

FALL 2009 COMMUNITY EDUCATION CLASSES

CALL TODAY FOR INFORMATION!!!
270-824-8659

EXPERIENCE THE EXCITEMENT!

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

CREATIVE ARTS

Marvelous Mosaics

Accomplished mosaic artist, Sabrenia Rodgers, has designed many mosaic murals for businesses with one of her most ambitious projects (a life-sized mosaic horse) now being displayed in the Louisville area. She challenges you to bring in a surface of your choice & let her show you how to transform it into a unique mosaic that will be treasured for years. You are welcome to add personal touches to your creations such as broken china or colorful tiles. Attendees will receive a supply list.

Date: M, Sept. 14, 21 & 28

Time: 6:00 - 8:00 pm **Fee:** \$49

Location: Badgett Tech Center, Rm 132



Baby Ole Baby

Remember the dolls of old? Join experienced artist, Sabrenia Rodgers as she helps you create an old-fashioned Bi-lo Baby with ceramic head, hands and a cloth body! You will learn ceramic skills to paint and assemble a newborn-sized baby doll complete with clothes. Students will have the choice of sewing the body and clothes or purchasing pre-made items. This darlin' babe should arrive just in time for Christmas for that someone special!

Date: M, Oct 5, 12 & 19 **Time:** 6:00 - 8:00 pm

Fee: \$49 **Supplies:** \$20 - \$28 (to be paid to instructor)

Location: Badgett Tech Center, Rm 132

Photography 101: Film & Digital

Because all cameras, film and digital, rely on the use of basic photographic principles, this course is designed to give the novice hobbyist an understanding of photographic terminology, camera controls, exposure modes, basic lightening, formatting and maintenance. These subjects form the basis for individual creativity which can be applied to any field of photography. Students must have a fully adjustable film or digital camera (manual exposure settings a must) with adequate film or picture capture card.

Date: T, Oct 20, 27, Nov 3, 10, 17 & 24 **Time:** 5:30 - 7:30 pm

Fee: \$69 **Location:** Badgett Tech Center, Rm 214



Stained Glass Angel

Learn the basics of working with stained glass as you create one of three heavenly standup angels. You will learn about the necessary equipment, the many types of glass available & how to make a variety of cuts & design considerations when creating your own pieces. A supply list for necessary equipment will be provided. Note: Angel pictured is not the actual one used for the project.

Date: M, Oct 26, Nov 2 & 9

Time: 6:00 - 8:00 pm

Fee: \$49

Supplies: \$15 (to be paid to instructor)

Location: Badgett Tech Center, Rm 132

Let's Get Scrappy!

Need a jolt of creative inspiration to make that box of loved photos into something memorable? Be prepared to have fun, meet new people and learn the basics! Instructor Janene Robards will help you discover your own style, create themes & practice the latest techniques as you put together a beautiful scrapbook! Supply list provided upon registration.

Date: T, Oct 6, 13 & 20 **Time:** 6:00 – 7:30 pm

Fee: \$36 **Location:** Badgett Tech Center, Rm 212

Instant Guitar for Hopelessly Busy Adults and Teens

Have you ever wanted to learn the guitar but simply found it difficult to find the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment, and you won't have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Bring your acoustic guitar.

Class limited to 15 students. For ages 18+.

Date: W, Oct 21 **Time:** 6:30 – 9:00 pm

Fee: \$31 **Supplies:** \$29 (to be paid to instructor)

Location: Badgett Tech Center, Rm 215



Introduction to Watercolor Painting

Join renowned local artist, Carl Berges, for this great introduction to watercolor painting. Learn firsthand with demonstrations and personal assistance by the artist guiding you



through the process. Carl will help you develop techniques, to understand and use color mixing, and create paintings from observation as applicable to watercolor painting. Come and share the fun and challenge of accomplishing your own works of art! Supply list will be provided upon registration.

Date: M, Oct 19 – Nov 23

Time: 6:00 – 8:00 pm

Fee: \$79

Location: JHG, Rm 202

SPECIAL INTERESTS

Violin & Viola Lessons

Do you have an interest in learning a string instrument? This course provides the opportunity! Noted violinist, violist, and teacher Dr. Frederick Ripley will offer this 11-session class that will take the student from the very beginning stages into the basic elements of playing. No musical background is necessary. The emphasis is on the enjoyment of these great instruments, and the fun of learning to play them in a group setting. Don't miss this exciting musical experience!

Date: Mon, Sept 28, Oct 5, 12, 19, 26, Nov 2, 9, 16, 23, 30 & Dec 7, 2009

Time: 6:30 – 7:30 pm **Fee:** \$95

Instruments & Books: Bring your own instrument or ask about rental opportunities through H&H (Approximately \$18 per month for violin & \$23 per month for viola. Books are \$5 per student)

Location: Glema Mahr Center for the Arts

Mandarin Chinese

Introductory course presenting the most commonly understood Chinese dialect. Two visiting students, Hanping Tian from Beijing, and Xuewang Li from Hunan, will lead the class in learning language basics such as numbers, colors, simple phrases,

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and pronunciation involving tone variations. The class will also be a great opportunity for students to become acquainted first-hand with many aspects of Chinese Culture! Essential course for those with Chinese family members or for those needing basic phrases while traveling.

Date: Thursdays, Oct 22, 29, Nov 5, 12 & 19, 2009

Time: 6:30 – 7:30 pm **Fee:** \$49

Books: Just Enough CHINESE, \$8.50 **Location:** TBA

Beginner's Guide to Getting Published

Did you know Stephen King was rejected 75 times before he sold his first novel? If your goal is to become a published freelance writer by selling a magazine article, short story, poem, or even a novel, then this comprehensive workshop is for you. You will discover how to:

- become a “published” writer overnight
- submit manuscripts the correct way
- find the right publisher for your work
- and much more.

Date: T, Nov 10

Time: 3:00 - 5:00 pm

Fee: \$39

Supplies: \$20 to be paid to the instructor

Location: TBA



Doggy & “U”

Are “U” the proud parent of a new puppy or a slightly older dog? Does your new best friend need an ounce of training and a pound of understanding? Then you simply must join experienced dog trainer, Michelle Burnside, as she teaches you how to successfully train that much loved companion into the most gracious of house guests! Lessons will include potty training, following simple commands, learning to walk on a leash and proper diet and exercise. Dogs must be at least 10 weeks old to participate. A list of supplies will be provided upon registration.

Date: T, Oct 20, 27, Nov 3, 10, 17 & 24

Time: 5:15 - 6:15 pm

Fee: \$59

Location: Badgett Tech Center

7 Simple Secrets to Financial Freedom

Does your money work for you, or do you work for your money? This is not a get rich quick scheme; this is a plan of action to help others learn the path to financial freedom.

In this fast-paced workshop, you will learn how to:

- get OUT of credit card debt and reduce bad credit
- raise your credit limit AND lower your interest rate
- use MORE credit to raise your credit score
- buy a home even if you have bad credit or are self-employed
- pay off your mortgage in half the time
- and much more!

Date: T, Nov 10 **Time:** 1:00 – 3:00 pm

Fee: \$39 **Supply Fee:** \$20 to be paid to instructor **Location:** TBA

Meet the Publisher - Get your Manuscript Critiqued

Have you ever wanted to talk to a real publisher? Are you tired of having your manuscripts critiqued by non-professionals? Bring your in-progress manuscript for an in-class critique of your poetry, article, short story, novel, non-fiction book, children's book, etc. You will then learn about the pros and cons of traditional publishing and self publishing options. You can leave a COPY of your manuscript to receive a professional critique, for an additional fee. Please call for details, if interested.

Date: T, Nov 10

Time: 5:00 – 6:00 pm



Fee: \$19

Text: \$10 to be paid to instructor

Location: TBA

SPORTS & WELLNESS



Tai Chi Chuan

Tai Chi Chuan is a refreshing form of exercise for the mind, body and spirit! Students of Tai Chi claim great benefit in balance, stretching, extension, posture, composure, internal strength and centering. Loose clothing, smooth-soled shoes or slippers and an open attitude are all that is required.

Date: T, Sept 15 – Nov 3

Time: 5:00 - 6:00 pm

Fee: \$39

Location: Glema Mahr Center for the Arts

Caregiving: by the American Red Cross

This class will cover the following: Home safety, general care giving skills, assisting with personal care, positioning & helping move, healthy eating, caring for someone with Alzheimer's or dementia and HIV/AIDS.

Date: T/Th, Oct 13, 15, 20 & 22

Time: 5:30 – 7:30 pm

Fee: \$49

Location: Badgett Tech Center, Rm 213

Pilates & Stretching



Join Fitness Formula instructor, Brittney White, as she leads you in exercises to lengthen & elongate your muscles & strengthen your core. Pilates called his method "Contrology," because he believed his method used the mind to control the muscles. If your goal is to become active & follow a healthier lifestyle, then this will be a great introduction to Pilates principles & to Fitness Formula services.

Date: M/W, Oct 5 – Nov 11 **Time:** 2:30 – 3:15 pm
Fee: \$39 **Location:** Fitness Formula Gym

PROFESSIONAL TRAININGS

Paralegal Online Study Program

This certificate of completion, professional program is for those in the legal profession seeking advancement or for someone interested in a career change. The complete 12 month program consists of the following courses: Paralegal Research; Paralegal litigation; Paralegal Management; and Paralegal Careers. Classes can be taken individually or as a complete package.

Classes Begin: Sept 10 & Nov 5 **Cost:** \$195 per class (All materials included)
Instructor: Zoran Perovanovich -Call for information

Basic Blueprint Reading

Need to learn blueprint reading? This class will introduce applied math, lines, multi-view drawings, symbols, various schematics & diagrams, dimensioning techniques, sectional views, auxiliary views, threads & fasteners, and sketching typical to all shop drawings as well as safety. This information will prepare you for a wide variety of fields that require beginning blueprint reading or for more advanced academic study.

Date: T, Sept 15 – Nov 10

Time: 5:15 – 6:15 pm

Fee: \$89

Text: \$45

Location: Badgett Tech Center, Rm 112



Beginning Medical Terminology

Enjoy learning the very basics of medical terminology beginning with suffixes, prefixes, and word parts. You will learn how to combine words to create medical terms. Learning tricks, association & games will be used to make learning fun & to assist with long-term memory retention.

Date: M, Sept 14 - Oct 5

Time: 6:00 – 8:00 pm

Fee: \$59

Text: \$30

Location: Badgett Tech Center, Rm 213



Advanced Medical Terminology

Are you interested in a refresher of medical information terminology or to add to your current knowledge? If so, this class is for you. Medical terminology will be taught by body system (i.e. cardiovascular, musculoskeletal, digestive, endocrine, etc.). Word association, learning tricks & games will be used to improve learning & make it fun.

Date: M, Oct 26 - Nov 30

Time: 6:00 – 8:00 pm

Fee: \$89

Text: \$30 (same as Beginning class)

Location: Badgett Tech Center, Rm 213

\$Cash\$ in with a Successful Home-Based Business

Turn your talents & hobbies into profits at home by learning how to start a home-based business from a successful southern California entrepreneur. During this comprehensive, informative workshop, you will discover: More than 100 home-business ideas, mandatory legal documentation, and many ways to market your products/services, how to take tax deductions, and more.

Date: T, Nov 10

Time: 6:00 – 8:00 pm

Fee: \$39

Supplies: \$20 (to be paid to instructor)

Location: TBA

Emergency Spanish!

If you can't speak or understand Spanish, you may have an emergency! Beyond polite, relationship-building Spanish there are necessary expressions like: "Is there anyone else in the house?" or "Has the pain worsened?" or "That machine is still broken!" Ms.

Katherine Shipp, will introduce you to Spanish pronunciation, grammar rules, cultural applications and situation specific use of the language. The material will be presented in a verbal format and the progressive content of the class will change as the students clarify their needs. Embark on this journey & discover the delight of getting results with Spanish!

Date: M, Sept 21 – Nov 16

Time: 6:30 – 8:30 pm

Fee: \$89

Location: Badgett Tech Center, Rm 212



Make \$Money\$ with a Typing/Word Processing Business

If you can type, then you can make money at home using your word processor or computer. Having already learned all about home-based business success (participants must have attended “\$Cash\$ in with a Successful Home-Based Business”), you will then discover the secrets to profits in a typing/word processing business, including: how & where to find clients, 50 ways to advertise/market your services, effective home office equipment choices, 100 ways to make money with a computer & FREE national networking information.

Date: T, Nov 10

Time: 8:00 – 9:00 pm

Fee: \$19

Supplies: \$10 (to be paid to the instructor)

Location: TBA

Understanding Diversity

Diversity...it's not just about racism & women's rights – there's so much more! According to Shellie Cheirs, Diversity Specialist for Fortune 500 companies for the past five years, it's time for all of us to look at diversity through a new and different lens. Her aim through this very interactive class is to help you create a brand new focus! Whether you are a business owner, manager, employee or citizen, you will come away with information that will help you to create understanding and harmony both in the workplace and in everyday life. Come discover new ways of communicating with people who are “different” than you. You won't be sorry you did – GUARANTEED!

Date: T, Sept 17

Time: 6:00 – 8:00 pm

Fee: NO CHARGE **Location:** Badgett Tech Center, Rm 213



Bookkeeping Basics

Interested in broadening your knowledge of accounting procedures & concepts? Learn the basics of double-entry bookkeeping, how to record financial transactions and prepare financial reports at the end of the fiscal period, accounts receivable, payable, payroll, sales taxes, and more.

Date: M/Th, Nov 2 – 19

Time: 6:00 – 8:30 pm

Fee: \$89

Text: \$35

Location: JHG 237

Portable Generator Safety

Remember the infamous Ice Storm of 2009? Who can forget it? Were you one of the lucky people who had or were able to find a generator for temporary power? Portable generators are a great & safe source for temporary electrical power when properly installed and used. Learn the basics of how to safely & legally connect generators to your existing electrical panel and how to safely operate a portable generator, as well as how to connect drop cords. Taught by a KY licensed master electrician.

Date: T, Nov 12

Time: 6:00 – 7:00 pm

Fee: NO CHARGE **Location:** Badgett Tech Center, Rm 132



COMPUTER TRAINING

Microsoft Word 2007

This class is designed to provide beginning level skills in Word. You will learn how to enter and delete text, cut, move, copy, paste, change font size and color, change styles, borders, shading and fills, page numbering, headers and footers. You will also learn to print and delete documents and much more! Focus will also be placed on how Word interfaces with other MS Office programs.

Date: T, Sept 15, 22 & 29 **Time:** 6:00 - 8:30 pm

Fee: \$69 **Text:** \$20

Location: Badgett Tech Center, Rm 142

Microsoft Excel 2007

This course covers basic spreadsheet techniques such as data entry, editing, creating formulas, range editing, using functions, printing and making charts. Class is very interactive and tailored to meet individual student needs. Focus will also be placed on how Excel interfaces with other MS Office programs.

Date: T, Oct 6, 13 & 20 **Time:** 6:00 – 8:30 pm

Fee: \$69 **Text:** \$20

Location: Badgett Tech Center, Rm 142



Microsoft Publisher

This class will benefit you both professionally and personally. Not only will you learn to create professional handouts, newsletters and reports, you will also be able to create greeting cards, gift tags and personalized letters. Master the basics of layout guides, master pages, object frames, pictures and styles. With these skills, the possibilities are endless!

Date: T, Oct 27, Nov 3 & 10

Time: 6:00 - 8:30 pm

Fee: \$69 **Text:** \$18

Location: Badgett Tech Center, Rm 142



Microsoft PowerPoint

Learn to use PowerPoint to create professional presentations, slide shows, overheads and handouts. Incorporate clipart, animation, graphs, charts and transitions between slides.

Date: W, Oct 28, Nov 4 & 11

Time: 6:00 – 8:30 pm

Fee: \$69 **Text:** \$22

Location: Badgett Tech Center, Rm 142

QuickBooks - Level I

Learn to set up QuickBooks to manage your small business and personal account needs. Topics will include bill paying, invoicing, accounts receivable, accounts payable, graphs and reports.

Date: Th, Sept 3, 10, 17 & 24 **Time:** 6:00 – 8:30 pm

Fee: \$79 **Text:** \$30

Location: John H Gray, Rm 237



QuickBooks - Level II

This class will build upon skills learned in Level I. You will learn trouble-shooting techniques, tax preparation, payroll, record/file maintenance, and many more time- saving operations.

Date: Th, Oct 8, 15, 22 & 29 **Time:** 6:00 – 8:30 pm

Fee: \$79 **Text:** \$30 **Location:** John H Gray, Rm 237

Transitioning to Microsoft Office 2007

Meet the challenge of upgrading to Microsoft Office 2007 head on! Join MCC Computer Instructor, Natalie Cooper, as she shares information that will make your day-to-day “computing” life easier. This 3-hour session is essential office training for those who don’t want to waste valuable time looking for the functions they have used for years.

Date: Th, Sept 10 **Time:** 5:30 – 8:30 pm

Fee: \$39 **Text:** optional book available

Location: John H Gray, Rm 214

Web Page Design Using HTML and CSS

Learn to quickly and easily create attractive and functional websites that incorporate text, graphics, lists, hyperlinks, navigation bars and tables. Topics also include website design tips, site management, uploading work to a web server, and creating pages that



are accessible to individuals with disabilities and alternate browsers. The course will be taught using Adobe Dreamweaver, a popular and powerful visually-based web page editor, but the techniques learned can be applied in any HTML development environment from Microsoft FrontPage to Notepad.

Date: M, Sept 14, 21 & 28 **Time:** 6:00 – 8:00 pm

Fee: \$69 **Text:** \$25

Location: John H Gray 248A

Word for Seniors - Level I

If you’re over 50, join your peers in this casually paced course designed to provide beginning level skills in Microsoft Word. Start using your personal computer to write letters to friends, family, business associates and much more! Leave the typewriter behind and join others in learning fun and easy ways to create documents you can use in everyday activities or to gain skills to help qualify you for that second career.

Date: F, Sept 11, 18 & 25 **Time:** 9:00 – 11:00 am **Fee:** \$35

Location: Badgett Tech Center, Rm 142

Word for Seniors - Level II

Now that you have a better understanding of the basics of Microsoft Word, it's time to have some real fun creating more advanced documents that will allow you to create flyers, put together basic newsletters and work with tables. If you are 50 or over, don't miss this opportunity to join your peers in a casually paced course that will help you become truly computer savvy!

Date: F, Oct 9, 16 & 23 **Time:** 9:00 – 11:00 am

Fee: \$35 **Location:** Badgett Tech Center, Rm 142

YOUTH PROGRAMMING

ACT Review

Be prepared for the October & December tests by taking MCC's powerful Test Review! Classes will be offered on Saturdays at the Madisonville campus. Our MCC Mathematics, English, and Science faculty provide an excellent overview of the ACT test content and test-taking strategies for each exam. After your 6-hour review, you will be confident and ready for the ACT exam. Students should complete the Practice Test I for English, Math and Science before the class.

Date: S, Oct 17 or Dec 5

Time: 8:00 a.m. – 2:30 p.m.

Fee: \$35 (includes lunch)

Text: \$25 (Textbook can be purchased at MCC bookstore)

Location: John H Gray, Rm 309



Hands Can Do!

Want to spend some fun, quality time with your children before the holidays, but don't have the time? Then join artist, Sabrenia Rodgers, as she helps you and your young one create some truly sweet gifts and decorations for the holidays! You will choose 3 out of 6 fun projects. Children of all ages are welcome.

Date: S, Dec 5 **Time:** 9:00 – 11:00 am **Fee:** \$29/pair

Supplies: \$10, per additional child **Location:** TBA

Driver's Education

Interested in preparing for the Kentucky's motor vehicle driver's license exam? Want to decrease your automobile insurance rate? Then this class is for you! Students and adults will receive 8 hours of classroom and 2 to 3 hours of drive time under the following conditions: day & night driving, downtown driving, parkway and open road driving. Students must have a permit to register and must bring permit to each class. Driving times are scheduled first class.

Class Dates: Sept 21, 23, 28 & 30

Time: 5:30 – 7:30 pm

Fee: \$234 **Location:** Badgett Tech Center, Rm 213



Jewel – Up the Teen in You!

Using beads, wire, hemp, & leather, learn how to assemble jewelry with your very own hands! This class will give you the basic skills to explore this fun craft.

Date: M, Nov 16, 23 & 30 **Time:** 6:00 – 8:00 pm

Fee: \$35 **Supplies:** \$5 payable to instructor

Location: TBA

Frequently Asked Questions

Who can enroll in Community Education courses?

ANYONE can enroll! Formal admission to MCC is not required for non-credit continuing education programs. Courses are open to all persons without regard to race, color, religion, sex, marital status, beliefs, age, national origin, or physical disability. Some classes have age requirements.

How do I register?

With a credit card (MasterCard, Visa or Discover), you can register for your course by phone at (270) 824-8659 or by FAX at (270) 824-1873. You may also mail in your payment (checks payable to MCC) to Madisonville Community College, Workforce Solutions, 2000 College Drive, Madisonville, Kentucky 42431. Enrollment is limited in many courses. It is recommended that you register early. Courses not meeting the minimum enrollment required will be cancelled at least two (2) working days in advance. If cancelled, every effort will be made to notify registered participants by phone or mail and a refund will be processed. **Payment in full is due at the time of registration.**

What are the program fees?

The fees for courses vary and are listed along with each course description. Community Education programs are self-supporting and are not supplemented by funding or income from sources other than the fees charged for the classes. No financial aid is available for continuing education courses.

Can I get a refund?

Refunds are issued automatically if a class is cancelled for any reason or if you withdraw at least three (3) business days prior to the first class. Refunds normally require three to four weeks for processing. Credit card refunds take 24 hours. No refunds will be made after the first class meeting.

What are “non-credit” courses?

Most Community Education classes are classified as “non-credit” and are geared specifically to the special interests of the community.

Where are the classes located?

All classes are held at Madisonville Community College North Campus, 2000 College Drive, Madisonville, Kentucky unless otherwise specified in the class listing. Free parking is available and **NOTICE** signs are posted for assistance in locating rooms. The following is a key for the location on the campus:

(JHG) = John H. Gray Building
(LRC) = Learning Resource Center
(JCD) = Joe C. Davis Science & Technology Building
(BBC)=Brown Badgett Technology Center

If you would like directions to any of these class locations, please contact the Workforce Solutions Office at (270) 824-8659 or 8658.

Is there a snow-day policy?

In the event of severe weather conditions, please listen to local radio stations for the official closure of Madisonville Community College. If the college classes are cancelled by the President or State official, the community education courses on or off campus will be rescheduled.

OTHER INFORMATION

Facilities Usage

Non-Community College groups or agencies may apply for the use of community college facilities when the program to be presented is of an educational, cultural or charitable nature, or relates to other purposes consistent with the role of the community college and is approved by the Director.

To reserve the Madisonville Community College facilities or for more information please contact Carol Cotner, Office Support Assistant at (270) 824-8658 or send an email to cmaloney0001@kctcs.edu.

Training Locations

Trainings and class offerings can be delivered in various formats to meet the needs of your organization. For more information, please contact Paula Pendergraff, Workforce Development/Community Education Coordinator at (270) 824-8660 or send an email to: paula.pendergraff@kctcs.edu.

WANTED: FRESH IDEAS

Are we offering classes you would like to take? Community Education programs are designed to reflect the needs and interests of the people in the communities we serve. We are always interested in your suggestions.

Contact the Workforce Solutions Office at Madisonville Community College at (270) 824-8660 or send an e-mail to paula.pendergraff@kctcs.edu.