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Accommodation
We will accommodate disabilities. Our Disability Support Services (DSS) offices 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 contact the College at 816.604.1000 and ask for the DSS office on your campus of interest.
FREE EVENT

FLIGHTS OF FANCY

MEGA KITE FESTIVAL

SATURDAY, APRIL 18
10 a.m. - 5 p.m.

Bring your own kites and fly with us!

Food and beverages available for purchase.
Alcohol prohibited. No glass containers.
No pets allowed.

kitefest.mcckc.edu @MCCFlightsofFancy

500 SW Longview Rd, Lee’s Summit, MO
ACE THAT INTERVIEW
In the market for a new job or returning to work after a break? Interviewing is the major step that determines your success for a job offer. This class will help you capture your strengths during the interview process and portray yourself in a positive light. Learn to anticipate common interview questions, understand the importance of body language and be familiar with the different styles of interviews. Elevate your confidence level for your next interview!

INSTRUCTOR: MCC Career Services Staff
FEE: $24

LINKEDIN 101
As the work world continues to embrace the virtual world, your LinkedIn profile is “you” to those who don’t know you, so it’s worth spending some time to get it into shape. This hands-on class will walk you through the steps to build a LinkedIn profile that reflects your goals and communicates your personal brand. Participants should create a LinkedIn account before attending the class and are encouraged to bring/have access to a professional-looking photo (digital file) of themselves for uploading to LinkedIn.

INSTRUCTOR: MCC Career Services Staff
FEE: $24

RESUME/COVER LETTER WORKSHOP
Creating a quality resume and cover letter can be a daunting task. This workshop will help you understand the purpose and importance of having a strong resume and cover letter; allow you to gain an understanding of proper resume, cover letter and reference list format and content; and give you the opportunity to create a resume, cover letter and reference list template that will help you stand out among other job applicants. Participants should bring a USB flash drive.

INSTRUCTOR: MCC Career Services Staff
FEE: $24

HOW TO HAVE CREDIBILITY AT A MOMENT’S NOTICE
Are you one of the few people who possess that unique style, charisma, chutzpah and flare for the dramatic? No? Learn how to get people to listen to you, take you seriously and take appropriate action. You can say what you have to say well, whenever you must: on the phone, one-to-one and in group situations. Don’t miss this workshop!

INSTRUCTOR: Garrett Gardner, founder and president of FULL VOICE™
FEE: $89
SOUL PAINTING
Join professional artist Amy Jo for this Saturday intensive focused purely on expanding your creativity and exploring new techniques. Learn the art of intuitive painting while creating two canvas paintings simultaneously. Create a “dirty pour,” drag and pour, and more! This is a fun, messy class that gets you familiar with new techniques you may have never tried before! If you're feeling creatively blocked, this is the class for you! (Students should bring a sack lunch and drink. This will be a daylong class with a short break for lunch.)

INSTRUCTOR: Amy Jo
DATES: Sat., May 2, 9 a.m.-2 p.m.
CAMPUS: MCC-Longview
FEE: $54

CREATIVE WATERCOLOR
Watercolor is one of the most beautiful mediums. Come have some fun as we learn the basics of watercolor, but with a twist! You'll learn watercolor terminology, as well as how to create mixed-media watercolor using alcohol inks. Explore bright colors, splatters, blends and more in this creative watercolor class! No drawing experience needed. A materials list will be provided.

INSTRUCTOR: Amy Jo
DATES: 4 Mon., Starts Apr. 6, 6-8:30 p.m.
CAMPUS: MCC-Longview
FEE: $79

OIL & 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
DATES: 4 Wed., Starts Feb. 5, 6-9 p.m.
CAMPUS: MCC-Longview
FEE: $119

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
DATES: 4 Thurs., Starts Mar. 26, 6:30-9 p.m.
CAMPUS: MCC-Longview
FEE: $89

CREATIVE & ARTISTIC
Unleash your creative self

MCC ATHLETICS
mcckc.edu/athletics
@MCCKC_Athletics
BASEBALL | BASKETBALL | CROSS COUNTRY | GOLF | SOCCER | SOFTBALL | VOLLEYBALL
NASA-Journey Into Outer Space
From our Earth's atmosphere to the outer reaches of our solar system, this hands-on program for children ages 7-12 sends them on a quest for exploration! Comets, planets, stars and more are all waiting to be discovered. Learn about the four forces of flight, the challenges of space travel and participate in a rocket launch!

Ages: 7-12 | Mad Science Staff | Fee: $130.00
MCC-Blue River | March 23-26 | 1-4 p.m.

Spring Variety Art Camp
Join us for four exciting mornings of drawing and art fun! We'll stretch the imagination of creativity from drawing household pets, to exploring a fantasy forest, to experiencing the fun art of food and finishing with the amazing pastel art of Africa's magnificent animals!
All materials provided.

Ages: 6-12 | Young Rembrandts | Fee: $140.00
MCC-Blue River | March 23-26 | 9 a.m.-noon

Momentum Madness
Join our engineering design team and learn about the engineering of all things that move. Design, build and test rockets, roller coasters and dragsters, and participate in a sumo robot battle with your team.

Ages: 6-12 | Engineering for Kids | Fee: $160.00
MCC-Blue River | March 23-26 | 9 a.m.-noon

LEGO® Mining and Crafting Camp
Minecraft is a game about placing blocks to build anything you can imagine. Experience the world of Minecraft with LEGO® Bricks in this fun engineering camp. Kids will start by crafting their shelters and some of the mobs, critters and tools using LEGO® Bricks. Students will face new challenges each day while building models and crafting key elements from the popular Minecraft game. All campers will bring home a custom minifigure at the end of the week.

Ages: 7-12 | Bricks 4 Kidz | Fee: $140.00
MCC-Blue River | March 23-26 | 1-4 p.m.

Free child care available at lunchtime
Free child care will be provided if you are attending both a morning and afternoon Spring Break Camp. Lunch is not provided. You are responsible for packing a lunch for your child. Please keep in mind there will not be refrigeration or a microwave available. Our College for Kids team will pick up your child after the morning camp, care for them during lunch and take them to the afternoon camp. Parents and guardians will be responsible for picking their child up at the end of each day.
CPR AND FIRST AID FOR ADULTS, CHILDREN AND INFANTS

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 Heart Association CPR certification is valid for two years following the class.

INSTRUCTOR: Joe Gilman
FEE: $84, includes book

ORGANIZED ADULTHOOD

Do you feel like you have this “adulting” thing down? No? You’re not alone! If you’ve ever felt like your life doesn’t reflect your age, this class just might help. We’ll review tips and tricks to improve the quality of your adult life in the areas of time management, organization, budgeting, self-care, goal setting and life-long learning. Get inspired to be the adult you aspire to be! There will be in-class projects and handouts to keep you on track after you leave class.

INSTRUCTOR: Christopher Gray
FEE: $24

OPTIMIZE YOUR PHARMACY BENEFIT

Pharmacy benefits can be very complex. During this interactive workshop, you will learn the basics of pharmacy benefits from the consumer perspective in order to prepare you for issues that may arise. The main goal of this workshop is for you to become a more active member of your healthcare team, so that you can be sure you are getting the medication you need, when you need it, for the best price.

INSTRUCTOR: Heather Epps
FEE: $24

CANCELLATIONS DUE TO WEATHER

When Metropolitan Community College District cancels classes, your Community Education class will not be held. Please be sure to listen to TV or radio announcements for cancellations. If you are unsure, you may call the college at 816.604.1000.

mcckc.edu/community-education  •  816.604.1000
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 INSTRUCTORS 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
- Setting up a blog
- Social media

There are many possibilities. All instruction will be in a computer lab on one of the Metropolitan Community College campuses.

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 2-HOUR SESSION** one person: $100
**ONE 2-HOUR SESSION** two people: $80 per person

**ABCs OF MEDICARE INSURANCE**
Master the alphabet soup of Medicare insurance. There are many options from which to choose, but the process can be confusing. If all the letters and acronyms you see have your head spinning, this class is for you. You will learn about the different parts of Medicare, supplement plans and the difference between PPOs and HMOs. No specific plans will be shared; this class is for educational purposes only.

**INSTRUCTOR:** Jeff David
**FEE:** $24

**1-2-3s OF SOCIAL SECURITY**
About 174 million workers paid into Social Security in 2018. How do you qualify for Social Security retirement benefits and when is the best age to start receiving them? We'll discuss benefits for spouses—currently married or divorced—and survivor benefits. What about continuing to work past the average retirement age? We'll talk about how extending your working years will affect Social Security and Medicare benefits, as well as looking at a retirement estimator. This will be a relaxed class that will make the fundamentals of Social Security as easy as 1-2-3.

**INSTRUCTOR:** Jeff David
**FEE:** $24

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**ONE-ON-ONE COMPUTER TRAINING**

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We are in the middle of a “longevity revolution”—and no one ages in a void. Every person who ages has a support network, and every person who ages will eventually have to lean on that support network for help. Decisions you make today about medical insurance, long-term care strategies, legal documents, estate plans and funeral plans will all play a role in how much your aging impacts those around you. This seminar covers the three most important areas you need to have in place for aging well and allowing your support network to efficiently assist you.

**SEMINAR TOPICS WILL INCLUDE:**

**ESTATE PLANNING 101**
Learn the importance of planning while you can—not only for death, but also for incapacity. Discover what the various estate planning options are and decipher estate planning terminology. Do you know who will make decisions for you when you are no longer able to? Come and uncover how to start these essential conversations and begin planning for your family.

**PRESENTER:** Aaron Love, Elder Law Attorney

**MEDICAL EXPENSE PLANNING 101**
The two largest expenses in retirement are typically medical costs and long-term care costs. This section of the seminar will explain the basics of Medicare, Medicare Advantage and Medicare Supplements. We'll walk through the cost of long-term care and lay out the four main strategies for managing and paying for that care (family, self-pay, Medicaid/VA benefits and long-term care insurance). Learn—with a humorous spin—strategies for these very serious expenses in the senior years.

**PRESENTER:** Stana Martin, Ph.D, Mrs. LTC Inc.

**FUNERAL PLANNING 101**
Funeral planning can be stressful, but with the right guidance that stress can be minimized. Learn how to reduce the emotional burden of this necessary task and how to save significant amounts of money in the planning process. Your presenter has worked with dozens of funeral homes while advocating for his clients. Think of it like a wedding planner...but for funerals!

**PRESENTER:** Brian O’Laughlin, Funeral Advocates, LLC

**SATURDAY, APRIL 4**
9 a.m.-noon

**MCC-PENN VALLEY**

**FEE:** $39
FINANCIAL STRATEGIES FOR SUCCESSFUL RETIREMENT
This course focuses on how to prepare for a comfortable retirement. This informational seminar introduces you to concepts and strategies that may help you handle your day-to-day finances, potentially reduce your taxes, and manage your investments. What’s more, it will discuss how you can assess your current financial situation and develop a personalized plan that may help you pursue your retirement goals. Topics include: Minimizing taxes, maximizing retirement plan distribution options, structuring investments for growth, creating a secure retirement income plan, and much more!

INSTRUCTOR: Nick Kendall
DATES: 3 Tues., Starts Mar. 3, Apr. 7, 14, 6:30-9:30 p.m.
CAMPUS: MCC-Longview
FEE: $79 (Couples), $59 (Singles)

FINANCIAL & LAW
Planning for your future

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
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
FEE: $24

BASIC INVESTING
Have you ever wished that someone would explain—in an easy-to-understand way—how investments work? In this class geared toward the novice investor, you’ll learn the fundamentals: investment vehicles such as stocks and bonds; common terminology; different account structures; and how stocks, bonds and mutual funds can work together. We’ll talk about equities, bonds, mutual funds and exchange-traded funds (ETFs). Learn how to follow the stock market and have fun at the same time by picking a stock to follow and investing hypothetical money. Who will have the highest hypothetical return at the end of the class?

INSTRUCTOR: Mollie Stephens
FEE: $59

SHORT TERM FOR CREDIT CLASSES
EARN YOUR DEGREE ON TIME
Fast-track your way to graduation and a degree with shorter than full-semester classes. Quality instruction. Shorter time frame. Long-term benefits.

For more information visit mcckc.edu/classes/credit/shortterm.asp or call 816.604.1000

Enroll for these classes in your mymcckc account. Not yet a student? Apply now at mcckc.edu/apply-now
HOME & GARDEN

WILD EDIBLES AND MEDICINAL HERBS
Learn to identify wild edibles and healing plants that grow all around us. Spring is the best time to collect wild herbs to add to salads, soups and stir-fry. We’ll be demonstrating recipes, preservation techniques and remedies from freshly collected herbs and wild edibles. Handouts included.

INSTRUCTOR: Regina Compernolle
DATES: Thurs., Mar. 3, 6-8 p.m.
CAMPUS: MCC-Penn Valley
FEE: $34

BEGINNING BEEKEEPING
Learn the principles of beekeeping—history, honeybee biology, plant and pollinator relationship, and essential equipment and requirements—in this introduction to the certification program of the Midwest Master Beekeeper Program. An experienced beekeeper from the program will teach you how to get started in becoming a beekeeper, how to manage hives safely, methods of pest management and tools and equipment used in the apiary.

INSTRUCTOR: Midwest Master Beekeeping Program
DATES: Sat., Feb. 22, 9 a.m.-1 p.m.
CAMPUS: MCC-Longview
FEE: $64

MCC FITNESS CENTERS
OPEN TO THE PUBLIC!

Give your brain and body a workout at MCC. You’ll feel better and do better in class!

GET PERSONAL FITNESS ASSESSMENT AND WORKOUT ADVICE AT A FITNESS PLACE NEAR YOU!

NORTH
3100 NE 83rd Street | Kansas City, MO 64119
Northland Human Services Building
mcckc.edu/fitness-centers/maple-woods | 816.604.3555

MIDTOWN
3201 Southwest Trafficway | Kansas City, MO 64111
Physical Education Building
mcckc.edu/fitness-centers/penn-valley | 816.604.4222

mcckc.edu/community-education • 816.604.1000
## BEGINNING ITALIAN FOR TRAVELERS I

Make the most of your travel experience and learn the beautiful Italian language – bella lingua italiana – to communicate with people you meet. Instructor Lisa Balettie Power wrote the book *Italiano! Italian for Travelers*, which will be available for purchase in class. You’ll start using Italian immediately while practicing how to engage in everyday conversations from ordering at a restaurant to asking for directions. Your instructor will also introduce you to the Italian culture and customs. Let’s Go – Andiamo!

**INSTRUCTOR:** Lisa Balettie Power  
**DATES:** 8 Sat., Starts Jan. 25 9-11 a.m.  
**CAMPUS:** MCC-Longview  
**FEE:** $104  
*(Separate book fee of $25 is payable to instructor on first day of class.)*

## BEGINNING ITALIAN FOR TRAVELERS II

Bravo! Continuing your Italian lessons will make your travel experience so much more satisfying! Extend the lessons in the previous class by improving your accent and expanding your vocabulary through conversation. This class uses the book *Italiano! Italian for Travelers*, which is also used in the preceding class. Good luck – buona fortuna – in your travels! Prerequisite: Italian for Travelers I or equivalent.

**INSTRUCTOR:** Lisa Balettie Power  
**DATES:** 6 Sat., Starts Mar. 28 9-11 a.m.  
**CAMPUS:** MCC-Longview  
**FEE:** $104  
*(Separate book fee of $25 is payable to instructor on first day of class.)*

## 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. We will cover a variety of sign languages, focusing mainly on pidgin, which is American Sign Language used in English word order. Practice both receptive and expressive skills and learn about deaf culture.

**INSTRUCTOR:** Debra Swinger  
**DATES:** 6 Tues., Starts Feb. 4 7-9 p.m.  
**CAMPUS:** MCC-Longview  
**FEE:** $89

## 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:** Debra Swinger  
**DATES:** 6 Tues., Starts Mar. 24 7-9 p.m.  
**CAMPUS:** MCC-Longview  
**FEE:** $89

## BEGINNING SPANISH FOR TRAVELERS

¡Hola, amigos! The innovative program *Spanish in 10 Minutes a Day* is easy to use and will have you speaking Spanish immediately. Using labels, flash cards, oral practice 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 (el cuaderno) to class. The required book, *Spanish in 10 Minutes a Day*, is available in the campus bookstore.

**INSTRUCTOR:** Tina Caraballo  
**DATES:** 6 Tues., Starts Feb. 18 6:30-8 p.m.  
**CAMPUS:** MCC-Longview  
**FEE:** $79

## INTRODUCTION TO JAPANESE LANGUAGE

Introduction to Japanese Language is designed to prepare the beginning language student for a short-term experience in Japan. Throughout the course students will learn fundamental grammar structures used for simple everyday conversations and develop skills to handle some survival situations. Students will also learn to recognize the three different writing systems (Hiragana, Katakana and Kanji) and confidently write their name in the system called Katakana.

**INSTRUCTOR:** Tracie Whiting Kipper  
**DATES:** 10 Tues., Starts Feb. 11  
*(Exact schedule to be determined during first class session.)* 5-6:30 p.m.  
*(Note: No class the week of spring break, Mar. 16-20.)*  
**CAMPUS:** MCC-Blue River  
**FEE:** $120

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**MCC SPRING BREAK**  
**MARCH 16–MARCH 20**  
**OFFICES CLOSED**
A highly effective individualized reading program for children and adults.

Our experienced Learning Specialists have been professionally trained in the renowned Lindamood-Bell® method. They provide private, customized sessions supported by an evaluative screening and post-testing. This unique, multi-sensory approach has helped thousands of children and adults achieve remarkable reading success!

READING HORIZONS ADDRESSES PROBLEMS IN:

- Auditory discrimination
- Comprehension
- Pronunciation of unfamiliar words
- Sequencing of sounds
- Dyslexia
- Spelling

For more information, or to schedule an evaluation, call **816.604.2030**
MIND-BODY FOCUS

Bring mind and body together for helpful wellness information

**MID-DAY HATHA YOGA WITH MEDITATION & RELAXATION**

Take a mid-day break to focus on you! Decrease the stress in your life through yoga and relaxation. This Hatha Yoga class is for both beginning and intermediate skill levels. Find your center and increase your flexibility through yoga postures, breathing techniques, meditation and relaxation. Wear loose, comfortable clothing. Bring a yoga or exercise mat and two blocks, as well as water.

**INSTRUCTOR:** Kristin Gideon  
**DATES:** 8 Wed., Starts Feb. 19 1-2 p.m.  
**CAMPUS:** MCC-Blue River  
**FEE:** $79

**SIMPLE MEDITATION, SIMPLE BREATH**

Find a focus on your own heart in meditation practice that is designed to calm the mind, relax the body, improve focus and increase energy. Learn the science, benefits and breathing techniques used in meditation. Each week, Jan Sumner, a yoga and meditation instructor certified through Kripalu Yoga Center and co-founder of MeditateKC, will guide you through techniques that will allow you to create a meditation plan for your personal practice. Suggested items to bring to class: meditation cushion or mat (chairs will also be provided if preferred), journal for writing and a bottle of water.

**INSTRUCTOR:** Jan Sumner  
**DATES:** 6 Thurs., Starts Mar. 26 6-7 p.m.  
**CAMPUS:** MCC-Longview  
**FEE:** $54

**INTRODUCTION TO MINDFULNESS MEDITATION**

Are you looking for a way to release the stresses of life? Come learn what mindfulness meditation is, how it can benefit you and, most importantly, how to do it. By the end of the class you will know how to do a basic meditation technique and have specific strategies for applying it to daily life.

**INSTRUCTOR:** Nicoya Helm  
**CAMPUS:** MCC-Penn Valley  
**DATES:** (Section A) Sat., Jan. 18, 10-11:30 a.m.  
(Section B) Wed., Mar. 4, 7-8:30 p.m.  
**FEE:** $29

**TAI CHI FOR ARTHRITIS**

This evidence-based program 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 in almost any physical condition, can learn this program to improve health and quality of life.

**INSTRUCTOR:** Nina Chen  
**CAMPUS:** MCC-Longview  
**DATES:**  (Section A) 6 Mon., Starts Feb. 3, 2:30-3:30 p.m.  
(Section B) 6 Mon., Starts Mar. 23, 2:30-3:30 p.m.  
(Section C) 6 Mon., Starts May 4, 2:30-3:30 p.m. (Note: No class Memorial Day, May 25)  
**FEE:** $69

**MIND-BODY FOCUS**

**YOGA FOR THE ABSOLUTE BEGINNER**

Begin a daily practice of loving your body and mind with a yoga practice that will love you back. 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! Bring a yoga or exercise mat, two blocks and a yoga strap, as well as water.

**INSTRUCTOR:** Jan Sumner  
**DATES:** 6 Tues. & 6 Thurs. Starts Apr. 7, 11:30 a.m.-12:30 p.m.  
**CAMPUS:** MCC-Longview  
**FEE:** $120

**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 two blocks, as well as water.

**INSTRUCTOR:** Kristin Gideon  
**DATES:** 15 Mon., Starts Feb. 3 6-7:15 p.m.  
(Note: No class the week of spring break, Mar. 16-20)  
**CAMPUS:** MCC-Longview  
**FEE:** $128

**INTRODUCTION TO MINDFULNESS MEDITATION**

Are you looking for a way to release the stresses of life? Come learn what mindfulness meditation is, how it can benefit you and, most importantly, how to do it. By the end of the class you will know how to do a basic meditation technique and have specific strategies for applying it to daily life.

**INSTRUCTOR:** Nicoya Helm  
**CAMPUS:** MCC-Penn Valley  
**DATES:** (Section A) Sat., Jan. 18, 10-11:30 a.m.  
(Section B) Wed., Mar. 4, 7-8:30 p.m.  
**FEE:** $29

**TAI CHI FOR ARTHRITIS**

This evidence-based program 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 in almost any physical condition, can learn this program to improve health and quality of life.

**INSTRUCTOR:** Nina Chen  
**CAMPUS:** MCC-Longview  
**DATES:**  (Section A) 6 Mon., Starts Feb. 3, 2:30-3:30 p.m.  
(Section B) 6 Mon., Starts Mar. 23, 2:30-3:30 p.m.  
(Section C) 6 Mon., Starts May 4, 2:30-3:30 p.m. (Note: No class Memorial Day, May 25)  
**FEE:** $69
PHOTOGRAPHY
Classes for shutterbugs of all experience levels

CREATIVELY CAPTURING THE MOMENT
In this introduction to the art of taking pictures with a digital SLR camera, you’ll learn basic digital terminology, gain an understanding of shutter speed, aperture and mega pixels, discuss flash techniques and natural lighting photography. Manual shooting and white balance will be the main topics covered. SLR camera required.

INSTRUCTOR: Debra Lawrence
DATES: 3 Thurs., Starts Feb. 6, 6:30-9 p.m.
CAMPUS: MCC-Longview
FEE: $64

CREATIVELY FINE TUNING THE MOMENT
In this intermediate class, we will discuss techniques such as dragging the shutter, using off-camera flashes including studio strobes, bouncing light, and fill flash techniques. Additionally, we discuss finding the light and push students to think outside the box. You must own an off-camera flash for use in this class. Prerequisite: Creatively Capturing the Moment class or have basic knowledge or experience with a digital SLR camera.

DATES: 3 Thurs., Starts Mar. 5, 6:30-8:30 p.m.
CAMPUS: MCC-Longview
FEE: $59

MANIPULATING THE MOMENT FOR PHOTOSHOP
In this hands-on class, you will go through the entire process of manipulating images in Photoshop, from opening an image to creating a collage from scratch. You must bring your own laptop with Photoshop installed or use a campus computer. This is a beginner’s class, but those who currently use Photoshop will also benefit by fine-tuning their skills and picking up new techniques. Bring a 2GB (or larger) USB flash drive to class.

DATES: 3 Thurs., Starts Apr. 2, 6-9 p.m.
CAMPUS: MCC-Longview
FEE: $69

Visit mcckc.edu/classes to view the credit class schedule and plan your future today.
## ADULT NONCREDIT CLASSES

**SPRING 2020**

<table>
<thead>
<tr>
<th>CLASS TITLE</th>
<th>CAMPUS</th>
<th>DATES</th>
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<td><strong>CAREER &amp; BUSINESS</strong></td>
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<td>Ace That Interview</td>
<td>BR</td>
<td>Feb. 20</td>
<td>TH</td>
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<td>Feb. 26</td>
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<td>Feb. 20</td>
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<tr>
<td></td>
<td>PV</td>
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<td>TH</td>
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<td>Apr. 9</td>
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<td>PV</td>
<td>Mar. 4</td>
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<td>Mar. 5</td>
<td>TH</td>
<td>6-7:30 p.m.</td>
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<td>Apr. 15</td>
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<tr>
<td>How to have Credibility at a Moment’s Notice</td>
<td>LV</td>
<td>Apr. 11</td>
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<tr>
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<td>Apr. 18</td>
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<tr>
<td><strong>CREATIVE &amp; ARTISTIC</strong></td>
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<tr>
<td>Soul Painting</td>
<td>LV</td>
<td>May 2</td>
<td>S</td>
<td>9 a.m.-2 p.m.</td>
<td>$54</td>
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<tr>
<td>Creative Watercolor</td>
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<td>Apr. 6, 13, 20, 27</td>
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<tr>
<td>Oil &amp; Acrylic Painting</td>
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<tr>
<td>Basic Drawing</td>
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<td>Th</td>
<td>6:30-9 p.m.</td>
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<td>Optimize Your Pharmacy Benefit</td>
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<td></td>
<td>PV</td>
<td>Mar. 26</td>
<td>Th</td>
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<td>Organized Adulthood</td>
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<td>Seminar: Master Class on Aging</td>
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<td>SA</td>
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<td>$24</td>
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<td>Basic Investing</td>
<td>LV</td>
<td>May 6, 13, 20, 27</td>
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<td>6-8 p.m.</td>
<td>$59</td>
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<td></td>
<td>PV</td>
<td>Feb. 5, 12, 19, 26</td>
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<td>Basic Estate Planning</td>
<td>BR</td>
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<td>Feb. 18</td>
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<td>Living Trusts</td>
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<td>7-9 p.m.</td>
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<tr>
<td></td>
<td>LV</td>
<td>Feb. 25</td>
<td></td>
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<tr>
<td>Financial Strategies for Successful Retirement</td>
<td>LV</td>
<td>Mar. 3 and Apr. 7, 14</td>
<td>T</td>
<td>6:30-9:30 p.m.</td>
<td>$79 (Couples) $59 (Singles)</td>
</tr>
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<td>Now You’re an Executor</td>
<td>BR</td>
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<td>T</td>
<td>7-9 p.m.</td>
<td>$24</td>
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<tr>
<td></td>
<td>LV</td>
<td>Mar. 3</td>
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<tr>
<td><strong>HOME &amp; GARDEN</strong></td>
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<tr>
<td>Beginning Beekeeping</td>
<td>LV</td>
<td>Feb. 22</td>
<td>S</td>
<td>9 a.m.-1 p.m.</td>
<td>$64</td>
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<td>Wild Edibles and Medicinal Herbs</td>
<td>PV</td>
<td>March 3</td>
<td>TH</td>
<td>6-8 p.m.</td>
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<td><strong>LANGUAGE &amp; COMMUNICATIONS</strong></td>
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<tr>
<td>Beginning Italian for Travelers I</td>
<td>LV</td>
<td>Jan. 25, Feb. 1, 8, 15, 22, 29 and Mar. 7, 14</td>
<td>S</td>
<td>9-11 a.m.</td>
<td>$104</td>
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<td>Beginning Italian for Travelers II</td>
<td>LV</td>
<td>Mar. 28, Apr. 4, 18, 25 and May. 2, 9 (no class 4/11)</td>
<td>S</td>
<td>9-11 a.m.</td>
<td>$89</td>
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<tr>
<td>Beginning Sign Language</td>
<td>LV</td>
<td>Feb. 4, 11, 18, 25 and Mar. 3, 10</td>
<td>T</td>
<td>7-9 p.m.</td>
<td>$89</td>
</tr>
<tr>
<td>Continuing Sign Language</td>
<td>LV</td>
<td>Mar. 24, 31 and Apr. 7, 14, 21, 28</td>
<td>T</td>
<td>7-9 p.m.</td>
<td>$89</td>
</tr>
<tr>
<td>Introduction to Japanese</td>
<td>BR</td>
<td>Feb. 11, 18, Mar. 10, 31, Apr. 7, 14, 21, May 12, 19 and Jun. 2</td>
<td>T</td>
<td>5-6:30 p.m.</td>
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<tr>
<td>Beginning Spanish for Travelers</td>
<td>LV</td>
<td>Feb. 18, 20,25,27 Mar. 3, 6</td>
<td>T/TH</td>
<td>6:30-8 p.m.</td>
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## ADULT NONCREDIT CLASSES

### MIND-BODY FOCUS

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<tr>
<th>CLASS TITLE</th>
<th>CAMPUS</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIME</th>
<th>FEE</th>
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</thead>
<tbody>
<tr>
<td>Hatha Yoga with Meditation &amp; Relaxation</td>
<td>LV</td>
<td>Feb. 3, 10, 17, 24, Mar. 2, 9, 23, 30, Apr. 6, 13, 20, 27 and May 4, 11, 18</td>
<td>M</td>
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<tr>
<td>Mid-Day Yoga with Meditation &amp; Relaxation</td>
<td>BR</td>
<td>Feb. 19, 26 Mar. 4, 11, 25 and Apr. 1, 8, 15</td>
<td>W</td>
<td>1-2 p.m.</td>
<td>$79</td>
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<tr>
<td>Simple Meditation, Simple Breath</td>
<td>LV</td>
<td>Mar. 26 and Apr. 9, 16, 23, 30</td>
<td>TH</td>
<td>6-7 p.m.</td>
<td>$54</td>
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<tr>
<td>Yoga for the Absolute Beginner</td>
<td>LV</td>
<td>Apr. 7, 9, 14, 16, 21, 23, 28, 30, and May 5, 7, 12, 14</td>
<td>T/TH</td>
<td>11:30 a.m.-12:30 p.m.</td>
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### PHOTOGRAPHY

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<th>DAYS</th>
<th>TIME</th>
<th>FEE</th>
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<tr>
<td>Creatively Capturing the Moment</td>
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<td>TH</td>
<td>6:30-9 p.m.</td>
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<td>Creatively Fine Tuning the Moment</td>
<td>LV</td>
<td>Mar. 5, 12, 26</td>
<td>TH</td>
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<td>$59</td>
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<td>Manipulating the Moment for Photoshop</td>
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<td>Apr. 2, 9, 16</td>
<td>TH</td>
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### RECREATION

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<th>FEE</th>
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<tr>
<td>Purchasing an RV: Roadie Advice</td>
<td>LV</td>
<td>May 5</td>
<td>T</td>
<td>6-8 p.m.</td>
<td>$24</td>
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<tr>
<td>A Guide to RVing Across Alaska</td>
<td>LV</td>
<td>May 7</td>
<td>TH</td>
<td>6-8 p.m.</td>
<td>$24</td>
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<tr>
<td>Golf</td>
<td>Sec. A</td>
<td>LV (Unity Village Golf Course)</td>
<td>TH</td>
<td>3-4:30 p.m.</td>
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<td></td>
<td>Sec. B</td>
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### SPECIAL INTEREST

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<tr>
<td>Certified Barbeque Judge- It's all about the 'que</td>
<td>LV</td>
<td>Mar. 7</td>
<td>S</td>
<td>10 a.m.-2 p.m.</td>
<td>M-$90 NM-$130</td>
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<tr>
<td>Getting Your Foot in the Theater Door</td>
<td>BR</td>
<td>Apr. 8, 15, 22, 29</td>
<td>W</td>
<td>6-8 p.m.</td>
<td>$79</td>
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### TECHNOLOGY

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<th>TIME</th>
<th>FEE</th>
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<tbody>
<tr>
<td>Intro to MS Word 2016</td>
<td>BR</td>
<td>Jan. 23, 28, 30</td>
<td>T/TH</td>
<td>6-8 p.m.</td>
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<td>Feb. 20, 25, 27</td>
<td>T/TH</td>
<td>4-6 p.m.</td>
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<td>MW</td>
<td>Mar. 24, 26, 31</td>
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<td>Intro to MS Office 2016</td>
<td>Sec. A</td>
<td>BR</td>
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<td>Sec. B</td>
<td>LV</td>
<td>TH</td>
<td>6-8 p.m.</td>
<td>$84</td>
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<td>4-6 p.m.</td>
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<td>PV</td>
<td>T/TH</td>
<td>6-8 p.m.</td>
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<td>Intro to MS Excel 2016</td>
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<td>T/TH</td>
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<td>M/W</td>
<td>6-8 p.m.</td>
<td>$84</td>
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<td>T/TH</td>
<td>4-6 p.m.</td>
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<td>PV</td>
<td>T/TH</td>
<td>6-8 p.m.</td>
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<td>Excel for Business Applications</td>
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<td>Mar. 2, 4, 9, 11</td>
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<td>Mar. 10</td>
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<td>Computer Essentials - Just the Basics</td>
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<td>Online Marketing for Beginners</td>
<td>LV</td>
<td>Mar. 2, 9, 14, 16, 21, 23, 28, 30, and May 5, 7, 12, 14</td>
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### WRITING & PUBLISHING

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<th>DATES</th>
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<tbody>
<tr>
<td>Grant Writing Finally Made Easy</td>
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<td>S</td>
<td>10 a.m.-Noon</td>
<td>$24</td>
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<td></td>
<td>MW</td>
<td>May 2</td>
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<tr>
<td>Write Your Life Story</td>
<td>LV</td>
<td>Mar. 24, 31 and Apr. 7, 14, 21</td>
<td>TH</td>
<td>10 a.m.-noon</td>
<td>$89</td>
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<td>Writing for Creativity and Connection</td>
<td>LV</td>
<td>Feb. 11, 18, 25, and Mar. 3, 10</td>
<td>TH</td>
<td>6:15-8:15 p.m.</td>
<td>$89</td>
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### COLLEGE FOR KIDS: SPRING BREAK CAMPS

<table>
<thead>
<tr>
<th>CLASS TITLE</th>
<th>AGES</th>
<th>INSTRUCTOR</th>
<th>TIME</th>
<th>FEE</th>
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<tbody>
<tr>
<td>Spring Variety Art Camp</td>
<td>6 - 12</td>
<td>Young Rembrandts</td>
<td>9 a.m.-noon</td>
<td>$140</td>
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<td>Momentum Madness</td>
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<td>Engineering for Kids</td>
<td>9 a.m.-noon</td>
<td>$160</td>
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<tr>
<td>NASA-Journey Into Outer Space</td>
<td>7 - 12</td>
<td>Mad Science Staff</td>
<td>1-4 p.m.</td>
<td>$130</td>
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<tr>
<td>LEGO® Mining and Crafting Camp</td>
<td></td>
<td>Bricks 4 Kidz</td>
<td>1-4 p.m.</td>
<td>$140</td>
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</table>
PURCHASING AN RV: ROADIE ADVICE

If you’re considering an RV purchase, you probably have a lot of questions. Which one is best for you? How much should you pay for an RV? Get advice from someone who has camped all of her adult life, beginning with a tent, then a pop-up trailer, a Class B motorhome and now a Class A motorhome. You will learn about different types and brands of RVs, negotiation tactics, inspection points, and take home some resources to help you make your decision. At the end of class, we’ll discuss great spots across North America to take your RV.

INSTRUCTOR: Marla Selvidge
DATES: Tues., May 5, 6-8 p.m.
CAMPUS: MCC-Longview
FEE: $24

A GUIDE TO RVING ACROSS ALASKA

Are you dreaming of visiting Alaska? Whatever your idea of adventure is, you’ll find it in Alaska: The Last Frontier! Consider flying to Anchorage and renting a motorhome for a few weeks or take a cruise along the Inside Passage and rent an RV for another two weeks. One of the best ways to explore the byways of this beautiful state is in an RV. Get acquainted with the best roads to travel and exciting things to see and do. You’ll come away with resources to plan your trip and photos to inspire you. Optional book for purchase will be available in class ($10, payable to instructor).

INSTRUCTOR: Marla Selvidge
DATES: Thurs., May 7, 6-8 p.m.
CAMPUS: MCC-Longview
FEE: $24

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 and putting 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: Duane Brandsgaard
DATES: (Section A) 5 Tues., Starts Apr. 28 3-4:30 p.m.
(Section B) 5 Tues., Starts Apr. 28 6-7:30 p.m.
LOCATION: Unity Village Golf Course
FEE: $79

BEGINNING BRIDGE

Learn to play what some consider the world’s greatest game. Bridge provides a mental challenge as well as a social outlet. The four weeks of this class will cover mechanics of this trick-taking game, hand evaluation and scoring, opening bids and responding to bids, as well as lots of playing practice.

INSTRUCTOR: Kathy Rolf
DATES: 7 Mon., Starts Mar. 30 6-8 p.m.
CAMPUS: MCC-Longview
FEE: $74

For information about upcoming exhibits and performances visit us online at mcckc.edu/pennvalley/art or contact the Gallery Director at 816.604.4326

mcckc.edu/community-education • 816.604.1000
3-Wheel Basic Riding Course only $75 for a limited time!

NEW All motorcycle courses offered are taught by certified Motorcycle Safety Foundation Rider Coaches and approved Missouri Motorcycle Safety Program instructors.

BE SMART GET TRAINED RIDE SAFE

816.604.3011 mcckc.edu/mwcycle

MAPLE WOODS 2601 NE Barry Road, Kansas City, MO
GETTING YOUR FOOT IN THE THEATER DOOR

Was theater your “first love,” but it drifted out of your life over time? Or did you always want to act, but did not have the opportunity? Step on the stage and embrace your love of this dramatic art as an adult. Learn theatrical terms and idioms, the general flow of events in a production and get information on local community theaters. You’ll explore the different jobs in a theater, both on stage and backstage. Learn how to read and understand audition postings and scripts. The instructor will bring in local directors from community theaters to observe mock auditions. No memorizing or preparation needed. Break a leg!

INSTRUCTOR: Michael “Mac” Kettner
DATES: 4 Wed., Starts Apr. 8, 6-8 p.m.
CAMPUS: MCC-Blue River
FEE: $79

INTRODUCTION TO COMEDIC PERFORMANCE

Were you the class clown in school, but never put that experience to formal use? This class will fine-tune your natural abilities in various forms of comedic performance, including sketch comedy, improvisation, stand-up and storytelling. You’ll learn the finer points of comedy writing and performance, as well as the basics of joke structure. Gain practical experience through performance and writing assignments. Instructor Jamie Campbell is a professional comedian with The KC Improv Company and has been performing and teaching for more than a decade.

INSTRUCTOR: Jamie Campbell
DATES: 6 Thurs., Starts Feb. 6, 7-9 p.m.
CAMPUS: MCC-Longview
FEE: $69

CERTIFIED BARBEQUE JUDGE

Calling all barbeque lovers! If you’ve ever attended a barbeque competition and wished you could sample all of it, now is your chance to fulfill that wish by becoming a certified barbeque judge. “Being a Certified Barbeque Judge is about representing and spreading the message of Kansas City Barbeque Society, which is to promote America’s cuisine—barbeque” (kcbs.us).

Learn what it takes for barbeque to be crowned a champion! Barbecue is truly America’s cuisine and is no longer relegated to the backyard. In this class you will learn to use touch, taste and smell to judge competition barbeque.

INSTRUCTOR: Bunny Tuttle
DATES: SATURDAY MARCH 7
10 a.m.-2 p.m.
MCC-LONGVIEW
FEE: $90 (KCBS members)
$130 (non-members)
(Non-member fee includes one-year membership to Kansas City Barbeque Society.)
Online Learning
anytime, anywhere... just a click away!

ONLINE CAREER TRAINING PROGRAMS
Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Some of our most popular programs include:

**Administrative Dental Assistant**
Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

**CBCS Certified Medical Administrative Assistant with Medical Billing and Coding**
The CBCS Certified Medical Administrative Assistant with Medical Billing and Coding is geared towards students who are interested in obtaining a career in the healthcare industry, but have little to no experience within the sector.

**Advanced Hospital Coding and CCS Prep**
This program will utilize your existing knowledge of medical terminology and healthcare sciences. Increase your coding skills and prepare to take the official certification exam to become a Certified Coding Specialist.

**Certified Electronic Health Records Specialist**
Learn how to implement and utilize electronic health records and become a Certified Electronic Health Records Specialist.

**Physical Therapy Aide**
Master the skills you need to begin a career as a physical therapy aide.

**CompTIA™ A+ Certification Training**
This course will prepare you for CompTIA A+ certification exams 220-901 and 220-902. It covers the foundational hardware knowledge a PC support technician should know.

**CPC Medical Billing and Coding (Voucher Included)**
This is an ideal program for students new to a medical career. This comprehensive program will provide you with all of the information you need to earn a certification in medical billing and coding.

**Medical Transcription + Medical Terminology**
Start a new career as a medical transcriptionist with the training provided in this program, which also includes medical terminology training.

**Optician Certification Training**
Master the skills you need for a successful career as an optician and prepare yourself to take the ABO certification exam.

**Pharmacy Technician (Voucher Included)**
Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

**Medical Transcription**
Learn medical transcription terminology in a memorable and enjoyable fashion.

**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.

**Explore a Career in Medical Coding**
Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

**Explore a Career as an Administrative Medical Assistant**
Learn all about the in-demand career of a medical assistant. This program provides the knowledge and skills needed to enter this exciting field.

**Certificate in Legal and Ethical Issues in Healthcare**
(12 contact hours) Explore the legal and ethical issues healthcare professionals face, including issues related to HIPAA rules, medication errors, social media and healthcare, organ donation, and workplace violence.

**Microsoft Office Value Suite Series:**
Learn the ins and outs of Microsoft’s newest release of Microsoft Word. This discounted bundle teaches your students all about the newest release of Microsoft Office.

**Instructor-Led Online Courses**
Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

Some of our most popular courses include:

**Explore a Career as a Pharmacy Technician**
Master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk, and discover the steps you can take to become a Certified Pharmacy Technician (CPhT).

**Medical Terminology: A Word Association Approach**
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Some of our most popular courses include:
TECHNOLOGY

INTRODUCTION TO MS-WORD 2016

This user-friendly word processing software has gone through many changes since its introduction in the 1980s, but it continues to be widely used in both personal and business settings. In this class, you’ll learn the basics: menu system, tool bar and how to create and edit documents. In addition, see how this most recent version of Word allows you to collaborate with others on the same document. Required book can be purchased from the campus bookstore.

PREREQUISITE: Keyboard and mouse skills.

FEE: $74

INTRODUCTION TO MS-EXCEL 2016

Do you want to excel at MS-Excel? Our experienced instructor will teach you the basic functions and features of this powerful spreadsheet program. You’ll learn the names of all the parts of the Excel window, such as the Quick Access Toolbar, ribbon, tab, cell and formula bar. Create a spreadsheet; discover the most commonly-used functions to make powerful calculations; and learn tips, tricks and shortcuts. Whether you want to learn to use Excel for personal or business use, this class will help you master the basics. Required book can be purchased from the campus bookstore.

PREREQUISITE: Basic keyboard and mouse skills.

FEE: $84

BLUE RIVER

INSTRUCTOR: Cat Garrett

2 Thurs. & 1 Tues., Starts Jan. 23 6-8 p.m.

LONGVIEW

INSTRUCTOR: Teresa Wedel

2 Thurs. & 1 Tues., Starts Feb. 20 6-8 p.m.

MAPLE WOODS

INSTRUCTOR: Bob Schubert

2 Tues. & 1 Thurs., Starts Mar. 24 4-6 p.m.

FINISH WHAT YOU STARTED

SPRING ENROLLMENT IS OPEN
CREDIT CLASSES START JANUARY 13
Enroll at mcckc.edu/return or call 816.604.1000

METROPOLITAN COMMUNITY COLLEGE
SPRING BREAK
MARCH 16–MARCH 21
OFFICES CLOSED

mcckc.edu/community-education • 816.604.1000
INTRODUCTION TO MS-OFFICE 2016
Learn the most commonly used parts of the Microsoft Office Suite: Word, Excel and PowerPoint. These three applications are included in even the most basic plans offered by Microsoft. Learn to create, format, enhance, save and print your documents, spreadsheets and presentations using Microsoft Office 2016. You’ll learn the basics of the ribbon, the Backstage view and the Quick Access Toolbar. Required book can be purchased from the campus bookstore.
PREREQUISITE: Basic keyboard and mouse skills.
FEE: $84

COMPUTER ESSENTIALS: JUST THE BASICS
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
CAMPUS: Blue River
DATES:
(Section A) 2 Tues. & 2 Thurs., Starts Feb. 4, 2-4 p.m.
(Section B) 2 Tues. & 2 Thurs., Starts Apr. 7, 6-8 p.m.
FEE: $84

BLUE RIVER
SECTION A
INSTRUCTOR: Cat Garrett
2 Tues. & 2 Thurs., Starts Mar. 3 2-4 p.m.
SECTION B
INSTRUCTOR: Cat Garrett
2 Tues. & 2 Thurs., Starts Apr. 21 6-8 p.m.

LONGVIEW
INSTRUCTOR: Teresa Wedel
2 Tues. & 2 Thurs., Starts Jan. 28 6-8 p.m.

MAPLE WOODS
INSTRUCTOR: Bob Schubert
2 Tues. & 2 Thurs., Starts Apr. 7 4-6 p.m.

PENN VALLEY
INSTRUCTOR: Eunice Terry
2 Tues. & 1 Thurs., Starts Feb. 18 6-8 p.m.
EXCEL FOR BUSINESS APPLICATIONS
If you need to learn more in-depth functions of MS-Excel to help you get ahead, join us in this intermediate-level class. Discover how to sort and filter data; insert tables, pivot tables and charts; and perform advanced formulas. Learn various ways to make calculations, analyze your data using advanced features and get tips and tricks to gain proficiency in this respected spreadsheet program. Start your journey down the path of becoming a power user! Required book can be purchased from the campus bookstore.

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

WINDOWS 10
If you’ve recently purchased a new computer, there is a good chance it came loaded with Microsoft’s updated operating system, Windows 10. There are many differences between this version of Windows and its predecessors, not the least of which is what it looks like to the average computer user. Come explore this new system, which is designed to integrate seamlessly with mobile devices and bring a new level of innovation and security to all users.

FEE: $39

BLUE RIVER
INSTRUCTOR: Michael “Mac” Kettner
2 Mon. & 2 Wed., Starts Mar. 2
6-8 p.m.  $84

LONGVIEW
INSTRUCTOR: Teresa Wedel
2 Wed. & 1 Mon., Starts Apr. 15
6-8 p.m.  $74

ONLINE MARKETING FOR BEGINNERS
Wanting to build an online business but you have no idea where to start? Learn the strategies you need to get your business launched. We’ll walk through step by step exactly what you need to establish your presence online and start generating income from your passions. This class is perfect for people interested in selling digital products, courses and services through online marketing.

INSTRUCTOR: Amy Jo
CAMPUS: MCC-Longview
DATES: 4 Mon., Starts Mar. 2, 6-8 p.m.
(Note: No class the week of spring break, Mar. 16-20)
FEE: $84
Summer vacation doesn't have to be boring – join in the fun of MCC’s College for Kids program. We offer weekly classes for ages 5-15 during June and July each summer. Classes will run Monday-Thursday and begin the week of June 15. Unleash creativity, think critically and have a blast!

mcckc.edu/collegeforkids

To enroll go to mcckc.edu/collegeforkids

For more information, call 816.604.1000
WRITING & PUBLISHING

> Shape powerful prose

**GRANT WRITING FINALLY MADE EASY**

Learn practical tools, tips and techniques for improving the project management associated with grants. This includes adequately developing administrative, accounting and financial systems to keep track of fiscal and programmatic reports on grant income and expenditures within the required deadlines.

**INSTRUCTOR:** Dr. Barbara Wright  
**FEE:** $24

**WRITING FOR CREATIVITY AND CONNECTION**

In this class, we'll use fun, thoughtful activities and prompts that will get our pens moving and our creativity flowing. We'll write, share and write some more. We'll discover what we want to say—and how we want to say it—all in a supportive, encouraging environment. This class isn't about harsh critiques or polishing our prose; it's about writing to strengthen our voices and enliven our hearts. No writing experience necessary.

**INSTRUCTOR:** Amy Woods Butler  
**DATES:** 5 Thurs., Starts Feb. 11 6:15-8:15 p.m.  
**CAMPUS:** MCC-Longview  
**FEE:** $89

**WRITE YOUR LIFE STORY**

Our past is rich with memories worth sharing. If you've dreamed of writing your life story for family and future generations, this class is for you. We'll learn how to get started, keep the memories flowing and capture our thoughts and experiences on the page. And we'll have fun listening to each other’s tales of life long ago! You’ll leave the class with a plan to keep writing and with ideas on how to present your beautiful life story to those you love. No writing experience necessary.

**INSTRUCTOR:** Amy Woods Butler  
**DATES:** 5 Thurs., Starts Mar. 24 10 a.m.-noon  
**CAMPUS:** MCC-Longview  
**FEE:** $89

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**FOLLOW US ONLINE!**

@MCCKansasCity

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**GET INVOLVED!**

Enjoy the challenge of teaching?  
Have creative class ideas?  
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, please contact Tami at 816.604.2640 or email communityeducation@mcckc.edu.
ENROLL NOW TO SECURE YOUR SPOT

OPEN NOW

SPRING ENROLLMENT FOR CREDIT COURSES

LOCK IN YOUR CLASSES NOW.

Stay on track to reach your future!
Students are enrolling for the spring 2020 semester.
To secure your classes before they fill up, enroll as soon as you can.

Enroll now, pay later, and lock in the classes you need!
Enroll today to take command of your future.

CHECK OFFERINGS AT: mcckc.edu/classes
SECURE YOUR SEAT AT: mcckc.edu/enroll

SPRING CLASSES START JANUARY 13
MCC CAMPUS MAPS

MCC-BLUE RIVER
20301 East 78 Hwy | Independence, MO 64057

MCC-BUSINESS & TECHNOLOGY
3201 Southwest Trafficway | Kansas City, MO 64111

MCC-LONGVIEW
500 SW Longview Rd. | Lee’s Summit, MO 64081

MCC-MAPLE WOODS
2601 NE Barry Rd. | Kansas City, MO 64156

MCC-PENN VALLEY
3200 Broadway
Kansas City, MO 64111

METROPOLITAN COMMUNITY COLLEGE
3200 Broadway
Kansas City, MO 64111
COMMUNITY EDUCATION ENROLLMENT

Pre-enrollment is required for all classes.
Walk-ins are not accepted.
Enrollment is not complete without payment.

THREE EASY WAYS TO ENROLL:

1. ONLINE at mcckc.edu/community-education
   Each student will need to register under their own name.

2. OVER THE TELEPHONE with credit or debit card. We will need your name, address, email address, phone number, date of birth and last four digits of your social security number. Please have your credit/debit card available.

3. BY MAIL Complete the registration form in the back of this catalog. Enclose a check or money order payable to Metropolitan Community College. Write student’s name in the memo section.

   Mail to: MCC-Longview
   Community Education Office
   500 SW Longview Rd.
   Lee’s Summit, MO 64081

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
We will send an email confirmation if you provide an email address at enrollment. 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 college at 816.604.1000 at least five business days prior to the class start date to request a full refund. 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 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 Metropolitan Community College District cancels classes, your Community Education class will not be held. Please be sure to listen to TV or radio announcements for cancellations. If you are unsure, you may call the college at 816.604.1000.
COMMUNITY EDUCATION REGISTRATION

Use a separate form for each person.
Copies of the form are acceptable.
You will receive an email confirmation that will include your campus building and room number as well as other information specific to your class.

Name _____________________________________________________________
Address ____________________________________________________________________________________________
Home Phone ___________________________ Work/Cell Phone ___________________________
Email Address ____________________________________________________________________________________________
Date of Birth ___________________________ Last 4 of Social Security Number ___________________________

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*Campus abbreviations: Blue River (BR), Longview (LV), Maple Woods (MW), Penn Valley (PV)

Return form with check or money order to:
MCC-Longview
Community Education Office
500 SW Longview Rd.
Lee’s Summit, MO 64081-2105

mcckc.edu/community-education • 816.604.1000
IT’S TIME TO EXPERIENCE SOMETHING NEW!

FIND YOUR COMMUNITY EDUCATION CLASS INSIDE.

Spring Features

* FLIGHTS OF FANCY MEGA KITE FESTIVAL
* MASTER CLASS ON AGING
* COLLEGE FOR KIDS: SPRING BREAK CAMP
* CERTIFIED BBQ JUDGE

METROPOLITAN COMMUNITY COLLEGE

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