PROFESSIONAL DEVELOPMENT

PILOT PROGRAM  Registration on last page.

**Private Pilot Ground School**  $275 tuition, plus books
Private Pilot Ground School will be held on the Park Hills campus. This is the course you must take prior to flight instruction. Students will pay an additional $150 for books and software to the instructor on the first night.

ON CAMPUS  
**Tues**  6:00 – 9:00pm  
**Sept 22 – Dec 8**

BUSINESS ESSENTIALS  Registration on last page.

**Boot Camp for Legal Assistants: Part 1**  $295
Join local attorney Vonne Karraker for an in-depth course that will prepare you for a future career as a Legal Assistant, or provide you a stepping stone for training in becoming a Paralegal. Topics covered include confidentiality, understanding civil and criminal procedures, court systems and clerk roles, types of pleadings and procedures, assisting with litigation for motion days, trial days, docket days and more. This is NOT an introductory secretarial class. Students must have competent keyboarding and Microsoft Word skills to enroll. *High school students are encouraged to enroll!*

ON CAMPUS  
**Wed**  6:00 – 8:00pm  
**Sept 16 – Dec 9**

**Money Smart for Small Business**  FREE
This helpful course, offered by First State Community Bank, is designed to assist small business owners and entrepreneurs. Establishing a small business requires the basic understanding of the financial aspects of running a small business. Get started now! Topics include business types, record keeping, tax planning, marketing, banking services, financial management, time management, risk management, credit reporting and succession planning.

ON CAMPUS  
**Tues**  6:30 – 9:30pm  
**Oct 6 – Nov 3**

**Accounting Fundamentals**  $95
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. Includes hands-on experience with accounts receivable, accounts payable, payroll procedures, sales tax and more. 

Online  
[Ed2Go.com/Mineral]  
Offered Monthly
Small Business Marketing on a Shoestring  $95
When it comes to marketing for small businesses, money isn’t everything! In
this class, you’ll master cost-effective strategies including strategic
partnerships, local marketing, search engine optimization, social networking, e-
mail marketing, lead generation, and niche marketing. Along the way, you’ll see
many real-world examples from other small businesses much like yours.
Online        Ed2Go.com/Mineral  Offered Monthly

MS Word 2010 Level 1  10 hrs  $60, plus text
Learn to create and edit documents and to format text and paragraphs in this
thorough introduction to MS Word. You must be able to navigate your desktop
and have basic computer skills to take this class.
ON CAMPUS    Mon/Wed    6:00 – 8:30pm    Sept 21 – 30

MS Word 2010 Level 2  10 hrs  $60
Building on the intro class, students learn how to create and format tables,
illustrate documents with graphics, work with themes and building blocks and
merge Word documents. Uses the same textbook as MS Word 1.
ON CAMPUS    Mon/Wed    6:00 – 8:30pm    Oct 5 – 14

MS Excel 2010 Level 1  10 hrs  $60, plus text
Students learn how to format a worksheet, work with formulas and functions and
create charts in this beginner class. You must be able to navigate your desktop and
have basic computer skills to take this class.
ON CAMPUS    Mon/Wed    6:00 – 8:30pm    Oct 19 – 28

MS Excel 2010 Level 2  10 hrs  $60
Building on the intro class, students learn how to analyze data using formulas,
manage workbook data and use and analyze table data.
ON CAMPUS    Mon/Wed    6:00 – 8:30pm    Nov 9 – 18

MS PowerPoint  10 hrs  $60, plus text
Learn how to create and modify basic presentations in this beginner level course,
including how to format text, add tables, charts and graphs to reinforce information
and ideas. If time allows, you will also learn how to animate your presentations.
ON CAMPUS    Mon/Wed    6:00 – 8:30pm    Nov 30 – Dec 9

Continuing Education
is going to ITALY in May!
To learn more, go online to
MineralArea.GroupTourSite.com
or join us in the Continuing Ed
Building for an informal meeting on:
Thursday, 6-7pm on September 10, 2015
or Monday, 5-6pm on November 9, 2015
Contact Pam Watkins at 573-518-2280 or
at ContinuingEd@MineralArea.edu for
information.

Study Abroad Trips in 2016
The community is invited to join MAC’s Study Abroad Trips. In 2016,
there will be a trip to Cuba and a trip to Canada. Please contact the
Study Abroad Coordinators Sarah Stahl (sstahl@mineralarea.edu) or
Stephanie Campbell (campbell@mineralarea.edu) for information.
### Fitness

**Fitness Class Pass** $90

For only $90, come any time, as often as you’d like, for 8 weeks worth of classes. There are many options to choose from Monday through Friday!

**Monday**
- 10:15 Zumba Tone in the Continuing Ed Bldg
- 4:15 Circuit Training in the Public Safety Bldg (last bldg on right by Hwy O)
- 4:15 Yoga/Pilates or Hiit Training in Continuing Ed

**Tuesday**
- 12:30 Dance Fit *(starts Oct 12)* in Field House
- 4:15 Yoga/Pilates or Hitt Training in Continuing Ed
- 4:15 Insanity in Public Safety

**Wednesday**
- 11:00 Yoga/Pilates or Hitt Training in Continuing Ed
- 3:15 Total Body Training in Continuing Ed
- 4:15 Circuit Training in Continuing Ed

**Thursday**
- 12:30 Dance Fit *(starts Oct 12th)* behind the bleachers in Field House
- 4:15 Boot Camp in Continuing Ed

**Friday**
- 10:00 Yoga/Pilates or Hiit Training in Continuing Ed
- 4:15 Circuit Training in the Wellness Center

**ON CAMPUS** Mon-Fri September 14 through November 13

---

### Personal Enrichment

**PETS**

- **Dog Obedience Training** $55
  
  Students and their dogs learn the standard commands and information to help keep pets happy and safe. The class is intended for dogs 16 weeks and older that have had all of their shots.

  **ON CAMPUS**
  - **Tue** 6:30 – 8:00pm
  - **Sept 22 – Nov 3**

**DANCE**

- **Swing Dance** $35
  
  Ready to join the Swing Craze? Join Aaron Gamble in this fun course designed to help you learn new moves and get plenty of practice! *(No Class Oct 8th)*

  **ON CAMPUS**
  - **Thu** 6:00 – 8:00pm
  - **Oct 1-29**

- **Hustle, Slow Dance and the Cha-Cha** $35
  
  If you’re a little nervous on the dance floor or could use a few new moves, this is the perfect class for you. You’ll pick up three new dances and get plenty of practice time to boost your confidence. No Class Nov 26.

  **ON CAMPUS**
  - **Thu** 6:00 – 8:00pm
  - **Nov 5 – Dec 3**

**MUSIC**

- **Music Made Easy** $95
  
  If you enjoy music and would like to know more about what makes it work, this is the course for you. You’ll gain a complete understanding of rhythm, melody, and harmony, and you’ll be able to recognize pitches on the musical staff and on the keyboard.

  **Online** Ed2Go.com/Mineral
  
  **Offered Monthly**

---

**Effective August 1**

Mineral Area College is now an official “Tobacco-Free Campus”.

Tobacco use is no longer allowed on campus.
### CULINARY ARTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
<th>Registration</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wilton Cake Decorating Basics</td>
<td>$45+ Book/Kit</td>
<td>Registration on last page</td>
<td>You’ll learn how to make and color icing and practice the three fundamentals of decorating, enabling you to replicate the correct technique for great results. Join Wilton-certified instructor Mikki Gleisner in creating icing drop flowers, rosettes, pom-pom flowers, leaves, shaggy mums, and the ribbon rose is a snap!</td>
</tr>
<tr>
<td>Wilton Flowers &amp; Cake Design</td>
<td>$45+ Book/Kit</td>
<td>Registration on last page</td>
<td>Join Wilton-certified instructor Mikki Gleisner in exploring sophisticated ways to bring your cakes and desserts to life! You’ll learn to create breathtaking icing flowers such as pansies, lilies and roses. Then, you’ll discover the secrets of arranging them in a beautifully balanced cake-top bouquet framed by an impressive border treatment or basket weave design.</td>
</tr>
</tbody>
</table>

### NEW Cooking Classes on Campus!

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
<th>Registration</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Harvest Salads</td>
<td>$24, includes food</td>
<td>Registration on last page</td>
<td>Create amazing salads with your overabundance of garden vegetables. Learn grilling techniques, from-scratch dressings, and how to prepare an array of salads and vegetables.</td>
</tr>
<tr>
<td>Fall Soups</td>
<td>$24, includes food</td>
<td>Registration on last page</td>
<td>Learn how to prepare hearty fall soups using your garden vegetables.</td>
</tr>
<tr>
<td>Holiday Appetizers</td>
<td>$24, includes food</td>
<td>Registration on last page</td>
<td>Prepare a tasting menu of Holiday Appetizers. In this class, we will prepare up to five “2-bite” appetizers like crostinis and artichoke dip.</td>
</tr>
</tbody>
</table>

### Holiday Dessert

<table>
<thead>
<tr>
<th>Cost</th>
<th>Registration</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$24, includes food</td>
<td>Registration on last page</td>
<td>Learn how to make chocolate truffles that will be the hit of every gathering!</td>
</tr>
</tbody>
</table>

### ARTS AND CRAFTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
<th>Registration</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Crochet</td>
<td>$20, plus supplies</td>
<td>Registration on last page</td>
<td>This class teaches the basics of crochet, with a strong focus on the fundamentals such as making a foundation chain, reading a pattern &amp; mastering the basic stitch. Everything will be applied in class by using those skills to make a cotton dishcloth. <strong>Supplies needed:</strong> 1 ball of cotton 2.5 oz yarn and a size H crochet hook.</td>
</tr>
<tr>
<td>Intermediate Crochet</td>
<td>$20, plus supplies</td>
<td>Registration on last page</td>
<td>This class is perfect for those who have grasped the basics of crochet and are ready to learn more! The project is a cotton skep/beehive shaped potholder that will apply these skills: learning to maintain a consistent gauge while working on a shaped project, double crochet, working in rounds &amp; stitching a project together. The course will be led by Cierra Johnson and you can find some of her work in her Etsy shop at <a href="http://www.etsy.com/shop/TreesofRighteousness">www.etsy.com/shop/TreesofRighteousness</a>  <strong>Supplies needed:</strong> 2 balls of yellow cotton (2.5 oz) yarn, 1 ball of white and 1 ball of black/brown; G crochet hook; a pack of large eye blunt yarn needles.</td>
</tr>
<tr>
<td>Jewelry Making and Beading 101</td>
<td>$40, plus supplies</td>
<td>Registration on last page</td>
<td>Men, women and children have accessorized their wardrobes with costume jewelry for thousands of years. This course will help you create your own accessories to add beauty to today’s fashions. Students will experiment with color, patterns and textures while learning a variety of beading techniques to string and knot on elastic, memory wire and cord. In addition to traditional beading material, one class session will be devoted to recycling and reusing by transforming common items, like old leather belts, into original, wearable art. In this hands-on class, students will be able to take their projects home to use or to gift. Students will be provided with a list of supplies in order to control their own costs or they may purchase supplies from the instructor in class.</td>
</tr>
</tbody>
</table>
QUILTING: Double Irish Chain $55, plus supplies
New to quilting? Gayla Barber will lead you step-by-step through this beautiful pattern. Experienced quilters are also bound to learn a new trick or two while meeting new friends. With new patterns offered each class, you’ll want to join our other repeat students and enroll over and over! No sewing machine? Let us know; we may have a loaner. (No class Oct 19)
ON CAMPUS Mon 6:00 – 8:00pm Sep 21 – Oct 26

NEW! Counted Cross Stitch $20, plus supplies
Looking for a new craft? Or maybe you’re looking for a way to hand make some gifts for future holidays? This course is for you! Counted cross-stitch is a form of embroidery. Counted cross-stitch uses a pattern printed on paper laid out on a grid; the cloth remains unmarked. The embroider must count across, plus up or down, to know where to put the stitches. Choose and purchase your own 14ct or larger aida cloth kit that you will bring to class the first day and learn the basics.
ON CAMPUS Thu 6:30 – 8:30pm Oct 15 – 29

BEGINNER COMPUTER CLASSES Registration on last page.

Keyboarding/Typing FREE
TypingWeb is a free online typing tutor & keyboarding tutorial for typists of all skill levels. It includes entertaining typing games, typing tests, and free official typing certification.
Online TypingWeb.com Available Anytime!

Beginners Guide to Computers $35
This 3-day class is for beginners with little to no computer experience. We’ll start with the proper way to turn on and shut down your computer; get you acquainted with some of the terminology and parts of the computer; teach you how to use your mouse, including clicking, double-clicking, highlighting, copying, and pasting.
ON CAMPUS Tues/Thur 5:30 – 7:30pm Sept 29 – Oct 6

Basic Computer Skills $60
This 5-day class teaches beginner computer users how to navigate the desktop, change settings, search for lost files and perform simple maintenance tasks to improve your computer’s performance. (Before enrolling in this class, you should be comfortable using your mouse and be familiar with basic terminology.) You’ll pick up some organizational tips as you increase your file management skills.
ON CAMPUS Tues/Thur 5:30 – 7:30pm Oct 13 - 29

Introduction to the Internet and Email $60
Don’t have an email account? We’ll help you set one up and run through the basics. We’ll also teach you how to upload and download pictures and other files to your email. We’ll talk about social media sites and walk you through some of the basic features of Facebook, including how to manage your privacy settings, update your profile and share pictures.
ON CAMPUS Tues/Thur 5:30 – 7:30pm Nov 3 -17

Mastering Your Digital SLR Camera $95
Take your photography to the next level with your digital SLR camera by learning how to master lenses, apertures, shutter speed, exposure settings, and more.
Online Ed2Go.com/Mineral Offered Monthly

Introduction to PC Troubleshooting $95
Learn to decipher and solve almost any problem with your PC.
Online Ed2Go.com/Mineral Offered Monthly
**LIFE SKILLS**

**In-Store and Online Savings $40**
Are you known for collecting coupons and losing them? Join Teri Bloom and learn organization tricks and buying tips to get big savings all year long, online and in stores! Save your coupons 2 weeks prior to this course!

**ON CAMPUS**
- **Tues** 6:30 – 8:00pm
- **Oct 6 – Nov 10**

**Keys to Effective Communication $95**
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation.

**Online** [Ed2Go.com/Mineral](http://Ed2Go.com/Mineral) Offered Monthly

**OUTDOOR SKILLS & SAFETY**

**Hunter Education Skills Session**

*Provided by Missouri Department of Conservation*

Once you’ve completed the online Hunter Education Classroom portion of the Hunter Education course, you are eligible to take the Hunter Education Skills Session and exam on the MAC Park Hills campus. Books are available in the foyer of the Continuing Education Building, but to register, please contact the Missouri Department of Conservation at 573-290-5730 or go online to [www.register-ed.com/programs/missouri](http://www.register-ed.com/programs/missouri). Select ONE of the following dates:

1. **Wednesday September 9th**, 5 – 9pm
2. **Wednesday September 16th**, 5 – 9pm
3. **Wednesday October 7th**, 5 – 9pm
4. **Saturday October 24th**, 8am – Noon
5. **Saturday October 24th**, 1 – 5pm

**LANGUAGES**

**Conversational Japanese $95**
Whether you want to learn conversational Japanese for travel or just for fun, you’ll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

**Online** [Ed2Go.com/Mineral](http://Ed2Go.com/Mineral) Offered Monthly

**Instant Italian $95**
Learn Italian from the comfort of your home in this fun and enjoyable online course.

**Online** [Ed2Go.com/Mineral](http://Ed2Go.com/Mineral) Offered Monthly

**REGISTRATION INFORMATION**

**Ed2Go ONLINE Classes:** Log on to [www.Ed2Go.com/Mineral](http://www.Ed2Go.com/Mineral), search for your class and click the “Enroll Now” button.

**360Training ONLINE Classes:** Log on to [www.MineralArea.edu/CE](http://www.MineralArea.edu/CE), click on “360Training” on the left navigation panel. Search for your class and select the “Enroll” button. For assistance, call 800.442.1149.

**ON CAMPUS Classes:** Follow the directions in the form below. Campus class payments are not processed until the first day of class. Refunds given for cancellations received three (3) business days before class starts.

**HOW TO REGISTER:** Please complete the form below and return it with check or card payment to our office in person, by mail, phone or email:

- **Continuing Ed · Mineral Area College · P.O. Box 1000 · Park Hills, MO 63601**
- **Phone/Fax: (573) 518-2342/3836 · Email: ContinuingEd@MineralArea.edu**

**STUDENT INFORMATION**

| NAME:____________________________________________ |
| Last 6 of SS #: __________________ | DAY TELEPHONE:________________________ |
| ADDRESS: __________________________________________ |
| CITY: _________________________________ | STATE: ______ | ZIP CODE: _______________ |
| Email: _____________________________________________________________________ |

Check [ ] Debit/Credit Card ______________________

CARD EXP. DATE ______________________ Security Code # ____________________________

BILLING ADDRESS House # ______________________

| NAME ON CARD ______________________ |
| CARD # ______________________ |

| COURSE INFORMATION: ______________________ |
| Course Title ______________________ Start Date ______________________ |

| COURSE INFORMATION: ______________________ |
| Course Title ______________________ Start Date ______________________ |