2016

Deliver professional or personal presentations using MS PowerPoint. Create stunning slides, overheads, handouts, and online projects by integrating text and graphics. Learn how to run a PowerPoint presentation smoothly to keep your audience's attention and how best to print the presentation so they can easily follow along. Book may be purchased from the MCC-Longview campus bookstore.

Prerequisite: Basic keyboard /mouse skills.

Instructor: Cat Garrett

2 Tues. & 2 Thurs.

Starts Oct. 25, 1:30-3:30 p.m.

Fee - \$84

COMMUNITY EDUCATION ENROLLMENT

- Pre-enrollment is required for all classes.
- Walk-ins are not accepted.
- Enrollment is not complete without payment.
- For classes requiring a book purchase, please contact the MCC-Longview campus bookstore at 816.604.2189.

Three Easy Ways to Enroll:

1. Over the Telephone
using credit or debit
Please have complete enrollment information ready – see our form on page 37 – then call us at 816.604.2030.

2. In Person
(cash, check, credit or debit)
Come to the MCC-Longview Community Education Office in the Business Building, Room 101.

Office hours:
Mon.-Thurs.: 8 a.m.-4:30 p.m.
Fri.: 8 a.m.-Noon

3. By Mail
Use the mail-in form on page 37 and submit with check or credit/debit card information.

A Word About Waiting to Enroll:

Every class has a minimum required enrollment. If this minimum is not met prior to the starting date, the class will be canceled. If you find a class you like, encourage a friend to join, too. Sometimes two or three people make the difference between “go” and “cancel.”

Enrollment Verification

When you enroll for a class, please mark the date, time and location on your calendar. We will send an email confirmation if you provide an email address at enrollment. If you enroll by mail and would like to confirm that we received your enrollment, please call 816.604.2030. We will notify you if a class which you are enrolled in has been canceled or is rescheduled.

Refund Policy

Our instructors are paid from fees collected, so we must guarantee a minimum enrollment to schedule a class. If it becomes necessary for you to withdraw from a class, please contact the Community Education office, at 816.604.2030, at least five business days prior to the class start date. You may choose to designate someone else to take your place, or request a full refund – minus a \$5 processing fee. **No refunds will be made for withdrawals fewer than five business days prior to the start of the class.**

Classroom Assignments/Parking

Classroom assignments will be provided in your emailed course confirmation. You may park in any area on the MCC-Longview campus designated as student parking.

Schedule Changes

The information in this brochure is based on conditions at the time of printing and is subject to change. Classes may be canceled, combined, or added, and instructor assignments, dates, times and/or locations may be changed at the discretion of the Community Education administration.

Cancellations Due To Weather

When MCC-Longview or Metropolitan Community College District cancels classes, your Community Education class will not be held. Please be sure to listen for TV or radio announcements for cancellations. If you are unsure, you may call the Community Education office at 816.604.2030.

INTERESTED IN TAKING COLLEGE CLASSES TOWARD A DEGREE PROGRAM?

Visit mckc.edu/classes to view the credit class schedule and plan your future today.

IF YOU ...

enjoy the challenge of teaching, have creative class ideas, or want to be involved in a community program,

PLEASE CONTACT US!

We are always looking for instructors for our non-credit programs, adult and College for Kids classes.

If you have an idea for a Community Education class or would enjoy joining our team, contact Tami at 816.604.2640 or email LV.communityeducation@mckc.edu



Community Education Registration Form

Name _____

Address _____

Home Phone _____ Work/Cell Phone _____

Date of Birth _____ Email Address _____

Class Title	Starting Date	Fee

Credit/Debit Card No. _____ Security Code _____

Name on Card _____ Expiration Date _____

Return form with check, money order or debit or credit card information to:

MCC-Longview
 Community Education Office
 500 SW Longview Road
 Lee's Summit, MO 64081-2105

We accept:





It's time to experience something NEW!
Find your Community Education class inside.



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Fall 2016 Features

- ★ 5th Annual "Silents Night"
- ★ One-on-One Computer Training
- ★ College for Kids this fall at MCC-Longview!

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