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CONTINUING EDUCATION Get Started Now! ▶▶

FALL 2013

ONLINE CONTINUING EDUCATION



This Cyber Security Workforce Education Program provides training and education to individuals who are interested in gaining the necessary knowledge and skills to start a new career or enhance one by broadening their expertise in Cyber Security.

These courses are specifically designed for the practicing IT professional using up-to-date content and state-of-the-art technology. This offering is designed for rapid deployment to serve students looking to gain relevant skills and knowledge quickly to advance their career.

LOCKING DOWN LINUX USER ACCOUNTS, FILESYSTEMS & SERVICES

In this course you will get hands-on experience configuring and managing security on Linux machines. You will first review basic security controls, then dive into user management and security of Linux filesystem and services. The course focuses on Red Hat Enterprise Linux (RHEL), Ubuntu, Fedora, and CentOS, but many of the concepts apply to Linux in general. **Pre-requisites: You should have 6 to 12 months of experience supporting Linux servers and clients.** Curriculum Hours: 30.5
Charge \$900

PROECTING NETWORKS WITH FIREWALLS & VPNs

Two key technologies for protecting a network are firewalls and virtual private networking. This course explores firewall fundamentals, rules, filters, design strategies, and deployment best practices. Students also learn about private network (VPNs) for

secure remote access. Curriculum Hours: 25.0 **Pre-requisites: You should have at least intermediate-level experience in networking and security.**

Charge \$900

PROTECTING WINDOWS SYSTEMS WITH ACCESS CONTROLS, ENCRYPTION & GROUP POLICY

In this course you will get hands-on experience configuring and managing security on Windows servers. Topics include access controls and authentication, encryption, application rules, and Group Policy objects. The course addresses security in Windows Server 2008 and Windows Server 2008 R2. **Pre-requisites: You should have 6 to 12 months experience supporting Windows servers and clients.** Curriculum Hours: 29.0
Charge \$900

SECURING WEB APPLICATIONS

The internet is an integral part of most organizations today, but this widely used public network is also the source of data theft, cyberstalking and many other threats. Organizations with a significant Web presence, such as e-commerce sites, must ensure their Web applications are as secure as possible. This course explores managing risk in Web applications, identifying and classifying weaknesses and strategies for developing secure Web applications. **Pre-requisites: You should have general knowledge of server/client networking, network border protection such as firewalls and common types of malware. You should also be familiar with the Software Development Life Cycle (SDLC).** Curriculum Hours: 22.5
Charge \$900

BUSINESS CONTINUITY & DISASTER RECOVERY

Every organization is at risk for some type of interruption or disaster and must plan accordingly. This course, aimed at students and IT professionals, steps students through three important protections plans: a Business Impact Analysis (BIA), a Business Continuity Plan (BCP), and a Disaster Recovery Plan (DRP). **Pre-requisites: You should be familiar with information security risk management concepts and general IT concepts.** Curriculum Hours: 21.5

Charge \$900

COMPUTER FORENSICS EVIDENCE COLLECTION

Business computers and the data they contain are targets of an increasing number of attacks. These attacks have brought electronic evidence and information gathering to the forefront of incident response. This course focuses on computer forensics and evidence collection techniques. You will learn tips for controlling a digital forensic investigation and techniques for seizing, collecting and protecting evidence. **Pre-requisites: You should have at least intermediate knowledge of (1) how computer hardware functions (2) the Windows and Linux operating systems.** Curriculum Hours: 23.0

Charge \$900

ETHICAL HACKING TOOLS & TECHNIQUES

This course is designed for IT professionals who require in-depth knowledge of ethical hacking techniques to test the security of their networks. Areas of instruction include the fundamentals of hacking and penetration testing, footprinting, vulnerability scanning and exploits, and network traffic analysis. **Pre-requisites: You should have general knowledge of server/client networking, network border protection such as firewalls and common types of malware.** Curriculum Hours: 28.0
Charge \$900

MANAGING INFORMATION SECURITY RISKS, THREATS & VULNERABILITIES

This course covers the fundamentals of information systems security and offers hand-on practice with countermeasures against malicious code and network attacks. Students also learn on-going mitigation techniques that reduce risk to IT environments. The course is geared toward entry-level IT professionals. **Pre-requisites:** You should be familiar with networking and common forms of malware. Curriculum Hours: 21.5 Charge \$900

NETWORK SECURITY ESSENTIALS

Need a refresher on the basics of network security? This course explores TCP/IP network protocols and application, security threats and vulnerable points of access, and different tools and techniques that strengthen network security. **Pre-requisites:** You should have basic networking experience. Curriculum Hours: 21.5 Charge \$900

INFORMATION SECURITY & RISK MANAGEMENT PLANNING

Business managers and IT professionals alike depend on risk management to make appropriate decisions for their organizations. This course covers the essentials of risk management, compliance laws that affect risk management, and how to create a risk management plan. **Pre-requisites:** You should be familiar with information security principles and their impact on business objectives. Curriculum Hours: 20.0 Charge \$900



CFESA: BASIC TECHNICIAN TRAINING PROGRAM

Master the skills you need to gain employment as a commercial food equipment repair technician! This interactive 24-hour online curriculum covers basic topics in electricity, gas, and steam, as well as an introduction to the foodservice industry and the various types of equipment you'll be installing, maintaining, and repairing. After completion, you will take a proctored exam at an authorized service company and are GUARANTEED A JOB INTERVIEW after passing the exam. Charge \$1,495



Learn More

- Introduction to Visual Basic
- Introduction to Python 3 Programming
- Mac, iPhone and iPad Programming
- Creating Mobile Apps with HTML5
- Photoshop CS6
- Adobe Acrobat X
- Dreamweaver CS6
- Microsoft Excel 2010
- Microsoft Publisher
- Microsoft Access
- QuickBooks 2012
- Creating WordPress Websites
- Introduction to Digital Scrapbooking
- Business Finance for Non-Finance Personnel
- Publish and Sell Your E-Books
- Writing Young Adult Fiction
- Start Your Own Edible Garden
- Creating Classroom Centers
- Teaching Students with ADHD
- ReadyMATH

Online Career Training Programs

The GES Career Training Programs are comprehensive, affordable, self-paced and completely online! You can begin these programs at any time and learn when it fits your schedule. Once you have successfully completed all required coursework, you will receive a Certificate of Completion from a college or university of your choice.

All the tools that you need to learn are included in the registration fee and each course has an instructor available to answer questions and help you solve problems.

Program Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors to help you prepare for the transition from the classroom to the workplace
- No additional charges - all materials, workbooks, and software are part of the course fee
- Payment plans are available

Programs are available in the following areas:

- Business and Professional
- Management and Corporate
- Hospitality and Gaming
- Healthcare and Fitness
- Media and Design
- Skilled Trades and Industrial
- IT and Software Development

Visit our site to learn more! www.gatlineducation.com/mccc



CareerStep

ONLINE EDUCATION & TRAINING SOLUTIONS

MEDICAL TRANSCRIPTION EDITOR

Approved by the Association for Healthcare Documentation Integrity (AHDII), the Medical Transcription Editor program prepares students for medical transcription and editing careers. Topics studied include documentation, biomedical sciences, and editing theory, among others. Enrollment includes ten textbooks, a transcription foot pedal, an AHDII membership, and online reference library access.

Charge \$2580

MEDICAL TRANSCRIPTION

Approved by the Association for Healthcare Documentation Integrity (AHDII), the Medical Transcription program prepares students for medical transcription careers. Topics studied include medical terminology, anatomy, and healthcare documentation, among others. Enrollment includes ten textbooks, a transcription foot pedal, an AHDII membership, and online reference library access.

Charge \$2100

PROFESSIONAL MEDICAL CODING AND BILLING

The Professional Medical Coding and Billing program prepares students for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certification exams. Topics studied include reimbursement methodologies, biomedical sciences, and specific code sets including ICD-10, among others. Enrollment includes textbooks, industry code books, and access to an online reference library.

Charge \$2470

MEDICAL BILLING

The Medical Billing program helps students develop the knowledge and skills needed to work in healthcare reimbursement. Topics studied include medical terminology, documentation, patient billing, and special considerations such as ICD-10 and X12 5010, among others. Enrollment includes five textbooks and a one-year membership to the American Medical Billing Association.

Charge \$1190

PHARMACY TECHNICIAN

The Pharmacy Technician program prepares students to pass the Pharmacy Technician Certification Board (PTCB) Exam. Topics studied include pharmacology, pharmacy law, and pharmaceutical calculations, among others, and students can participate in an externship at a local Walgreens or CVS Pharmacy. Enrollment includes six textbooks and a drug reference handbook.

Charge \$1900

MEDICAL ADMINISTRATIVE ASSISTANT

Approved by the National Healthcare Association, the Medical Administrative Assistant program prepares students to earn the Certified Medical Administrative Assistant (CMAA) credential. Topics studied include healthcare documentation and reimbursement, medical terminology, practice finances, and standard office procedures, among others. Enrollment includes twelve textbooks and a business writing style guide.

Charge \$1325

EXECUTIVE ASSISTANT

Designed to help students gain the software and business skills needed in the modern office, the Executive Assistant program prepares students to earn the Microsoft Office Specialist Master certification. Topics studied include Microsoft Word, Excel, Outlook, PowerPoint, and office procedures. Enrollment includes eleven textbooks and a business writing style guide.

Charge \$1025

COMPUTER TECHNICIAN

Developed by a Computer Technology Industry Association (CompTIA) education partner, the Computer Technician program prepares students for CompTIA A+ certification. Topics studied include hardware, software, and troubleshooting, among others. Enrollment includes textbooks, exam study guides, a repair toolkit, a power supply tester, a USB drive, and CompTIA A+ exam vouchers.

Charge \$1650

MICROSOFT SPECIALIST 2010

The Microsoft Office 2010 training course prepares students to earn the Microsoft Office Specialist Master certification with training on Microsoft Word, Excel, PowerPoint, Outlook, and Access. Students learn beginning and advanced concepts and complete a variety of hands-on exercises. Enrollment includes ten textbooks and five quick reference cards.

Charge \$499

Registration begins August 1st and is ongoing throughout the Fall semester!

For more information on Career Step programs, please visit www.careerstep.com/mesacc or call Continuing Education at (480) 461-7493.

BONUS

Call to learn about the **LAPTOP or DISCOUNT** available when you enroll by Oct. 31!

ARTS & CRAFTS

NEW! BEGINNING SEWING

In this class you will learn about your sewing machine, how it works, what features it has and how to use it. We will discuss sewing terms, tools, techniques, fabric and thread selection and patterns. Students will have lots of time to practice, experiment and play with their machines and will work on a project of each student's choice. **Required: Personal sewing machine in good working order with all attachments and owners manual. A \$5 materials fee will be payable to the instructor on the first day of class. Supply list available at www.ginnygoodbarquilts.com.**

DTC Class Number 44174

Ginny Goodbar

Saturdays, Sept. 14 – Sept. 28,
9:30am – 12:00pm
Three Sessions: Charge \$49

NEW! BEGINNING QUILTING

This class will introduce you to your sewing machine and to basic machine quilting skills. Each week we will learn a new technique, including piecing, appliqué, putting units together, machine-quilting and finishing your quilt. With practice, encouragement, and a few basic skills, you will soon be on your way to creating many beautiful quilts! **Required: Personal sewing machine in good working order with all attachments and owners manual. The supply list available at www.ginnygoodbarquilts.com.**

DTC Class Number 44175

Ginny Goodbar

Saturdays, Oct. 5 – Nov. 9,
9:30am – 12:00pm
Six Sessions: Charge \$59

CREATIVE DRAWING

Learn fun exercises that will allow you to see the real shapes in your subject when the right brain, your creative side, is awakened! Contour drawing, perspective, measuring skills, and relationships within the picture plane will be

taught using pencil/graphite, pen and ink, and some vine charcoal. Beginners through intermediate level are welcome.

DTC Class Number 44252

Marsha Wright

Mondays, Sept. 9 - Oct. 14,
7:10pm - 9:00pm
Six Sessions: Charge \$59

NEW! PORTRAIT DRAWING

Capturing the essence of your subject is the key to a successful portrait drawing. Students will learn how to see the features of the face and transfer them on to the drawing surface. We will then address the issues of proper scale, accurate placement of features and the technique of positive and negative shading.

DTC Class Number 44419

Judith Simeral

Saturdays, Sept. 14 - Oct. 19,
1:00pm - 3:30pm
Six Sessions: Charge \$69

WATERCOLOR FUNDAMENTALS

Learn the basics of graded flat and wet-into-wet charged washes as well as how to control the washes and wetness of the paper. Students will learn the precise timing of paint applications and will learn simple techniques and effects that can be used to create their masterpiece.

DTC Class Number 44254

Marsha Wright

Tuesdays, Sept. 10 - Oct. 15,
7:10pm - 9:00pm
Six Sessions: Charge \$59

NEW! PASTEL PAINTING TECHNIQUES

Pastels are pure pigment which is why their vibrancy surpasses all other mediums. In this class you will learn to see light and shadow and the basic shapes in your compositions and then translate them into lovely and lively pastel paintings. We will also cover the massing in of shapes and the use of several kinds of strokes to express your vision as well as

how to use the techniques some impressionists (i.e. Degas, Mary Cassatt) used in their paintings.

DTC Class Number 44255

Marsha Wright

Mondays, Oct. 21 - Dec. 2,
7:10pm - 9:00pm
Six Sessions: Charge \$59
No Class Nov. 11

BEGINNING ACRYLICS

Learn how to use the medium of the century! This class will introduce you to acrylics and their properties and will cover uses like watercolors and oils. You will learn how to mix colors, texture mediums and how to use a pallet knife.

DTC Class Number 44253

Marsha Wright

Tuesdays, Oct. 22 - Nov. 26,
7:10pm - 9:00pm
Six sessions: Charge \$59

FABULOUS FAUX - Metallics, Tuscan & Classic

Save thousands and learn a faster, easier way to use paint to replicate Old World, stone-like walls, and classic looks for a traditional theme. Learn how to add "bling" from metallics. Your instructor- a professional decorative painter with many years of experience shows beginners some tricks of the trade, money-saving tips, how to have perfect edges and how to "rescue" your wall. Bring a paint shirt. **A required materials fee of \$29 will be collected in class by the instructor for the painting kit and DVD.**

SD Class Number 43455

Linda Coffman

Monday, Oct. 7,
7:10pm - 9:40pm
One session: Charge \$51



HEALTH & WELLNESS

WOMEN! DESIGN YOUR OWN WEIGHT TRAINING & CARDIO WORKOUT

Have you ever wanted to get a gym membership but felt lost and uncertain about what to do? This class will briefly go over different exercises for your upper body, lower body and core area, as well as how to utilize various cardio machines. From dumbbells to medicine balls, we will dispel the myth that these tools are for big guys or are used to get bulky. These items are for YOU!

SD Class Number 44144

Liz Sambach

Wednesdays, Oct. 2 - Oct. 16,
6:30pm - 7:30pm
Three sessions: Charge \$29

TAI CHI FOR HEALTH

Experience the health benefits of the ancient exercise program – Tai Chi. Tai Chi is a noncompetitive, self-paced system of gentle physical exercise that can be done by students of all ages.

DTC Class Number 44145

William Cartmell

Mondays, Sept. 9 - Oct. 14,
6:00pm - 8:00pm
Six sessions: Charge \$59



YIN YOGA

Yin Yoga class is focused on deep stretching of the body's connective tissues. Primary connective tissues include the hips, thighs and lower spinal area. These types of tissues do not stretch the muscle but they stretch and exercise the bone and joints areas of the body. Practice a variety of deep-stretching poses designed to increase flexibility, range of motion, and strength. This type of asana (postures) practice is beneficial to a wide variety of people

DTC Class Number 44451

Asiria Valenzuela

Wednesdays, Sept. 18 - Nov. 6,
5:00pm - 6:00pm
Eight sessions: Charge \$49

ARIZONA TWO-STEP

The Arizona Two-Step is the easiest and quickest dance to learn and is the most fun of all the country dances! Feel confident on the dance floor while mastering more than a dozen easy and fun moves that will have you ready to dance with the pros. **Class is limited to 20 students.** Students should wear comfortable, slick-soled shoes, no heels.

DTC Class Number 44047

(Leader Only)

Class Number 44048

(Follower Only)

Bob Pendleton

Tuesdays, Sept. 10 - Oct. 8,
6:00pm - 7:15pm
Five sessions: Charge \$39

WEST COAST SWING 101

Getting in the Groove

In this class students will be introduced to the 14 basic patterns and techniques that are designed to give the dancer confidence on the dance floor. Dancers master the basics, with a variety of music including R&B, Hip-Hop, Blues and Country music. **Class is limited to 20 students.** Students should wear comfortable, slick-soled shoes, no heels.

DTC Class Number 44051

(Leader Only)

Class Number 44052

(Follower Only)

Bob Pendleton

Tuesdays, Oct. 15 - Nov. 12,
6:00pm - 7:15pm
Five sessions: Charge \$39

NEW! FEET FIRST

Your feet are the foundation of the body. If you are experiencing any kind of issue in your feet it's possible you are experiencing issues in the legs, knees, back, shoulders or neck. This workshop will show you what can be done to take care of many foot issues as well as prevent them. Come and learn how issues such as bunions, callouses, neuromas and hammer toes can be alleviated and prevented with some simple techniques, stretches and exercises.

DTC Class number 44541

Betsy Timmerman

Saturday, Oct 26,
1:00pm - 4:00pm
One Session: Charge \$29

NEW! END YOUR BACK PAIN NOW

Millions of Americans suffer from acute or chronic back pain at some period in their life. Simple preventive measures can be taken to avoid back pain and simple self-help techniques and tools can get you back on your feet if you are currently suffering. This class will show you how to test for imbalanced muscles that lead to chronic muscular related back pain while learning non-invasive techniques and easy strengthening and stretching exercises that will give you the edge for a pain free life.

DTC Class number 44542

Betsy Timmerman

Saturday, Nov. 2,
1:00pm - 4:00pm
One Session: Charge \$29

NEW! THE AMAZING HUMAN BODY***And Its Functions Simplified***

Be proactive in your own health! Learn what you were never taught in school, what Mom didn't know and what your doctor doesn't teach. This class will cover basic body functions and their relationship to nutrition and the phrase, "you are what you eat". It will also provide an in depth review of specific functions and how they can affect health by changing the way you look at food. By learning how to listen to and respect your body, your body can keep you healthy while preventing and even reversing disease with nutrition.

Required: \$20 due to instructor on the first day of class for textbook.

DTC Class number 44540

Sally Jackson

Saturdays, Nov. 9 – Nov. 16,

1:00pm – 3:30pm

Two sessions: Charge \$29

**CHINESE SELF MASSAGE**

The course will discuss the healing concepts in traditional Chinese medicine with emphasis on the energy points of the body that are accessible to the individual. The channels and acupuncture points will be revealed. The goal is to develop a self-help program that can be used in one's daily life to relieve stress. The class will also discuss the various simple tools that can be used to enhance the self-massage techniques.

SD Class Number 44483

Dr. Ruth Tan Lim, M.D.

Tuesday, Sept. 24,

7:10pm - 9:50pm

One Session: Charge \$29

HEALING WITH CHINESE FOOD, DIET & HERBS

The Chinese philosophy of health and fitness emphasizes how to maintain health and prevent disease. The course will cover the system of diet that is the product of at least 2000 years of meticulous observation and experience in the Chinese culture. Class includes field trip to Lee Lee Oriental Market at Dobson and Warner Road. Students need to provide their own transportation.

SD Class Number 44485

Dr. Ruth Tan Lim, M.D.

Tuesday, Oct. 1,

7:10pm - 9:50pm

One session: Charge \$29

NEW! SUCCESSFUL WEIGHT MANAGEMENT STRATEGIES

Over the past 20 years there has been a dramatic increase in obesity in the United States. This epidemic affects more than one-third of U.S. adults and nearly 1 in 5 children and adolescents. Obesity is now regarded as a CHRONIC condition which contributes to an increase in health care costs and expenditures estimated \$117 billion a year. This course will share weight management strategies using nutrition and food, healthy lifestyle choices, behavioral change intervention, integrative therapies with medical food, and cognitive restructuring to optimize the body weight.

SD Class Number 44503

Dr. Ruth Tan Lim, M.D.

Tuesday, Oct. 8,

7:10pm - 9:50pm

One Session: Charge \$29

**FITNESS CENTER**

Get Fit through the use of cardiovascular and weight machines, and a variety of free weights and group fitness classes. Certified trainers are available at all times. Get Fit programs are available at both Southern and Dobson and Red Mountain campuses.

FITNESS CENTER HOURS**Southern and Dobson:**

Mondays - Thursdays,

7:00am – 9:00pm

Fridays, 7:00am - 6:30pm

Saturdays, 7:00am – 12:00pm

Red Mountain:

Mondays – Thursdays,

7:00am - 8:30pm

Fridays, 7:00am - 3:30pm

Saturdays, 8:00am – 12:00pm

NON-CREDIT FIT COMMUNITY**Class Number 43465**

Saturdays, Aug. 17 - Dec. 12

Charge \$80

NON-CREDIT MINI-FIT COMMUNITY**Class Number 43466**

Saturdays, Oct. 12 - Dec. 12

Charge \$50

NON-CREDIT FIT SENIORS (55 +)**Class Number 43467**

Saturdays, Aug. 17 - Dec. 12

Charge \$50

LIVING & LEARNING ACROSS GENERATIONS

NEW! ICE – In Case of Emergency

Plan ahead! What if you were suddenly hospitalized or something worse happened to you? Will your family or a close friend know where all your important documents are located? Would they know where you bank or your attorney's name? Would they know where you keep your car keys, house keys, bills, checkbook or credit cards? Take time now to make a list of things someone needs to know in case you're unable to manage those things yourself. Not only will the ICE Kit be a handy reference tool for you, it will be a helpful source of vital information for your loved ones in the future. **ICE Kits are available in class, \$10 cash only.**

DTC Class Number 43820

Shelia Lilleston
Thursday, Sept. 26,
6:00pm – 8:00pm
One session: Charge \$19

LIVING TRUSTS, WILLS AND POWERS OF ATTORNEY (\$)

A living trust is used for estate planning while you are alive and may assist you in avoiding probate. Join this important course and learn who needs a living trust, the requirements contained in a trust to qualify as a planning tool and the types of living trusts (revocable and irrevocable).

DTC Class Number 44173

Michael Harsch
Wednesday, Oct. 9,
7:10pm - 9:30pm
One session: Charge \$19

(\$) Mesa Community College endorses the educational value represented by this course to the members of the community. This course is a no-obligation opportunity for attendee(s) to receive information about personal legal concerns. The college does not recommend or endorse any of the products or services that may be offered to attendee(s) should the attendee(s) decide to become a client of the instructor or the instructor's firm as a result of attending this course.

LIVING WILLS AND HEALTH CARE DECISIONS

A program of Hospice of the Valley

How do you want to live? If you become ill, what kind of life-sustaining treatment would you want or not want? How do you communicate your wishes to your family members? Have you put your wishes in writing? To find answers to these questions, you may enroll in this seminar at no charge. Free living will forms will be distributed. **Pre-registration is required. Please call the Continuing Education Office at (480) 461-7493 to reserve a seat in the class.**

DTC Class Number 44414

Friday, Oct. 11,
10:00am - 11:00am
One session: No Charge

UNDERSTANDING GRIEF AND MOURNING

A program of Hospice of the Valley

Grief and loss can be overwhelming experiences but the more you know about what to expect, the less frightening it is. This class will help those grieving or those who know someone who is grieving to move through the grief process by empowering us to know what to "do" to comfort ourselves and our loved ones during a difficult time

DTC Class Number 44415

Friday, Nov. 8,
10:00am - 11:00am
One session: No Charge

AARP DRIVER SAFETY PROGRAM

The AARP Driver Safety Program is a comprehensive nationwide course especially designed for the driver over 50 to update driver knowledge and skills. Opportunity is provided to identify individual problems and apply information needed to improve driving behavior. A certificate is given by AARP upon completion of the course. Students should bring a writing utensil and their driver's license to class. **Pre-registration required. Please make your check for \$12 for AARP members, \$14 for non-members per person payable to "AARP".**

SD Class Number 44403

Saturday, Sept. 21,
9:00am - 1:00pm
One session: Charge \$12

RDM Class Number 44404

Saturday, Nov. 9,
9:00am - 1:00pm
One session: Charge \$12

UNDERSTANDING SOCIAL SECURITY

If you need help deciding the right time to retire, this class is for you. Prepared and presented by Social Security, the class is will explain Retirement, Spouse, Survivor and Medicare benefits and the award winning www.socialsecurity.gov website. This class is best for those within 10 years of retirement. **Pre-registration is required. Please bring your most recent Social Security Statement to class. They are available for printing at www.socialsecurity.gov/myaccount/**

DTC Class Number 44070

Thursday, Sept. 19,
5:00pm - 7:00pm
One session: No Charge

DTC Class Number 44071

Thursday, Nov. 14,
5:00pm - 7:00pm
One session: No Charge

MUSIC

NEW! INTRODUCTION TO PLAYING THE BONGOS

Learn to play several basic bongo rhythms starting with basic beats for Latin, Salsa, jazz and pop music styles and play along with various CDs to get the feeling of playing along with a live band. This class is open to students age 15 and older. **Required: Bring a set of Bongos the second class session. Bongos are available at any drum or guitar store and can range from \$35-\$75.**

DTC Class Number 44429

Richard Belcastro
Saturdays, Oct. 5 - Oct. 26,
10:00am - 11:30am
Four sessions: Charge \$39



INSTANT GUITAR For Hopelessly Busy Adults and Teens

Have you ever wanted to learn the guitar but simply find it difficult to find the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment, and you won't have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Bring your acoustic guitar. **Class is limited to 15 students. Required: \$29 materials fee to instructor the day of class for workbook and DVD. Open to all people, ages 16 and older.**

SD Class Number 43577

Craig Coffman
Thursday, Oct. 3,
7:10pm - 9:40pm
One session: Charge \$51



INSTANT PIANO For Hopelessly Busy People

Some music teachers may not want you to know this, but you don't need years of weekly lessons to learn piano. In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. You can learn all the chords you'll need to play any song in this one session. Any song. Any style. Any key. **Required: \$29 materials fee to instructor the day of class for workbook and CD.**

SD Class Number 43573

Craig Coffman
Monday, Oct. 7,
7:10pm - 9:40pm
One session: Charge \$51**

HOW TO PLAY PIANO BY EAR

Learn one of music's deepest mysteries: how to play songs without relying on music. This class is a very practical presentation of music theory that includes predicting chord progressions, learning from recordings, and transposing all expressed in everyday language. This is an ideal follow-up to the "Instant Piano" class and is open to anyone who has a basic understanding of chords on any instrument. **Required: \$29 materials fee to instructor the day of class for workbook and CD.**

SD Class Number 43575

Craig Coffman
Tuesday, Oct. 8,
7:10pm - 9:40pm
One session: Charge \$51**

**Register for both piano classes and receive a discounted charge of \$85.

PERSONAL INTEREST

NEW! GET ORGANIZED: Turning Chaos into Calm

Are you tired of looking for lost keys and important papers? Does your procrastination cause you stress? Are you tired of living in a state of chaos? Are you ready to replace your chaos with calm? If you answered yes to any of these questions then this workshop is for you! Learn how to get motivated, set SMART goals, and identify procrastination habits. You will receive practical tips that can apply to your life. Specific problems areas will be addressed during open discussions.

DTC Class Number 44171

Andrea Brundage
Saturdays, Sept. 28 - Oct. 12,
9:00am - 11:00am
Three Sessions: Charge \$39

RAW CHOCOLATE WORKSHOP

Learn how easy it is to make great tasting chocolate that is also healthy to eat! We will make a batch of chocolate and discuss history and health benefits, as well as discover the difference between raw and commercial chocolate. We will even have tasty samples available to eat!

DTC Class Number 44486

Nancy Tossell
Thursday, Nov. 7,
7:10pm - 9:00pm
One Session: \$19



NEW! SOCCER 101: Learning the Game of Soccer

Soccer is already an international phenomenon and is rapidly growing in popularity in the United States. In this class you will be introduced to the world of soccer, its history, principles of techniques and tactical aspects of the game. This class is ideal for those who want to learn about soccer or for those who want to increase their knowledge level. The World Cup is quickly approaching, will you be ready?

DTC Class Number 44504

Ernando Novais

Saturdays, Sept. 28 – Oct. 12,
1:00pm - 2:30pm
Three Sessions: Charge \$29



NEW! TRAVEL TO BRAZIL: A Journey of Love and Passion

Hosting the 2014 World Cup and 2016 Summer Olympics, Brazil offers beautiful geography, a skyrocketing economy and booming tourism with visitors welcomed from all over the world! In this class you will be introduced to Brazil, its history and culture, business trends and popular places to visit and learn basic Portuguese phrases and how to navigate safely while traveling in Brazil. Vamos para o Brazil!

DTC Class Number 44505

Ernando Novais

Saturdays, Oct. 19 - Oct. 26,
1:00pm - 2:30pm
Two Sessions: Charge \$29

NEW! 10 TIPS FOR TRAVELING WITH MEDICAL CHALLENGES

Whether you are traveling for business or for pleasure, traveling by air, train, car, bus or RV, medical issues can often make traveling both challenging and frustrating. In this class you will learn how to better prepare yourself, what inexpensive travel items and key information you should take with you whenever you travel away from home to increase the odds of having a smooth and enjoyable trip.

DTC Class Number 44450

Robert C. Huber

Thursday, Oct. 10,
6:00pm - 9:00pm
One session: Charge \$29

ART OF DISCOUNT TRAVEL

Do you want to travel more for less? Get the best deals on airfares, accommodations, car rentals, tours, cruises and resort vacation packages, both domestic and international! Learn why the internet may not always be the route to the best deals and learn about other avenues to book your dream vacation! This class will delve into the new world of Internet-driven dining and entertainment bargains and even be given tips on how to obtain FREE lodging!

SD Class Number 44155

William Anthony

Saturday, Nov. 2,
9:00am - 12:00pm
One session: Charge \$29

NEW! MASTER YOUR MAKE-UP LOOK

Get out the door faster, looking prettier and younger while showing off YOUR FEATURES! Learn a basic routine you can build on for a natural, glamour or evening look!

DTC Class Number 44053

Devy Walker

Thursday, Sept. 19,
7:10pm - 9:00pm
One session: Charge \$19

NEW! TAKING CARE OF YOUR SKIN

Take a personal look at your skin! In this class you will be skin-scoped to see below the surface of your skin to identify sun damage, dehydration, etc. You will learn how to combat these issues and learn how to maintain healthy, youthful skin.

DTC Class Number 44054

Devy Walker

Thursday, Sept. 26,
7:10pm - 9:00pm
One session: Charge \$19

NEW! READY FOR A NEW LOOK?

Go from drab to fabulous! This class will include a one-on-one hair consultation, color draping and will show you how to choose jewelry!

DTC Class Number 44050

Devy Walker

Thursday, Oct. 3,
7:10pm - 9:00pm
One session: Charge \$19



FINANCIAL

BASIC INVESTING FOR WOMEN

Are you confused about 401(k) plans or worried about funding your child's college education? In this class you will learn how to invest and plan for your financial future while unraveling the confusion that surrounds investing in the stock market. We will cover the basics of investing, including stocks, bonds, ETFs, mutual funds and so much more!

DTC Class Number 44407

Sarah Homec

Tuesday, Oct. 29,
7:10pm - 9:00pm
One session: Charge \$19**

SECURING FINANCIAL FREEDOM (\$)

This program is a hands-on workshop for building a financial budget you will use every day. You'll learn "your bottom line" and where you go from there. You will set financial objectives to help you live the life you planned instead of living from paycheck to paycheck. Learn how to improve your credit score, the time value of money, inflation and so much more.

SD Class Number 44251

Elizabeth Symons

Saturdays, Sept. 14 - Sept. 28,
9:30am - 12:00pm
Three Sessions: Charge \$39

BUILD YOUR FINANCIAL PORTFOLIO ON \$25 PER MONTH (\$)

Learn how to safely turn \$25 a month into \$100,000 in 10 years without using a stockbroker, why the market and economy do the things they do, why now is a great time to be investing, and why the stock market is still the proven safest place in the world for your money. Recommended Text: "Building Your Financial Portfolio on \$25 A Day," Approx. cost \$20 www.BooksAmerica.com.

DTC Class Number 43469

Bobbie Christensen

Monday, Oct. 28,
6:00pm - 9:00pm
One Session: Charge \$29**

PLANNING A SUCCESSFUL RETIREMENT (\$)

Designed for the active adult ages 50 to 65 years old, this course covers budgeting, social security, pensions, income planning, insurance and estate planning. You will learn how much you will need to retire, the best methods for saving for retirement and how investments work, how to create lifetime income for your investments, how to minimize taxes, pros & cons to various types of insurance and so much more! Each participant will receive a complimentary 150 page binder with charts and worksheets and personal consultation with the instructor to see how the topics covered apply to their personal financial situation and may bring one guest, at no charge.

DTC Class Number 44401

Jeremy Kisner

Thursdays, Oct. 3 - Oct. 10,
6:30pm - 9:30pm
Two Sessions: Charge \$49

(\$) Mesa Community College endorses the educational value represented by this course to the members of the community. This course is a no-obligation opportunity for attendee(s) to receive information about personal, legal or financial concerns. The college does not recommend or endorse any of the products or services that may be offered to attendee(s) should the attendee(s) decide to become a client of the instructor or the instructor's firm as a result of attending this course.

Are you interested in earning your GED Diploma?

For more information on the Mesa Community College GED Preparation Program, please call:

GED Preparation:
480.461.6200

GED Preparation in Spanish: 480.461.6106

GED Preparation Online:
480.461.7493



New Frontiers for Lifelong Learning ...expand your world!

YOU'RE INVITED...

New Frontiers Fall Open House Friday, September 20, 2013

1:00pm - 3:00pm

MCC Downtown Center, 4th Floor Atrium,
145 N Centennial Way, Mesa, AZ 85201

BUSINESS & CAREER

NEW! BETTER BUSINESS

WRITING

Every time you write an email or memo in the business world, it's like a mini-resume. If your writing is unclear, confusing or contains grammatical errors, you'll be viewed as less competent. In this class you will learn tips, techniques and key points that teach you how to write more clearly, concisely and with fewer errors. With solid business writing skills you will increase productivity for not only you, but for those around you and look more professional!

DTC Class Number 44237

Bob Wilson

Mondays, Sept. 16 - Oct. 7,
6:00pm - 7:00pm
Four Sessions: Charge \$29

NEW! BASIC GRANT WRITING

Assisting Your Non-Profit Agency

Every grant writer/assistant needs to know the basics of grant writing before they can write a successful grant application. Designed for non-profit volunteers, this course will tell you how to discover grant funding opportunities, how to establish relationships with grant funders and how to create an appropriate budget based on funder requirements. The class will also cover needs assessments, program descriptions, ethics, goals, evaluation procedures and so much more.

Required: In addition to registering for this course through Mesa Community College, you must also register (at no additional cost) at www.grantstoyou.org.

DTC Class Number 44543

Bonita Gibson

Saturdays, Oct. 5 - Oct. 12,
9:00am - 2:00pm
Two Sessions: Charge \$39

NEW! HOW TO BECOME A BUSINESS CONSULTANT

Consulting can be an alluring profession, but requires special business skills, expertise and vocational discipline. For some, it can be the best career choice of their lives, while others it can be a vocational mistake. In this class you will find out if a career as a consultant may be on your horizon. You will learn the types, roles and responsibilities of consultants, as well as what personality traits are needed to become successful and whether or not you have to be an entrepreneur to become a consultant.

DTC Class Number 44456

Robert C. Huber

Thursday, Oct. 17,
6:00pm - 9:00pm
One Session: Charge \$29

NEW! 30 MARKETING TIPS FOR ANY BUSINESS!

Marketing is the big picture of promoting any business. It is the active and ongoing process of establishing, developing and preserving a positive business relationship. What marketing tools can assist any business? How and when do you use what tool? A successful entrepreneur and marketing consultant will outline the marketing landscape and over 30 marketing tips which can be used by any business to become more successful.

DTC Class Number 44457

Robert C. Huber

Thursday, Oct. 24,
6:00pm - 9:00pm
Two Sessions: Charge \$29



NEW! LEARN HOW TO NEGOTIATE LIKE A PRO!

Everyone negotiates something on a daily basis, including with yourself! Negotiation is a lifelong skill that everyone needs to understand and improve. In this class you will learn the fundamentals of negotiations, including why traditional 'hard' and 'soft' tactics are unrealistic long-term, how productive negotiations can achieve a Win-Win outcome, as well as find out what a proven six-step Strategic Negotiations Checklist is and how it can improve your negotiation skills. You will also learn about common tools, tips & traps of negotiation.

DTC Class Number 44455

Robert C. Huber

Thursdays, Nov. 7 - Nov. 14,
6:00pm - 9:00pm
Two Sessions: Charge \$39

RESUME WRITING

Are you about to start the job hunt and need a resume? Learn the purpose and guidelines of a writing your resume, what resume standards are and what things to do and not do. Your resume and getting that job interview depends on how you package yourself!

DTC Class Number 44072

Lorraine Alvarez

Saturdays, Sept. 7 & Sept. 28,
1:00pm - 3:00pm
Two Sessions: Charge \$29

CONQUERING YOUR INTERVIEW

Score the Interview and land that job! We say we are job ready, but are we interview ready? Learn how to answer difficult interview questions, what to say and what not to say. This class will include verbal resume and mock interviewing.

DTC Class Number 44073

Lorraine Alvarez

Saturday, Oct. 5, 1:00pm - 3:00pm
One Session: Charge \$19

MAKEUP 101

Get started in the exciting world of Makeup Artistry! This hands-on course will teach you how to properly match, contour and highlight a natural eye look that can be used for bridal, print and film, as well as how to create a glamour look that can be used for special events, fashion and print. Find out what you will need for your professional kit, how to bring in business, and how to get discounts on name brand like MAC, NARS, Bobbi Brown and Smashbox. **Required: \$39 materials fee to instructor first day of class for skin care products, make-up and brushes.**

SD Class Number 44423**Michele Von Entress**

Saturday & Sunday, Dec. 7 & Dec. 8, 9:00am - 5:00pm
Two Sessions: Charge \$149

COMPUTERS**NEW! CREATE AND MAINTAIN A SECURE PROFESSIONAL COMPUTER NETWORK**

In this class you will learn how to build a secure computer network. Learn how to configure, maintain, troubleshoot, diagnose and fix your network as well as how to share printers, scanner, data files, home videos, pictures and song files. You will also learn how to install firewalls and how to monitor, troubleshoot and repair your network.

DTC Class Number 44235**Samir Stipho**

Wednesdays, Sept. 4 - Sept. 25,
6:00pm - 9:00pm
Four Sessions: Charge \$59

NEW! LET'S SKYPE!

Use a computer to see and talk with others! Use a classroom computer to setup a FREE Skype account and practice communicating with other Skype users. Skype may be used for face-to-face chats with family, friends,

and business associates almost anywhere in the world. To save travel time and costs, all you'll need at home for video calling is a computer, a microphone, a webcam, an Internet connection, and the free Skype software, which may be downloaded from the Skype website.

DTC Class Number 43821**Judy Jones**

Tuesday, Nov. 12,
6:00pm - 9:00pm
One session: Charge \$29

eBay I - THE BASICS OF SELLING

Whether you simply want to clear the closet, desire additional part-time income or a serious eBay business, this class is your foundation. Learn how to set up an eBay Seller account, create successful eBay listings, upload pictures and accept credit card payments with PayPal. Included are selling "Tips, Tricks and the Traps" to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels from your home computer and get FREE home pickup. **Optional: Workbooks available for purchase during class. Approx. cost \$35.**

DTC Class Number 43644**Kevin Boyd**

Tuesday, Nov. 12,
6:00pm - 9:00pm
One session: Charge \$49**

eBay II- ADVANCED SELLING STRATEGIES

Learn the "Insider Tips and Strategies" that will draw the most bids, maximize sales and beat your competition. Covers how to find a profitable niche, what to sell, what to avoid and how to use Drop Shippers to minimize inventory costs. Includes eBay research, marketing and photography tips, eBay Stores, plus how to easily import and sell products direct from 1,500 manufacturers in China.

DTC Class Number 43635**Kevin Boyd**

Wednesday, Nov. 13,
6:00pm - 9:00pm
One session: Charge \$49**

****Register for both classes, eBay 1 and eBay 2, and receive a discounted charge of \$85.**

CREATE A WEBSITE FOR FUN, PROFIT & BUSINESS!

No programming required! Discover easy-to-use design tools that can build your personal or business website in 60 minutes. Get traffic immediately using pay-per-click ads on Google, MSN, Yahoo! and Facebook. Learn how to get ranked by the three major search engines (SEO), and the tips and traps of website design, as well as create a money generating Affiliate website, plus how to easily import and sell products direct from 1,500 manufacturers in China. **Optional: Workbooks available for purchase during class. Approx. cost \$65.**

DTC Class Number 43636**Kevin Boyd**

Monday & Tuesday, Nov. 18 - Nov. 19, 6:00pm - 8:30pm
Two session: Charge \$99

NEW! SOCIAL MEDIA FOR BUSINESS

According to the Conversion Prism there are 26 categories that can be used to attract potential customers or clients: music, photos, video aggregation, networking, crowd sourcing, events, etc. Learn how to use popular social media websites like Twitter, Pinterest, LinkedIn, and Facebook. Find out how these websites work and how they can make your business more successful. **Class is limited to 8 students.**

DTC Class Number 44516**Paul Valach**

Saturday, Oct. 5,
11:00am - 12:50pm
One session: Charge \$19

BEGINNING FACEBOOK

Log onto Facebook with your children and old friends before you know it! In this introductory class, you will learn the basics of Facebook including how to post and tag photos, find friends, manage your news feed, install apps, and most importantly, learn how to set-up your Privacy and Account settings. Students should already have a Facebook account before attending class. **Class is limited to 8 students.**

DTC Class Number 44506

Paul Valach

Saturday, Sept. 21,
9:00am - 10:50am
One session: Charge \$19

ADVANCED FACEBOOK

A continuation of Beginning Facebook, this class will focus on the new Timeline mode. We will tour Timeline, discuss photo albums, likes, your map and activity log and other new Timeline items. We will also take a look at creating a new Page. Pages are typically for businesses or causes started by the user. **Class is limited to 8 students.**

DTC Class Number 44507

Paul Valach

Saturday, Sept. 21,
11:00am - 12:50pm
One session: Charge \$19

iPAD

In this class you will learn how to set-up your iPad, use Wi-Fi connections, notifications, where to find and download cool Apps and keep them organized. You will leave with at least 20 new Apps that you may not know about. **Class is limited to 8 students.**

DTC Class Number 44508

Paul Valach

Saturday, Oct. 26, 9:00am -
10:50am
One session: Charge \$19

NEW! FACEBOOK FOR BUSINESS

The Business Page on Facebook has become an important part of any business plan. Much like creating a business card, you have to have one! BUT what should be on it? Is there any design elements needed? How it should be setup? What it should look like? How do let folks know it's there? We'll talk about what should or should not be on your page as well as how to keep it up-to-date. Design a plan to make your business page dynamic so that people want to keep coming back! **Class is limited to 8 students.**

DTC Class Number 44515

Paul Valach

Saturday, Oct. 5,
9:00am - 10:50pm
One session: Charge \$19

iPAD FOR THE PHOTOGRAPHER

Take your photography to the next new "web cool" look. You will learn how to take both photos and video and share them, as well as how to manage and organize your works. You will leave with at least 15 new Apps you may not know about. **Class is limited to 8 students.**

DTC Class Number 44509

Paul Valach

Saturday, Oct. 26,
11:00am - 12:50pm
One session: Charge \$19



PHOTOSHOP ELEMENTS 10/11

Photoshop Elements is the most powerful photo editing program on the market today. This class will cover basic, intermediate and advanced features used by high-end amateurs and professionals. Learn how to configure the most efficient desktop, manage different file types, use the full edit mode, replace heads and other objects, as well as use multiple layers and layer masking. You will also learn how to use selection tools, cloning, color editing, and HDR Emulation. Students will receive a DVD of more than 100 pictures for class/home use. Photoshop CS users and laptops are welcome. **Class is limited to 12 students!**

DTC Class Number 44411

Richard Belcastro

Mondays, Sept. 9 - Oct. 7,
6:00pm - 8:15pm
Five sessions: Charge \$59

COMPUTER ESSENTIALS

Learn how to build a computer in less than one hour! This starter class will teach you how to build, configure and maintain any computer and how to save money and frustration by understanding how to setup, configure, troubleshoot, diagnose and fix any computer problem. Learn how to install and configure software applications and how to avoid viruses. This class will teach you how to work more effectively using any computer, anywhere and anytime. We will have fun and focus on the applications you use every day. **Class is limited to 12 students!**

DTC Class Number 44151

Morris Sirhan

Wednesdays, Oct. 2 - Oct. 30,
6:00pm - 9:00pm
Five sessions: Charge \$59

COMPUTER BASICS

ALL COMPUTER BASICS CLASSES ARE TAUGHT BY JEAN OILER AT THE RED MOUNTAIN CAMPUS.

A FLASH DRIVE OR USB IS REQUIRED FOR ALL COMPUTER BASICS CLASSES.

MICROSOFT BASIC WINDOWS 7

Learn about the basic operating system, open multiple windows, resize and view them, create, save and retrieve files and explore the accessories that are a part of Windows.

RDM Class Number 43652

Friday, Sept. 6, 2:00pm - 4:30pm
One session: Charge \$29

RDM Class Number 43653

Friday, Oct. 18, 2:00pm - 4:30pm
One session: Charge \$29

MICROSOFT 2010 BASIC WORD

Learn how to find toolbars, create and format text documents, change fonts, sizes, colors, line spacing, add interest with colorful graphic images and print, save and retrieve files for later use.

Pre-requisite: Microsoft Windows or equivalent experience.

RDM Class Number 43654

Friday, Sept. 13, 2:00pm - 4:30pm
One session: Charge \$29

RDM Class Number 43655

Friday, Oct. 25, 2:00pm - 4:30pm
One session: Charge \$29

INTERNET

Learn how to use search engines, find the most useful sites, bookmark your favorites, edit bookmarks, download files and add them to e-mail or use them to create other documents. *Pre-requisite: Microsoft Windows or equivalent experience.*

RDM Class Number 43656

Friday, Sept. 20, 2:00pm - 4:30pm
One session: Charge \$29

FILES AND FOLDERS

Learn about the Windows File Management Program, using Windows Explorer or My Computer, how to organize, copy, move, rename and delete files and folders. You can even find them when they're lost! *Pre-requisite:*

Microsoft Windows or equivalent experience.

RDM Class Number 43657

Friday, Sept. 27, 2:00pm - 4:30pm
One session: Charge \$29

MICROSOFT 2010 EXCEL I

Learn how to create and format spreadsheets, enter and sort data, use formulas and functions for calculating, print and save reports. *Pre-requisite: Microsoft Windows I or equivalent experience.*

RDM Class Number 43660

Friday, Oct. 4, 2:00pm - 4:30pm
One session: Charge \$29

MICROSOFT 2010 EXCEL II

Learn how to create an Excel database of names, addresses, phone numbers, etc., use Mail Merge, track and sort information, print and save reports. Please bring jump drive or USB drive to class.

Pre-requisite: Microsoft Excel I or equivalent experience.

RDM Class Number 43661

Friday, Oct. 11, 2:00pm - 4:30pm
One session: Charge \$29

MICROSOFT 2010 ADVANCED WORD I

Use your acquired Word skills to create mailing labels and business cards. Create master documents that may be used over and over to print as needed! *Pre-requisite: Microsoft Basic Word I.*

RDM Class Number 43658

Friday, Nov. 1, 2:00pm - 4:30pm
One session: Charge \$29

MICROSOFT 2010 ADVANCED WORD II

Use your acquired Word skills to create a personal or group newsletter, use Draw tools, WordArt, drop caps, columns and insert graphic images or photos. *Pre-requisite: Microsoft Basic Word I.*

RDM Class Number 43659

Friday, Nov. 8, 2:00pm - 4:30pm
One session: Charge \$29

MICROSOFT 2010 POWERPOINT I

This class is designed for the more experienced user who is ready to take on more complex software. Learn how to create slide shows using text and graphics, including photographs, and format them to time slides automatically. These skills are useful for business or group presentations as well as personal and family memories.

Pre-requisite: Microsoft Windows and Microsoft Basic Word or equivalent experience.

RDM Class Number 43662

Friday, Nov. 15, 2:00pm - 4:30pm
One session: Charge \$29

MICROSOFT 2010 POWERPOINT II

Learn how to enhance your slide show from the PowerPoint I class by adding animation, sound, music and bulleted lists. Completed slide shows can be saved to disks and/or emailed to others along with a PowerPoint viewer. *Pre-requisite: Microsoft PowerPoint I.*

RDM Class Number 43664

Friday, Nov. 22, 2:00pm - 4:30pm
One session: Charge \$29



THE PC SERIES

THE PC WORKFORCE SERIES IS TAUGHT BY JUDY JONES & SHELIA LILLESTON AT THE DOWNTOWN CENTER CAMPUS.

A FLASH DRIVE OR USB IS REQUIRED FOR ALL PC SERIES CLASSES.

PC BASICS 1: WINDOWS BASICS

This course is intended for those who have minimal or no experience using Microsoft Windows and personal computers. Students will boot up and shut down the computer, develop mouse skills, arrange icons, move and size windows, launch and exit Accessories programs, and discuss the use of media storage. Optional: \$40 textbook to be used for PC 1 through PC 3, available in class, cash only please.

DTC Class Number 43840

Tuesday & Thursday, Sept. 10 & 12, 2:00pm – 5:00pm
Two sessions: Charge \$39

PC BASICS 2: MORE BASICS

Discuss basic computer terminology, including hardware, software, anti virus and spyware programs. Create, enhance, spell check and save a Microsoft Word document with clip art, multiple font sizes and other formatting features.

Pre-requisite: PC 1 strongly recommended. Optional: \$40 textbook to be used for PC 1 through PC 4, available in class, cash only please.

DTC Class Number 43841

Tuesday, Thursday & Tuesday, Sept. 17, 19 & 24, 2:00pm – 5:00pm
Three sessions: Charge \$49

PC BASICS 3: MICROSOFT WORD

Enhance your Word skills in order to open and save docu-

ments, modify fonts, change text colors and sizes, navigate within documents, create personalized stationery, letters, envelopes, and labels, prepare a bulleted list, use templates, develop a newsletter with a table, borders and shading, WordArt and clip art, and use advanced text editing.

Pre-requisite: PC 1 & PC 2 strongly recommended. Optional: \$40 textbook to be used for PC 1 through PC 3, available in class, cash only please.

DTC Class Number 43842

Thursday, Tuesday & Thursday, Sept. 26, Oct. 1 & 3, 2:00pm – 5:00pm
Three sessions: Charge \$49

PC BASICS 4: INTERMEDIATE WINDOWS

Learn to manage your files and your computer! Use Windows and Accessories to create, back up, copy, and move files and folders, locate lost files, delete files and folders, restore deleted files and folders, create program and file shortcuts, multi-task and share data between programs.

Pre-requisite: PC 1 - PC 3 strongly recommended. Optional: \$20 textbook available in class, cash only please.

DTC Class Number 43843

Tuesday, Thursday & Tuesday, Oct. 8, 10 & 15, 2:00pm – 5:00pm
Three sessions: Charge \$49

NEW! PC BASICS 5: INTERNET, E-MAIL & COMPUTER SECURITY

Explore the fascinating online world while surfing and searching the web. Use a web browser to enter web addresses, view useful and interesting websites, set favorites or bookmarks as well as how to set-up and use an e-mail account as well as how to retrieve, read, save, send, reply, and forward messages and how to download and open attach-

ments and create, edit and use an address book/contact list. Learn how to make your computer more secure using various security software programs and how to set up strong passwords to keep others from accessing important data. **Pre-requisite: PC Basics 1-4 or equivalent knowledge.** Optional: \$20 textbook available in class, cash only please.

DTC Class Number 43847
Thursday, Tuesday & Thursday, Oct. 17, 22 & 24, 2:00pm – 5:00pm
Three sessions: Charge \$49

PC BASICS 6: MICROSOFT POWERPOINT

Enhance lectures, speeches and demonstrations through Microsoft PowerPoint, a graphical presentation program. Learn to create a slide show with design and color themes, insert photos, clip art and WordArt, and apply animation, transitions and sounds. **Pre-requisite: PC 1 - PC 5 strongly recommended.** Optional: \$20 textbook to be used for PC 5 & PC 6 available in class, cash only please.

DTC Class Number 43850

Tuesday & Thursday, Oct. 29 & 31, 2:00pm – 5:00pm
Two sessions: Charge \$39

PC BASICS 7: MICROSOFT EXCEL

Create and edit worksheets. Format cells, enter formulas and functions, and change fonts, column widths and margins. Add borders, backgrounds and colors. Insert and format charts. Work with a database. **Pre-requisite: PC 1 - PC 4 strongly recommended.** Optional: \$20 textbook available in class, cash only please.

DTC Class Number 43851

Tuesday, Thursday & Tuesday, Nov. 5, 7 & 12, 2:00pm – 5:00pm
Three sessions: Charge \$49

WORKFORCE COMPUTER TRAINING

THE PC WORKFORCE SERIES IS TAUGHT BY JUDY JONES & SHELIA LILLESTON AT THE DOWNTOWN CENTER CAMPUS.

A FLASH DRIVE OR USB IS REQUIRED FOR ALL PC WORKFORCE SERIES CLASSES.

**NEW! PC WORKFORCE 1:
WINDOWS**

This fast-paced course is designed for students familiar with Microsoft Windows, and who are currently in the workforce or preparing for the workforce. This workshop will increase your knowledge and skills in order to become more proficient in the organization and management of your computer files! Enhance multi-tasking skills to improve data sharing. **Prerequisite:** *Typing/ keyboarding skills and PC Basics 1-4 or equivalent knowledge.* Optional: \$20 textbook available in class, cash only please.

DTC Class Number 43854

Tuesday & Thursday, Sept. 17 & 19,
6:00pm – 10:00pm
Two sessions: Charge \$49

**NEW! PC WORKFORCE 2:
MICROSOFT WORD**

This fast-paced course is designed for students familiar with Microsoft Word, and who are currently in the workforce or preparing for the workforce. Increase your knowledge and skills in order to become more proficient in Word features, including converting text, performing a mail merge, adding watermarks and page borders, using styles, creating and designing forms, inserting Quick Parts, and working with the Document Panel. **Prerequisite:** *Typing/ keyboarding skills and PC Basics 1-4 or equivalent knowledge.* Optional: \$20 textbook available in class, cash only please.

DTC Class Number 43855

Tuesday & Thursday, Oct. 1 & 3,
6:00pm – 10:00pm
Two sessions: Charge \$49

**NEW! PC WORKFORCE 3:
MICROSOFT POWERPOINT**

This fast-paced course is designed for students familiar with Microsoft PowerPoint, and who are currently in the workforce or preparing for the workforce. Increase your knowledge and skills in order to become more proficient in PowerPoint features, including customizing designs, modifying placeholders, adjusting timing, and delivering a presentation. **Prerequisite:** *Typing/ keyboarding skills and PC Basics 1-4 and 6 or equivalent knowledge.* Optional: \$20 textbook available in class, cash only please.

DTC Class Number 43856

Tuesday & Thursday, Oct. 29 & 31,
6:00pm – 10:00pm
Two sessions: Charge \$49

**NEW! PC WORKFORCE 4:
MICROSOFT EXCEL**

This fast-paced course is designed for students familiar with Microsoft Excel, and who are currently in the workforce or preparing for the workforce. Increase your knowledge and skills in order to become more proficient in Excel features, including customizing formulas and charts, adding comments, working with styles, rotating text, freezing and unfreezing panes, and working with databases. **Prerequisite:** *Typing/ keyboarding skills and PC Basics 1-4 and 7 or equivalent knowledge.* Optional: \$20 textbook available in class, cash only please.

DTC Class Number 43857

Tuesday & Thursday, Nov. 5 & 7,
6:00pm – 10:00pm
Two sessions: Charge \$49

EDUCATION DEVELOPMENT

**NEW! JOURNALING FOR
GROWTH AND INSIGHT**

Journaling is nearly a lost art. In this class you will learn how to use this wonderful tool to help you reduce stress, be more creative, save memories for children and grandchildren, gain new insights about yourself, heal from loss and setbacks, as well as how to increase your problem solving ability. You can journal regardless of writing experience or background.

DTC Class Number 44250

Bob Wilson
Monday, Oct. 14,
6:00pm – 8:00pm
One Session: Charge \$19

**CHILDREN'S BOOKS AND
SHORT STORY WRITING
WORKSHOP**

Learn to create great characters, choose point of view and write dialogue, while practicing storyboarding, scene building, and plot development. Creative nonfiction, fiction, and nonfiction formats, chapter, and board books will be discussed. Share in-class writing exercises with classmates. Experienced and beginning writers are welcome.

DTC Class Number 43647

Marilyn Janson
Thursdays, Oct. 3 – Oct. 17,
7:10pm – 9:00pm
Three Sessions: Charge \$39

HOW TO GET PUBLISHED

Explore the latest trends in Internet and hard copy publishing opportunities. Learn how to polish your manuscripts, proper submission formats, fulfill submission guidelines, write query and cover letters, avoid copyright infringement, and file copyrights.

DTC Class Number 43648

Marilyn Janson
Thursdays, Oct. 24 – Nov. 7,
7:10pm – 9:00pm
Three Sessions: Charge \$39

LANGUAGE

FRENCH FOR FUN AND TRAVEL

Learning French is good for your brain and fun too! Unravel the mystery of French pronunciation in a highly interactive, fun, and relaxed classroom setting. In this eight week beginning class, you will learn how to greet people, carry on simple conversations, ask for basic needs, and much more. Students need to bring a dry erase marker. No text required.

SD Class Number 44018

Beth Mills

Wednesdays, Sept. 4 - Oct. 30,
7:00pm - 9:00pm

Eight sessions: Charge \$69

No Class Oct. 9



JUST ENOUGH TO SPEAK SPANISH

This class stresses pronunciation and memory by applying the basic assumption that vocabulary will not be remembered unless it can be said easily. As pronunciation is mastered, students will learn to ask and answer who, where, what, why and how questions to master the fundamental structure of basic conversation. **Required: \$20 due to instructor on the first night of class for workbook and two 80-minute CDs, cash only please.**

RDM Class Number 44179

Alvin Crawford

Mondays, Sept. 9 - Oct. 28,
7:00pm - 8:00pm

Eight sessions: Charge \$49

PHOTOGRAPHY

HOW TO USE A DIGITAL CAMERA

This class provides lectures and one-on-one instruction to guide you through the features offered on most digital cameras as well as features you will most likely be using. Topics include: resolution, mega-pixels, jpeg and transferring images to computer. This class is for the novice user and designed to help you get the most out of your digital camera. Bring camera and extra batteries to class.

DTC Class Number 43649

Jerry Sieve

Saturday, Sept. 28,
1:00pm - 4:00pm

One session: Charge \$29

DTC Class Number 43650

Jerry Sieve

Saturday, Oct. 26,
1:00pm - 4:00pm

One session: Charge \$29

BASIC PHOTOGRAPHY FOR THE DIGITAL CAMERA

Learn the basic art of photography with a class specifically designed for the digital camera. Topics include composition, lighting and artistic use of flash, shutter, aperture and some aspects of adding a story to your photograph. Learn what scene features do and why. This class will help you take the best pictures and get the most from your digital camera. Pre-requisite: How to Use Digital Camera and/or previous experience. Bring camera and extra batteries to class.

DTC Class Number 43651

Jerry Sieve

Saturdays, Nov. 9 & Nov. 16,
1:00pm - 3:00pm

Two sessions: Charge \$39



NEW! BASIC/INTERMEDIATE DIGITAL PHOTOGRAPHY

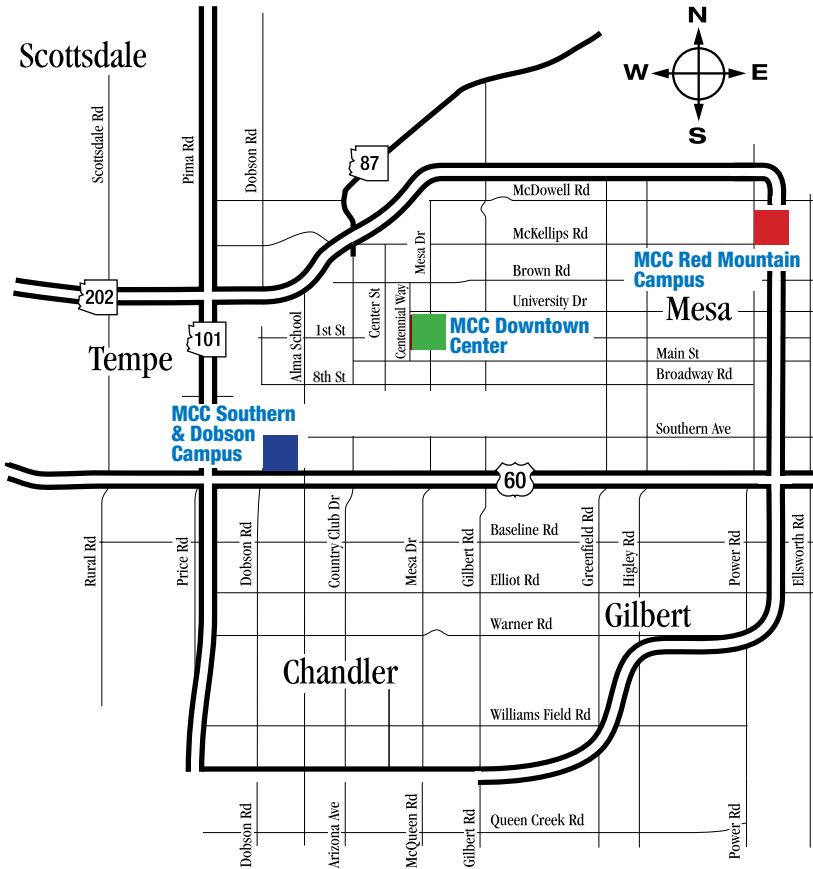
Explore the incredible power of point and shoot, midsize, DSLRs, and mirrorless digital cameras. This class will cover image quality settings, focal length, color balance, ISO, file formats, basic editing, e-mail, archiving, printing basics, file transfers, basic computer file navigation, shutter and aperture priority, as well as manual shooting modes. You will be given assignments to shoot pictures of preferred subject matter and experiment with camera settings to achieve the best quality photographs. Portrait photography flash lighting will also be covered. Students should bring cameras and owner's manual to class. **Class is limited to 12 students!**

DTC Class Number 44420

Richard Belcastro

Mondays, Sept. 9 - Oct. 7,
2:00pm - 3:30pm

Five sessions: Charge \$49



MCC Southern and Dobson Campus
 1833 W. Southern Avenue
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REFUNDS: A full refund will be given if the student officially withdraws at least 48 hours prior to the start of class. Withdrawals made less than 48 hours prior to the start of class will be assessed a \$15.00 processing fee. NO REFUNDS WILL BE GIVEN AFTER THE START DATE. To officially withdraw from class, please call 480.461.7493.



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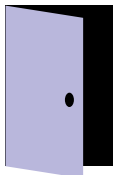
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