Online Courses
page 32

New Career Training
page 42

Spring 2015
We’re Brimming with Blooms
Ring in spring with a class in floral design!
page 23

www.MCCandYOU.com
Whether you’re looking for fun and friendship or a new skill and career, you’ll find it at McLennan.

Continuing Education classes are just that: courses to expand your knowledge. It could be a new hobby, enhanced career skills, improved fitness – the opportunities are wide open.

New Career classes offer training and certification for a new profession. In just a few months, you could be ready to pursue a new career and new life.

Courses are open to the public and are taught by professionals who are experts in their fields.

Have an idea for a great class? Let us know!

www.MCCandYOU.com
254-299-8888

About the Cover
Pictured: Victoria Rodriquez at Wolfe Wholesale Florist
Spring 2015
Table of Contents

Continuing Education: CEUs & Personal Enrichment

3 Arts & Hobbies
8 Computers
13 Cooking, Food & Diet
15 Customized
   Workforce Training
16 Emeritus Program
18 Fitness & Wellness
21 Flowers & Gardening
23 Health
25 Horses
26 Languages
30 Music & Dance
32 Online Courses
34 Outdoors
35 Special Interest
39 Travel
40 Youth Activities

New Careers: Training & Certification

42 Activity Director
42 Auctioneer
42 EKG Technician
43 Medical Coding Specialist
44 Medication Aide (CMA)
45 Nurse Aide (CNA)
45 Pharmacy Technician
46 Real Estate Agent
47 Teacher Aide
47 Truck Driver

48 Continuing Education Map
The Continuing Education Division at McLennan Community College offers a wide range of enrichment courses, as well as opportunities for professionals to earn Continuing Education Units (CEUs).

Personal enrichment courses abound with opportunities for fun, fitness, creativity, personal growth and learning new skills.

CEU classes provide training in essential skills that will improve your workplace performance and keep you current in your field.
Hooked on Crochet

Got yarn? Come and enjoy others’ company while working on crochet projects for yourself or to give as gifts. This fun, easy-paced environment is for students of any level, from beginner to advanced. Participants will have the opportunity to choose new projects or to get help with a project they have already started. Beginning students should bring $10 to the first class to pay for supplies. Intermediate and advanced students may want to purchase supplies for their projects before the first class.

Cost: $49, 6 wks (12 hrs)
Jan. 28-Mar. 4 W, 6-8 p.m. AVC 1146.02
Apr. 1-May 6 W, 6-8 p.m. AVC 1146.03

Stained Glass Majesty I

Welcome to the world of stained glass work! Learn how to choose designs and color schemes; to cut, solder and finish; and to display works of art using copper foiling techniques. Our experienced, professional and talented instructor, Susan Yow, teaches beginners how to create stained glass panels using the Tiffany foil method of construction. You’ll make two beautiful, dramatic stained glass pieces — a window hanging and a free form sun-catcher. At the first class, you will receive a supply list and can choose to purchase a starter kit from the instructor for around $180. This course is a prerequisite for Stained Glass Majesty II.

Cost: $89, 6 wks (18 hrs)
Jan. 26-Mar. 2 M, 6-9 p.m. AVC 1297.03

Stained Glass Majesty II

This class is a continuation of stained glass art exploration and creation using lead came techniques. You may work on your own project or on a project that the instructor has to offer. Instructor Susan Yow will teach how to use lead came in a panel design that includes cutting and assembly of came, using bevels, soldering lead and zinc came, reinforcing panels, weather-proofing, and applying patina to your finished project. At the first class, you will receive a supply list and have the option of purchasing a starter kit from the instructor for around $180. Prerequisite: Stained Glass Majesty I.

Cost: $89, 6 wks (18 hrs)
Mar. 30-May 4 M, 6-9 p.m. AVC 1297.04

Broad-Edged Calligraphy

Broad-edged calligraphy spans centuries of lettering styles and a myriad of tools that can be used to achieve beautiful letters. Discover how to use some of these tools to achieve the thick and thin lines that distinguish this kind of lettering. Bring $30 to the first class to pay for the supply packet provided by the instructor.

Cost: $59, 6 wks (12 hrs)
Jan. 22-Feb. 26 Th, 6-8 p.m. AVC 1366.02
**Drawing Basics**

Learn to draw with more confidence! Designed for those with little or no experience, this drawing class begins with simple exercises to help you quickly learn to draw what you see. Enjoy learning the fundamentals of freehand drawing while experimenting with different media. You’ll study line, shadow, color and how to determine the appropriate proportion of people and objects. By setting up and drawing a still life composition, you will increase your knowledge of proportion and perspective. Learning the fundamentals can make your painting experiences excel, too. Some model figure drawing may be included in the course. Upon registration, contact the Continuing Education office for a supply list. Please bring supplies to the first session.

**Cost:** $69, 6 wks (12 hrs)

Jan. 27-Mar. 3 T, 6-8 p.m.   AVC 1990.03

Mar. 31-May 5 T, 6-8 p.m.   AVC 1990.04

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**Mixed Media** 

NEW

Emerging artists, try your hand at drawing, watercolor and oil painting! Experience with these three media under the guidance of instructors Dan Capps and Arts & Hobbies

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**Pointed Brush Calligraphy**

Beautiful lettering can be created with a variety of tools. This class offers beginners and experienced calligraphers alike a chance to master the pointed brush marker. This flexible tool is easy to pick up, and with a little guidance you will be able to create a range of contemporary letters and strokes. Project ideas will be introduced throughout the class. Please bring $30 to the first class to pay for the supply packet provided by the instructor.

**Cost:** $59, 6 wks (12 hrs)

Apr. 9-May 14 TH, 6-8 p.m.   AVC 5282.02

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**Tatting for Beginners & Bobbin Lace Making**

Learn the art of tatting or bobbin lace making. Tatting is a type of lace making that uses various knots, thread and a “shuttle.” Susan Merritt will teach you fundamental tatting techniques, types of threads, how to read patterns and how to finish your project. For those interested in bobbin lace making, Susan will teach basic skills with an emphasis on tape lace. You’ll learn how to wind and hang on bobbins and three types of stitches. Begin with a tape lace sampler and then make a bookmark, bracelet or ornament. A brief history and contemporary applications will be discussed throughout the course. Cost includes instructions, patterns and supplies to get you started in tatting. For bobbin supplies, bring $45 to the first class.

**Cost:** $74, 6 wks (9 hrs)

Jan. 29-Mar. 5 TH, 6:30-8 p.m.   AVC 1970.02

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**Meet Dan Capps**

Dan has studied, practiced and taught art of all kinds for 50 years. From exhibiting in art fairs to teaching art, Dan loves to share his talent with anyone and everyone. “Art is one of the great rewards of life. People can grow in their perception of the world through art.” Dan’s students in Drawing Basics and Watercolor Painting enjoy his positive and supportive teaching methods and discover that they do, indeed, have the ability to create works of art.
Pamela Eggebrecht. At the end of the course, you will take home your artwork and have a better sense of which media you would like to continue practicing. Upon registration, contact the Continuing Education office for the supply list. Please bring supplies to the first class.

**Cost:** $79, 6 wks (12 hrs)
**Mar. 30-May 4, 6-8 p.m.** AVC 5314.01

### Watercolor Painting

Watercolor is a beguiling and exciting painting medium with a character all its own. Even if you’ve never handled a brush, you’ll enjoy exploring watercolor’s idiosyncrasies while learning how to deal confidently with washes, glazes and color mixing. Discover your hidden potential as you learn the basic fundamentals of this rewarding art form. This is a great beginning class to learn how to achieve a variety of results and a great refresher course for experienced artists to work on individual projects with mentoring. An introduction to acrylics may be included toward the end of the course. Upon registration, contact the Continuing Education office for the supply list. Please bring supplies to the first class.

**Cost:** $79, 6 wks (12 hrs)
**Jan. 28-Mar. 4 W, 6-8 p.m.** AVC 2056.03
**Apr. 1-May 5 W, 6-8 p.m.** AVC 2056.04

### Oil Painting

Yes, you can paint — whether you can draw or not! This class is designed for hesitant beginners, as well as intermediate painters who like a structured painting environment. The instructor, Pamela Eggebrecht, has been oil painting for 30 years and knows the best ways to help those who are just beginning. During the course, students will create three to four completed landscapes, including a bluebonnet scene. Ask for a supply list when you register.

**Cost:** $79, 6 wks (15 hrs)
**Jan. 29-Mar. 5 TH, 6-8:30 p.m.** AVC 4019.02
**Apr. 2-May 7 TH, 6-8:30 p.m.** AVC 4019.03

### A Special Thank You

We want to thank the following media outlets for helping to get the word out about our upcoming classes:

- Anchor News
- El Tiempo
- Eventos Especiales
- Radio La Poderosa
- Senior Connections
- Waco Tribune-Herald

We appreciate your support!
Ceramics NEW

Come learn the amazing craft of pottery and ceramics in this fun class! Designed for the novice and experienced artist alike, this course lets you explore clay and take several pieces through the entire ceramic process. Instructor Kay King introduces beginning students to basic ceramic techniques from creation to firing, including glazing and decoration. Intermediate and advanced students will pursue independent projects. By the end of the course, you will have experienced the creative, technical and always entertaining art of ceramics! Class is held at the Art Center Waco on McLennan’s campus, and seats are limited. Dress for a fun mess! Students must be at least 16 years old to register. Cost of the course covers supplies, including 25 pounds of wet clay.

Cost: $169, 10 wks (20 hrs)
Jan. 27-Apr. 7, 6-8 p.m.   AVC 1992.01
May 12-July 14, 6-8 p.m.   AVC 1992.02

Mosaic Madness NEW

Discover the timeless art of mosaics in this fun and fully interactive course. You’ll learn basic techniques and explore the wide variety of mosaic materials, including ceramic tile, stained glass, china and found objects. You’ll complete several mosaic projects for your home or for gift-giving during this six-week class. Students should plan to transport their projects home between class meetings. At the first class, you will receive a supply list and have the option to purchase a starter kit from the instructor for about $100. In a surprisingly short time, you’ll be decorating your house and garden with your own beautiful mosaics!

Cost: $89, 6 wks (18 hrs)
Jan. 27-Mar. 3, 6-9 p.m.   AVC 2060.01

Beading and Jewelry Making — Beginners

Express your personal accessory style! Learn to make necklaces, earrings, bracelets and other jewelry from beautiful beads and stones that rival any pre-made jewelry — all in exactly the colors and designs you want. Enjoy this art form as a hobby or develop skills to produce marketable arts and crafts. Jewelry artist Doris Chmielewski helps you learn how to create stunning jewelry that others will envy. A supply list will be provided at the first class. Cost of supplies will vary based on your preference of tools, beads and designs.

Cost: $59, 4 wks (8 hrs)
Feb. 2-23, M, 6:30-8:30 p.m.   AVC 4004.02

Knitting Fingerless Mitts NEW

Intermediate and advanced knitters: Learn how to knit fingerless mitts in two instructive sessions with Dawn Burns. You will create a miniature fingerless mitt and receive an adult-sized pattern to make at home. Please bring size 5 or 6 needles and worsted weight yarn. Students must be at least 16 years old and able to make knit and purl stitches.

Cost: $25, 2 wks (4 hrs)
Jan. 29-Feb. 5, TH, 6:30-8:30 p.m.   AVC 5293.01
Knitting Socks NEW
Intermediate and advanced knitters: Learn how to make socks in two instructive sessions with Dawn Burns. You will create a small stocking and receive an adult-sized pattern to make at home. Students should bring a size 5 or 6 double-point needle, a one-stich marker and worsted weight yarn. Students must be at least 16 years old and able to make knit and purl stitches.
Cost: $25, 2 wks (4 hrs)
Feb. 19-26 TH, 6:30-8:30 p.m. AVC 5294.01

Spinning Yarn NEW
The more you knit or crochet, the more you notice and appreciate a great array of fibers and yarns. This course teaches you about many types of fibers and how to spin your own yarn in two instructive sessions with Dawn Burns. She’ll teach you how to use hand carders, combs, drum carders and hand spindles. You’ll receive two ounces of prepared fiber and a hand spindle. If you have a spinning wheel, you can bring it to the second session. Students must be at least 16 years old and must provide proof of current tetanus shot. Course cost includes materials.
Cost: $45, 2 wks (4 hrs)
Mar. 19-26 TH, 6:30-8:30 p.m. AVC 5295.01

Introduction to Photography
Learn to get the most out of your camera! Improve your photographs with the technical and artistic basics of photography. You’ll learn basic skills, look at some photography pioneers, and take and critique photos in a friendly and collaborative environment. Topics include camera settings, basic composition, and different types of photography (e.g. sports, landscape, portrait, etc.). Try a little of everything and concentrate on your area of interest. You can work with any type of camera but you’ll get the most out of the course with a digital SLR camera with interchangeable lenses and a flash. This class is for beginning and intermediate photographers.
Cost: $139, 8 wks (24 hrs)
Jan. 15-Mar. 5 TH, 6:30 p.m. PHTC 1004.02
Apr. 9-May 28 TH, 6:30 p.m. PHTC 1004.03

More Photography on Location
Put your basic knowledge to practice by participating with hands-on demos with your instructor, Stephen Cook. The class will meet at various regional and local locations for photo shoots. Emphasis is on various specific types of photography. In the class you will learn to manually set and adjust a camera for photographing in any lighting situation, proper use of electronic flash, and the technical and aesthetic aspects of commercial photography using a variety of subjects. You will need a tripod, a 35 mm camera with adjustable exposure control, lenses and capture media (film or media card). Photo shoots are scheduled on Saturdays and Sundays. Transportation and entrance fees to locations, where required, will be the student’s responsibility.
Cost: $139, 8 wks (24 hrs)
Apr. 11-May 30 S, 9 a.m.-noon PHTC 2004.02
Computers (Personal)

**iPhone Basics**

Unleash the power of your iPhone. Learn more about your basic applications and settings and discover how to make the iPhone work better for the way you live your life. You’ll find out how to download some cool free apps, too. Please bring your 4G or later iPhone and your iTunes login information to class. Seating is limited in this hands-on course, so register today!

*Cost: $39, 1 wk (4 hrs)*
*Jan. 20-22 TTH, 5:30-7:30 p.m.  AVC 1828.04*

**Get the Most Out of Your iPad**

Just bought an iPad but want to learn how to use it better? This class will show you the ins and outs of Apple’s popular tablet. Enhance your iPad experience by understanding your basic applications and configuring proper settings. See how to use email, calendar, maps and other basic programs. Learn how to listen to music and podcasts, watch videos, and display your photos. We’ll also look at Apple’s App Store where you can download a wide variety of apps, both free and paid, and sync them with your computer. Bring your iPad and iTunes account login information to the first class.

*Cost: $39, 1 wk (4 hrs)*
*Mar. 3-5 TTH, 5:30-7:30 p.m.  AVC 1828.03*

**Basic Workplace Computer Skills**

Learn the computer skills you need for the job you want! Offered by McLennan Continuing Education in partnership with HOT Goodwill Industries, this course will provide you with fundamental office computer skills. Topics include: printing, creating and managing files and folders, understanding and navigating the Internet, and sending effective emails. You’ll also get an overview of the most common programs in the workforce — Word, PowerPoint and Excel — as well as learn program integration, simple database management and transferring data. The instructor will help you put these skills to work by creating a resume. Whether you’re a job seeker or seeking advancement in your current job, this computer course is for you! All class materials and a flash drive with course exercises will be provided.

*Cost: $10, 4 wks (24 hrs)*
*Jan. 5-30 MWF, 3-5 p.m.  ITSC 1006.04*
*Feb. 2-27 MWF, 3-5 p.m.  ITSC 1006.05*
*Mar. 2-27 MWF, 3-5 p.m.  ITSC 1006.06*
*Apr. 6-May 1 MWF, 3-5 p.m.  ITSC 1006.07*
*May 4-29 MWF, 3-5 p.m.  ITSC 1006.08*

**Excel 2010 Overview**

McLennan Continuing Education, in partnership with Heart of Texas Goodwill Industries, offers Microsoft Office courses to help you improve your computer skills. If you want to excel in Excel 2010 and increase your chances of finding a better job, then come take this four-week course. Topics include formatting and editing text, basic and complex formulas, basic functions, pivot tables, and much, much more.

**Our Students**

“I loved tapping into a practical device that I had not explored. Now I am very comfortable with it.”

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McLennan 2015 Spring Continuing Education Schedule
more! Classes are held at Heart of Texas Goodwill Industries at 1700 S. New Road in Waco. Prerequisite: basic computer skills such as using the mouse, selecting/highlighting text, and opening and closing files and folders using MS Windows 7. Course fee includes all class materials and a flash drive with all course exercises.

Cost: $10, 4 wks (16 hrs)
Feb. 3-26 TTH, 5:30-7:30 p.m. ITSW 1022.01
Apr. 7-30 TTH, 5:30-7:30 p.m. ITSW 1022.02

Word 2010 Overview
McLennan Continuing Education, in partnership with Heart of Texas Goodwill Industries, offers Microsoft Office courses to help you improve your computer skills. Learn the fundamentals of Word 2010, including formatting and editing text and pictures, clipart, tables, SmartArt graphics, using Mail Merge, and much more! Classes are held at Heart of Texas Goodwill Industries at 1700 S. New Road in Waco. Prerequisite: basic computer skills such as using the mouse, selecting/highlighting text, and opening and closing files and folders using MS Windows 7. Course fee includes all class materials and a flash drive with all course exercises and challenges.

Cost: $10, 4 wks (16 hrs)
Mar. 2-25 MW, 5:30-7:30 p.m. ITSW 1021.03
May 4-27 MW, 5:30-7:30 p.m. ITSW 1021.04

Quickbooks Pro 2014
Quickly and efficiently gain control over your business finances with QuickBooks Pro 2014. This comprehensive (A-Z) course will teach you the best basic and advanced methods to set up company financial information. You will also learn payroll, inventory and other advanced areas as time allows. Class materials are included; flash drive required. Prerequisite: basic understanding of computers. Accounting knowledge is helpful but not required. Please note: Registration closes Jan. 6 and May 5.

Cost: $229, 4 wks (18 hrs)
Jan. 13-29 TTH, 6-9 p.m. ACNT 1010.06
May 12-28 TTH, 6-9 p.m. ACNT 1010.07

Photoshop CS6 — Level 1
Learn to use the various tools in Photoshop CS6 to select parts of images and use layers in a Photoshop document to produce stunning photos and designs. You will also learn how to organize the multiple layers of your design and how to apply special effects to the document in order to enhance the appearance of your photos and designs. Flash drive required. Please note: Registration closes April 10.

Cost: $299, 1 day (8 hrs)
Apr. 17 F, 8:30 a.m. 5 p.m. GRPH 1002.06

Meet Sara Hardy
Sara has loved computers since she got her first Commodore 64 and has been a certified computer trainer through the Texas Library Association since 2010. She teaches computer classes and counsels job seekers at the Heart of Texas Goodwill Learning Center. Sara believes that knowing how to use a computer is essential to living successfully in today’s world, and she enjoys helping students move from being afraid of computers to wondering how they ever lived without one. Her classes will help you realize that computers are not only useful but fun!
**InDesign CS6 — Level 1**

Learn how to use Adobe InDesign CS6 software to design and produce professional-quality letterhead, brochures, business cards and more. It won’t take long for you to figure out that you don’t have to be a designer or graphic artist to learn desktop publishing! Flash drive required. Please note: Registration closes May 8.

*Cost: $299, 1 day (8 hrs)*

May 15 F, 8:30 a.m.-5 p.m.  GRPH 1002.07

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**Excel 2010 — Fast Track**

Learn how to build, edit, format and print information in Excel 2010, as well as how to use more advanced tools, like queries, formats, reports, macros and pivot tables. (Subtle changes from Excel 2007 to Excel 2010.) Class materials included. Prerequisites: basic computer skills and understanding of MS Windows 7 operating system. Flash drive required. Please note: Registration closes Jan. 9.

*Cost: $119, 1 day (8 hrs)*

Jan. 16 F, 8:30 a.m.-5 p.m.  ITSW 1046.04

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**Access 2010 — Fast Track**

You will learn how to store, locate, print and automate access to all types of information, as well as use more advanced concepts of database management in Access 2010. (Subtle changes from Access 2007 to Access 2010.) Class materials included. Prerequisites: ability to use the mouse, open and close files, and start programs using MS Windows XP or Windows 7. Flash drive required. Please note: Registration closes Feb. 14.

*Cost: $119, 1 day (8 hrs)*

Feb. 27 F, 8:30 a.m.-5 p.m.  ITSW 2047.03

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**Using Pivot Tables & Macros with Excel 2010**

Produce meaningful reports for your company and customers using pivot tables, the most powerful feature in Excel 2010. Your instructor will demonstrate the benefits of using pivot tables and how to avoid pitfalls associated with data crunching. Also learn how to create, run and modify macros to save time in repetitive tasks within Excel. Flash drive required. Please note: Registration closes March 13.

*Cost: $69, 1 day (4 hrs)*

Mar. 20 F, 8 a.m.-noon  ITSW 2049.05

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**Charting & Graphing with Excel 2010**

This course covers how to use Microsoft Excel 2010 to create charts and graphs as well as communicate complex data more effectively. Learn how to craft charts that illuminate trends, differences and relationships. Incorporating additional images and shapes with SmartArt and exporting charts for use outside of Excel will also be discussed. Flash drive required. Please note: Registration closes March 13.

*Cost: $69, 1 day (4 hrs)*

Mar. 20 F, 1-5 p.m.  ITSW 2049.06
Digital Imaging I
This course teaches Adobe Photoshop CS6 in the creation and manipulation of graphics. Students must be proficient with Windows functions, mousing and keyboarding skills. For more information, email nboyens@mclennan.edu.
Cost: $360, 16 wks (64 hrs)
Jan. 15-May 7 TH, 5:20-9:15 p.m. ARTC 1002.51

Digital Video
Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing and outputting of video using a desktop digital video workstation.
Cost: $360, 16 wks (64 hrs)
Jan. 13-May 7 TH, 12:40-2:10 p.m. ARTV 1051.01

Cisco Discovery 2: Working at a Small to Medium Business or ISP
McLennan is a Cisco Networking Academy. This course is the second of four Cisco courses leading to the competencies necessary to pass the Cisco Certified Network Associate (CCNA) Certification Exam. For more information, contact Cathy Prause at cprause@mclennan.edu.
Cost: $360, 16 wks (80 hrs)
Jan. 13-May 7 TTH, 2:10-4 p.m. ITCC 1011.01

Cisco Discovery 4: Designing and Supporting Computer Networks
This course consolidates the networking concepts learned in the previous three CISCO courses and introduces network design processes to include requirements gathering, proof-of-concept, equipment selection and configuration, LAN and WAN addressing, and project management. The course will cover lifecycle services, including upgrades, competitive analyses and system integration. This is the fourth course in the four-course series preparing students for the CISCO Certified Network Administrator certification. For more information, contact Dave Burgett at dburgett@mclennan.edu.
Cost: $360, 16 wks (80 hrs)
Jan. 12-May 4 M, 5:40-9:35 p.m. ITCC 1013.50

Introduction to PC Operating Systems
This course teaches Windows, DOS 7.0 and UNIX/LINUX. This is an online course. For more information, email jrobertson@mclennan.edu.
Cost: $360, 16 wks (64 hrs)
Jan. 12-May 8 Online ITSC 1005.87

PC Hardware
Learn how to set up, troubleshoot and upgrade personal computer systems. Students should have experience with computer operating systems. This course will assist students for the A+ certification hardware test. For more information, email Jeremy McCormick at jmccormick@mclennan.edu.
Cost: $360, 16 wks (64 hrs)
Jan. 12-May 6 MW, 11:10 a.m.-12:30 p.m. ITSC 1025.01
Introduction to Word Processing

This course teaches Microsoft Word 2013. Learn to identify word processing terminology and concepts, create technical documents, format and edit documents, use simple tools and utilities, and print documents. This course also presents pagination and merging and storage of documents. Student must be able to keyboard 30 words per minute by touch.

Cost: $360, 16 wks (64 hrs)
Jan. 12-May 8, 5:20-9:15 p.m. ITSW 1001.50

Introduction to Spreadsheets

Gain in-depth knowledge of Excel 2013, including creation and deployment of spreadsheets, charts, graphs and reports. The first course listed is an online course. The second listed is a hybrid course, which combines classroom instruction with work on the Internet. For more information, email jrobertson@mclennan.edu.

Cost: $360, 16 wks (64 hrs)
Jan. 12-May 8 Online, ITSW 1004.87
Jan. 13-May 5 T, 11:10 a.m.-12:30 p.m. ITSW 1004.H1

New Classes Are Always Being Added

Check the online schedule at www.MCCandYOU.com for the most recent class changes.
Cookin’ Cajun 101
Come learn to cook authentic southern Louisiana cuisine that’s known as Cajun cookin’. Instructor Wendy Moulds has the perfect personality for this spirited class. You’ll learn the basics of Cajun cooking, receive recipe packets each week, hear stories from Wendy of her family’s experiences owning a restaurant in New Orleans, and learn a little about Cajun culture. Even if you’ve taken the class before, there are new dishes and recipes this time! Enjoy this dinner party class in McLennan’s own residential-style kitchen. Sorry, no refunds.
Cost: $79, 2 wks (8 hrs)
Feb. 3-12 TTH, 6-8 p.m. AVC 1930.03

Chinese Cooking — The Joy of Wok-ing and Beyond
Move beyond Chinese stir fry basics to more complex Cantonese dishes! Instructor Dennis Tang will teach you how to steam, stew, blanch and fry traditional dim sum. The class is held in McLennan’s residential-style kitchen classroom. Sorry, no refunds.
Cost: $79, 4 wks (8 hrs)
Feb. 2-23 M, 6-8 p.m. AVC 5297.01

Chinese Cooking — The Art of Wok-ing
Learn the essential techniques to create authentic, healthy and delicious Cantonese stir fry dishes! Instructor Dennis Tang teaches students how to mix meats and seafood with a variety of vegetables and spices to create a myriad of common and not so common stir fry dishes. Learn the secrets to making classic stir fry sauces. By the end of the course, students will be able to prepare enough stir fry dishes to host an impressive Cantonese meal. The class is held in the McLennan’s residential-style kitchen classroom. Sorry, no refunds.
Cost: $79, 4 wks (8 hrs)
Apr. 13-May 4 M, 6-8 p.m. AVC 5283.02

Introduction to Wine Tasting
Are you curious about wine? Are you worried you might be serving it too hot or too cold at a dinner party? Join wine lover April Cole as she introduces you to the basics of wine tasting and serving. This class is held at the historic Northwood House, and wine selections are accompanied by an assortment of appetizers. Participants must be 21 or older. Seats are limited, and only registered participants may sit in on the class. Sorry, no refunds.
Cost: $39, 1 day (2 hrs)
Jan. 29 TH, 6-8 p.m. AVC 5298.01

Meet Wendy Moulds
Even though Wendy has worked in the education field for a number of years, she loves cooking and especially Cajun! From basics to Mardi Gras and celebration dishes, Wendy shares her recipes and stories with her classes. Her classes start with dessert first! She says, “Why not? It’s the Southern Louisiana way … Laissez les bon temps roulee!”

Meet Dennis Tang
After learning how to make stir-fry from his mother at age 8, Dennis continued to study the art of Chinese cooking with his father, the head chef at several restaurants in San Francisco’s China Town and the California Central Valley. Dennis’ family heritage is from the Shunde district of the Guangdong Province (Canton) in China, which is famous for its Cantonese cuisine. Dennis has enjoyed making his own stir-fry for over 40 years and has learned the tricks to becoming a successful wok-er.
Wines of the Southern Cone

NEW

Wine enthusiasts: Come travel vicariously to the Southern Cone with wine lover April Cole! Over two evenings, April explores exciting selections of superb Chilean and Argentine wines. Class is held at the historic Northwood House, and wine selections are accompanied by an assortment of South American appetizers. Participants must be 21 or older. Seats are limited, and only registered participants may sit in on the class. Sorry, no refunds.

Cost: $118, 2 wks (4 hrs)
Feb. 26-Mar. 5
TH, 6-8 p.m.   AVC 5307.01

Grilling & Wine for Spring

This is a perfect way to prepare for your summer gatherings. Learn how to grill to perfection meats, seafood, side dishes and even desserts that are sure to impress your friends and family. Tom Pardaen, popular grilling instructor, prepares a fabulous four-course meal and provides helpful hints for your grilling knowledge. As an added treat, sommelier April Cole will pour wines that pair well with Tom’s menu. Don’t miss this special, enjoyable, fun feast! Invite friends and family to join you at this class held at the historic Northwood House. Reservations are limited, so register early! Sorry, no refunds.

Cost: $59, 1 day (2 hrs)
Mar. 26 TH, 6-8 p.m.   AVC 3026.02

The Method and Madness of Manual Coffee Brewing

Brewing coffee is much more than pressing a button; it is a science all to itself. Time, temperature, weight and other variables come together as we look at several manual coffee brewing methods. Learn the tips, tricks, and techniques of how a professional barista prepares a craft cup of coffee. Instructor Cody Fergusson of Dichotomy Coffee and Spirits teaches this class in the relaxing environment of McLennan’s historic Northwood House. A light dinner is included. Seats are limited, so please register early! Sorry, no refunds.

Cost: $49, 1 day (3 hrs)
May 20 W, 6-8:30 p.m.   AVC 5303.03

From Bean to Brew

Coffee is our country’s No. 1 food import and the No. 2 most valuable traded commodity in the world. Take a look at this amazing product’s journey from the farms to our cups. Instructor Cody Fergusson of Dichotomy Coffee and Spirits teaches this class in the relaxing environment of McLennan’s historic Northwood House. A light dinner is included. Seats are limited, so please register early! Sorry, no refunds.

Cost: $39, 1 day (3 hrs)
May 6 W, 6-8:30 p.m.   AVC 5302.03

Cupping — Coffee Tasting

Every coffee has its own sensory characteristics. The process of cupping utilizes sight, smell and taste to unveil a coffee’s unique profile. Learn the coffee industry’s official protocol and practice for tasting, comparing and grading coffee. Think all coffee tastes alike? Prepare to be amazed at the flavors specialty coffee has to offer. Instructor Cody Fergusson of Dichotomy Coffee and Spirits teaches this class in the relaxing environment of McLennan’s historic Northwood House. A clean palate is needed for the tasting experience, so no meal is included in the class. Seats are limited, so please register early! Sorry, no refunds.

Cost: $49, 1 day (2 hrs)
May 13 W, 7-9 p.m.   AVC 5300.03

Our Students

I learned some really good facts. Cody is very knowledgeable about coffee.”
McLennan Corporate Training provides many customized training programs that can improve your organization’s performance. These programs are created to meet your training objectives and needs. Topics include:

- Leadership
- Computer Application
- Business Writing
- Managing Teams
- Language Skills
- Workplace Safety
- Legal Issues and Compliance Training
- Time Management

Classes can be scheduled at your site or on McLennan’s campus. For more information, contact Stephanie Maultsby at 254-299-8057 or Steve Wenzel at 254-299-8152.

Success with People Extended DISC Profile

Become a stronger, more confident leader. The Extended DISC Profile, an online assessment based on the popular DISC theory, offers an understanding of your personality and the personalities of others based on behavior type, style and tendencies. Use this insight to adjust your behavior to better suit a situation, avoid unnecessary problems and improve communication. This course will help you speed up change, discover the motivation for individual employees, improve and develop communication, reduce conflict, and improve employee efficiency, productivity and profitability. Extended DISC is:

- a 20+ page personal assessment of your personality style.
- easy to use and implement.
- cost-effective.
- a strategic decision-making tool.
- a customizable training, consulting and coaching tool.

Lean Manufacturing

Lean manufacturing is based on the Toyota Production System (TPS), an organizational philosophy and set of methods that dramatically reduces time from a customer’s order to product delivery — resulting in lower costs and less space in the production of superior products. The methods are used in service, sales, transactional, educational, municipal and health care organizations. Courses include:

- Customized On-Site Lean Training
  Train your employees to become efficient, waste less and work smarter.
- Lean Six Sigma Certification
  Learn to transform your organization and obtain certification.
- Online Lean
  Learn the concepts, terms and application of Lean principles and practices in manufacturing. Training is online and offers flexibility for busy schedules.

Online Advanced Manufacturing Education

This course delivers highly interactive, competency-based educational modules, ensuring your employees will have the skills required to be successful in an advanced manufacturing environment. Popular courses include:

- Blueprint Reading
- Mathematics
- Principles of Hydraulics
- Safety Practices and Regulations
- Hazardous Communication
- Confined Spaces
- Lockout/Tagout

Other topic areas include:

- Fundamental Skills
- Technical Skills
- Quality Systems
- Lean Manufacturing
Creating Stellar Customer Service

Outstanding customer service is the key to business success. Numerous customer service workshops are available that teach very specific skills and behavior for winning customer service. These programs are designed to build awareness and teach skills that can be used immediately in the workplace. These modules are fun, very affirming and very effective.

Workplace Spanish

Workplace Spanish is a series of easy-to-use, job-specific, Spanish training programs for a variety of fields. These programs can help improve communication, teamwork, efficiency and productivity in your organization by teaching employees key terms and expressions to help them communicate with Spanish speakers. Workshops are available for banking, construction, customer service, health care, human resources, landscapers, manufacturing and supervisors.

Managing the Workforce

To effectively prepare managers for today’s challenges, McLennan offers customized workshops on:
- Workplace Violence
- Managing the Gen X Workforce
- Effective Discipline
- Dealing with Difficult People
- Handling Performance Problems
- Safety Compliance
- CPR/First Aid

Emeritus Program

Book Talk

Did you ever read a book that just begged to be shared, that needed to be discussed? You’re not alone! Join likeminded folks on the third Tuesday of the month from 11 a.m. to noon at the West Waco library for lively discussion with moderator Gail Woodward. This group is designed for adults age 55 and older and is a fun way to meet people and make new friends across the community. January’s book selection is “One Summer: America 1927” by Bill Bryson. Subsequent books are chosen by the group each month. Participation is free!

Cost: Free, 5 wks (5 hrs)
Jan. 20-May 19 T. 11 a.m.-noon AWC 203.02

Meet Gail Woodward

Gail was born and raised in Marlin, where she raised her three sons. She has master’s degrees in psychology and library science and is a librarian at McLennan Community College. She is a lifelong, avid reader and enjoys promoting literacy in the community. In her free time, Gail enjoys reading, traveling, and visiting with friends and family.
Great Decisions

Be a part of the “Great Decisions” discussion program led by Dr. Gayle Avant. Topics for 2015 include Russia and the near abroad, privacy in the Digital Age, sectarianism in the Middle East, changes in India, U.S. policy toward Africa, Syria’s refugee crisis, human trafficking in the 21st century, and Brazil’s metamorphosis. The Foreign Policy Association provides nonpartisan background information, current data and policy options for each session, and serves as the focal point for discussion groups on topics. A free information session will be held on Jan. 13, but students must complete registration one week before the first class session. Students can purchase a briefing book from the instructor for $20.

Cost: $20, 7 wks (24 hrs)
Jan. 20-Mar. 3, 3:30-5:30 p.m. AVC 1945.02

Social Media 101

Learn the basics of popular social media platforms, including Facebook, Twitter, LinkedIn, Pinterest, Google+ and Instagram. Lisa Wilhelmi, McLennan’s director of marketing, has designed this course for adults age 55 and older. You will learn how to use each social media program, what the differences are between each one, and pointers for sharing your information. You will also practice creating a blog, posting on a blog and sharing posts.

Cost: $59, 2 wks (6 hrs)
Apr. 11-18, 9 a.m.-noon AVC 5285.01

AARP Driver Safety Course

The AARP sponsors this one-day safety course, and most major insurance companies offer discounts for completing it. Open to drivers age 50 and older, the course helps you drive more efficiently and safely with research-based information about changes over time in ourselves, our vehicles and our roads. The content can help you boost safety awareness, reduce crash risk, increase confidence, prolong mobility, and maintain independence. Participants receive a completion certificate (certificate fee is $15 for AARP members and $20 for nonmembers and will be collected at the class). Note: This is not a ticket dismissal class. AARP certificate must be renewed every three years.

Cost: Free, 1 day (4 hrs)
Mar. 20, 9 a.m.-1 p.m. AVC 5296.01

Meet Rose Moyer

Rose is a mature driver program coordinator for Baylor Scott & White Hospital. This traffic safety injury prevention program for adult drivers is a collaboration between Baylor Scott & White and the Texas Department of Transportation. Originally from Pennsylvania, Rose moved to Waco in 1990 and has been working with older adults since 1983. She became certified to teach the AARP Smart Driver course in June 2014.
Learn to Play Golf
This is the perfect way to get your game off to a great start! You’ll get introduced to the game of golf by instructor Ed Rolan and learn proper grip, stance and alignment, as well as driving, chipping and putting. Ed will also talk about golf etiquette and give helpful pointers on choosing equipment for your golf game. You may bring your own clubs or use clubs provided at the lesson. This class meets at Twin Rivers Golf Club driving range, and enrollment is limited. Students are responsible for purchasing their own buckets of golf balls ($5 per bucket) for each class. Participants under 16 years old must be accompanied by a parent or guardian who also registers in the course.
Cost: $49, 3 wks (9 hrs)
Apr. 6-22 MW, 6:30-8 p.m. AVC 1026.01

Improve Your Short Game
Interested in refining your short game and lowering your scores? Come to Twin Rivers Golf Club and meet your instructor Ed Rolan for golf class! Techniques for chipping, pitching, sand shots and putting will be emphasized. You will learn effective techniques for practicing golf strokes the correct way to help you get the results you desire. Treat yourself or the golfer in your life to this course. Students are responsible for purchasing their buckets of balls ($5 per bucket) at each session. Participants under 16 years old must be accompanied by a parent or guardian who is also registered for the course.
Cost: $49, 3 wks (9 hrs)
May 11-June 1 MW, 6:30-8 p.m. AVC 5128.02

Safety & Awareness for Seniors NEW
This session will familiarize adults 50 and older with their surroundings through a common-sense approach to security at home and in public. The discussion will include everyday activities such as sending and receiving mail, receiving invited and uninvited guests at the door, lighting inside and outside the home, Internet safety, self-protection, roadside assistance, and awareness of the latest scams. This class will be conducted by Frank Walker, CEO of All For One Investigations and Security, retired military and former Air Force One security consultant.
Cost: $10, 1 day (2 hrs)
Feb. 9 M, 3-4:30 p.m. AVC 5306.01
Apr. 13 M, 3-4:30 p.m. AVC 5306.02

Meet Frank Walker
A private investigator, body guard and security consultant, Frank Walker is dedicated to helping people learn how to ensure their own safety at home and in public. Frank is a McLennan alumnus, retired military and former Air Force One security consultant.

Fitness & Wellness

Emeritus Program

Meet Frank Walker
Beginning Swimming for Adults *NEW*

Calling all adults who never learned to swim — now’s the time! This course is designed specifically for adults to learn the basics of swimming and to improve their skills and confidence in the water. Instructor Missy Kittner will put you at ease and teach you the techniques to enjoy this summer at the pool. After this course, you’ll have no excuse not to jump in. Water will be cool, about 82 degrees. Wear your swimsuit and bring a towel. Goggles are optional. Class is held at the Doris Miller Family YMCA at 1020 Elm St. Spots are limited, so sign up early. Students must be 18 years or older.

**Cost:** $65, 4 wks (6 hrs)

**Apr. 7-30 TTH, 6:45 p.m.**  **AVC 1689.01**

Yoga 4 Fitness

This is a yoga workout for people of all ages and fitness levels. Classes focus on toning the body, strengthening the abdomen and enhancing flexibility. Through a variety of yoga exercises, Yoga 4 Fitness cultivates a holistic mind-body experience that fosters mental awareness, promotes vitality and develops balance. Yoga 4 Fitness is taught by Dharma Yoga and YogaFit® certified instructor Kelly Parker. Wear comfortable clothes; bring your own mat.

**Cost:** $35, 6 wks (9 hrs)

**Feb. 9-Mar. 23 M, 5:30-6:30 p.m.**  **AVC 1962.02**

**Apr. 13-May 18 M, 5:30-6:30 p.m.**  **AVC 1962.03**

Weight Training

This course introduces weight lifting programs that will increase strength and endurance and enhance the appearance of men and women. It emphasizes the use of free weights and circuit training on various types of weight machines. Learn the safe and scientific use of weights to develop strength, power, endurance and flexibility.

**Cost:** $119, 16 wks (43 hrs)

**Jan. 12-May 8 MW, 5:20-6:40 p.m.**  **AVC 3081.02**

Hatha Yoga

Join Thomas Marvin in his popular Monday night yoga course. The classes are non-competitive with a focus on self-development. Learn traditional routines of posture and breathing exercises. These classes are designed to increase physical strength, endurance and flexibility. The postures, in combination with breathing exercises, can reduce negative emotions such as stress. Each session concludes with a guided deep relaxation. All ages and abilities may enroll. Classes are held at the Crestview Church of Christ Community Center. Bring a blanket and small pillow.

**Cost:** $39, 6 wks (9 hrs)

**Jan. 26-Mar. 2 M, 5:30 p.m.**  **AVC 1201.03**

**Apr. 6-May 11 M, 5:30 p.m.**  **AVC 1201.04**
Mind & Body Aerobics

Burn fat, shape muscles and get a cardiovascular workout in this low-impact aerobics class. Sue Johnson is a favorite instructor, and she will get you moving to the music and toward your conditioning goals. Bring a floor mat and two hand weights of 1 to 5, whatever is appropriate for your strength.

Cost: $45, 6 wks (12 hrs)
Jan. 20-Feb. 26 TTh, 5:30-6:30 p.m. AVC 1577.03
Mar. 24-Apr. 30 TTh, 5:30-6:30 p.m. AVC 1577.04
May 12-June 18 TTh, 5:30-6:30 p.m. AVC 1577.05

Figure and Weight Control

This online course will help improve your physique through a variety of exercise programs and proper eating habits. You’ll learn various aerobic activities and diet concepts with an emphasis on flexibility, toning and cardiovascular development of the body. Online support will be available for each aspect of this class.

Cost: $119, 16 wks
Jan. 12-May 8 Online AVC 1704.02

Walk for Life

This course introduces the fundamental concepts designed to get you started with an appropriate walking program and helps develop a habit of walking that suits your comfort level, goals and lifestyle. Topics covered include: benefits of fitness walking, clothing and equipment, safety, warm-up/cool-down, flexibility, fitness walking test, walking programs, walking techniques, weight loss, and mental benefits.

Cost: $119, 16 wks (48 hrs)
Jan. 13-May 7 TTh, 5:20-6:40 p.m. AVC 3056.02

Tai Chi Level 1

Seeking an alternative to the busy gym setting? Sun style Tai Chi introduces the student to a form of exercise that improves balance and relaxation with an emphasis on slowing life’s pace. With instructor Lori Wiseheart, learn warm-up exercises, eight low-impact Tai Chi movements and breathing techniques. The benefits of Tai Chi include increased balance, arthritis pain reduction, stress reduction and fall prevention. Tai Chi Level 1 is a prerequisite for Tai Chi Levels 2 and 3.

Cost: $35, 6 wks (6 hrs)
Jan. 14-Feb. 18 W, 6-7 p.m. AVC 5260.02

Tai Chi Level 2

Sun style Tai Chi is a form of exercise that improves balance and relaxation with an emphasis on slowing life’s pace. In Tai Chi Level 2, instructor Lori Wiseheart teaches eight advanced movements to the left that are then combined with the movement learned in Level 1. The benefits of Tai Chi include increased balance, arthritis pain reduction, stress reduction and fall prevention. Prerequisite: Tai Chi Level 1.

Cost: $35, 6 wks (6 hrs)
Mar. 24-Apr. 30 W, 6-7 p.m. AVC 5269.02

Our Students

“Tai Chi helped me with my balance and helped relieve stress from day-to-day life.”
Tai Chi Level 3
Sun style Tai Chi is a form of exercise that improves balance and relaxation with an emphasis on slowing life’s pace. Instructor Lori Wiseheart will introduce eight advanced movements to the left that are then combined with the movements learned in Levels 1 and 2 to increase balance, reduce arthritis pain, reduce stress and help prevent falls. Prerequisite: Tai Chi Levels 1 and 2.
Cost: $35, 6 wks (6 hrs)  
May 6-June 10 W, 67 p.m. AVC 5281.02

First Responder Fitness Training
Get Fit to Serve
Jan. 26-March 5
Mondays, Tuesdays & Thursdays  
6-7:30 p.m. • $69
This six-week intensive fitness training course is for individuals who wish to pass the physical agility tests for emergency service agencies. This includes police officers, firefighters, other first responders and anyone interested in working in the emergency services. However, the course is open to anyone who wants to increase his or her fitness level.
You’ll get trained in:
• Cardiovascular fitness
• Anaerobic development
• Agility
• Muscular strength
• Endurance
This course is offered as a partnership between the city of Waco and McLennan Community College. To register, call 254-299-8888.

Xeriscaping Texas Style
“Xeri” what? Xeriscaping is a landscaping method that conserves water. This course teaches you how to harvest, grow and xeriscape with a variety of natives, including cacti, agave, yucca, lantana, sage and several native trees. Rick Allen — a local educator, business owner and gardener — offers this series of hands-on workshops at McLennan’s Highlander Ranch. If you’re interested in saving money from reduced water use, you won’t want to miss this course!
Cost: $49, 4 wks (8 hrs)  
Apr. 23-May 14 TH, 6-8 p.m. HALT 2005.02
Every Drop Counts

Water is one of our most precious natural resources, yet is is often taken for granted. Learn how to take simple and easy steps to manage, preserve, conserve and safeguard the natural rainwater and runoff supply for your home. You’ll understand the common sense and important reasons to start paying more attention to this natural and free resource. The last session will be on a Saturday morning at the McLennan community garden on North 19th Street where instructor Luke Snyder and students will build a rainwater catchment system together. Then you’ll be prepared to build your own rainwater catchment system to use on your property!

**Cost:** $49, 4 wks (6 hrs)
**Fees:** Feb. 21 T, 6:30 p.m.; $, 10:30 a.m.
**AVC 4024.02**

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From Seed to Fruit: Garden Beds, Containers & Vertical Frames **NEW**

Regardless of whether you boast a green thumb, you can grow a garden! Aime Sommerfeld-Lillard will help you in this six-week course that meets in a classroom and McLennan’s community garden. You will plant seedlings for your garden and then learn how to transplant your seedlings into raised or vertical frame gardens as well as containers. Aime is eager to tailor the class projects to your interests. Come ready to get your hands dirty, grow plants and make new friends. No previous garden experience is necessary. You will purchase your own seeds, soil and trays after the first class session.

**Cost:** $59, 6 wks (9 hrs)
**Fees:** Jan. 26-Mar. 2 Wed. 5:30 p.m. **AVC 5310.01**

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Basic Floral Design

Learn to make beautiful and original floral arrangements to give as gifts or use for your own home décor. This class is held at Wolfe Floral Design Center, where special event coordinators and designers, Donna Roach and Pam Roberts, teach you the

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Meet Pamela Roberts

Taking a continuing education class right after high school launched Pam’s 35-year floral career. A floral designer at Wolfe Wholesale Florist, Pam has come full circle and now teaches her own students. Her creative spirit inspires her to paint, sew, garden and work with home décor. In the 1980s, she established Bits of Country and is now the owner of Vintage Rose in Waco. Pam loves sharing her love of flowers and floral design and looks forward to sparking the same excitement in her students that she experienced so many years ago.

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Our Students

“I really liked the interaction between the students and instructor in Every Drop Counts. Lots of questions were asked and answered.”
Flowers & Gardening

Make It/Take It — Holiday Centerpieces

Take your holiday hosting to the next level! Donna Roach and Pam Roberts, design specialists with Wolfe Floral Design Center, will walk you through the steps to make breath-taking spring holiday centerpieces that are sure to leave your guests in awe. For the price of this course, you get a lovely arrangement to take home for your spring holiday gatherings and expert pointers on how to create your own custom arrangements in the future. Cost of supplies is included in the course price.

Cost: $29, 1 day (2 hrs)
Mar. 31, 6-8 p.m.  AVC 5276.05

Bridal Floral Boot Camp

Every bride dreams of the perfect flowers for her wedding day. This Sunday afternoon session at Wolfe’s Wholesale Floral Design Center offers a crash course in wedding floral arrangements. Special event coordinators and designers Donna Roach and Pamela Roberts will teach do-it-yourself brides how to create their own wedding floral arrangements or how to communicate their desires to a floral arranger. Brides-to-be and their friends will learn the fundamentals of color coordination, flower selection, quantity and how to make bouquets, centerpieces and corsages. The cost of registration covers materials, and each student will take home a bouquet. Seats are limited to five students, and brides-to-be are encouraged to bring pictures and ideas of flowers and colors they want to work with.

Cost: $49, 1 day (4 hrs)
Mar. 22, 9 a.m.-3 p.m.  AVC 5276.07

CPR Healthcare

This course is for anyone in the health care field: doctors, nurses, professional rescuers, EMTs, firefighters, etc. It covers the use of automated external defibrillators (AEDs) and lifesaving skills in the areas of respiratory (choking and near-drowning) and cardiac emergencies involving adults, children and infants. This course will satisfy the prerequisite for CPR for health education programs and careers.

Cost: $50, 1 wk or 1 day (3 hrs)
Jan. 6-8 TTH, 6-8:30 p.m.  AVC 5204.07
Jan. 10 S, 9 a.m.-3 p.m.  AVC 5204.08
Jan. 17 S, 9 a.m.-3 p.m.  AVC 5204.09
Jan. 20-22 TTH, 6-8:30 p.m.  AVC 5204.10
Jan. 24 S, 9 a.m.-3 p.m.  AVC 5204.11
Feb. 7 S, 9 a.m.-3 p.m.  AVC 5204.12
Feb. 10-12 TTH, 6-8:30 p.m.  AVC 5204.13
Feb. 14 S, 9 a.m.-3 p.m.  AVC 5204.14
Feb. 17-19 TTH, 6-8:30 p.m.  AVC 5204.15
Feb. 21 S, 9 a.m.-3 p.m.  AVC 5204.16
Mar. 7 S, 9 a.m.-3 p.m.  AVC 5204.17
Mar. 17-19 TTH, 6-8:30 p.m.  AVC 5204.18
Mar. 21 S, 9 a.m.-3 p.m.  AVC 5204.19
Apr. 7-9 TTH, 6-8:30 p.m.  AVC 5204.20
Apr. 11 S, 9 a.m.-3 p.m.  AVC 5204.21
Apr. 21-23 TTH, 6-8:30 p.m.  AVC 5204.22
Apr. 25 S, 9 a.m.-3 p.m.  AVC 5204.23
May 5-7 TTH, 6-8:30 p.m.  AVC 5204.24
May 9 S, 9 a.m.-3 p.m.  AVC 5204.25
May 16 S, 9 a.m.-3 p.m.  AVC 5204.26
May 19-21 TTH, 6-8:30 p.m.  AVC 5204.27
May 23 S, 9 a.m.-3 p.m.  AVC 5204.28

Registration info on back page • www.MCCandYOU.com • 254-299-8888
Heartsaver CPR/First Aid

This American Heart Association course is designed for police, airline crews, security personnel, family members of patients at high risk for sudden cardiac death and individuals not in the health care field. This course provides training in basic first aid, including the skills recommended by OSHA, and is designed for anyone who might be the first to respond in the workplace or community. Learn to use CPR, barrier devices and automated external defibrillators (AEDs) for all ages. Learn to relieve foreign body airway obstructions and manage injured and ill persons. The course can be tailored for a specific workplace or group and can be delivered in a single day. On-site training is available. Call 254-299-8888 for more information.

Cost: $50, 1 wk or 1 day (5 hrs)
Jan. 27-29 TH, 6-8:30 p.m. AVC 5205.07
Feb. 24-26 TH, 6-8:30 p.m. AVC 5205.09
Feb. 28 S, 9 a.m.-5 p.m. AVC 5205.08
Mar. 14 S, 9 a.m.-5 p.m. AVC 5205.10
Apr. 4 S, 9 a.m.-5 p.m. AVC 5205.11
Apr. 14-16 TH, 6-8:30 p.m. AVC 5205.12
May 2 S, 9 a.m.-5 p.m. AVC 5205.14
May 26-28 TH, 6-8:30 p.m. AVC 5205.13

CMA Recertification

This course fulfills the state certification board requirements for recertification of Certified Medication Aides. It is required once yearly for all medication aides before their CMA license expires. The course meets the last Thursday of each month. Due to state regulations, there is absolutely no admission to class after 8 a.m. Bring a pen/pencil, paper, current CMA license and state-issued picture ID to class.

Cost: $35, 1 day (7 hrs)
Jan. 29 TH, 8 a.m.-5 p.m. NURA 1041.05
Feb. 26 TH, 8 a.m.-5 p.m. NURA 1041.06
Mar. 26 TH, 8 a.m.-5 p.m. NURA 1041.07
Apr. 30 TH, 8 a.m.-5 p.m. NURA 1041.08
May 28 TH, 8 a.m.-5 p.m. NURA 1041.09

Health & Human Services Professionals

McLennan will tailor programs to meet your continuing education needs. For more information or to be added to our mailing list, please call 254-299-8587.

Massage Therapy Continuing Education

Offered Periodically Throughout the Year

To inquire about classes or to be put on our mailing list for upcoming course information, please call Tammy DeSopo at 254-299-8587.
Health

Return to Nursing

This 144-hour, computer-based course is designed to satisfy Board of Nursing requirements to re-enter the nursing field or to help nurses feel comfortable re-entering the field after time away. There is a required clinical component that will be completed at one of the local hospitals. You may enter the class at any time and work at your own pace to finish the course. The course is designed to be finished within 24 weeks but may be completed earlier.

Cost: $450, 24 wks (144 hrs)
RNSG 1008

Horses

Horseback Riding Lessons

Highlander Ranch offers private and group lessons for beginner, intermediate and advanced riders ages 7 and older. Lessons are taught by CHA-certified instructors in the following areas: Hunter/Jumper, Western and Dressage. Horses are provided.

Cost: $50 for private lessons
$30 per rider for groups of two or more

Registration is on a month-to-month basis. Riders must register by the 20th of the preceding month.

For more information, call Merleene Pacheco at 254-299-8553.

Horse Shows at the Ranch

Sign up your horse and rider today!

Highlander Ranch hosts many schooling shows throughout the year that are open to the public.

For more information concerning the type of show, dates and times, call Merleene Pacheco at 254-299-8553.
Direction to Highlander Ranch

• From McLennan Community College, 1400 College Drive, turn right on N. 19th St.
• Stay on N. 19th St. It will become China Spring Rd.
• Turn right at the light on Steinbeck Bend.
• Turn left at the light on Rock Creek Rd. and go approximately 3 miles to Cobbs Ln.
• Turn right on Cobbs Ln. and go 1/4 mile to entrance to Highlander Ranch on left.

Languages

Beginning Sign Language
This beginning class is for those who are interested in learning sign language basics to use in their personal life or work place. Instructor Cindy McCorkle will teach Pidgin Sign Language, which combines the signs of American Sign Language and the grammatical structure of English. Cindy’s love of people and language makes for a fun class. She includes a deaf presenter in one of the classes, which is always a high point. This course is a good beginning for those considering more training or a career in sign language and interpreting. The textbook is provided in class and is included in the course cost.

Cost: $99, 4 wks (16 hrs)
Mar. 17-Apr. 9 TTH, 6:30-8:30 p.m. SLNG 1003.02

Spanish III

Have fun learning high intermediate Spanish language skills with Bill and Rosa Swearingen. You’ll build on the foundation laid in the first two levels of Spanish with an emphasis on developing fluency in conversation. Our lively and experienced instructors are a husband and wife duo — one a native Texan and the other a native Puerto Rican. Textbook with audio CDs is included in course cost. Recommended prerequisite: McLennan’s Continuing Education Spanish II course or college-level Spanish course work.

Cost: $129, 8 wks (16 hrs)
Jan. 22-Mar. 19 TH, 6:30-8:30 p.m. AVC 1191.04

Our Students

My Spanish class had enthusiastic teachers, and I learned a lot of basics.”
Spanish IV \textit{NEW}

Have fun learning advanced Spanish language skills with Bill and Rosa Swearingen. You'll delve deeper into the skills and concepts taught in the first three levels of Spanish with an emphasis on strengthening fluency in conversation and writing. Our lively and experienced instructors are a husband and wife duo - one a native Texan and the other a native Puerto Rican. Textbook with audio CDs is included in course cost. Recommended prerequisite: McLennan's Continuing Education Spanish III course or college-level Spanish course work.

\textbf{Cost: $129, 8 wks (16 hrs)}
\textbf{Apr. 9-May 28 Th, 6:30-8:30 p.m.} \textbf{AVC 1191.05}

Basic French Conversation

If you want an introduction to this beautiful language or if you have travel plans to France, this is the perfect course. Learn basic phrases and expressions that will allow you to participate in simple conversations. Our native French instructor, Claude Valahu, will teach you basic grammar, but the emphasis will be on vocabulary and simple exchanges. As a bonus, you'll also learn about the various French cultures and the differences that make each area of France unique. The textbook will be provided in class. Students may bring a recording device.

\textbf{Cost: $90, 8 wks (16 hrs)}
\textbf{Feb. 3-Mar. 31 T, 6:30-8:30 p.m.} \textbf{AVC 1428.02}

Basic Latin for Beginners

Have you ever wanted to learn the basics of Latin? This language has left its imprint on our society, helping to shape art, education, religion and law. Dr. David J. White, senior lecturer in Baylor University’s classics department, covers some of the basics of Latin grammar and vocabulary in a relaxed and engaging atmosphere. Homeschooling parents, paralegals, singers of sacred music and attendees of Catholic Latin Mass are just a few of the many people who will benefit from learning basic Latin. Upon registration, students will receive information to purchase the textbook (approximately $25).

\textbf{Cost: $99, 8 wks (16 hrs)}
\textbf{Feb. 3-Mar. 31 T, 6:30-8:30 p.m.} \textbf{AVC 5301.03}

Haitian Creole and Culture \textit{NEW}

If you've made plans to travel to Haiti or just want to learn some Haitian Creole and know more about the local culture, this course is for you. Instructor Paige Porter-Livesay lived in Haiti for several years and understands that language and culture go hand-in-hand with equal importance. In Paige's classroom, students will acquire basic Haitian Creole vocabulary and phrases, along with a rich understanding of the Haitian culture. With foundational language skills and a deeper awareness of the unique aspects of Haitian culture, students will be able to travel in Haiti and communicate more effectively with Haitians. Textbook is included in the course cost.

\textbf{Cost: $99, 6 wks (12 hrs)}
\textbf{Jan. 27-Mar. 3 T, 6:30-8:30 p.m.} \textbf{AVC 5311.01}

Meet Paige Porter-Livesay

Paige spent most of her childhood and teen years living in Haiti, a country that is one of her greatest loves. In Haiti, Paige learned Haitian Creole, cultivated lifelong friendships and grew daily from observing the strength of the Haitian people. Paige is excited to share the language of Haiti and many other interesting stories with anyone who is willing to listen and learn. Paige is a McLennan psychology student and hopes to one day focus on equine therapy.
Writer’s Workshop for English Language Learners

Writing in a second language can be an overwhelming endeavor! This series of writing workshops will improve your fluency, voice and mastery of grammatical structures in written English. You will learn strategies for planning and developing several informal and academic writing assignments. If you are an English language learner who wants to learn how to communicate with clarity through the written word at work or school, then this is the class for you! The class will meet in a computer lab on McLennan’s campus, and the textbook is included in the course fee.

Cost: $99, 4 wks (12 hrs)  
Jan. 26-Feb. 18  MW, 6-7:30 p.m.  AVC 5305.02

College Lecture for English Language Learners

Are you new to the American university or college classroom lectures? This course is designed for international students and other English language learners to strengthen their listening comprehension and conversational skills for academic excellence. Students will listen to several college lectures and participate in typical classroom discussions. Learn listening strategies, note-taking skills, and small- and large-group discussion strategies. Textbook included in the course fee.

Cost: $99, 4 wks (12 hrs)  
Mar. 23-Apr. 20  MW, 6-7:30 p.m.  AVC 504.02

ESL Level 4

Take your English skills to a higher level with this early advanced English language class. This course is designed for the non-native English speaker to develop skills for better success in higher education or management-level jobs. Class activities focus on improving grammar for more fluid writing as well as listening and reading comprehension. Study materials are included in the registration fee.

Cost: $149, 10 wks (50 hrs)  
Jan. 26-Apr. 9  MTH, 6:30 p.m.  COMG 1001.02

ESL Level 5

Refine your English skills in this advanced English language class. This course is designed for the non-native English speaker to develop more advanced skills for better success in higher education or management-level jobs. Class activities focus on understanding the nuances of English grammar for fluid writing in academic and professional settings as well as strengthening listening and reading comprehension. Study materials are included in the registration fee.

Cost: $149, 10 wks (50 hrs)  
May 11-July 23  MTH, 6:30 p.m.  COMG 1001.03
Accent Reduction

This course is designed for professionals who are non-native speakers of English and would like to improve their pronunciation of English in formal and professional settings. Emphasis is on the strategies that English speakers use to make their messages clear for listeners. You'll learn how to produce English sounds and the characteristic rhythms and intonation patterns of the language. Instructor Mark Long also teaches how to develop conversational and speaking skills by incorporating more complicated vocabulary and grammatical structures. Upon registration, students will be contacted to schedule a pretest prior to the first day of class.

Cost: $199, 9 wks (23 hrs)
Jan. 27-Mar. 31, 7:30-8:30 p.m. COMG 1015.02

Online Foreign Language Courses
Convenient, interactive, fun!

Traveling abroad? Aspiring to learn a new language? Looking to improve your speaking skills?

Try one of these highly interactive language courses you can take entirely online! You can learn what you want, when you are ready, from anywhere.

Languages include:

• Dutch
• Italian
• French
• Chinese
• German
• Portuguese
• Spanish for specific careers

Receive six months unlimited access to McLennan’s self-paced program for only $89 each. Certificates available upon successful completion of your course.

These online language courses offer a wide range of affordable, fun and convenient learning. Whether you’re looking to brush up before a trip or enhance your career with job-specific courses, McLennan has the right course for you!

Call 254-299-8888 to learn more. Go to www.MCCandYOU.com and click on Learn Foreign Languages to get started today!
Adult Voice Lessons

Whether you want to improve on the fundamentals, want to learn a new song, or are just starting out and don’t know where to begin, voice instructor and performer Glenn Beals will help you develop your voice to make beautiful music. Once registered, you will schedule six 30-minute individual sessions with the instructor in McLennan’s Ball Performing Arts Center. Sorry, no refunds.

Cost: $249, 6 wks (3 hrs)
Jan. 26-Apr. 27 MTH, 6-8 p.m. AVC 1342.02

Piano for Adults

Have you never played the piano and always wanted to learn? Or did you take lessons years ago and need a refresher? Instructor Travis Worsham, graduate piano performance student at Baylor University, will tailor six private lessons to your goals for piano instruction. Learn how to play the piano or restore your skills and continue where you left off. Upon registration, you will schedule six 30-minute individual sessions with the instructor. Sessions are held in the Steinway practice rooms in the McLennan Ball Performing Arts Center. Students may use their own music books or purchase one of the instructor’s choosing. Sorry, no refunds.

Cost: $212, 6 wks (3 hrs)
Jan. 27-Apr. 28 TTH, 6-8 p.m. AVC 1446.02

Meet Travis Worsham

Travis began studying piano at age 5. A native East Texan, he took formal lessons in the Music Preparatory Division of Stephen F. Austin State University in Nacogdoches. He then attended Baylor University, where he earned a B.M. in piano performance and is currently pursuing an M.M. in piano performance/pedagogy and theory. Travis also enjoys the music of the church, including playing the organ for a local congregation.

Country Western Dance I

If you live in Texas, then this is the class for you! By the end of this course, instructor Doris Kalal will have taught you how to lead or follow and how to do popular Country Western dances: the two-step, waltz, swing and a popular line dance. You will even have the chance to attend a country western dance with the class. This course is for couples only; each partner must register.

Cost: $32, 4 wks (8 hrs)
Jan. 26-Feb. 16 M-Th, 7-9 p.m. AVC 1648.02
May 4-June 1 M-Th, 7-9 p.m. AVC 1648.03

More Country Western Dance

If you already know how to “boot scoot” and two step, you’ll enjoy this class. Check out the newest dances and be stars on the dance floor. Learn more than the basic steps — learn the difference between the East and West Coast Swing (instructor Doris Kalal’s specialty) and two-step and three-step. You’ll also learn the Night Club Two-Step and a few salsa patterns to incorporate into your dance repertoire. You’ll be really impressive even on small dance floors! Don’t miss
Learn to Dance
If you're afraid you have two left feet, or you want to learn to dance but don't have a partner for classes, this is the class for you! Men, learn how to lead; women, learn how to follow. Doris Kalal, our experienced and patient instructor, believes that everyone should and can learn to dance. You'll learn a little of this and a little of that of many types of dances — country western, waltz, line, swing, ballroom, salsa. When the music plays, you'll be more confident on the dance floor than you ever thought! Take that first brave step and come learn! No partner is necessary; individuals can enroll.
Cost: $32, 4 weeks (8 hrs)
Mar. 16-Apr. 6 W, 7-9 p.m. AVC 3051.01

Beginning Basic Ballroom Dance
Instructors Craig and Kay Waldrop put people of all ages at ease as they introduce their students to the dance floor. Learn basic steps and techniques, directional movements, and proper positions for the fox-trot, waltz, East Coast swing, rumba, and cha-cha. A practice CD of dance music will be provided for each couple to practice the lessons at home. Don't miss this fun class designed to keep you on your toes! Wear leather-soled shoes appropriate for dancing. This course is for couples only; each partner must register.
Cost: $69, 10 weeks (20 hrs)
Jan. 21-Apr. 1 W, 7-9 p.m. AVC 1646.03

Intermediate Ballroom Dance
This course is designed for those who have taken Beginning Ballroom or those with basic dance experience. Instructors Craig and Kay Waldrop will help you expand on your basic ballroom skills.

Belly Dancing
Learn how to shimmy, circle, lift and drop one step at a time! Belly dancing boasts a long history as a social dance enjoyed by women of all ages and body types. Local dance and drama teacher Tracey Villanueva teaches fusion-style belly dancing, building on the fundamentals of cabaret and Middle Eastern belly dancing. You'll practice body isolation techniques, learn several dance routines and get tips on making inexpensive costumes. Wear comfortable clothing to class. Students must be at least 16 years old to register. Both beginner and returning students are welcome.
Cost: $59, 8 weeks (12 hrs)
Jan. 13-Mar. 3 T, 7:30 p.m. AVC 5262.04
Apr. 7-May 26 T, 7:30 p.m. AVC 5262.05

Our Students

Registration info on back page ● www.MCCandYOU.com ● 254-299-8888
Need a career boost but find that our instructor-led schedule is inconvenient for you? McLennan offers a variety of interactive courses that can be taken over the Internet. The courses below are offered as a series. Just call 254-299-8888 and register for a certificate in the series. Then go to ed2go.com/mccwaco and follow the directions to create a password. Each 24-hour course contains 12 sessions, delivered twice per week. Upon completion of all requirements, e-mail Steve Wenzel at swenzel@mclennan.edu to request a certificate.

**Series in Grant Writing and Nonprofit Management**

Learn how your nonprofit organization can succeed in these times of higher demand, tighter budgets and decreased funding. Courses offered:

- Introduction to Nonprofit Management
- Marketing Your Nonprofit
- A to Z Grant Writing
- Writing Effective Grant Proposals

Cost: $356, BMGT 1091

**Series in Web Development**

Learn to build a dynamic website or enhance your current website. Choose the software that best fits your needs. Courses offered:

- Creating Web Pages
- Creating Web Pages II
- Choose from: Introduction to CSS and XHTML or Java for the Absolute Beginner
- Choose from: Photoshop CS5 or CS6 for the Digital Photographer or Creating Web Graphics with Photoshop CS4 or CS5.

Cost: $356, IMED 1016

**Series in Supervisory Management**

Learn how to be an effective manager or supervisor by mastering the basics of business and organizations. Courses offered:

- Fundamentals of Supervision and Management
- Fundamentals of Supervision and Management II
- Employment Law Fundamentals
- Mastery of Business Fundamentals

Cost: $356, BMGT 1094

**Series in Sales Management**

Learn to develop a framework to improve your personal sales and develop your sales team. Courses offered:

- Professional Sales Skills
- Effective Selling
- Principles of Sales Management

Cost: $267, BMGT 1098

**Series in Project Management**

Learn how to manage a successful project. These courses will help you prepare for the internationally recognized Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) exams offered by the Project Management Institute. Courses offered:

- Project Management Fundamentals
- Project Management Applications
- Introduction to Microsoft Project 2010

Cost: $267, BMGT 1023
Ed2go.com

You can take all Ed2go courses from the comfort of your home or office at the times that are most convenient to you. A new section of each course starts monthly. All courses run for six to eight weeks and are composed of 12 lessons representing 24 or more hours of instruction. You can ask questions and give or receive advice at any time during the course. For more information, visit ed2go.com/mccwaco or call Steve Wenzel at 254-299-8152.

How to Get Started:
2. Click the Courses link. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course. You will choose a username and password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.

Start Dates:
A new section of every course in the Ed2go catalog will begin on Jan. 21, Feb. 18, March 18, April 21 and May 20.

More than 200 courses are on our website! Listed here are some examples of the categories of courses available. Check Ed2go.com for costs.

Business
Child Care & Parenting
Computer
Digital Photography & Video
Grant Writing/Nonprofits
Health Care, Nutrition & Fitness
Languages

Law & Legal Careers
Personal Finance & Wealth
Test & Certification Prep
Web Design
Writing & Publishing

Online CEUs
Get trained online and earn CEUs in a variety of careers. For more information, visit www.MCCCCorporateTraining.com or mclennan.360training.com.

Alcohol Seller/Server
Contractors
Cosmetology
Dental
Electrician
Engineer
Food Safety
Industrial Skills
Insurance
OSHA — Construction
OSHA — General Industry
OSHA — Hazardous Waste Training
OSHA Outreach Training
Real Estate
Respiratory
Online Defensive Driving
McLennan offers a state-approved driver safety course that can be taken totally online.

This program offers the most convenient and flexible way to meet the requirements for a ticket dismissal or auto insurance premium discounts. Imagine taking your driver safety course entirely self-paced from your home, office or laptop. You will be allowed to log in and out of the course until you complete the required six hours. Cost is only $25. Log on now and begin!
www.MCCDefensiveDriving.com

Backyard Birding for Beginners
If “birds of a feather flock together,” then anyone interested in the delightful pastime of bird watching should join this class. You’ll make some new friends while learning ways to attract native and migratory birds to your own backyard. Instructor Mel Grider will provide helpful handouts such as a Backyard Feeding Guide and a spreadsheet on what various birds eat. His informative sessions will even teach you which species make the best backyard visitors. Classes are held at Mel’s store, Wild Birds Unlimited. Bring a notebook and pen to take notes.
Cost: $15, 3 wks (3 hrs)
Jan. 13-27, 1:30-7 p.m. AVC 1259.02
Mar. 17-31, 1:30-7 p.m. AVC 1259.03

Raising Backyard Chickens
Why go to the store to buy eggs and chicken when you can raise them in your own backyard? Lucas Land, a former intern at World Hunger Relief Inc. and teacher at Urban Gardening Coalition, will explain the best practices for raising your own chickens, as well as how to prepare chickens for consumption and care for eggs and meat. Lucas will provide steps for building your own chicken coop, and you’ll have the option to tour Waco coops. Class meets in the Education Building of World Hunger Relief Inc. Please bring a sack lunch.
Cost: $49, 2 wks (10 hrs)
Feb. 21-28, 8 a.m.-2 p.m. AVC 5272.03

Outdoors
Weather 101 **NEW**
Weather impacts everyone, from what to wear in the morning to natural disasters. In this class, we will explore the basic elements of weather, including the atmosphere, clouds, data collection, basic forecasting, weather patterns, climate change and more. You'll learn about different facets of meteorology, like television, military and private sector jobs. Join Conley Isom, KXXV TV First Alert 25 meteorologist, and gain an understanding on what the local weatherman says!

**Cost:** $29, 5 wks (10 hrs)
Jan. 20-Feb. 17 T, 6-8 p.m. AVC 5318.01

Severe Weather **NEW**
The most fascinating part of meteorology is severe weather. From tornadoes to hurricanes to blizzards, you will learn what kind of weather conditions lead to these kind of events. How does a tornado form? Where do hurricanes come from? We will go over radar data, mapping and computer model data from past events. You'll also learn severe weather safety so you will be better prepared for Mother Nature’s worst. We’ll explore why storm chasing has increased in popularity, along with its dangers.

**Cost:** $29, 5 wks (8 hrs)
Feb. 24-Mar. 31 T, 6-8 p.m. AVC 5319.01

Advanced Meteorology **NEW**
The weather forecast you see on your television or smartphone is only a small part of meteorology. There is a lot of math and science that goes into it. This class teaches the different types of computer models and how they work, how global weather patterns like El Nino come into play, and what is being done to advance the field of meteorology. We’ll also explore the social science of weather — understanding why one person seeks shelter from a storm while another does not. We will also talk in depth on climate change, using data and discussing the impact on businesses.

**Cost:** $29, 5 wks (10 hrs)
April 7-May 5 T, 6-8 p.m. AVC 5820.01

Street SMART Motorcycle Perception **NEW**
Improve your perception when riding a motorcycle. Geo-Center Motorcycle Training LLC offers the Street SMART program using a traffic simulator with handlebars. In highly interactive individual and group activities, you will learn strategies to avoid hazards you see every day on your bike. Class is held at 600 Lake Air Drive, Suite 8B. Students must be at least 16 years old to register.

**Cost:** $60, 1 day (4 hrs)
Jan. 21 W, 5-9 p.m. AVC 1279.08
Feb. 18 W, 5-9 p.m. AVC 1279.04
Mar. 18 W, 5-9 p.m. AVC 1279.05
Apr. 22 W, 5-9 p.m. AVC 1279.06
May 20 W, 5-9 p.m. AVC 1279.07

K9 Mutt Dog Obedience Training — Basic/Intermediate
Hoping to teach Fido a few manners? Build the foundation of good behavior by creating a good relationship with your dog. This beginning course, offered by local canine experts K9mutt Training, teaches the basics of obedience training and helps you better understand your dog. No two family dynamics are the same, so you’ll learn the best training methods for you and your dog.
This course is for family dogs, shelter and rescue dogs, and special-needs families. You must provide instructor with current shot records at the first class. Classes are held at McLennan’s Highlander Ranch; call 254-299-8888 for directions. Basic Obedience is a prerequisite for K9 Mutt Dog Training Scenting.

**Cost:** $99, 7 wks (7 hrs)
Jan. 31-Mar. 28 S, 9-10 a.m. AVC 1849.04
Feb. 1-Mar. 29 SU, 9-10 a.m. AVC 1849.03
May 2-Jun. 13 S, 9-10 a.m. AVC 1849.06
May 3-Jun. 21 SU, 9-10 a.m. AVC 1849.07
May 5-Jun. 16 T, 6:30-7:30 p.m. AVC 1849.08
Special Interest

K9 Mutt Dog Training — Scenting

This is a beginning scent class that is fun, entertaining and a great way to have fun with your dog. Learn to read your dog better and trust your dog more. You will learn the basics of scenting, how dogs track and learn to watch the language of your pup to understand what your dog is saying. You must provide current shot records at the first class. Classes are held at McLennan’s Highlander Ranch; call 254-299-8888 for directions. Prerequisite: K-9 Mutt Dog Obedience Training. Basic or instructor referral.

Cost: $99, 5 wks (7 hrs)
Jan. 31-Mar. 28 5, 10:30 a.m.-noon AVC 1886.02
May 2-June 13 3, 10:30 a.m.-noon AVC 1886.03

Retirement Planning Today

Many people hope to have a retirement much different from that of their parents. Do you want to travel? Volunteer or work part time? Pursue a hobby? This course begins with individual exercises to help you get focused and covers such topics as traditional vs. new retirement, inflation, prices and purchasing power, strategies to save money on taxes, Social Security benefits, employer-sponsored defined contribution plans, pension maximizations, gifting assets, and joint ownership of property. Please bring $25 to purchase course materials at the first class.

Cost: $30, 3 wks (8 hrs)
Feb. 3-17 T, 6:30-9 p.m. AVC 4006.02

Maximizing Social Security Payouts

Compared to managing your retirement assets, your Social Security benefits might seem like an oasis of simplicity. But an expanding body of research shows the benefits of delaying receipt of Social Security payments — including dramatically increasing your benefit during your lifetime. That means Social Security benefit optimization is as much a part of the retirement-planning discussion as whether to relocate, what investment assets to buy, or when to retire in the first place. Attend this one-night seminar and learn what you need to know to maximize Social Security payouts.

Cost: $25, 1 day (2 hrs)
Mar. 24 T, 7-8:30 p.m. AVC 1871.02

Advanced Screenplay Writing

You’ve taken a few basic and intermediate courses in screenwriting, maybe even finished writing a screenplay draft. You’re ready to take your screenwriting craft to a professional level. Now you can! In a fun workshop setting, an award-winning screenwriter will help you brainstorm ways to revise your work, tighten it, add strong twists and unique characters, and make it a compelling, polished screenplay. You’ll learn advanced screenwriting concepts and practice pitching your screenplay to film companies. Make it happen!

Cost: $69, 8 wks (24 hrs)
Jan. 27-Mar. 24 T, 6:30 p.m. AVC 2020.02
Apr. 21-June 9 T, 6:30 p.m. AVC 2020.03

Food Manager Certification

Become certified! Classes are held monthly through the Waco McLennan County Health District.

Jan. 7 & 14 • Feb. 4 & 11 • Mar. 4 & 18 • Apr. 1 & 8 • May 6 & 13
To learn more or to register, call 254-750-5464.
Dining Etiquette NEW
Feel confident at your next social event, whether it be a cocktail reception or multicourse meal, after learning dining and reception etiquette. Instructor Sarah Aynesworth teaches this interactive class over a three-course meal. You will learn napkin etiquette, toasting savvy, cocktail party skills, place settings, styles of eating, tipping and much more! Ms. Aynesworth holds a degree in education and certifications from The Protocol School of Washington, The Emily Post Institute, and The Etiquette & Leadership Institute. Class is in McLennan’s Northwood house. Individual dietary restrictions cannot be accommodated. Seating is limited so sign up early!
Cost: $49, 1 day (2 hrs)
Apr. 30 TH, 6-8 p.m. AVC 2054.01

Meet Sarah Aynesworth
Sarah has been teaching etiquette since 1996. What started as an avocation after leaving the teaching field has become a vocation that has taken her many places and opened many doors. She says, “The skills I teach empower people to feel confident in all social interactions. My curriculum is a culmination of materials and experiences from the best trainings the world has to offer. With my education background, I incorporate all types of teaching to allow the information to be individually learned.”

Un-Stuff Your Life — Organize It!
“If I could just get everything organized!” Professional Organizer, Jennifer Snyder, owner of Neat As a Pin, can show you how! Topics include clutter versus hoarding; the emotional attachment to stuff; schedules and time management; organizing computer files; and paper jungles. In a plain and simple style, Jennifer gives you innovative solutions to better conquer your everyday clutter, master your time, and finally reach your goals. Take this course and in six weeks you’ll be on your way to simplifying your space and your life.
Cost: $59, 6 wks (12 hrs)
Jan. 29-Mar. 5 TH, 6-8 p.m. AVC 2065.02

Home Maintenance: General Repairs
Learn how to do basic home repairs. Instructor John Alexander teaches students how to patch a hole in the drywall, securely hang fixtures on a wall, replace a door knob, fix a latch that sticks, protect your home from termites, and do simple weatherization. Class is held at the Waco Habitat for Humanity office, located at 220 N. 11th St. This is a hands-on course with limited seating, so sign up early.
Cost: $35, 1 day (4 hrs)
Feb. 21 S, 1-5 p.m. AVC 5279.02

Home Maintenance: Plumbing
Learn how to fix basic plumbing problems in your home. Instructor John Alexander teaches students how to fix a leaky toilet, repair a sink drain pipe, replace a faucet and track down a slow leak. Class is held at the Waco Habitat for Humanity office at 220 N. 11th Street. This is a hands-on course with limited seating, so sign up early.
Cost: $35, 1 day (4 hrs)
Mar. 21 S, 1-5 p.m. AVC 5280.02

Registration info on back page • www.MCCandYOU.com • 254-299-8888
### Home Maintenance: Electrical

Learn how to safely perform minor electrical repairs in your home. Instructor John Alexander will teach you how to hang a ceiling fan, install a light and replace an electrical outlet or light switch, and troubleshoot simple electrical problems. Class is held at the Waco Habitat for Humanity office at 220 N. 11th Street. This is a hands-on course with limited seating, so sign up early.

**Cost:** $35, 1 day (4 hrs)
**Schedule:** Apr. 18 S, 1-5 p.m.   AVC 5278.02

### Home Maintenance: Weatherization NEW

Learn how to weatherize and improve the energy efficiency of your home. Instructor John Alexander will teach you how a home works as a system, how to prioritize energy efficiency and how to make simple weatherization improvements for your home. Class is held at the Waco Habitat for Humanity office at 220 N. 11th Street. This is a hands-on course with limited seating, so sign up early.

**Cost:** $35, 1 day (4 hrs)
**Schedule:** May 16 S, 1-5 p.m.   AVC 5312.01

### Career Assessment: Strong Interest Inventory NEW

This course will use the Strong Interest Inventory® assessment to provide insights into your career interests and help you discover potential career paths. Participants will be administered the assessment and provided insight into how interpreting and applying the results can help in achieving their goals.

**Cost:** $25, 2 wks (2 hrs)
**Schedule:** Jan. 29-Feb. 5 Th, 6-7 p.m.   AVC 5316.01

### What Motivates Me? Myers-Briggs Type Indicator NEW

This course offers an in-depth exploration of your personality to enhance your understanding of yourself, your motivations, your natural strengths and your potential areas for growth. Using the world’s most trusted personality instrument, the Myers-Briggs Type Indicator® (MBTI®) assessment, this course will not only provide personal enrichment but assist with improving your performance in school, at work and at home.

**Cost:** $25, 2 wks (2 hrs)
**Schedule:** Jan. 29-Feb. 5 Th, 7-8 p.m.   AVC 5315.01

### It's Time to Get a Job! NEW

This course offers two classes for the price of one! The first session is all about “Your 'Paper' Image: Make Your Resume & Cover Letter Pop!” You'll get help writing a professional cover letter and get tips that will get your resume noticed. The second session is “I Have the Interview: Now What?” This class coaches you though all aspects of the interview, from preparation to interview dos and don'ts to follow-up.

**Cost:** $30, 2 wks (4 hrs)
**Schedule:** Feb. 12-19 Th, 6-8 p.m.   AVC 5317.01
Northern Lights Photography Tour

Experience the aurora borealis! Visit Fairbanks, Alaska, where the Northern Lights occur most often and brightest. You’ll travel March 7–13 with a professional photographer who will give photography lessons before the trip, as well as helping ensure great pictures on the trip. Cost includes flight (unless you book your own), hotel and breakfast, tickets to ice art championships, trip to the North Pole and more! Learn more at www.mclennan.edu/travel/alaska or contact Nancy Ray-Mitchell at 254-299-8666.

One-Person Hotel Occupancy
Cost: $2,525, 1 wk (100 hrs)
Mar. 7-13 M, 8 a.m.-5 p.m. BMGT 1091.03

Two-Person Hotel Occupancy
Cost: $2,150, 1 wk (100 hrs)
Mar. 7-13 M, 8 a.m.-5 p.m. BMGT 1091.04

Separate Flight Arrangement & One-Person Hotel Occupancy
Cost: $1,775, 1 wk (100 hrs)
Mar. 7-13 M, 8 a.m.-5 p.m. BMGT 1091.05

Separate Flight Arrangement & Two-Person Hotel Occupancy
Cost: $1,400, 1 wk (100 hrs)
Mar. 7-13 M, 8 a.m.-5 p.m. BMGT 1091.06

New Zealand & Australia Tour

Visit “Down Under” on a guided trip to New Zealand and Australia from May 11-28. Spend nine days in New Zealand and five days in Sydney. Visit the Opera House and Sydney Harbour Bridge, volcanic thermal valleys, nature reserve islands, beautiful beaches, and more.

Cost covers transportation, hotels, many activities, taxes and some meals (call for payment details). We’ll have planning sessions on Mar. 16 and Apr. 13 to meet and plan your free-time activities. Last day to register is Jan. 30, and space is limited.

For more information, visit www.mclennan.edu/travel/australia or contact David Davenport at ddavenport@mclennan.edu or 254-299-8667.

Cost:
$3,900, 19 wks (20 hrs)
May 11-28 BMGT 1091.A2

Separate Flight Arrangement
Cost:
$2,500, 19 wks (20 hrs)
May 11-28 BMGT 1091.S1

New York Study Tour

Come tour the most populous city in the United States! Spend six days and five nights in NYC from May 20-25. You’ll get to see all the famous sights and sounds of the Big Apple, including landmarks, museums, neighborhoods and even a Broadway show. Travelers will have three on-campus meetings prior to the trip, and cost will be paid through three payments of $665 due on April 9, 16 and 23 ($300 is nonrefundable). For more information, contact Shirley Weir at 254-299-8695 or Dana Massey at 254-299-8691.

Cost:
$1,995, 9 wks (20 hrs)
May 20-25 BMGT 1091.F5

Costa Rican Adventure
July 10-25, 2015

Immerse yourself in the language and culture of beautiful Costa Rica for two weeks this summer!

- Daily language classes
- Dance, cooking and other cultural activities
- Accommodations with selected native families
- Beaches, ziplines, white water rafting, “cloud forests,” coffee plantations, shopping, volcanoes and more

Cost: $1,600 (excluding airfare and excursions)

For more information, contact Amber Witt at awitt@mclennan.edu.
Robotics: Rescue Robots

Take your love of LEGO® and robots to the next level! You will design and program robots to respond to simulated disaster situations such as moving rubble and retrieving targets. Instructor Cindy Olbrich of Engineering for Kids will guide students in using LEGO® Robotics and computers to learn principles of robotics, computer programming, and teamwork. For children currently in third through eighth grades.

Cost: $135, 6 wks (9 hrs)
Jan. 21-Feb. 25 W, 4:30-6 p.m. AVC 5299.01

Meet Cindy Olbrich

Cindy has taught students at the elementary and middle school levels in both public and private settings. She holds a Bachelor of Science in curriculum and instruction and a Master of Education from Texas A&M University. Cindy is excited to offer the Engineering for Kids program, which encourages children to explore math and science through problem solving, collaboration and hands-on learning experiences.

Beginning Swimming for Teens

Do you know a teen who hasn’t learned to swim? Sign them up today! This course will help them learn the basics of swimming and improve their skills and confidence in the water. Instructor Missy Kittner teaches the techniques that will help teens enjoy time at the pool. The water will be cool, about 82 degrees. Students should wear their swimsuits and bring a towel. Goggles are optional. Class is at the Doris Miller Family YMCA at 1020 Elm St. Seats are limited, so sign up early. Students must be 13 to 17 years old.

Cost: $65, 4 wks (6 hrs)
May 12-June 4 TTH, 6-6:45 p.m. AVC 5313.01

2015 Youth Piano Program

New Summer Activity for Kids

June 14-20 • $350

Agnes Wan, Steinway artist and Chowan University music professor, will offer a new youth piano program. Registration is open to piano students of any ability entering grades 9-12.

Students will audition for a keyboard ensemble group on Sunday and will attend individual piano lessons and daily classes. Lunches and ice cream socials are provided. A piano recital will be presented on June 20.

To register, please call 254-299-8888.
New Careers

Training & Certification

The Continuing Education Division at McLennan Community College provides quality education and training for community members who are ready to enter a new career field.

Individuals can get the training they need to become highly skilled professionals that employers desire.

Several certifications are available for individuals whose chosen field requires such credentials.

Many courses are available in the evenings, weekends and online to fit the schedules of students with work and family obligations.
Activity Director

This course prepares individuals to work as an activity director in long-term health care facilities. The activity director is the key person for providing quality-of-life experiences for long-term care residents and clients. This course includes assessment, care planning, documentation process and evaluation of client needs. It also addresses program design and finding resources and/or funding. The course includes 100 hours of classroom information and 115 hours of internship. Required textbook is available at the McLennan Bookstore (cost is about $50). Students must register for all three sections listed below.

**Cost:** $399, 18 wks + internship (215 hrs)

Feb. 5-Apr. 9 TH, 9 a.m.-4 p.m. ECRD 1004.02

Apr. 9-June 18 TH, 9 a.m.-4 p.m. ECRD 1007.02

Feb. 5-June 18 TBA, TBA ECRD 1066.02

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Auctioneer

**Introduction to Auctioneering**

The McLennan Auctioneer Academy is designed to teach participants the skills necessary to act as an auctioneer, conduct auctions and operate an auction company. Participants will learn how to conduct auctioneering in a professional and ethical manner, as well as perform the auction chant and address the public confidently and effectively. The academy will emphasize the importance of acting in accordance with federal, state and local auction laws. The Auctioneer Academy is approved by the Texas Department of Licensing and Registration (T.D.L.R.).

**Cost:** $850, 1 wk (80 hrs)

Feb. 21-28 $5, 8 a.m.-6:30 p.m. MRKG 1032.05 & MRKG 2033.05

To obtain an auctioneer’s license, candidates must:

- Be at least 18 years of age;
- Be a U.S. citizen or a legal alien;
- Hold a high school diploma or a high school equivalency certificate;
- Not have been convicted of a felony within five years of the application date (individuals with a criminal history should complete a TDLR Criminal History check);
- Have completed 80 hours of classroom instruction at an auction school approved by TDLR; and
- Pass an auctioneer licensing exam.

The McLennan Auctioneer Academy curriculum covers the following topics:

- License Requirements
- Professional Conduct, Ethics and Appearance
- Bid Calling and Public Speaking
- Fund Raising and Charitable Events
- Sale Setup, Preparation and Property Make-Ready
- Real Estate and Homes
- Public Sales Ordered by the Court
- Internal Revenue Service Sales
- Advertising Auctions
- Sale Day Setup and Employee Functions
- Sales By Auction
- Accounting and Bookkeeping

Cost of the course includes books and fees. For more information, contact Frank Graves at 254-299-8126 or fgraves@mclennan.edu.

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EKG Technician

**EKG Technician**

This course presents the principles of basic electrocardiography. Subjects include anatomy and physiology of the circulatory systems, role and function of the EKG technician, safety and infection control, legal and ethical aspects in practice, and interpretation of basic rhythms and life-threatening arrhythmias. Successful completion of the class prepares students to sit for national certification. Students must register for both sections listed below. Required textbooks are available at the McLennan Bookstore.

**Cost:** $350, 11 wks (64 hrs)

Mar. 17-May 28 TH, 5:30-8:30 p.m. ECBD 1011.02

See page 45.
McLennan offers eight online medical coding courses so you can conveniently acquire skills needed to work in medical insurance coding. You can take as many of the courses as you like. Upon satisfactory completion of all eight courses, you will be awarded a Medical Coding Specialist Marketable Skills Achievement Award by McLennan and will be prepared to take the Certified Professional Coders exam offered by the American Academy of Professional Coders (AAPC).

Each course costs $89 and requires the purchase of additional course materials (approximately $65) to be downloaded from the Internet. For more information, contact the Continuing Education office at 254-299-8888.

Technical Requirements
Please note: This course is not available on a Mac computer. You can register and access your class from your computer. You will need the following:

- Internet access
- E-mail account
- Microsoft Explorer

Note: No special software is needed.

About the Instructor
Bill Hess has more than 30 years of education and business experience. He developed these courses and has offered them successfully at numerous colleges.

Courses
You may take any of the courses, but Medical Terminology is a prerequisite for the other courses. If you plan to take all eight courses, do so in the sequence in which they are listed. Once you have finished all courses, call the Health and Human Services Office at 254-299-8587 to request the Marketable Skills Achievement Award. All courses are 39 hours (11 weeks long) and offer flexible entry throughout the year; however, classes must be finished within 11 weeks of the start date.

Course Materials
Each course requires a download of materials that costs approximately $65. The cost of books and course materials is not covered in the price of registration. You will receive an e-mail after registration with information on how to take the course and obtain necessary materials.

Medical Terminology
This course is the foundation for all other medical training courses and is taught from an anatomical approach. Root terms are divided by each body system. The origin, a combined form and an example of non-medical everyday usage is provided for each root term. Word associations are provided as a learning tool, and unusual and interesting information is provided for each term. Root terms are combined with prefixes and suffixes.

Anatomy & Physiology I
Presents the structure of organisms by body systems and analyzes the normal function of body organs. Full-color graphics and audio descriptions complement descriptive text material.

Anatomy & Physiology II
Continues the study of body systems. Full-color graphics and audio descriptions complement descriptive text material.

Medical Billing
A massive shift away from paper-based systems to electronic records and health insurance companies changing requirements has created a shortage of Medical Billing professionals with specialized training. This online course prepares you for entry-level jobs in a doctor’s office or other medical facility. This course includes Front Office Management, Filing Part B CMS 1500, Filling Part A CMS 1450, Electronic Medical Records, Medicare, Medicare Billing Problems, Patient Record Keeping using Medisoft, Medicare as Secondary Payer, Medicare and Home Health, and Medicare and Women’s Health.
Medical Coding
Prepares students for entry-level jobs in a doctor’s office or other medical facility. Includes ICD-9-CM Coding, CPT Coding Practice Problems, Medicare Fraud & Abuse, Evaluation & Management, Certificate of Medical Necessity, and Medicare Preventive Services. You will keep abreast of changing technology by using a one-year online database license from SpeedECoder that contains ICD-9, ICD-10 and CPT current codes.

Advanced Medical Coding ICD-9/10
This course compiles and summarizes the official coding guidelines concerning the most common yet complex diagnosis coding issues. The course is organized by Issues Coding Clarification, Physician Documentation Issues and Coding Scenarios. Real-life coding problems are presented with ICD-9-CM solutions. A non-graded bonus module, “Introduction to ICD-10,” is included. ICD-9 codes will eventually be replaced with ICD-10. Students will keep abreast of changing technology by using a one-year online database license from SpeedECoder that contains ICD-9, ICD-10 and CPT current codes.

Medication Aide (CMA)
Medication Aide Training
Learn to accurately and safely administer medications to nursing home residents. Following successful course completion and required state testing, graduates are listed on a central roster with the Texas Department of Aging & Disability Services (D.A.D.S.) as a Certified Medication Aide (CMA). Strict admission criteria apply. In addition to the entrance requirements, you must present proof of the following at registration: (1) ability to read, write and speak English, (2) age 18 or older, (3) free of communicable diseases and in suitable health to safely administer medications, (4) notarized high school diploma or GED and (5) current CNA credentials. Note: Student must be employed in a long-term care facility on the first day of class. Required textbook is available at the McLennan Bookstore.

Cost: $400, 17 wks (140 hrs)
Feb. 10-June 9 TTh, 5–9 p.m. NURA 1013.31

Advanced Medical Coding CPT
This course summarizes the official coding guidelines concerning the most common, yet complex diagnosis coding issues. Primary emphasis is on Evaluation and Management and Surgery codes. The course provides a five-step outline used to help you successfully code the exercises/scenarios within the problems. Detailed medical history reports, including post-operative reports, are provided from which CPT codes are determined. Students will keep abreast of changing technology by using a one-year online database license from SpeedECoder that contains ICD-9, ICD-10 and CPT current codes.

AAPC, AHIMA and AMBA Certification Exam Review (HITT 2045.01)
This course is designed for health care professionals preparing to take the Certified Professional Coder Examination (Hospital) administered by the American Academy of Professional Coders, the Certified Coding Associate Exam administered by the American Health Information Management Association, and the Certified Medical Reimbursement Specialist Exam administered by the American Medical Billing Association. Topics for review include Medical Terminology, Human Anatomy, CPT Coding Guidelines, ICD-9-CM (Vol. 1 & 2), Diagnostic Coding, HCPCS Level 2, E/M Coding, Anesthesia Coding, Surgical Coding, and Use of Modifiers.

Medication Aide (CMA)
Nurse Aide Training Course

This is your first step to a rewarding health career. McLennan is an approved provider of the federally required course to become a Certified Nurse Aide (CNA) in a long-term care facility. Course topics include residents’ rights, communication, safety, observation, reporting, and basic comfort and safety. Emphasis is on effective interaction with the health care team. Clinical portion requires a dark green scrub suit, a watch with a second hand and white shoes. State certification testing is scheduled as soon as possible after completion of the course. You are responsible for the $93 testing fee. Required textbook is available at the McLennan Bookstore for approximately $35. You will receive AHA certification in CPR/Basic First Aid as part of the course.

Cost: $399, 3 wks (112 hrs)
Jan. 12-29 MF, 8 a.m.-5 p.m.  NURA 1001.04
Feb. 9-26 MF, 8 a.m.-5 p.m.  NURA 1001.05
Mar. 2-26 MF, 8 a.m.-5 p.m.  NURA 1001.06
Apr. 13-30 MF, 8 a.m.-5 p.m.  NURA 1001.07
May 11-29 MF, 8 a.m.-5 p.m.  NURA 1001.08

Pharmacy Tech Review

This course is designed to prepare students for the national exam. It meets every Wednesday evening and every other Saturday. Tuition and fees include a background check and drug screen so that the students may experience a pharmacy observation. Saturday classes begin on second Saturday of course. Required textbooks are available at the McLennan Bookstore.

Cost: $375, 8 wks (46 hrs)
Feb. 3-Apr. 2 TH, 69 p.m.  PHRA 1043.02

Nurse Aide (CNA)

Entrance Requirements:

Prior to entering the EKG Technician, Massage Therapy, Medication Aide or Nurse Aide programs, students are required to show proof of immunization against Hepatitis B, varicella, measles, mumps, rubella, diphtheria/tetanus, and a recent tuberculosis test. Within 30 days prior to the start date of class, students must obtain and present the results of a drug screen and Texas statewide criminal background check. Please contact Tammy DeSopo at 254-299-8587 or tdesopo@mclennan.edu for more information.

Pharmacy Technician

Entrance Requirements:

This evening class offers the same content as the popular daytime class but meets two evenings a week so you can keep your day job. All requirements and information listed in the CNA daytime class apply. You will receive AHA certification in CPR/Basic First Aid as part of the course.

Cost: $399, 12 wks (112 hrs)
Feb. 9-May 19 MT, 610 p.m.  NURA 1001.31

See below.
Texas Contracts & Addenda

Course covers Promulgated Contract Forms, including but not limited to unauthorized practice of law, broker-lawyer committee, current promulgated and approved forms, commission rules governing use forms and case studies involving use of forms.

Cost: $345, 16 wks (48 hrs)
Jan. 12-May 6 MW, 11:10 a.m.-12:30 p.m.  RELE 1000.01
Jan. 12-May 8 Online  RELE 1000.87

Principles of Real Estate I

An overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction of federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment.

Cost: $345, 16 wks (48 hrs)
Jan. 13-May 5 Th, 6-9 p.m.  RELE 1001.50
Jan. 12-May 8 Online  RELE 1001.87

Real Estate Investment

Learn characteristics of real estate investments. This includes techniques of investment analysis, time-valued money, discounted and non-discounted investment criteria, leverage, tax shelters, depreciation, and applications to property tax.

Cost: $345, 16 wks (48 hrs)
Jan. 12-May 4 Th, 6-9 p.m.  RELE 1007.50

Real Estate Contracts

A study of the elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law commission rules relating to use of adopted forms, and owner disclosure requirements.

Cost: $345, 16 wks (48 hrs)
Jan. 14-May 6 W, 6:30 p.m.  RELE 1011.50
Jan. 12-May 8 Online  RELE 1011.87

Real Estate Finance

Study monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing cost, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act, and the state housing agency.

Cost: $345, 16 wks (48 hrs)
Jan. 15-May 7 Th, 6:30 p.m.  RELE 1019.50
Jan. 12-May 8 Online  RELE 1019.87

Principles of Real Estate II

An overview of licensing as a broker or salesperson, including ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing, discrimination, housing credit discrimination, and community reinvestment. Fulfills at least 30 of 60 hours of required instruction for salesperson license.

Cost: $345, 16 wks (48 hrs)
Jan. 12-May 6 MW, 9:35-10:55 a.m.  RELE 1038.01
Jan. 12-May 8 Online  RELE 1038.87

Massage Therapy Course

Spring Program Now Forming

Some financial help is available to those who qualify for a TPEG grant.

Please call 254-299-8888 for more information.
Teacher Aide

Paraprofessional (Teacher Aide) Institute
This course, Instructional Practice & Effective Learning Environments, is for individuals who want to become teacher aides and who must meet No Child Left Behind legislation to be “Highly Qualified.”

Cost: $250, 5 wks (40 hrs)
Jan. 17-Feb. 14, 8 a.m.-5 p.m. EDTC 1094.01

Teacher Certification Practice Exam
Practice makes perfect!

Getting your teacher certification? Wish you could take a practice test before the state certificate exam? You’re in luck — McLennan now offers a secure practice test!

Cost: $25
Location: McLennan campus
Date & Time: Schedule at your convenience

Choose from 26 area-specific practice tests to help you feel prepared on exam day!

Call 254-299-8063 to schedule your test today!

Truck Driver Training Course
America’s trucking industry needs trained drivers. Begin your career now. Truck driving offers great opportunity with potential first-year earnings of more than $35,000. In only one month, you can begin driving down the highway to success.

Earn your Class A license by completing a 20-day Professional Truck Driving Training Course through ATDS. New classes begin each month. Local and national job placement is provided for those completing this course. There’s a 100 percent financing program for those who qualify, and payment plans are available. Approved for Workforce Investment Act (WIA), Texas Rehab Commission (TRC), and VA-sponsored programs.

ATDS is certified by the Professional Truck Driving Institute and is a member of the Commercial Vehicle Training Association.

For more information, contact Sue Hunt at ATDS (124 Truckers Lane, Elm Mott, Texas 76640) at 800-460-ATDS or suehunatds@wildblue.net. Or visit www.truckingschool.com.

Cost: $6,995 CVOP 1013 & CVOP 1040

Real Estate Agent

Law of Agency
A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent’s authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of an agency.

Cost: $345, 16 wks (48 hrs)
Jan. 12-May 6 MW, 8:30-10 a.m. RELE 2001.01
Jan. 12-May 8 Online RELE 2001.87

Cost: $345, 16 wks (48 hrs)
Jan. 12-May 6 MW, 8:30-10 a.m. RELE 2001.01
Jan. 12-May 8 Online RELE 2001.87
Title IX Statement

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C. F. R. Part 106 (Title IX)

In accordance with the requirements of the Title IX Education Amendments of 1972 McLennan’s designated Title IX Coordinator — Al Pollard, Vice President, Program Development/EEO Officer — and Deputy Coordinator — Dr. Drew Canham, Vice President, Student Success — shall be responsible for coordinating the College’s effort to comply with and carry out its responsibilities under Title IX.

Contact Information
Al Pollard, Title IX Coordinator  
Vice President, Program Development  
McLennan Community College  
Administration Building, Room 417  
1400 College Drive  
254-299-8669  
FAX 254-299-8654  
apollard@mclennan.edu

Dr. Drew Canham, Title IX Deputy Coordinator  
Vice President, Student Success  
McLennan Community College  
Administration Building, Room 408  
1400 College Drive  
254-299-8645  
FAX 254-299-8654  
dcanham@mclennan.edu

To register for classes in person, please visit McLennan’s Continuing Education office, located in the Community Services Center at 4601 N. 19th St. Parking is available in the lot facing 19th Street. Enter the building through the double doors facing 19th, and the office will be directly in front of you in room A8.

For a map of the full McLennan campus, please visit www.mclennan.edu/campus
Continuing Education Units (CEUs)

CEUs are nationally recognized to record satisfactory completion of certain approved occupationally related programs. One CEU is awarded for each 10 contact hours of instruction included in a specified continuing education program or activity. Successful completion is attendance-based unless otherwise noted. Ninety percent attendance is required for successful completion of most classes. Some classes require 100 percent attendance.

Privacy Statement

The Family Education Rights and Privacy Act of 1974 allows McLennan to release directory/general information (name, address, date of birth, dates of attendance, degrees received, etc.) to the general public without the written consent of the student. Students may request that all general information be withheld from the public by completing a “Withhold Information” form at Highlander Central in the Enrollment Services Center during the first 12 class days of a fall or spring semester or the first four class days of a summer term. This request will apply only to the current enrollment period. A detailed policy in compliance with this law is in the McLennan Highlander Guide, the student handbook.

Considering Taking A Course for the Third Time?

Due to legislation, McLennan charges an additional $30 per CEU taken a third or subsequent time. Because the state of Texas will no longer provide state reimbursement for courses taken by the same student more than twice, McLennan has implemented this policy to cover the cost of teaching those courses. Exceptions to this policy will be granted for certain repeatable courses such as physical education, developmental studies, and music. Visit www.MCCondYOU.com for a list of courses that are exempt from the “three-peat” tuition policy. Questions? Call McLennan’s Continuing Education office at 254-299-8888.

Refund Policy

When students withdraw from Continuing Education courses, a refund of tuition and fees shall be made in accordance with the refund schedules shown below. Students should contact the Continuing Education Office to request a refund.

Workforce Programs
- Prior to the first class day: 100%
- During the first two class days: 70%
- After the second class day: 0%

Community Programs
- Prior to the first class day: 100%*
- During the first seven calendar days: 100%
- After the seventh calendar day: 0%

* A $10 fee will also be assessed for courses costing $50 or more. A $5 fee will also be assessed for courses costing $49 or less.

For details about classes, call 254-299-8888.
New Classes

4 Mixed Media
6 Ceramics
6 Mosaic Madness
6 Knitting Fingerless Mitts
7 Knitting Socks
7 Spinning Yarn
13 Chinese Cooking—The Joy of Wok-ing & Beyond
13 Introduction to Wine Tasting
14 Wines of the Southern Cone
17 Social Media 101
17 AARP Driver Safety Course
18 Safety & Awareness for Seniors
19 Beginning Swimming for Adults
19 Water Aerobics
22 From Seed to Fruit: Garden Beds, Containers & Vertical Frames
26 Spanish III
27 Spanish IV
27 Haitian Creole & Culture
28 Writer’s Workshop for English Language Learners
35 Weather 101
35 Severe Weather
35 Advanced Meteorology
35 Street SMART Motorcycle Perception
37 Dining Etiquette
38 Career Assessment: Strong Interest Inventory
38 What Motivates Me?
38 Myers-Briggs Type Indicator
38 It's Time to Get a Job!
38 Home Maintenance: Weatherization
40 Robotics: Rescue Robots
40 Beginning Swimming for Teens