

HOW TO REGISTER

To register, complete the form below and return it with payment to our office in person, by mail, fax, phone, or email at:

Continuing Education Building
Mineral Area College
5270 Flat River Road (next to Hwy Patrol)
P.O. Box 1000 · Park Hills, MO 63601
Phone: 573-518-2342 Fax: 573-518-2167
Email: ContinuingEd@MineralArea.edu



Our classes
make
great gifts!

Ask about our
Gift Certificates!

STUDENT INFORMATION

NAME: _____ SS #: _____

DAY TELEPHONE: _____ EMAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PAYMENT METHOD Check Cash VISA MasterCard Discover

NAME ON CARD _____ CARD # _____ EXP. DATE _____

COURSE INFORMATION

Course Title _____ Start Date _____ Fee _____

Course Title _____ Start Date _____ Fee _____

Course Title _____ Start Date _____ Fee _____

IMPORTANT INFORMATION

(Keep this section for your records.)

Supplies and Textbooks: Students should bring supplies and textbooks the first day of class.

Cancellations: Students may cancel their registration up to 3 business days before the class start date and receive a full tuition refund. MAC reserves the right to cancel classes and will refund tuition fees.

Weather: If MAC closes due to weather conditions, Continuing Education (CE) classes will not meet. If MAC does not close, CE may still cancel classes in bad weather. You may call 573-518-2342 to verify. Weather-related cancellations will be "made up".



Mineral Area College

Serving Communities Since 1922



2012

Continuing Education

GRAB BAG

Self-Defense for Women & Teens	3 hrs	\$40
Students learn basic verbal and physical strategies for dealing with standing confrontations. Class size is limited and students have opportunities to practice use of physical and verbal skills in drills and simulated attack scenarios with a male instructor in padded gear.		
Mon	5:30-8:30 pm	Feb 13
		CE Meeting Hall
Dog Obedience Training	14 hrs	\$55
Students and their dogs learn the standard commands to help keep pets happy and safe. The class is intended for dogs 16 weeks and older that have had all of their shots. (No class Mar 12)		
Mon	6:00-8:00 pm	Feb 27-Apr 16
		CE Meeting Hall
Introduction to Antiques	8 hrs	\$45
Whether you're a personal collector or an investor, the ability to quickly identify the make and age of a piece leads to smart selections. In this class, Linda Cooper, owner of Jackson Corner Vintiques, gives you an overview of antiques, including insight into makers' marks.		
Wed	6:00-8:00 pm	Mar 21-Apr 11
		CE Classroom

FREE COMPUTER CLASSES

The following classes are paid for in part by a grant from the American Reinvestment and Recovery Act through the Broadband Technology Opportunities Program. **All FREE Classes held in CE Computer Lab.**

Discovering Computers	14 hrs	FREE
If you've never turned on a computer or if you're self-taught, this course will give you the foundation and confidence you need to use your computer and understand the terminology tossed about in the digital world. In this hands-on course, you'll learn how to navigate your desktop, discover what you can do with your computer and learn how to protect your both your computer and your privacy. Textbook provided.		
Course Option A: Sat	9:00-noon	Jan 14-Feb11
Course Option B: Mon/Wed	5:30-7:30 pm	Jan 18-Feb 8
Course Option C: Mon/Wed	5:30-7:30 pm	Feb 13-Mar 7
Course Option D: Sat	9:00-noon	Mar 24-Apr 28
Course Option E: Mon/Wed	5:30-7:30 pm	Apr 2-23

Overview of MS Office	8 hrs	FREE
This brief introductory course provides an overview of the Microsoft Office applications used in many businesses worldwide, including MS Word, MS Excel and MS PowerPoint. Students will be able to identify commonalities in functions and toolbars and create a file, edit and save work in each application. Textbook provided.		
Course Option A: Sat	9:00-noon	Feb 18-Mar 3
Course Option B: Mon/Wed	5:30-7:30 pm	Mar 19-28
Course Option C: Mon/Wed	5:30-7:30 pm	Apr 30-May 9

MICROSOFT OFFICE CLASSES

Intro to MS Excel 2007	10 hrs	\$60
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. The same textbook is used for Excel Level 2.		
Tue/Thu	5:30-7:30 pm	Feb 7-21
CE Computer Lab		
MS Excel 2007 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. This course uses the same textbook as the Intro to MS Excel.		
Tue/Thu	5:30-7:30 pm	Feb 23-Mar 8
CE Computer Lab		

Intro to MS Word 2007	10 hrs	\$60
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. The required textbook is also used for MS Word Level 2.		
Tue/Thu	5:30-7:30 pm	Mar 20-Apr 3
CE Computer Lab		

MS Word 2007 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. Same textbook as Intro to MS Word.		
Tue/Thu	5:30-7:30 pm	Apr 10-24
CE Computer Lab		

FINANCE

Creating a Household Budget	2 hrs	\$10
Getting your expenses under control can help you better plan for the future. In this one-night workshop, you'll learn how simple it is to establish a budget, and you'll get an easy-to-use tool to help you stay on budget.		
Tue	5:30-7:30 pm	Feb 7
CE Classroom		

Mapping your Financial Future	8 hrs	\$35
Designed to help students understand the importance of financial planning and establishing good credit. Students will learn how to establish financial goals and to research alternative funding for big purchases.		
Tue	6:00-8:00 pm	Mar 20-Apr 10
Location TBA		

LANGUAGE

Conversational Spanish for Beginners	12 hrs	\$60
In-class practice with peers enhances your comfort level and increases your confidence as you pick up basic conversational phrases and words that will prepare for your next trip!		
Mon/Wed	6:00-8:00 pm	Apr 2-18
CE Classroom		

FLY FISHING

Fly Fishing for Beginners	12 hrs	\$60
Eddie Bone teaches the basics of fly fishing with class time split between the classroom and the Farmington Industrial Park Lake to provide more hands-on practice. Orvis provides equipment for classroom use.		
Mon	6:00-8:00 pm	Apr 16-May 21
Location TBA		

Intermediate Fly Fishing	13 hrs	\$195
Rev. Bone takes fly fishing up a notch as participants gain hands-on experience and one-on-one instruction. One on-campus class, then overnight at Bennett Springs. Lodging including, but students are on their own for transportation and meals and must have their own equipment.		
Tue 6:00-8:00 pm	3:00 pm	Thu-4:30 pm
Fri	May 15, 17-18	MAC TBA

HOME AND HEARTH

Introduction to Interior Design 24 hrs \$95
Are you a creative person with an eye for design? If so, this course will show you how to transform plain living spaces into beautiful and functional rooms. **Available monthly online at www.Ed2Go.com/Mineral.**

Rocking the Crock 8 hrs \$45
Too tired to cook at the end of the day? Pull that crockpot out of the cabinet and come home to a warm, comforting meal! Peggy Harris teaches you how to make a variety of dishes the whole family will love.
Thu 6:00-8:00 pm Feb 16-Mar 8 FHS Home Ec

The Art of Cupcakes 8 hrs \$45
Learn the trick to making these trendy and tasty treats for any occasion. You'll learn how to make a variety of icings and fillings as well as creating fantastic floral toppers and other decorations.
Tue 6:00-8:00 pm Mar 20-Apr 10 CE Classroom

20-Minute Meals 8 hrs \$45
Learn how to prepare a hot, healthy meal at home in about the same amount of time it takes to fight traffic and wait in the drive-thru line. Peggy Harris teaches you how to prepare 4 quick and easy meals that both the kids and your pocketbook will love!
Thu 6:00-8:00 pm Mar 22-Apr 12 FHS Home Ec

WILTON CAKE DECORATING CLASSES

The required Wilton kits and textbooks can be purchased at Red Rooster Crafts in Farmington or at your favorite hobby store.

Wilton Cake Decorating Basics 8 hrs \$45
Your Wilton Instructor will teach you how to bake a great cake, make and color icing. You'll also practice the fundamentals of decorating, enabling you to approach each technique the right way for great results. When you learn from the best, creating icing drop flowers, rosettes, shells, pompom flowers, leaves, shaggy mums and the ribbon rose is a snap!
Wed 6:00-8:00 pm Jan 18-Feb 8 North College Center

Wilton Gum Paste and Fondant 8 hrs \$45
Students learn the best techniques for covering cakes with fondant, making fondant bows and borders and creating gum paste flowers.
Wed 6:00-8:00 pm Feb 15-Mar 7 North College Center

Wilton Flowers & Cake Design 8 hrs \$45
Learn how to create breathtaking icing flowers such as pansies, lilies and the famous Wilton Rose, and discover the secrets of arranging them in a beautifully balanced cake-top bouquet framed by an impressive boarder treatment or basket weave design.
Wed 6:00-8:00 pm Apr 18-May 9 North College Center

SEWING & QUILTING

The following courses require that students have a sewing machine. In addition to the course fees, students will also be given a list of supplies to purchase.

Introduction to Quilting 16 hrs \$56
The heirloom that everyone wants! Beginners and pros are walked through the basic steps of quilting with an easy, beautiful pattern. No sewing machine? Ask us about a loaner (for this class only).
MON 6:00-8:00 pm Mar 19-May 7 CE Classroom

Online: Basic Sewing and Construction 4 sessions \$48
Beginner and intermediate sewers learn some of the special techniques used by top European and domestic designers in clothing construction, fitting and pressing. Learn how to make clothing like the professionals from Master Tailor-Designer Eric W. Stiles Sr., former top Supervisor and Head Tailor-Fitter for Giorgio Armani and Ralph Lauren. We highly recommend taking this class and the Pattern Drafting classes together. No experience required.
Class Option A: Feb 13-Mar 5 Online
Class Option B: Mar 26-Apr 16 Online

Online: Basic Pattern Drafting 4 sessions \$48
Beginners learn how to draft professional patterns from Master Tailor-Designer Eric W. Stiles Sr., former top Supervisor and Head Tailor-Fitter for Giorgio Armani and Ralph Lauren. Eric will teach you the formulas used to draft patterns from beginning to end for ready-to-wear and custom garments. Save time and money by learning how to make your own patterns, and start designing your own line of clothing!
Class Option A: Feb 13-Mar 5 Online
Class Option B: Mar 26-Apr 16 Online

Online: Basic Sewing and Construction II 5 sessions \$60
You'll begin your first of 3 hand stitches: Overcast, Baste and halfback stitches. After finishing the 2 stitch Pads, you will begin the quarter top of your next pocket and start the side pocket. We highly recommend taking this class and the Pattern Drafting classes together, to enhance and maximize your skills. No experience required.
Mar 26-Apr 23 Online

Online: Pattern Drafting II 5 sessions \$60
Learn more advanced formulas used to draft professional patterns from beginning to end for ready-to-wear and custom garments. You will continue to learn procedures that help designers improve and complete their patterns. It's highly recommended to take the Sewing/Tailoring 2 when taking this class to enhance and maximize your skills.
Mar 26-Apr 23 Online

GARDENING

The following are taught by Linda Williams, a Master Gardener who has taught sustainable and natural gardening methods since 1999. Linda is also owner of Windrush Farm, an organic market garden in St. Francois County.

Landscaping on a Shoestring Budget

A lush landscape is within your reach- and within your budget! Linda shares her secrets for building a beautiful landscape on a limited budget.

Sat 9:00 am-12:00 pm Mar 24 CE Classroom

Vegetable Gardening 3 hrs \$14

From your backyard to the table, Linda teaches you how to naturally grow fresh, healthy vegetables and gives tips for increasing your bounty. Whether you're looking to grow your own veggies or want to join the Farmer's Market, you'll enjoy this information-packed class.

Sat 9:00 am-12:00 pm Mar 31 CE Classroom

DANCE CLASSES

Waltz 8 hrs \$35

The staple of wedding receptions and formal galas, the Waltz is a timeless classic. For dancers with zero to little dance experience or for dancers who need a refresher, Instructor Aaron Gamble covers the basic patterns, frames and turns.

Tue 6:00-8:00 pm Feb 14-Mar 6 CE Meeting Hall

Swing Dance 8 hrs \$35

For dancers with zero to little dance experience or for dancers who need a refresher, Mr. Gamble covers the basic patterns, frames and turns. Swing is a group of related street dances that evolved from Lindy Hop.

Tue 6:00-8:00 pm Apr 13-24 CE Meeting Hall

Basic Club Dancing 8 hrs \$35

If you're intimidated by the dance floor or feel like you have no rhythm, get off the sidelines and into this class. You'll learn to develop rhythm and pick up several of the hottest dance club moves.

Thu 7:00-7:55 pm Feb 9-Mar 1 CE Meeting Hall

Beginning Tap Dance 8 hrs \$35

Indulge your inner child and get ready for toe-tapping fun as you learn to shuffle, riff, and step in time with this introduction to tap.

Thu 6:00-6:55 pm Feb 9-Mar 1 CE Meeting Hall

Tap Dance II 8 hrs \$35

If you have previous dance experience, join us for this continuation.

Thu 6:00-6:55 pm Mar 22-Apr 12 CE Meeting Hall

Beginning Hip Hop 8 hrs \$35

Whether you're looking for new moves for the dance floor or want to lose a pound or two, you'll have a blast in this class! Hip-hop on over to MAC and get in the groove!

Thu 7:00-7:55 pm Mar 22-Apr 12 CE Meeting Hall

FRIDAY NIGHT DANCE WORKSHOPS \$10/PERSON

For dancers with zero to little dance experience or for dancers who need a refresher, Instructor Aaron Gamble covers the basic patterns, frames, and turns. Great "date night" idea! **Preregistration required.**

All Dance Classes are in the CE Meeting Hall

Class Option A Mar 2 Slow Dance 5:00-6:45 pm

Class Option B Mar 2 Salsa 7:00-8:45 pm

Class Option C May 11 Hustle 5:00-6:45 pm

Class Option D May 11 Two-Step 7:00-8:45 pm

LOOKING FOR SOMETHING ELSE?

We have over 300 additional classes available online through Ed2go!
You can see them all at www.Ed2Go.com/Mineral! Some include:

Accounting Fundamentals

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

Introduction to QuickBooks

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

Principles of Sales Management

Master the art of managing sales teams from a sales pro.

Distribution and Logistics Management

Improve your company's ability to deliver on time and on budget, while increasing customer satisfaction.

Introduction to Business Analysis

Master powerful techniques to improve your decision-making skills at work.

Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management and finance without enrolling in an MBA program.

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate and manage employees.