Community Education

Spring 2013

Quilting 101

Join us as we delve into the ageless craft of Quilting. While quilting was first crafted due to necessity, we will learn the basics of quilting for creativity and pleasure. The skills you learn in this class are the foundations needed for the craft/art of quilting. During this class, you will complete a Spring Time table runner using a timeless quilt pattern, the Log Cabin. Students should bring sewing machine.

Instructor: Joyce A DuRall
Class One: T, Mar 5, 12, 19, 26 - Badgett Ctr, Rm 112
Class Two: T, Apr 9, 16, 23, 30 - Muhlenberg Campus: Rm 109
6:30-8:30 pm • Fee: $ 49; Supply list provided

The Basics of Flat and Circular Knitting

Have you ever wanted to knit a hat, a scarf, or even a sweater? Learning the basics of flat and circular knitting will open up endless possibilities for your knitting projects. In this class, you will learn how to cast on, knit, purl, decrease, cast off in both flat and circular knitting, and read patterns. You will create your own hat and scarf, as well as leave with the skills necessary to complete many other knitted creations, including a small sweater. This is a great class for the very beginning student or the experienced. Projects will be adjusted to match student ability.
Instructor: Katrina Florea
T, Feb 12, 19, 26, & Mar 5 • 5:30-7pm
Place: Joe C Davis, Rm 125
Fee $24; Supply list provided

Crochet for Beginners

Don't know your chain stitch from your five treble crochet shell stitch? Never picked up a crochet hook before? This class is for you! We will focus on all of the crochet basics, from common stitches to pattern reading and their basic techniques. Our emphasis will be on new and beginning skills, but all levels are welcome to come and brush up. Our pattern focus will be on crocheting accessories, including baby and adult hats for friends, family or even charity.
Instructor: Jennifer Welch
M, Feb 4, 11, 25 & Mar 4 • 5:30-6:30 pm
Place: Joe C Davis, Rm 125
Fee: $24; Supply list provided

Wilton Pops- Sweets on a Stick!

Participants will learn to make Pops or "Sweets on a Stick!" With Pops traditional dessert favorites like cake, brownies & Rice Krispy Treats will become an instant hit at your next special occasion. Don't miss the fun and the invaluable tips!
Instructor: Glenn Riggs
TH, May 23 & 30 • 6:30-8:30 pm
Badgett Ctr, Rm 132
Fee: $27; Supply list provided

For more information:
Call (270) 824-8658/8659 or visit
madisonville.kctcs.edu/workforce_solutions

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CUSTOMIZED EMPLOYEE TRAINING

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

Creative Arts

Beginner Stained Glass (Copper Foil)
Don't miss this rare opportunity to learn the art of stained glass from experts in the field. This class is taught by Trish Russelberg & Carole Smith, stained glass artists & Ageless Glass Works shop owners, with a combined 25+ years experience. You will select and complete one of a dozen patterns with very little work outside the classroom. By the end of class, you will have obtained all the knowledge necessary to move on to larger and more challenging projects. All materials are included in the cost of class, so you won't have to purchase any equipment until you know for sure that this is something you are interested in! Great support system! Great fun! Check out the new lead class.
Date: TH, Feb 21, 28, Mar 7, 14, 21, & 28 • 6:30-9 pm • Badgett Ctr, Rm 132
Fee: $295

Acting for the Camera
If you have always wanted to get some experience acting in front of the camera, this is your chance. In this one day workshop, PJ Woodside and Steve Hudgins of Big Pig Productions will introduce you to some of the elements that are unique to "set" acting as opposed to "stage" acting. You'll work on a short scene and will be filmed on a set created specifically for the class – just like being on one of our movie sets for the day only with personal feedback and acting tips! Those who are interested may stay afterwards for a private audition for our next feature film! Lunch included in cost.
Date: S, Apr 6 •Time: 10 am-2 pm • Place: Glema Mahr Center for the Arts
Fee: $39 (Lunch included)

Basket Weaving
Learn the basic techniques of the age-old craft of basket weaving! No experience required to complete a beautiful woven Lunch Box measuring 8 x 8 x 12" tall. This is a large lunch box and will have several dyed accent pieces.
Instructor: Karen O' Nan Martin
Dates: TH, Apr 18 • 6-9:30 pm • Badgett Ctr, Rm 112
Fee: $24; Supply fee of $16.50 plus supply list provided

Wilton – Decorating Basics (Course 1)
Thousands of people just like you have experienced the excitement of decorating their first cakes in a Wilton class. You will see how easy and rewarding it is to decorate wonderful cakes and other desserts that will delight your family and friends. Your certified instructor will show you the keys to baking, icing, & decorating cakes, cookies, and cupcakes. Learn these butter cream techniques: star, borders, drop flower, rosette, pom pom flower, shaggy mum, ribbon rose, printing, and writing. Students will receive a Wilton Certificate of Completion.
Instructor: Glenn Riggs
Dates: TH, Jan 31, Feb 7, 21, & 28 • 6:30-8:30 pm • Badgett Ctr, Rm 112
Fee: $54; Supply list provided

Wilton – Flowers & Cake Design (Course 2)
Build on the skills you learned in Course One! Learn to make: button flower, pansy, Wilton rose, apple blossom, primrose, rosebud, daffodil, violet, lily, and basket weave accents. These techniques are made from royal icing, fondant, and gum paste. Students will receive a Wilton Certificate of Completion. Prerequisite: Wilton Decorating Basics (Course 1).
Instructor: Glenn Riggs
Date: TH, Mar 14, 21, 28, & Apr 11 • 6:30-8:30 pm • Badgett Ctr, Rm 112
Fee: $54; Supply list provided

Wilton – Gum Paste & Fondant (Course 3)
Build on the skills you learned in Course 1! Learn these gum paste and fondant techniques: Mum, Carnation, Calla Lily, Rose, Rosebud, and Daisy. Also, learn to make ruffles, borders, and bows in traditional and contemporary styles. Students will receive a Wilton Certificate of Completion. Prerequisite: Wilton Decorating Basics (Course 1).
Instructor: Glenn Riggs
Date: TH, Apr 25, May 2, 9, &16 • 6:30-8:30 pm • Badgett Ctr, Rm 112
Fee: $54; Supply list provided

Advanced Gum Paste & Fondant (Course 4)
Build Upon the skills you have learned In Course 1! You will learn to sculpt floral blooms, paint, color, and assemble bouquets.Students will learn these gum paste and fondant techniques: flower blossom, Gerbera Daisy, Sweet Peas, Ivy, Briar Rose, Stargazer Lily, and Stephanotis. Students receive a Wilton Certificate upon completion. Prerequisite: Wilton Decorating Basics (Course 1). Instructor: Glenn Riggs
Date: TH, June 6, 13, 20, & 27 • 6:30-8:30 pm • Badgett Ctr, Rm 132
Fee: $54; Supply list provided

Drawing Fundamentals- Level One
This class is for beginners and artists who would like to strengthen their drawing techniques, art theory, and vocabulary. Award winning studio artist, Nancy Salings-Schmidt will help you develop your abilities!
Date: TH, Feb 7, 21, 28, & Mar 7 • 6-8 pm • Joe C Davis, Rm 019
Fee $49; Supply list provided

Drawing Fundamentals- Level Two
Designed for the enthusiast who wants to continue refining their skills or someone who has already had quite a bit of drawing experience! You will be amazed at the many projects and techniques you can tackle at this level. Come join the continued journey! Instructor: Nancy Salings-Schmidt
Date: TH, Mar 14, 21, 28, & Apr 4 • 6-8 pm • Joe C Davis, Rm 019
Fee: $ 49; Supply list provided

Introduction to Oil Painting
Discover the beauty and relaxation of oil painting. Back by popular demand, this beginning class features a new painting each time! Additionally, you will learn the basics of: recognizing the different colors, textures, and blending methods of oil paints; recognizing the different shapes and functions of paint brushes; how to make your own realistic object patterns; and perspective teaching. Even if you can't draw a stick figure, but always had a desire to paint, this class will show you how!
Instructor: Dianne Hildebrant
Date: T, Mar 5, 12, 19, & 26 • 6-8 pm • Badgett Ctr, Rm 132
Fee: $49; Supply list provided

Spring Floral in Oils
Celebrate spring with a beautiful bouquet of flowers- in oil that is! Join Dianne Hildebrant as she takes you through the easy steps of creating Calla Lilies in oil on an 18" x 24" canvas. Not only will you look forward to these sessions, but you will come away with the basic knowledge required to complete many more works of art in oil. Be sure to join the fun!
Instructor: Dianne Hildebrant
Date: T, Apr 9, 16, 23, & 30 • 6-8 pm • Badgett Ctr, Rm 112
Fee: $49; Supply list provided

Photography 101: For Film & Digital Cameras
All cameras, film and digital, rely on basic photographic principles. This course is designed to give the novice hobbyist an understanding of photographic terminology, camera controls, exposure modes, basic lighting, formatting, and maintenance. These subjects form the basis for individual creativity which can be applied to any field of photography. Students must have a full adjustable film or digital camera (manual exposure settings a must) with adequate film or picture capture card.
Instructor: Ron Elliott
Date: TH, April 11, 18, 25, May 2, 9, &16 • 5:30-7:30 pm • Place: Badgett Ctr, Rm 215
Fee: $69

Instant Piano for Hopelessly Busy People
Want to learn the secrets and magical shortcuts professional piano players use to embellish songs? Cords, not notes? In just one enjoyable evening, you'll learn all the cords needed to play any song, any style, and any key. This is a proven, fun and relaxed approach to professional style free playing. Little or no experience required, but if you can't read notes, send a SASE for a helpful free pamphlet to Music Masters, 90 Molly Ln, Ringgold, GA 30736, or email dhaynes.5@juno.com. Instructor will collect $25 in class for a book and CD.
Instructor: David Haynes
Date: W, Mar 27 • 5:30-9 pm • Badgett Ctr, Rm 213 • Fee: $55; $25 to Instructor

Sijo Poetry
Join English Instructor and Poet, Greg Hagan, as he introduces you to the art of Sijo Poetry! Sijo is a Korean form of poetry; much like Haiku, in as far as it is a three-line poem. Come learn from the Master!
Date: TH, Apr 11 • 6-8 pm • Badgett Ctr, Rm 270 • Fee: Free

Let's Get Scrappy!
Need a jolt of creative inspiration to make that box of loved photos into something memorable? Instructor Casey Johnson will help you discover your own style, create themes, and practice the latest techniques as you put together a beautiful scrapbook. This class is for all levels of scrapbookers! Students will have an opportunity to try out several types of equipment, including the Cricket. Come join the fun!
Date: S, March 23 • Time: 9 am-12 noon • Place: Badgett Ctr, Rm 132
Fee: $29; Supply list provided

Don't see what you need? Call 824-8660 for customized class info!

Basic Sewing/ Construction- Level 1 & 2 (Online)
Learn the art of tailoring from Master Tailor/Designer, Eric Stiles Sr., who will teach you the special techniques that top European and Domestic Designers use in their clothing construction, fitting and pressing. Home sewing machine needed. Classes focus on skill development rather than project completion. Students should commit to all classes to complete a sewing project. Level 1 has 4 sessions; Level 2 has 5. Call to register. Pattern Drafting is recommended at the same time.
Begin Feb 11 or Mar 25 (Dates for both levels) • Fee: (Level 1) $48, (Level 2) $60; Supply list provided

Pattern Drafting – Level 1 & 2 (Online)
Learn how to draft professional patterns from the Master Tailor/ Designer, Eric W. Stiles Sr., who will teach you the formulas used to draft patterns from the beginning to end for "Ready-to-Wear" and custom garments. Start designing your own line of clothing that will fit & enhance your body type. Home sewing machine needed. Classes focus on skill development rather than project completion. Students should commit to all classes in order to completely understand all aspects of pattern making. A plus to take tailoring at the same time. Level 1 has 4 sessions: Level 2 has 5.
Begin Feb 11 or March 25 • Fee: (Level 1) $48, (Level 2) $60; Supply list provided

Regular Dress Shirt Pattern (Online)
Learn how the European and Domestic shirt makers create their shirt patterns. Let Eric W. Stiles Sr., master tailor, show you the how-to's of drafting a custom shirt pattern. You will draft the quarter and then the full scale SHIRT & SLEEVE, yoke and collar. You MUST have completed Sewing/Construction and Pattern Drafting, Levels 1 & 2 before enrolling into this class.
Class one: Feb 11 or Mar 18/Class two: Mar 25 or Apr 29 •
Fee: $96; Supply list provided.

Advanced Sewing/ Pattern Drafting #3 (Online)
During the first weeks of this advanced class, Mr. Stiles will continue teaching you more enhancements on the formulas used to draft professional patterns from beginning to end for Ready-To-Wear and custom garments. During the last 3 weeks you will learn how the professionals construct their sample skirt and pant patterns in muslin, how to perform fittings, and how to make adjustments on muslin garments plus much more! Prerequisite: Must complete Sewing & Pattern Drafting levels 1 & 2.
Instructor: Eric W. Stiles • Date: Begin Feb 11 • Fee $144; Supply list provided.

The Art of Soap Making- An Introduction
An introductory course in the Art of Making genuine hand-crafted soap. Students will have the opportunity to craft their own soap in a controlled, supervised setting. This course lays the basic ground-work for students to be able to expand into the more advanced areas of this fascinating craft if they so desire. Soap-making is a diverse, interesting hobby that can also evolve into a small business venture for the truly dedicated. Instructor: Jenny Anthony
Date: Feb 5 from 5:30-8:30 pm, Feb 7 from 6:30-8:30 pm
Badgett Ctr, Rm 132 • Fee: $29; Supply list included

The Art of Soap Making- Advancements in Technique
A continuation of The Art of Soap Making- An Introduction, this course will focus on taking cold-process soap making to the next level. New techniques such as adding herbs, oil infusions, and soaping with other liquids will be covered. Take soap-making to another level by adding your favorite scents, herbs, and colors. The Art of Soap Making- An Introduction is a prerequisite for this course. Instructor: Jenny Anthony
Date: T, Feb 19 • 5:30-8:30 pm • Badgett Ctr, Rm 132 • Fee: $19; Supply list included

Advanced Stained Glass Lead Class
This first-time "lead" class is taught by Trish Russelberg & Carole Smith, stained glass artists & Ageless Glass Works shop owners. They will take you to the next level by teaching you to make a beautiful, leaded glass panel. Designed for students with some experience cutting glass and soldering, but little or no experience working with Lead Came. As with all of Trish and Carole's classes, you will receive plenty of individual instruction with enough confidence to go on to bigger and more challenging projects. All materials are included in the cost of the class. Great support system! Great fun! Must have taken Copper Foil Class or have the ability to cut glass & solder.
Date: TH, April 11, 18, 25, May 2, 9, & 16 • 6:30-9 pm • Badgett Ctr, Rm 132
Fee: $ 295

Japanese Watercolors
This class is the Japanese and Chinese art of brush painting called Sumie Dream Painting. It is accomplished with special brushes, watercolors, and watercolor paper. The goal is to allow artists to move naturally into the impressionistic world of dream painting- a world that involves fantastic landscapes as well as dazzling arrays of color. You will accomplish several paintings. Beginners welcome. Instructor: Pat Bush
Date: M, April 15, 22, 29, & May 6 • 6:30-8:30 pm • Badgett Ctr, Rm 112
Fee: $49: Supply list provided

Health & 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. Instructor; Scott Vander Ploeg
Date: T, Mar 19, 26, Apr 2, 9, 16, 23, 30 & May 7 • 5:30-6:30 pm • Fee: $44
Glema Mahr Center for the Arts

Yoga
Led by Hilary Lowbridge, Certified Yoga Instructor, this eight-week Kripalu yoga course is for both first-time yogis as well as returning students. The course will accommodate different levels of fitness, flexibility, and body size and will provide an in-depth learning experience in a small group setting to explore basic breath work, yogic posture, and meditation. Yoga increases awareness of body, breath, and mind, and encourages natural alignment both on and off the mat.
Class One: M, Feb 4, 11, 25, Mar 4, 11, 18, & 25 • 5:30-6:30 pm
Class Two: M, Apr 8, 15, 22, 29, May 6, 13, & 20 • 5:30-6:30 pm
Badgett Ctr, Rm 132 • Fee: $39 per class; Supply list provided

Managing Life as a Single Parent (Online)
Whether you're single by choice or because of divorce, loss, or separation, this online parenting course will help you manage your life more effectively, from streamlining your daily routines and dealing with challenging behaviors at home to handling conflicts with your ex and making decisions about dating. Register online at www.ed2go.com/madisonville. Fee: $ 119

Navigating Divorce (Online)
In this course, you'll learn how to move through a divorce process step by step to gain a sense of control and stability, and emerge on the other side as a healthier and happier person. Through a combination of exercises, reflections, and real-world examples, you'll be well equipped to chart a new direction in your life. Register online at www.ed2go.com/madisonville Fee: $119

Languages

Conversational Spanish, Level 1
If you can't speak or understand Spanish, you may find yourself in a pickle! Join native speaker Patricia Fouse for this fast-paced conversational Spanish class! You will learn to speak and understand the necessary expressions that will help you both socially and at work. Perfect for the beginning speaker whether your goal is to travel, order cuisine at a local restaurant, or better understand your Spanish speaking clients at work.
Date: T, Feb 12, 19, 26, Mar 5, 19, & 26 • 6:30-8 pm • Joe C Davis, Rm 128 • Fee: $69

Conversational Spanish, Level 2
Continue to strengthen your Spanish speaking abilities as native speaker and MCC Math Specialist, Patricia Fouse, guides you to the next level in this fast-paced conversational Spanish class! You will continue to learn and understand the necessary expressions that will help you both socially and at work.
Date: T, Apr 2, 9, 16, 23, 30, & May 7 • 6:30-8 pm • Joe C Davis, Rm 128 • Fee: $69

Beginning Conversational French (Online)
Instant Italian (Online)
Conversational Japanese (Online)
In these online courses you'll learn practical, common phrases, proper pronunciation, and dialogue specific to various settings. You'll be surprised how easy it can be to speak another language! Call for spring dates & payment. Register online at: www.ed2go.com/madisonville. Fee: $119

Need Electric, Plumbing, or HVAC CEU's? Call 270-824-8659 for a schedule.

Special Interest

ACT Review
Be prepared for the ACT! Area Mathematics, English, and Science instructors provide an excellent overview of the ACT test content and test-taking strategies for each exam. After your 6-hour review, you will be more confident and ready for the ACT exam. The Real ACT Prep Guide can be purchased at the MCC Bookstore. Instructors would like students to complete Practice Test 1 for English, Math, and Science before the class. Along with the textbook, students should bring a calculator.
Date: S, Feb 2 or S, Mar 23 • 8 am -2:30 pm • Joe C Davis, Rm 117 •
Fee: $35 (Includes lunch)

Natural Household Cleaners
This is an introductory course in making homemade household cleaning products. Laundry and household cleaners will be discussed. Save money, be green, and leave harsh chemicals behind! Instructor: Jenny Anthony
Date: TH, Feb 28 • 6:30-8:30 pm • Badgett Ctr, Rm 213 • Fee: $19

Driver's Education
Interested in preparing for Kentucky's motor vehicle driver's license exam? Want to decrease your automobile insurance rate? Then this 10 hour class is for you! Students and adults will receive 8 hours of classroom and 2 to 3 hours of driving time under the following conditions: day & night driving, downtown driving, parkway, and open road driving. Students must have a permit to register and bring permit to each class. Parents are strongly encouraged to attend the first 30 minutes of the first class.
Instructor: Faith Smiley
Class One: M/S, Mar 11, 16, 18, & 23. Driving times: Mar 16, 23, 30, & Apr 6
Class Two: M/S, June 3, 8, 10, & 15. Driving times: June 8, 15, 22, & 29
Class Times: M, 6-8 pm/S, 9-11 am • Badgett Ctr, Rm 211 • Fee: $234

Portable Generator Safety
Want to be prepared for any emergency power outage as the spring tornado season approaches? Portable generators are a great and safe source for temporary electrical power when properly installed and used. In this training session you will learn the basics of how to safely operate a portable generator, connect drop cords when operating only individual appliances or lights and safely and legally connect generators to your existing panel to maximize usage. The instructor for this training session will be a KY licensed electrician and contractor. Instructor: Dan Edington
Date: T, Apr 9 • 6-8 pm • Badgett Ctr, Rm 132 • Fee: Free

Room Design 101
Have you ever wished you could hire a professional designer to help you with those bare walls and that mismatched décor? Well here is your chance to make those dreadful rooms glow with style! You will select at least one room to update and use both traditional methods and technology to completely decorate your space. Save money – get professional advice – and be prepared for that candid offer from HGTV!
Instructor: Nancy Salings-Schmidt Fee: $39; Supply list provided
Date: TH, May 2, 9 & 16 • 6-8 pm • Badgett Tech Ctr, Rm 214

Slaves and Slavery in Pre-civil War Kentucky
Though blacks and whites entered Kentucky together and shared in the same hardships and dangers, their slave status denied African-American the prospects for advancement available to whites. Kentucky inherited the institution of slavery from Virginia with little dissent. Focusing on slavery, this course will explore the experience of Black Americans in Kentucky in the years prior to the American Civil War.
Instructor: Dr. Robin R. West
Date: T, Feb 19 • 6-8 pm • Badgett Ctr, Rm 270 • Fee: Free

Do I Really Need a Last Will and Testament?
Is putting together a Last Will and Testament one of those things that have been on your "To Do" list for the last several years? Then procrastinate no more! This class will explore the importance of having a Last Will and Testament and give you an opportunity to ask those important "how to?" questions. This class is taught by Paula J. Sinopoli- Bascom, MCC's Paralegal Coordinator, so be prepared to get the latest, most accurate information!
Date: TH, Feb 14 or Apr 11 • 10 am -12 noon • Badgett Ctr, Rm 270 • Fee: Free

Register online (ed2go.com/madisonville) for these fun & informative classes!

A to Z Grant Writing	Fee: $119
Empowering Students with Disabilities	Fee: $87
Growing Plants for Fun Profit	Fee: $119
Mastering Public Speaking	Fee: $119
Start Your Own Edible Garden	Fee: $119

Computer Training

Responsible Computing
You lock your house at night, but don't keep your operating system patched. You block unlisted numbers that call your phone, but you don't have a firewall on your PC. You throw away junk postal mail, but you open spam e-mail. Why? Ignorance is no longer an excuse; come find out how to protect yourself from viruses, adware, spyware, spam, phishing, and other cyber nasties. Instructor: Craig Dixon
Date: M, Feb 11 • 6-8 pm • John H Gray, Rm 214 • Fee: $19

Creating a Classroom Website (Online)
Learn how to create a classroom website in this fun, easy to understand course for teachers. In no time, you'll build a site with text, images, animations, tables, links, and more. Then you'll create a Web Quest and a blog to add to your site. By the end of this course you'll have your own published classroom website, and you'll feel energized by your great new teaching tool!
Register online at www.ed2go.com/madisonville. Fee $87

Microsoft Excel 2010 – Level 1
This course covers data entry, editing, creating formulas, range editing, using functions, printing & more. Class is interactive & tailored to meet individual needs.
Instructor: Natalie Cooper Fee: $69 Text: $15
Date: TH, Feb 21, 28 & Mar 14 • 6-8:30 pm • John H Gray, Rm 248

Microsoft Excel 2010 – Level 2
Designed for the intermediate Excel user who has a strong knowledge of Excel. Topics in this class include: applying formats between sheets, split screens, protecting data, linking and embedding, merging and graphing. Will only reference macros. Instructor: Natalie Cooper Fee: $69 Text: $15
Date: TH, Mar 21, 28 & Apr 4 • 6-8:30 pm • John H Gray, Rm 248

Access 2007 – Level 1
Having trouble understanding the day-to-day operations of Access? Need to upgrade your skills? Then let experienced Instructor, Natalie Cooper, teach you how simple this complex program can be. In this class, you will learn basic database concepts including how to create tables, forms, reports and queries.
Date: TH, Apr 11, 18 & 25 • 6-8:30 pm • John H Gray, Rm 248 • Fee: $79 Text: $15

Access 2007 – Level 2
Continue to refine your Access skills with this course designed to help students go to that next level. You will learn to customize more complex databases and create queries, forms and reports from multiple tables. Must have successfully completed Course 1. Instructor: Natalie Cooper
Date: TH, May 2, 9 & 16 • 6-8:30 pm • John H Gray, Rm 248 • Fee: $79 Text: $15

Additional ONLINE computer courses! Register online (ed2go.com/madisonville)

Microsoft Word
Intro to Microsoft PowerPoint
Intro to Microsoft Publisher
Intro to QuickBooks
Performing Payroll in QuickBooks
Intro to Microsoft Outlook

Don't forget... Community Ed gift certificates are on everyone's wish list!