

5270 Flat River Rd. - P.O. Box 1000 - Park Hills, MO 63601 - 573-518-2280

# Spring 2020

## Personal and Professional Development

Classes and trips offered through Continuing Education are not eligible for college credit and are not eligible for federal financial aid.

## REGISTRATION INFORMATION

**For ONLINE Classes:** Log on to the website for the Ed2Go or MindEdge course in which you want to enroll. Search for your class or certificate program, click the “add to cart” button and follow the directions provided.

**ON CAMPUS Classes:** Follow the directions in the form below. Campus class payments are not processed until the first day of class. Refunds are only given for cancellations

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

Continuing Ed · Mineral Area College · P.O. Box 1000 · Park Hills, MO 63601  
Phone/Fax: (573) 518-2280/3836 · Email: ContinuingEd@MineralArea.edu

**STUDENT INFORMATION** NAME: \_\_\_\_\_

Last 6 of SS #: \_\_\_\_\_ DAY TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

Email: \_\_\_\_\_

Check ☐ Debit/Credit Card \_\_\_\_\_

CARD EXP. DATE Security Code # Billing Address House #

NAME ON CARD CARD #

**COURSE INFORMATION:** \_\_\_\_\_

Course Title Start Date

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Course Title Start Date

**\*3 BUSINESS DAY NOTICE OF CANCELLATION IS REQUIRED FOR REFUNDS.**

## Get PAID for Writing!

Award-winning author and educator Karen Sargent says, "If you have experienced life, you are equipped to write!" In this series of classes, Karen opens the world of publishing to novice writers.



You will discover there are many venues that pay \$50 to \$800 for well-written, engaging content- including blogs, magazines, and other publications.

In addition to Karen's novel, *Waiting for Butterflies* (which was named the 2017 IAN Book of the Year), she has published stories and articles in *Chicken Soup for the Soul*, *Guideposts' Angels on Earth*, *Southern Writers Magazine*, and *Writer's Digest*.

Enroll for any of Karen's seminars and classes below to learn how you can get paid for sharing your stories!

### Write for Blogs That Pay

**\$20 MAR 24 Tues 6:00-8:00 pm**

Are you a quilter, a collector, a beekeeper? Do you homeschool your kids, know house cleaning hacks, or hunt for bears or bargains? If you do it or know it, there's already a blog for it. In this class you will discover blogs that pay you \$50 (or more) for contributions to their blogs, and you'll learn valuable tips to get your guest post published.

### Sell Your Story

**\$20 MAR 31 Tues 6:00-8:00 pm**

If you plan to turn your life experiences into inspirational stories, you won't want to miss this seminar! You'll learn where to look for the submission guidelines for popular magazines like Reader's Digest, Guidepost, Chicken Soup for the Soul, and Woman's World- and you'll get great tips for understanding the kind of stories that get published.

### How to Write for *Chicken Soup for the Soul*

**\$45 APR 7-28 Tues 6:00-8:00 pm**

*Chicken Soup for the Soul* wants *your* story! Discover the recipe to cook up an irresistible story, and if the editors love it, they'll send you \$200!

In this class, you get down to the nitty-gritty of writing! Karen Sargent will teach you how to create an attention grabbing

opening, develop a compelling plot, and learn the elements of crafting a story that draws your reader in.

You'll also learn what the editors are looking for when they select stories for their *Chicken Soup* publications, where to look for current submission deadlines, and how to submit your story.

Whether you're a new or experienced writer, *Chicken Soup* is a great opportunity to get your work published. At the end of this writing workshop, participants will have an opportunity to submit their story in class!

### The Path to Publishing a Book

**\$20 May 12 Tues 6:00-8:00 pm**

Eighty percent of people have said at some time in their life that they want to write a book. Are you one of them? Or maybe you've written a book but don't know what to do next. In this class we'll navigate the traditional publishing path—from writing *THE END* on a manuscript to signing the dotted line in a contract from a traditional publisher. (Self-publishing will not be discussed.)

## Make and Take Floral Design

In addition to learning a variety of floral design techniques from one of the area's most creative florist, you'll use the step-by-step instructions to create your own, unique piece to take home and enjoy. Instructor Tina Bales makes the class fun and enjoyable for everyone, so even if you aren't too serious about improving your design skills, your bound to have a great time! These are wonderful 'girls night out' activities that friends and family love.

### Winter Bouquet

**\$35 FEB 3 Mon 6:00-8:00 pm**

Banish the winter blahs with fresh blooms and learn about the power of flowers to boost moods! Tina Bales will teach you about color balancing, proportioning, and more while you create an arrangement that will brighten your home. Supplies included!

### Intermediate Floral Design

**\$45 MAR 2 Mon 6:00-8:00 pm**

In this class we will review the basic design principles of Western design and learn about European design style, principles and techniques, while creating your own European style fresh flower arrangement using hydrangea and other lovely flowers. Supplies included!

## Spring Welcome Wreath Design

**\$60 APR 6 Mon 6:00-8:00 pm**

In this class you will create your own spring wreath for your home with **artificial greenery and flowers** using the principles of floral design. This will be a piece that you can use year after year! You will need to bring a glue gun, but all other supplies are included!

## Summer Flower Garden Design

**\$35 MAY 4 Mon 6:00-8:00 pm**

In this class you will learn how to use fresh flowers, greenery and herbs from your garden, to create a fragrant and chic centerpiece for your home. We will be reviewing basic design principles of Western and European design. All supplies are included!

## Dance Lessons

What better way to add some quality time with your partner than weekly dance lessons? Each course below lasts 4 weeks. That's \$8.75 per person each week- much less than taking in a movie or a nice dinner!



**Swing: \$35 MAR 19-APR 9 Thu 6:00 – 8:00 pm**  
Join the fun with this upbeat partner dance! Aaron Gamble covers the basic forms and steps from hops to the jitterbug from this jazz-inspired dance.

**Waltz: \$35 APR 16-MAY 14** (no class Apr 30) **Thu 6:00-8:00 pm**

This romantic dance is the staples of weddings and balls. Professionals make it look so easy as they glide across the floor, and Aaron Gamble will have you feeling just as comfortable when he teaches you the basic forms and steps in this fun class.

## Cake Decorating

**Cake Decorating Basics: \$45+ supplies**  
**FEB 17-MAR 9 Mon 6:00 – 8:00 pm**

Jill Degonia of Schnuck's Bakery will teach you how to make color icing and practice the three fundamentals of decorating, enabling you to replicate the correct technique for great results. You will learn how to create icing drop flowers, rosettes, pompom flowers, leaves, shaggy mums, and the ribbon rose in a snap!



## Cake Decorating 201

**\$45+ supplies MAR 16-APR 6 Mon 6:00 – 8:00 pm**

Explore sophisticated ways to bring your cakes and desserts to life! Jill Degonia of Schnuck's Bakery will teach you how to create breathtaking icing flowers such as pansies, lilies and roses. Then, you'll discover the secrets of arranging them in a beautifully balanced cake-top bouquet framed by an impressive border treatment or basket weave design.

## Quilting: The Carpenter Star

**MAR 16 - APR 13 Mon 6:00-8:00 pm**

**\$55, plus supplies and a \$10 pattern fee**

New to quilting? Gayla Barber will lead you step-by-step through this beautiful pattern. Experienced quilters are also bound to learn a new trick or two while meeting new friends. No sewing machine? Let us know- Gayla may have a loaner. Materials and supplies are not included in cost. Pattern fee payable on the first day.

## Computer Classes

### MS Word 2016 Level 1

**\$65, plus text FEB11-20 Tue/Thu 5:30 – 8:00 pm**

Learn to create and edit documents and to format text and paragraphs in this thorough introduction to MS Word. You must be able to navigate your desktop and have basic computer skills to take this class.

### MS Excel 2016 Level 1

**\$65, plus text MAR 24-APR 2 Tue/Thu, 5:30 – 8:00 pm**

Students learn how to format a worksheet, work with formulas and functions and create charts in this beginner class.

### MS Excel 2016 Level 2

**\$65 (same text) APR 14-23 Tue/Thu, 5:30 – 8:00 pm**

Building on the intro class, students learn how to analyze data using formulas, manage workbook data and use and analyze table data.

### MS Excel 2016 Level 3

**\$65 (same text) APR 28-MAY 7 Tue/Thu, 5:30 – 8:00 pm**

Experienced students who have already mastered formulas and functions will explore data analytic tools and advanced features of Excel that will help them query and analyze large sets of data through V-lookup, Pivot Tables and Pivot Charts. Students in this fast-paced class will also learn the basics of writing macros to automate processes.



## Crochet 101

**\$40, plus supplies FEB 13-MAR 12 Thu 6:00-8:00 pm**

Whether you're an absolute novice or you want to refresh some rusty skills, this beginner class will get you going! You'll learn how to make a slip knot, chain stitch, single crochet, half double crochet, (possibly) double crochet, turning, and finishing as you make a potholder to take home. You may even have time to start a new project. You'll need size H/8 crochet hooks and at least 8 ounces of worsted weight yarn, cotton or wool.

## Final Wishes

**FREE APR 16-23 Thu 6:00-8:00 pm**

If the unthinkable happens, there are hundreds of decisions that must be made in a short time. Will your family know what to do and who to contact? By the end of the class, you will have your own personal planning guide, complete with not only your final wishes but also contact information for friends and relatives and other pertinent information about insurance and accounts that will need to be closed. The course is taught by Stephanie Roesslein, a professional preplanning advisor for Boyer Funeral Home.

## Wellness Center Membership

**\$50: Join anytime. Membership good through May 15.**

Your membership entitles you to:

- Access to the **Wellness Center Gym** located between the Book Store and the Library during regular hours of operation:
  - Monday through Thursday, 8:00 am – 5:00 pm
  - Friday, 8:00 am – 3:00 pm
- A free **Introduction Seminar** where you will be taught how to use all of the Wellness Center cardio and strength equipment;
- A free **Nutrition Consultation** to discuss your nutrition and how to improve on it;
- Access to the following **Wellness Center Fitness Classes**:

### **Mondays:**

4:15 **Yoga** in Private Dining Room

### **Wednesdays:**

12:00 **Core/Pilates** in CE Bldg

4:15 **Yoga** in PDR

### **Tuesdays/Thursdays:** (starts March 17)

12:00 **Foundations of Fitness** in the CE Bldg



## Photography

**Basic Photography \$40 MAR 17-31 Tue 6:00-8:00 pm**

Students will enhance their knowledge and use of perspective and composition while learning how to use the special functions of their cameras. Other topics include low-light photography, painting with light and basic digital editing, including discussions on RAW vs JPEG, color temperatures and high dynamic range. Students will also gain a better understanding of how the camera and lens work together through discussions on aperture, shutter speed, ISO and manual modes. Students should bring any type of camera with charged battery and memory card, camera manual, any additional lenses or filters, and paper and pen.

### **Professional Photography: Advanced Lighting Topics**

**\$65 APR 7-14 Tue 6:00-8:00 pm**



Students must possess familiarity with the manual mode. Completion of Basic Photography is recommended. This hands-on class will cover lighting types (natural, flash and continuous); light modifiers like reflectors, diffusers, umbrella, gobo, snoot and others; artistic lighting using slow and high-speed sync, composite, low- and high-key; lighting people using split, broad, short, loop, rim, kicker, beauty and Rembrandt options; and lighting options in macro.

## Martial Arts

**\$35 per month/\$25 for additional family members**

**Tuesdays/Fridays 6:00-7:30 pm**

**Students start on the 1<sup>st</sup> and 15<sup>th</sup> of each month.**

A branch school of Farmington Martial Arts now operates through Continuing Education. Bryan DeHaven teaches youth and adults, ages 6-80 in the discipline of Youn Wha Ryu Martial Arts. You may attend one class free before signing up.

## Dog Obedience \$75

**Section 1: MAR 23-MAY 18 Mon 6:00-7:30 pm** (no class Apr 6/May 4)

**Section 2: MAR 26-MAY 7 Thu 6:00-7:30 pm**

Students and their dogs learn standard commands and information to help keep pets happy and safe. The class is open for dogs 16 weeks and older that have had all of their shots. Each dog may bring two humans.



# Albuquerque Balloon Fiesta + 6 National Parks!



## *Travel with Mineral Area College*

The community is invited to travel with us **October 1 – 12, 2021** to the Albuquerque Balloon Fiesta, the world's most prestigious international ballooning event with over 500 balloons! There are tons of activities and special events going on throughout the 8 day event, but I've been told the first weekend is the best—so that is how we've scheduled it. After a full day at the festival, from the mass ascension of hundreds of balloons to the afterglow, we'll head out on our national park tour.

We'll stop at Durango, Colorado on our way to Mesa Verde where we'll get a glimpse into life in an Old West frontier town. At Mesa Verde, we explore the cliff dwellings. On the way to the next stop, we pass Monument Valley's Mexican Hat. We'll see the Grand Canyon, Bryce Canyon and Zion National Park before hitting up the Grand Tetons and Yellowstone. It's a packed 12-day tour that will surely be one of the most memorable trips of your life!

Enroll now with a \$450 deposit for the lowest monthly payment plan available! Tour prices will increase as we draw nearer to the departure date, so to see the price and full itinerary (or book now) go online to [grouptoursite.com/tours/balloonswithmac](http://grouptoursite.com/tours/balloonswithmac).

## TRAIN FOR A NEW CAREER

### *Truck Driver Training on the MAC Park Hills Campus*

In four short weeks, you can gain the skills and license you need for one of the most high-demand professions in the country. A new class starts every 2 weeks and financial assistance may be available. **Contact our Truck Driving Program at 573-518-2238 for more information.**



## Online Career Training Programs

If it's time for a career change or if you need additional professional credentials, you will want to browse the following training options. The following programs are available online whenever you are ready to start. **You learn at your own pace in the comfort of your home with guidance from an online instructor.** Tuition includes books and materials.

Most programs prepare students for nationally-recognized certifications, and many come with the exam voucher. Online programs are not eligible for financial assistance and do not offer college credit.

**There are over 100 different career training programs available at <https://careertraining.ed2go.com/mineral>.** Below are just a few of the training opportunities available to our community. Visit the website to see if the opportunity you have been waiting for is available!

## Become a Veterinary Assistant

**\$99 Online Starts Monthly**  
**Enroll at [www.Ed2Go.com/Mineral](http://www.Ed2Go.com/Mineral)**

This course, taught by a practicing veterinarian and college instructor, will give you the information you need to prepare for work in veterinary hospitals.

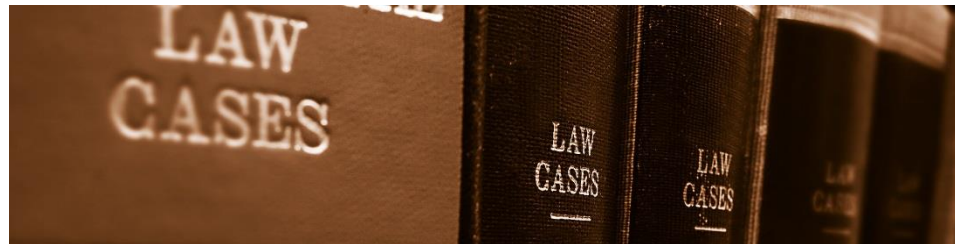
You will learn what vaccinations cats and dogs really need and how they should be given, the best way to control fleas, what to do if your dog has a cut, and the best way to deal with an emergency situation involving a pet. You'll also learn about pet nutrition and a variety of health and safety issues like how to treat and prevent parasites, including roundworms and heartworms. You'll explore current thoughts on spaying and neutering, and how to deal with the very emotional issues of euthanasia, pet loss, and how best to assist clients in a time of need.

Special lessons will target specific aspects of veterinary assistant duties. Did you know that a veterinary assistant needs to dispense medications like a pharmacist? You'll learn how to interpret medical prescriptions that look like Greek scribbles to the untrained eye. You'll also understand the hazards of working in a veterinary setting so that you can protect yourself



from x-ray exposure, infections carried by animals, and potential damage from teeth and claws.

Even if you are already employed in a veterinary hospital, you will find this course helpful in understanding the reasoning behind decisions and recommendations made by veterinarians.



## Legal Secretary

**350 Course Hours**

Attorneys rely on sharp, motivated legal secretaries to help them start a practice or keep a thriving practice competitive. In this program, you'll learn all the skills you need to enter the fast-paced world of the legal secretary.

Attorneys are consistently on the lookout for qualified, professional legal secretaries to augment their practices.

In these lessons, you'll master everything from the basics of legal terminology and procedure to practice management tasks, accounting, and QuickBooks skills. Along the way, you'll find out just what it's like to work in this fascinating and growing field. By the time you've completed this program, you'll possess the knowledge necessary to successfully pass the National Association of Legal Professionals (NALS) Accredited Legal Professional (ALP) exam. Visit <https://careertraining.ed2go.com/mineral> for details.

## Home Inspection Certificate

**200 Course Hours**



The Home Inspection Online Training Program covers the major elements of a house and the principal issues and components of a home inspection. All lessons start with detailed information on residential construction, including basic building design and construction materials and practices. The focus is on home inspection, including standards of practice, defects

recognition, inspection guidelines, and reporting methodologies. Each module includes appendices containing extensive glossaries, reference articles, inspection procedure lists, and common defect lists. Each learning unit is independently formatted, so you can take the program in any order desired, or switch between modules. In addition to passing assessments, you must complete all core sections of the program to receive full credit. Visit <https://careertraining.ed2go.com/mineral> for details.

## Residential Interior Designer

**120 Course Hours**

If you love coming up with creative designs and interior decorating that will turn a house into a home—or add a unique touch to a commercial space—and want to make those dreams a reality, this is the program for you.

You will not only learn the fundamentals and ethical practices involved in becoming a residential interior designer, but you will gain invaluable insights on running your own design business and building your client base. By the end of the program, you will be able to use the design concepts created in class to build a portfolio to present to potential clients. Upon the completion of the course, you'll be prepared to sit for the Residential Interior Designer Exam (R.I.D.E.) through the Designer Society of America (DSA). Visit <https://careertraining.ed2go.com/mineral> for details.



# Chartered Tax Professional

## 180 Course Hours

A Chartered Tax Professional (CTP) is someone who has completed a specific series of tax courses in individual and small business income tax preparation. This nationally recognized innovative online certificate program enables students to start working and earning money while completing coursework toward the CTP professional credential.

After successfully completing the first course in the CTP certificate program, you will be qualified to prepare individual tax returns for almost all U.S. taxpayers and will also have the tax knowledge to successfully pass the IRS Competency Exam. A CTP is also able to prepare returns for small business corporations and partnership and more complex sole proprietorships. As a CTP you will have the tax knowledge and experience to prepare for the IRS Enrolled Agent (EA) exam, if you wish to add the coveted EA credential to your professional designation as a CTP. Visit <https://careertraining.ed2go.com/mineral> for details.

# Professional Bookkeeping with QuickBooks

## 120 Course Hours

Prepare for a career in the high-demand field of bookkeeping as you master QuickBooks 2017—the leading financial software tool for small businesses. By the end of this program, you'll be an expert in everything from basic accounting to double-entry bookkeeping. Hands-on activities will help you learn skills including handling accounts receivable and accounts payable, accounting for fixed assets and recording and maintaining inventory accounts. In addition, you'll gain the knowledge you need to ensure that your accounting methods meet all legal standards.

This program will prepare you to handle bookkeeping for a small business and learn how to use QuickBooks 2017. Two versions of the course are available. One version includes both the textbook, Bookkeeping Made Simple, and the required QuickBooks 2017 software. The other version is for students who already own QuickBooks 2017 and only need the textbook. Engage in this course if you want to jump-start your bookkeeping career or if you just want to learn accounting methods to compliment your skill-set and your resume. Visit <https://careertraining.ed2go.com/mineral> for details.

# Social Media Marketing

## Content Marketing Associate

## 70 Course Hours

Content marketing has taken on a new level of purpose in recent years, giving content creators a new voice and opening companies up to new

strategies for success. Digital marketers are in high demand in the job market, and the need for trained and experienced marketers is constantly expanding. Better yet, this field offers numerous opportunities for specialization, so you're sure to find the arena in which you shine.

In this course you will learn how to create targeted and engaging content, across multiple mediums, tailoring the content for each delivery platform. By the time you complete this program, you'll be fully prepared to begin a career as a content focused digital marketer. You will have access to multiple disciplines, live workshops, and forums to interact with faculty and students. Visit <https://careertraining.ed2go.com/mineral> for details.

## Digital Analytics and Conversion Professional 200 Course Hours

Companies spend a lot of money on marketing, and it's not effective until the site visitors become customers. If you can convert quality traffic into happy customers and use analytics to explain what's working and how to repeat it, you'll be a huge asset to any data-driven company. In this course you will develop a conversion optimization framework, as well as create segmented web data in order to make business decisions based on numbers.

This program will further your marketing career as an analytics and conversion focused digital marketer. Throughout the program, you will have access to multiple live workshops and forums that will allow you to interact with faculty and other students online. This program will prepare you for the OMCP® certification exam. You will receive your voucher for this exam upon successful completion of the program. Visit <https://careertraining.ed2go.com/mineral> for details.

# Information Technology

If you are an IT professional in need of additional certifications or training, you are likely to find what you are looking for within our new career training programs at <https://careertraining.ed2go.com/mineral>. Below are details about two programs followed by a synopsis of the other courses and programs available.

## Management for IT Professionals

If you manage IT professionals, this program is for you! The leaders in an organization often set the tone and establish the benchmarks for success. In this program, you'll explore different decision-making techniques in the context of successful leadership styles. The focus is on developing a successful leadership style that facilitates team building, collaboration, and a corporate culture that promotes success.

This program explores the developmental process and how to be successful in creating change. Since most business organizations are social systems,

the Management for IT Professionals Online Training Program will also focus on organizational culture and how it influences the way people work, so as to maximize the long-term health of the organization and its people. This program delivers essential leadership skills, business practices, budgeting strategies, communication skills, and more, all with the goal of helping you run your IT department better than ever before. Visit <https://careertraining.ed2go.com/mineral> for details.

### **PMI Risk Management Professional**

PMI's Risk Management Professional (PMI-RMP) credential is a solution to project management's increasing growth, complexity and diversity. Globally recognized and demanded, the PMI-RMP fills the need for a specialist role in project risk management. This certification recognizes the professional's unique expertise and competency in assessing and identifying project risks, mitigating threats and capitalizing on opportunities, while still possessing a core knowledge and practical application in all areas of project management.

With this credential you will be highly marketable for a variety of organizations, especially Fortune 500 organizations and government entities due to the complexity of the content covered in this level of risk management. Upon completing this course, you will find yourself highly marketable for positions in Project Management. This online program will prepare you for the Project Management Institute – Risk Management Professional (PMI-REP) exam. This program is entirely online and is completed at your own pace. When you register, you receive six (6) months to complete this program. Visit <https://careertraining.ed2go.com/mineral> for details.

### **The Complete Project Manager with CAPM and PMP Prep**

**130 Hours**

This is a comprehensive project management program for those who want to expand their knowledge and application of project management concepts. It is designed to create skills for today's project practitioners and prepare them for either the CAPM or PMP certifications.

### **Help Desk Analyst: Tier 1 Support Specialist**

**120 Hours**

Train for a challenging, rewarding career in technical support. This program will teach you to focus on the business needs of the customer, establish credibility, and provide excellent customer service and support!

### **Full Stack Software Developer**

**600 Hours**

Learn to become an industry ready software developer at your own speed, in your own time, with your own mentor.

### **CTFL Certification Training**

**20 Hours**

Confirm your proficiency in Software Development and Testing with this CTFL Certification training course, accredited by ASTQB.

### **Apache Cassandra Training**

**30 Hours**

The Apache Cassandra Training program helps IT professionals add weight to their profile, and typically earn more compared to their non-certified peers.

### **Certified SAS Base Programmer Certification Training**

**20 Hours**

The program will help you gain an in-depth understanding of SAS programming language and the SAS tool. You will master different techniques in SAS to access and manage data, create data structures, generate reports, and handle errors.

### **Microsoft Certified Solutions Associate (MCSA):**

**SQL Server 2012**

**360 Hours**

The Microsoft Certified Solutions Associate (MCSA): SQL Server 2012 program prepares students to administer, query, and implement data warehouses with SQL Server 2012.

### **EXIN Cloud Computing**

**25 Hours**

In this EXIN Cloud Foundations program you will become proficient in all areas of cloud technology.

### **CompTIA Linux+ and Unix Training (Vouchers Included)**

**130 Hours**

Linux and UNIX products have become a leading infrastructure, both for large corporations as well as government entities. Having these credentials gives students tremendous marketability they can use to obtain positions in the IT field.

### **CCNA: Security (Voucher Included)**

**105 Hours**

With a CCNA Security certification, a network professional demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats.



**300+ Online  
Classes Available!**

See them all at:  
[www.Ed2Go.com/Mineral](http://www.Ed2Go.com/Mineral)