

college+community

ENROLL NOW

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WINNERS

Sports are exciting to play
and watch at MHCC

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register for classes today!

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When people sign up for **Monica Rees's** knitting class (page 6) they often get more than they bargained for—and that's a good thing.

Sure, students learn how to create scarves—or socks, or hats, or any other number of things—but they also have a lot of fun while discovering the wonderful world of knitting. When MHCC started the community education class a few years ago, it was a challenge just to get the minimum number of students to register. Now, the class typically has 18-or-so students and regardless of skill level or experience, Rees keeps the atmosphere laid back and comfortable.



When her class isn't engaged in "taking two sticks and a ball of string and creating three-dimensional objects" (as Rees describes knitting), her students often have potlucks and socialize in one another's home. You might say her students aren't just knitting scarves—they are creating the fabric of their friendship.

Registering is a Snap

To register for knitting—or for more than 150 other **non-credit courses**—please check out the course schedule you are holding in your hand (or reading online at mhcc.edu). See page 5 and choose from mail, phone, fax or online registration.

If you are interested in **for-credit courses**, you can find the complete list at mhcc.edu/schedule, from administrative office professional to zoology—and a world of opportunities in between!

Rees also knows a bit about MHCC's for-credit courses: She recently became a full-time student in the Fisheries Technology program, after earning a bachelor's degree a couple of decades ago. "I wanted to enhance my employability," says the 45-year-old mother of three. "The MHCC degree will help me to achieve my dream of a career in wildlife management."

Whatever your dream or passion, whether it's tying knots in yarn or spinning a yarn (Beginning Screenwriting class, page 15) MHCC is the place for you. It's a snap to register and get started!

We look forward to seeing you at any of our three campuses and more than a dozen satellite locations throughout the metro area.

It's a Kid Thing

The New Early Childhood Center at MHCC is a bold, bright breakthrough for children, parents and students in our community.

We admit it: we're feeling a bit like kids ourselves these days. Mt. Hood Community College has dedicated faculty, friendly service, innovative programs, a terrific community and a proud tradition—but here's something we just don't get to say often enough: MHCC has a brand new building on the Gresham Campus, that is not only the finest of its kind in Oregon, but may well be the most advanced example of forefront design for early childhood education in the Northwest.

As reported in a previous issue of *College + Community*, MHCC and Head Start collaborated on the 21,000-square-foot Early Childhood Center (ECC) that serves 184 children, from six months to five years of age. Head Start is a federally funded program that provides comprehensive child development services to economically disadvantaged kids and families.

"This Center captures and utilizes what the latest research tells us about how children learn and interact," says **Ellen White**, program director for early childhood education at MHCC. Attention to children's needs, wants and points of view are in evidence throughout the building, from the lush, spacious outdoor play areas to the separate, kid-sized front door. The ample interior space is open, warm and inviting, arranged around an internal "street" which connects the eight



classrooms and many shared "plazas and squares" in a way that ensures careful supervision by teachers, safety and security for the kids, easy observation by parents and a feeling of linkage for each class in the building.

"This is a great benefit to the community," says **Christie Plinski**, MHCC interim vice president of Instruction. "The Center helps keep students in college who might otherwise drop out due to childcare needs and it gives children a head start on their education. Third, the Center provides an amazing learning environment for MHCC students who are preparing for careers in the rewarding and in-demand field of early childhood education.

"Effective early childhood education is a proven strategy in closing

the achievement gap and reducing the dropout rate—a critically important step towards achieving Oregon's 40-40-20 goals," says Plinski. By

2025, 40 percent of adult Oregonians will have completed high school as their highest educational achievement; 40 percent, community college and 20 percent will have at least a bachelor's degree.

"This center captures and utilizes what the **latest research** tells us about how children learn and interact."

The \$6.2 million Center represents an innovative public/private partnership with a blend of federal and state funds, as well as a number of significant private donations, right down to a penny drive by MHCC employees. However, not all the donations were monetary: Students from Reynolds High School built kid-size benches and storage cubicles for the Center.

It's truly a kid thing—and the best one around.

For more information, please visit mhcc.edu/EarlyChildhood.

Getting Physical

The Physical Therapist Assistant program at MHCC prepares graduates for an in-demand and growing branch of healthcare.

When MHCC instructor **Debbie Van Dover**, PT, M.Ed., was training to be a physical therapist back in the day, things were a lot different than they are now. The rehabilitation, exercise and care that she and her classmates viewed as *cutting edge* at the time now form much of the *entry level* curriculum of the Physical Therapist Assistant (PTA) program she teaches at MHCC. The program is one of seven outstanding allied health education programs at the College.

“The MHCC program has been great—it’s like an **extended family**, really.”

“The profession and the knowledge base have grown enormously,” says Van Dover. “Physical therapist assistants have become an integral part of the healthcare team. Today’s highly trained PTAs, working in tandem with the physical therapists who direct the patient’s care, have a fair amount of autonomy in making adjustments within the plan of care. The scope of both physical therapy and PTA practice has come a very long way.”

MHCC launched one of the five original PTA training programs in the nation back in 1970, and has remained a leader in the four



NO BONES ABOUT IT
Physical Therapist Assistant is a Good Career Choice

decades since. There are now some 260 programs around the country, and MHCC’s program remains in high demand. Students train both on campus and in clinical settings throughout the community.

So how do PTAs mesh with physical therapists? You are probably familiar with physician assistants, who implement some or most of the care after your doctor has made the initial diagnosis and recommendations. The therapist/PTA relationship is much the same: The therapist sees the patient first, creating a plan of care then the PTA implements much of that care under the direction of, and in consultation with, the therapist. In the end, more patients can be served, and each patient gets more one-on-one time with the therapist/PTA team than they might get with a therapist alone.

PTAs work directly with patients to restore physical activity following an injury or illness, using techniques including heat, ultrasound, massage, hydrotherapy, traction and electrotherapy. They also teach patients how to safely exercise and effectively use

wheelchairs, crutches, canes and walkers. They work in settings that range from hospitals to outpatient clinics to skilled nursing facilities.

“I was a teaching assistant at Reynolds High School,” says MHCC student **Monika DeShazer**, who is in her second year of the PTA program. “I saw physical therapy demonstrated in my class, and it appealed to me as a career. The MHCC program has been great—it’s like an extended family, really—and after graduation I hope to practice back in the Reynolds School District.”

With the profession in demand, and MHCC students regularly excelling on the state PTA licensing exams, graduates such as DeShazer will find many opportunities waiting.

“We’re training the next generation of strong advocates for their patients,” says program director Van Dover, “and they’re needed by the local community—which is where most of our graduates stay to practice.”

For more information, please visit mhcc.edu/pta.



Sign up for Winter classes today!
www.mhcc.edu/schedule

be | registered

community education and non-credit classes

mhcc.edu/ce

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Main MHCC Phone Numbers

Admissions, Registration and Records	503-491-7393
Advising	503-491-7315
The Bruning Center for Allied Health Education	503-491-6700
Financial Aid	503-491-7262
Gresham Campus	503-491-6422
Maywood Park Campus	503-491-6100

Community Education Registration Form

Student Information

STUDENT ID or Social Security Number	LAST NAME	FIRST NAME	M.I.
EMAIL ADDRESS		BIRTH DATE (required)	
ADDRESS	CITY	STATE	ZIP
HIGH SCHOOL ATTENDED	YEAR GRADUATED	STATE	DAY PHONE
PREVIOUS LAST NAME	MOTHER'S MAIDEN NAME	DATE	

Course Registration

COURSE NO.	SEC.	COURSE NAME	DAY(S)	TIME	ROOM	COST

Payment Information

Paying by: Money order Check Please bill me

You will be contacted if your class is filled or cancelled

Payment Information: Payment due date is the first day of the term. You may pay online with a check or debit/credit card. Log on to MyMHCC at <http://my.mhcc.edu>, select "Student Services, Pay for School." Payment in person may also be made in the Student Services Center on the Gresham Campus.

Other options to register:

- **ONLINE:** Returning students, see panel below
- **MAIL:** Please mail registration form and payment to:
MHCC Community Education, AC1162
26000 S.E. Stark St., Gresham, OR 97030
- **FAX:** 503-491-7390 (use this form)
- **PHONE:** Call 503-491-7572

Do you plan to earn a degree, certificate or diploma at MHCC?

- A. One-year certificate
 - B. Two-year degree
 - C. High school diploma or GED
 - D. No, here to take classes
 - E. Undecided
- Employed** (While in attendance)
- F. Full-time (35 + hrs/week)
 - P. Part-time (5-34 hrs/week)
 - N. Not employed

Main reason for attending MHCC:

- A. Take classes, transfer to a four-year college
- B. Learn skills to get a job
- C. Improve job skills
- D. Explore career or educational options
- E. Take classes to finish high school or GED
- F. Improve writing, reading or math skills
- G. Learn English
- H. Personal interest/enrichment
- I. Other
- J. No response

What is the highest level of education/training you have received beyond high school?

- (0) None
- (1) Some college, short-term training or private vocational school
- (2) One-year college certificate
- (3) Two-year college degree
- (4) Bachelor's degree
- (5) Master's degree
- (6) Ph.D./Professional degree

Are you a veteran?

- Yes
- No

READ BEFORE SIGNING

I acknowledge I am legally obligated to pay all charges incurred by registering. Charges may include late payment fees, reasonable collection costs, attorney's fee and Oregon Department of Revenue charges related to the collection of all delinquent debts owed to the College. To have the charges removed, I must process a drop or withdraw form through the Admissions, Registration and Records Office during the refund period.

Student Signature _____

New Students

or students not enrolled in the past 12 months

1. Fill out this registration form
2. You can register in one of three ways:
 - a. **FAX** this form to: (503) 491-7390
 - b. **MAIL** this form to:
MHCC Community Education
Room AC1162
26000 S.E. Stark St.
Gresham, OR 97030
 - c. **CALL:** 503-491-7572

Web Helpline: 503-491-7393

Returning Students

who have enrolled within the past 12 months

Register and pay online

Seven days a week, 24 hours a day!

- Go to mhcc.edu click on MyMHCC or use the direct link: <http://my.mhcc.edu>
- Your username is your MHCC ID number
- The first time you log in, your password is your six-digit date of birth (ex. Sept. 21, 1960 = 092160) until you change it

COMMUNITY ED CLASS KEY:

Course Description	Course #	Class Title	Cost of Class additional fees may apply.
Creative Jewelry Making	ART4B	\$115 (\$105 Senior)	
Learn the fundamentals of simple jewelry construction (no string beading). More advanced students may learn casting and light setting.			
Sec. 91	6:30-9 p.m.	T	DDSO 221
G. Buyukas			1/10-3/13
Section #	Instructor Name	Class Day	Class Dates
	The word "STAFF" is used when the specific instructor is not identified.	U Sunday M Monday T Tuesday W Wednesday R Thursday F Friday S Saturday	These are the dates the class will cover
			Location See key on page 15



Arts, Crafts & Special Interest

Senior Discount: Save \$10 on any fee-based non-credit Community Education class if you are an MHCC district resident age 62 or better! For more information on senior discounts visit:

mhcc.edu/SeniorDiscounts

Creative Jewelry Making

ART4B \$115 (\$105 Senior)

Learn the fundamentals of simple jewelry construction (no string beading). More advanced students may learn casting and light setting.

Sec. 91 6:30-9 p.m. T DDSO 221
G. Buyukas 1/10-3/13

Beginning Jewelry Making

ART4BJ \$64 (\$54 Senior)

Learn all the basics of jewelry making from terminology to tools and techniques. Includes guidelines, supply and resource list, followed by more hands-on workshop and review. Also, learn basic wire work, make findings and wrap bead ends.

Sec. 31 6-9 p.m. R MAY 143
P. Dugas-Tait 2/9-2/23

Watercolor for All

ART4BW \$105 (\$95 Senior)

Approach watercolors using a variety of styles and techniques: glazing, masking, washes, textured effects, pouring, dry brushing, tricks and wet-on-wet. Learn color mixing, composition and color theory. Explore different ways of seeing to become more visually literate. Students work on subjects of their choice in a supportive, relaxed environment. Supply list at class. Beginning and continuing students welcome.

Sec. 91 6-9 p.m. W VA 13
M. Dawkins 1/11-3/14

Beginning Quilting

ART4CC \$84 (\$74 Senior)

Have you always wanted to try quilting, but didn't know where to begin? Then this class is for you! After our discussion on pattern selection, color theory, tools and techniques, sandwiching, quilting and binding, you will

design your quilt and determine tools and supplies needed.

Sec. 91 6-8:30 p.m. T DDSO 236
N. Tubbs 1/10-3/13

Found Object Jewelry

ART4FO \$125 (\$115 Senior)

Make your own high fashion costume jewelry for a fraction of the cost at malls and department stores. Take your broken, out-of-date, extra earring or just plain ugly jewelry along with interesting found objects and turn them into one of a kind costume jewelry piece. This class will explain how to find, dismantle and assemble jewelry without expensive tooling or kilns. Students will need to bring tooling (tweezers, needle nose pliers, small screwdrivers etc.). Materials fee of \$20 payable on the first day of class to the instructor.

Sec. 91 6-9 p.m. R DDSO 221
G. Swenson-Biasca 1/12-3/15

Mosaic Art Workshop I

ART4MW \$64 (\$54 Senior)

Students learn the ancient art and technique of direct-application mosaics using broken tile, dishes or glass shards. First class is a lecture to inspire and distribute guidelines and supply list. Second class is an all-day, hands-on workshop. Final class allows students to grout their creations.

Sec. 91 6:30-9 p.m. R VA 13
10:30 a.m.-4:30 p.m. U VA 13
7-9 p.m. R VA 13
P. Tait 3/1-3/15

Transparent Watercolor

ART4PB \$78 (\$68 Senior)

Put the life in still life through the richness of perception. Emphasis is on vision training, drawing what you see and painting what you feel. Your own style will develop and expand through learning process and technique, including drawing shortcuts and color theory.

Sec. 31 9 a.m.-noon F MAY 304
P. Hobbs 1/13-3/16
Sec. 91 9 a.m.-noon S VA 13
P. Hobbs 1/14-3/17

Pottery

ART4TB \$130 (\$120 Senior)

Hand-build or turn clay on electric wheel. Firing is done by instructor. A \$25 fee goes to the high school toward equipment use and room rental, does not include clay and supplies. Some experience is helpful.

Sec. 91 6-9 p.m. M DDSO 223
R. McIlhattan 1/9-3/19
Sec. 92 6-9 p.m. W DDSO 223
R. Linn 1/11-3/14

Beginning Knitting

HOM4KF \$77 (\$67 Senior)

Your family and friends will enjoy your hand knitted original scarves, shawls and hats. This class shows how to select natural or synthetic yarns, use knitting equipment, read patterns and knit a variety of decorative stitches. More advanced knitters will have challenging projects. Instructor will hand out supply list at first class. Fee includes some supplies.

Sec. 92 6-8 p.m. T AC 1767
M. Rees 1/10-3/13

Just for Fun Piano

MUS2IP \$65 (\$55 Senior)

Learn to play piano in one easy session. Nationally known pianist Donn Rochlin will teach you how to play your favorite songs now! Learn musical shorthand and save hours of practice time. Discover the "tricks and licks" used by professional pianists. This course follows the same principles as those demonstrated on the PBS Special, "Flash Piano." *Optional \$25 fee payable to instructor at time of class for home study book and CD.*

Sec. 91 10 a.m.-1 p.m. S AC 2138
D. Rochlin 1/21-1/21

Improvisation on the Piano

MUS4IP \$65 (\$55 Senior)

In this unique high energy workshop you will learn the fundamentals of playing by ear and how chord "inversions" add style and professionalism to your playing. Learn to transpose, add color and spice with "extended chords" and much more. *Optional \$25 fee payable to instructor at time of class for home study book and CD.*

Sec. 91 2-5 p.m. S AC 2138
D. Rochlin 1/21-1/21

Guitar for Beginners

MUS4G \$74 (\$64 Senior)

Dust off your steel or nylon stringed guitar and learn how to play. Learn how to read sheet

music and rhythm charts, chords and scales, lead and rhythm guitar. Varying styles will be covered – classical, folk, blues, rock and jazz.

Sec. 91 5:45–7:10 p.m. W AC 2138
Staff 1/11–3/14

Section 91 is for students with experience.

Sec. 92 7:20–8:45 p.m. W AC 2138
Staff 1/11–3/14

Section 92 is for students with no experience.

Take Control of Your Canon EOS Digital Camera

PHT4C \$72 (\$62 Senior)

This class explains everything about your EOS digital camera. You will learn in clear, non-technical language how to use every function on your camera. Canon lenses and flash units will be discussed as will most Canon EOS Digital SLR cameras. If you are not sure this class is right for you, please call or email the instructor, David Green 503-661-7506 or david@cameraconnection.net

Sec. 91 9–5 p.m. S AC 2756
D. Green 1/21–1/21

Includes half-hour break for lunch

Introduction to Digital Photography

PHT4D \$49 (\$39 Senior)

Want to go digital but don't know where to start? This class will cover the basics of digital photography. We will discuss types of media cards, printers, scanners, camera features, white balance, image quality and resolution plus a Photoshop demonstration. This class will help you determine what features and equipment you need.

Sec. 91 6–10 p.m. R AC 2756
D. Green 1/12–1/12

Take Control of Your Nikon Digital SLR Camera

PHT4NC \$72 (\$62 Senior)

This class explains everything about your Nikon digital SLR camera. You will learn in clear, non-technical language how to use your camera functions as well as lenses and flash units. Most Canon EOS Digital SLR cameras will be discussed. If you are not sure this class is right for you, please call or email the instructor, David Green 503-661-7506 or david@cameraconnection.net.

Sec. 91 9–5 p.m. S AC 2756
D. Green 1/28–1/28

Understanding Composition in Photography

PHT4UC \$49 (\$39 Senior)

Proper composition is the key that allows your viewer to appreciate your photos. This four-hour course covers beginning and intermediate composition technique to improve the impact of your photos. Learn how to use compositional techniques such as compositional formats, placement, shape, lines, texture and color to compose your scene.

Sec. 91 6–10 p.m. R AC 2756
D. Green 2/2–2/2

Acoustic Guitar Construction

TRD4AG \$125 (\$115 Senior)

Guitars are a magical synthesis of wood, metal, string and sound, perhaps the most popular and versatile musical instrument today. Learn traditional and contemporary guitar making techniques from design to final setup and apply them to your personal guitar. All skill levels are encouraged and welcome. Come build the guitar of your dreams. A \$20 supply fee is payable to instructor on first day of class.

Sec. 91 6–9 p.m. R DDSO SHOP
D. Biasca 1/12–3/15

Ukulele Construction

TRD4UC \$125 (\$115 Senior)

Use your basic woodworking skills and learn to make a concert ukulele. You supply the materials, we supply the plans and expertise to help you craft an instrument you will be proud to say, "I made this." A \$20 supply fee is payable to instructor on first day of class.

Sec. 91 6–9 p.m. T DDSO SHOP
D. Biasca 1/10–3/13

Woodworking

TRD4W \$121 (\$111 Senior)

This course is designed for beginning to advanced woodworkers. Learn to safely and successfully create projects from wood. All necessary tools and techniques will be demonstrated, with additional instruction provided as you require it. There are no required projects; however, projects will be recommended for beginners to increase their woodworking skills and use of tools and equipment. Advanced students will receive additional instruction as needed.

Sec. 91 3–5:25 p.m. W DDSO SHOP
R. Kreisman 1/11–3/14

Sec. 92 5:35–8 p.m. W DDSO SHOP
R. Kreisman 1/11–3/14

COMPUTER & TECHNOLOGY

Computer Use for Seniors

CS9G \$64 (\$54 Senior)

Enjoy a fun and easy hands-on basic computer and Internet skills course. Obtain a free email account and learn to send and receive emails and attachments. Students create, save and print useful computer projects in Microsoft Word to take home. Learn how to use the Internet in a friendly manner and be able to search for information you need.

Sec. 91 9–10:50 a.m. F AC 2611
J. Aguilar 1/13–3/9

Facebook Security

PC4FS \$29 (\$19 Senior)

Students will learn how to properly set security features of Facebook to protect privacy, prevent fraudulent activity, spamming, account stealing and application safety. This class is a must for all Facebook users and parents of Facebook users.

Sec. 31 6–8:30 p.m. T MAY 303
D. Huey 1/10

Introduction to Photoshop CS4

Online \$94

Learn to use Adobe Photoshop CS4 to edit images, process photos and create original graphics. Whether you're a photographer, graphic artist, or just want to alter old family photos, Photoshop is the program for you! This hands-on, project-oriented course is filled with detailed, step-by-step instructions you'll have no trouble following as you master editing photos, creating basic paintings and preparing your images for printing. Discover how to improve photographs by removing flaws, correcting for poor exposure, or adding new elements using the newest techniques Photoshop CS4 offers.

Start Dates: 1/18, 2/15, 3/21, 4/18

Enroll at www.ed2go.com/mhcc

The Basics of Selling on eBay

PC5BA \$52 (\$42 Senior)

Turn your clutter into cash! Find out how to sell your stuff on the largest online auction site from an official five-star rated "Education Specialist trained by eBay." With over 135 million registered users, eBay offers more than 50,000 categories to market your goods to the world! Learn how to open a seller account, build positive feedback, create effective listings, set pricing, upload images, attract bidders, accept credit card payments

and pack and ship your merchandise. This course will provide all the fundamental skills needed to become a successful eBay seller. *Optional \$25 textbook can be purchased from instructor on the first day of class.*

Sec. 91 6-9 p.m. T AC 2610
M. Klink 1/10-2/7

eBay: Beyond the Basics

PC5BS \$56 (\$46 Senior)

Learn the secrets of those making a full or part-time living on eBay! This course builds on the information presented in *The Basics of Selling on eBay*, and introduces more advanced selling strategies that will improve your profits and help grow your online auction sales. Learn tips and tricks to enhance your lists, increase the quantity of your sales, avoid legal pitfalls, deal with returns and problem customers, encourage repeat business and market yourself. Learn how to obtain merchandise that sells, list multiple items, establish an eBay store, become a power seller and earn a respectable income without leaving your home. *Optional \$25 textbook can be purchased from instructor on the first day of class.*

Sec. 91 6-9 p.m. T AC 2610
M. Klink 2/14-3/13

Gently Learning the Computer 1

PC5CB \$69 (\$59 Senior)

Learn the basics of how to operate and enjoy your computer. Beginning techniques for creating, sharing, saving and sending files. Meet the mouse and keyboard. Learn to email, send attachments, work with photos and browse the Internet. Slow-paced, casual atmosphere, lots of hands-on practice and lots of opportunity to ask questions. Contact instructor anytime: KimHuey.mhcc@gmail.com

Sec. 91 2:10-4 p.m. M AC 1277
K. Huey 1/9-3/12

Creating a Blog

PC5FB \$79 (\$69 Senior)

Learn how to create a blog using WordPress software. Students will create an account with WordPress.com. Topics range from learning how and what WordPress is, to setting up a new blog, creating a blog post, learning options available on blog posts, inserting images and links, understanding how comments work and more.

Sec. 31 6-8:30 p.m. R May 303
D. Huey 1/19-3/8

Computer & Technology



Introduction to Microsoft Excel 2010

Online \$94

In this easy online course, you'll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts, creating three-dimensional workbooks, building links, working with templates and creating macros and custom toolbar buttons. By the time you're done, you'll be using Excel like a professional.

Start Dates : 1/18, 2/15, 3/21, 4/18

Enroll at www.ed2go.com/mhcc

Introduction to Macintosh

PC5MC \$79 (\$69 Senior)

This hands-on course will cover the Macintosh computer, its innovative features and utilization of the Mac operating system. This class is designed for new Mac users, or any computer user interested in expanding their computer skills.

Sec. 91 6-9 p.m. T VA 28
Staff 1/10-1/17

Computacion Basica para Estudiantes de Habla Hispana

PC5SP \$67 (\$57 Senior)

Uso de computadoras personales en español. Este curso es diseñado para personas sin experiencia o conocimiento previo en computacion. Esta clase provee introduccion al uso de computadoras, incluyendo email, Internet, sistema operativo de Windows y vocabulario tecnologico-basico. This is a class for first-time computer users. The assignments acquaint the user with the basics of a personal computer and Windows; introduce the use of email, the use of a Web browser and basic search techniques using a Web browser.

Sec. 91 8-10:20 a.m. S AC 2610
A. Aristizabal 1/14-2/11

Sec. 92 8-10:20 a.m. S AC 2610
A. Aristizabal 2/18-3/17

Computer Troubleshooting

PC5TS \$99 (\$89 Senior)

Save time and money for your business or family by learning how to properly maintain and troubleshoot your desktop or laptop PC. Students will learn how to perform memory and performance evaluations, set up or troubleshoot Internet connections, back-up data, improve performances through updates, virus/spyware prevention and removal, perform upgrades to memory and install components.

Sec. 91 6:30-8:30 p.m. T AC 1658
Staff 1/24-2/7

Computacion Basica Intermedia para Estudiantes de Habla Hispana

PC6SP \$67 (\$57 Senior)

Este curso es diseñado para personas sin experiencia o conocimiento previo en computacion. Esta clase provee introduccion al uso de computadoras, incluyendo email, Internet, sistema operativo de Windows y vocabulario tecnologico-basico.

Sec. 91 10:30 a.m.-12:50 p.m. S AC 2610
A. Aristizabal 1/14-2/11

Sec. 92 10:30 a.m.-12:50 p.m. S AC 2610
A. Aristizabal 2/18-3/17

Gently Learning the Computer 2

PC7CB \$74 (\$64 Senior)

Review and build on the skills you've already learned. Focus is on customizing your computer and creating your own personal filing system. Learn to download, save and install simple programs. Fun with photos and music. Also, tips for maintaining your computer and keeping it running smoothly. Slow-paced, casual atmosphere, with lots of hands-on practice and opportunities to ask questions. Contact instructor anytime: KimHuey.mhcc@gmail.com

Sec. 91 2:10-4 p.m. R AC 1271
K. Huey 1/12-3/15

**Have Fun with Photoshop:
Intermediate Level****PC6PH \$74 (\$64 Senior)**

Use the same practical approach introduced in the beginning level class to learn more ways to enhance and improve your photos. This course makes intermediate tools and techniques available to those of us who are not professionals. Everyone can benefit from the ability to produce quality photographs and special effects. Whether you want to learn these skills for personal use or to improve your occupational marketability, this course makes it easy to learn the tricks of the trade. Discover techniques such as masking, layer manipulation, clipping paths and layers. It is recommended you take the beginning level class or have prior experience working with Photoshop before taking this class.

Sec. 91 7-9 p.m. W AC 2610
Staff 1/11-3/14

Creating a Web Page**PC6CW \$70 (\$60 Senior)**

Create a home page for your business or individual use. You will start with an introduction to Dreamweaver and create a simple Web page. This course also covers webbing your page to other Web pages on the Internet, adding pictures and backgrounds, creating table and graphic links and gathering information from people viewing your website. Finish your Web page in the course and put it on the Internet!

Sec. 31 6-8:30 p.m. T MAY 303
D. Huey 1/10-2/14

Introduction to QuickBooks 2010**Online \$94**

QuickBooks is designed for the small to mid-sized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. Learn how this well-designed accounting program can make it a snap to set up a chart of accounts, reconcile your checking account and create and print invoices, receipts and statements. Learn how to track your payables, inventory and receivables, create estimates and generate reports. This course is not suitable for Macintosh users.

Start Dates : 1/18, 2/15, 3/21, 4/18

Enroll at www.ed2go.com/mhcc

Gently Learning the Computer 2**PC7CB \$74 (\$64 Senior)**

Review and build on the skills you've already learned. Focus is on customizing your computer and creating your own personal filing system. Learn to download, save and install simple programs. Fun with photos and music. Also, tips for maintaining your computer and keeping it running smoothly. Slow-paced, casual atmosphere, with hands-on practice and opportunities to ask questions. Contact instructor anytime: KimHuey.mhcc@gmail.com

Sec. 91 2:10-4 p.m. R AC 1271
K. Huey 1/12-3/15

HEALTH, FITNESS & RECREATION**Chinese Medicine for Cold,
Flu and Allergies****HE4CM \$45 (\$35 Senior)**

Learn Chinese medical modalities (qi exercise, acupuncture, herbs and moxibustion) for cold, flu and allergies. Etiology and diagnostic techniques are introduced to differentiate cold, flu and allergies. Effective treatments and preventive measures are covered that should have little side effects. \$5 fee to instructor first night.

Sec. 91 7-9 p.m. T AC 3316
C. Wu 1/24-1/31

Sec. 92 7-9 p.m. T AC 3316
C. Wu 2/21-2/28

Welcome to Medicare**HE4MC FREE**

Medicare doesn't have to be confusing. This course will help participants understand Medicare basics and make informed choices. Topics: Medicare eligibility and enrollment; parts A, B, C and D; covered services; Medicare insurance policies; and problem resolution. This free course is taught by trained volunteers in cooperation with Multnomah County Aging and Disability Services.

Sec. 91 7-9 p.m. R AC 1001
B. Earnest 1/12-1/12

Sec. 92 10 a.m.-noon S AC 1001
B. Earnest 2/11-2/11

Sec. 93 7-9 p.m. R AC 1001
B. Earnest 3/15-3/15

Beginning Ballroom Dance**REC3BD \$69 (\$59 Senior)**

Add fun to lifelong fitness through ballroom dancing! This course is an introduction to the basics of social dance. Whether you are new to the world of dancing, or simply in need of a refresher course, this class will provide the basic skills and confidence needed to take your spot on the dance floor. The course will cover the three foundation dances of foxtrot, East Coast swing and waltz (as well as a brief introduction to their Latin relatives). *Partner required; they must be enrolled in class.*

Sec. 91 6:30-7:30 p.m. M PE 114
T. Becker 1/9-3/19

Intermediate Ballroom Dance**REC4BD \$59 (\$49 Senior)**

Continue to add fun and confidence to your ballroom dancing. This class is a continuation of beginning ballroom. We will review the basic steps and rhythms of the waltz and East Coast swing. We will continue by not only learning new steps, but also adding styling and musicality to your dancing. *Prerequisite: beginning ballroom dance or basic knowledge of waltz and East Coast swing. Partner required; they must be enrolled in class.*

Sec. 91 6:30-7:30 p.m. R FRVW
T. Becker 1/12-3/22

No Class: 1/19, 2/16, 3/15

Beginning Tai Chi**REC5BTC \$89 (\$79 Senior)**

Tai Chi is a Chinese exercise form with a history dating back thousands of years. Its graceful movements and slow tempo make it an ideal activity to improve the mind/body connection, balance and coordination. This art also has self-defense applications.

Sec. 91 3:40-5 p.m. M/W PE 139E
Staff 1/9-3/21

Dance Combo**REC5DC \$89 (\$79 Senior)**

Dance your way to your best body ever with this high-energy work out. "Dance Combo" is a fast and fun cardio-blasting program using: Latin, jazz, salsa and hip-hop.

Sec. 91 9-9:50 a.m. M/W/F PE 114
Staff 1/9-3/23

Health, Fitness & Recreation



Pilates

REC5LA \$89 (\$79 Senior)

Pilates is a contemporary approach to mind-body exercise. It focuses on core body strength through stabilization and balance. Students will need to provide their own mats.

Sec. 91 10-10:50 a.m. M/W/F PE 114
Staff 1/9-3/23

Beginning Ballet

REC4BB \$89 (\$79 Senior)

Beginning Ballet is designed to develop an appreciation of technique and style through participation. The pure technique will be stressed with emphasis on terminology, traditional background and personal value.

Sec. 91 1:10-2:30 p.m. T/R PE 114
Staff 1/10-3/22

Beginning Jazz/Hip-Hop Dance

REC4JH \$89 (\$79 Senior)

This course introduces the student to the many styles of jazz as a dance form including lyrical Broadway, hip-hop, modern and classical. It emphasizes classical and hip hop; and floor, center and isolations stretches.

Sec. 91 2:40-4 p.m. T/R PE 114
D. Rayley 1/10-3/22

Cardio/Lower Body and Abs

REC5CC \$89 (\$79 Senior)

High intensity, low impact floor aerobic class. Easy to follow aerobic movements focusing on cardiovascular conditioning. Free weights (8, 5 and 3 pounds) will be used in sequence of interval moves to enhance strength and promote muscle tone for all muscle groups. Use of medicine balls, bands and free exercises for lower body and abs. Burn fat and build muscular endurance with this cross-training workout.

Sec. 91 noon-1:20 p.m. T/R PE TR
Staff 1/10-3/22

Lower Body and Abs

REC5LB \$89 (\$79 Senior)

This course is a group approach to fitness through the use of resistive exercise for increasing muscular strength and endurance in the legs as well as the lower back and abdominal wall. Classes will include orientations in performance technique and safety for each exercise.

Sec. 91 11-11:50 a.m. M/W/F PE 114
J. Kelly 1/9-3/23

Exercise Bootcamp

REC5EB \$89 (\$79 Senior)

Exercise Bootcamp is a course that targets overall body fitness. Students (all levels) will participate in daily-varied exercise. Class will include walking, running, free weight training, calisthenics, group sports, endurance exercises and stretching. Each class includes warm up, a core set of exercise activities and cool down with stretching.

Sec. 91 6-7:05 a.m. M/T/W/R/F PE STDM
E. Rizzo 1/9-02/17

Sec. 92 6-7:05 a.m. M/T/W/R/F PE STDM
E. Rizzo 2/20-3/23

Beginning Horsemanship

AGR4BH \$89 (\$79 Senior)

This course is designed to introduce the beginning rider to the basic skills of riding and horsemanship. Additional fee of \$165 in addition to course fee must be paid at orientation. Call 503-491-7450 for additional course information. Students are responsible for their own transportation.

Sec. 91 6:30-7:30 p.m. T BRID
G. Shrake 1/10-2/21

Beginning Tae Kwon Do

REC5TK \$89 (\$79 Senior)

Basic instruction in the art of Tae Kwon Do (Korean karate) as taught by the World Tae Kwon Do Federation and USAT (United States of America Tae Kwon Do).

Sec. 91 6:30-7:30 p.m. W PE 114
M. Foulke 1/11-3/21

Basketball

REC3BB \$89 (\$79 Senior)

This class provides an opportunity to receive instruction in the basic skills required for participation in the game of basketball. Develop your knowledge and understanding of the game while participating in an activity which will enhance your physical conditioning.

Sec. 91 7:10-10 p.m. M PE GYM
J. Hairston 1/9-3/19

Fitness Lap Swimming

REC5LS \$89 (\$79 Senior)

This course is designed for intermediate or above swimmers who wish to continue perfecting their swimming strokes, while also improving their fitness level through a structured training program. This course is not for the beginning swimmer.

Sec. 91 7:45-8:35 a.m. M/W/F PL
D. Markell 1/9-3/23

Mind-Body Yoga

REC5MB \$89 (\$79 Senior)

This course, through yoga postures, will allow the student to experience the mind-body connection and learn techniques to bring that connection into alignment for his/her highest good. This course is also designed to give the student an option to create a personalized home practice plan that will promote strength, flexibility and peace of mind. The class will also include a brief introduction to yoga philosophy and meditation. Students will need to provide their own mats.

Sec. 91 6-7:20 p.m. T/R PE 139E
J. Darby 1/10-3/22

Sec. 92 10:40 a.m.-1:30 p.m. S PE 114
S. Pearson 1/14-3/24

Yo-Lates

REC5YO \$89 (\$79 Senior)

This class is a combination of yoga poses and Pilates precision. Students will learn correct body placement and attain inner muscular strength. The results will be better body awareness, circulation and healthier breathing techniques. Due to hygiene concerns, students will need to provide their own mats.

Sec. 91 5:10-6 p.m. M/W/F PE 114
M. Reed 1/9-3/23

Beginning Weight Lifting

REC5WL \$89 (\$79 Senior)

The course will put emphasis on the various aspects of weight training, including strength, weight gain, weight loss, muscle tone and

endurance. Specific lifts and programs will be established to achieve individual results.

Sec. 91 2:10-3 p.m. M/W/F PE 114
B. Donohue 1/9-3/23

Tap Dance

REC3TP \$64 (\$54 Senior)

A rhythmic, fun way to exercise. Students will learn basic tap vocabulary and style culminating in a choreographed dance.

Sec. 91 5-5:50 p.m. M FRVW
P. Norris 1/9-3/5

Belly Dance Fitness

REC4WB \$64 (\$54 Senior)

Time to shimmy and shake your way to fitness! Experience the beauty and mystery of this ancient women's dance. Body isolations, stretching, movement combinations and veil work will be included.

Sec. 91 6-6:50 p.m. M FRVW
P. Norris 1/9-3/5

Beginning West Coast Swing

REC3WC \$69 (\$59 Senior)

West Coast swing is an exciting contemporary swing dance which can be done to a large variety of music. In this class, you will gain the basic skills and confidence needed to take your spot on any dance floor. Whether you want to dance on a cruise, at a wedding, in a ballroom, or at a nightclub, you will find this a fun and exciting dance. *Partner required; they must be enrolled in class.*

Sec. 91 7:45-8:45 p.m. M PE 114
T. Becker 1/9-3/19

Intermediate West Coast Swing

REC4WC \$59 (\$49 Senior)

Continue to add fun and confidence to your West Coast swing. In this class we will begin by reviewing the basic steps and rhythms. We will continue by not only learning new steps, but also adding styling and musicality to your dancing. *Prerequisite: Beginning West Coast swing or a basic knowledge of West Coast swing. Partner required; they must be enrolled in class.*

Sec. 92 7:45-8:45 p.m. R FRVW
T. Becker 1/12-3/22

No Class: 1/19, 2/16, 3/15

Silver and Fit Level II

REC4AA \$99 (\$89 Senior)

Silver and Fit Level II is designed for moderately active older adults who exercise one

or two days per week. The class is designed to increase the participant's flexibility, joint stability, dynamic balance, coordination, agility, reaction time, muscular strength and cardiovascular endurance.

Sec. 91 1-1:45 p.m. M/W CAC 205
S. Dobson 1/9-3/19

Adult Ballet

REC4AB \$88 (\$78 Senior)

Explore the beauty and joy of learning ballet technique and stretch techniques to classical music. All levels welcome.

Sec. 91 8:30-10:30 a.m. S PE 114
L. Morgan 1/14-3/17

Chair Yoga

REC4CY \$99 (\$89 Senior)

Get the benefits of yoga in this chair-assisted class! Stretch and revitalize your whole body while challenging balance and developing core stabilization. End the session with relaxation emphasizing breathing techniques.

Sec. 91 noon-12:45 p.m. M/W CAC 205
S. Dobson 1/9-3/19

Group Power

REC4GP \$99 (\$89 Senior)

This 60-minute barbell program strengthens all your major muscles in an inspiring, motivating group environment with fantastic music and awesome instructors. With simple, athletic movements such as squats, lunges, presses and curls, this class is for all ages and fitness levels.

Sec. 91 5:30-6:30 a.m. T/R CAC 205
S. Dobson 1/10-3/15

Sec. 92 6:30-7:20 p.m. T CAC 205
5:30-6:20 p.m. R CAC 205
S. Dobson 1/10-3/15

Group Ride

REC4GR \$79/\$99 (\$69/\$89 Senior)

Pedal in groups, roll over hills, chase the pack, climb mountains and spin your way to burning calories and strengthening your lower body. This 60-minute cycling program is geared for anyone who can ride a bike. Motivating music, awesome instructors and an inspiring group!

Sec. 91 5:30-6:30 a.m. W CAC 205
S. Dobson \$79 1/11-3/14

Sec. 92 5:30-6:30 p.m. M/W CAC 205
S. Dobson \$99 1/9-3/19

Group Kick

REC4MM \$99 (\$89 Senior)

Group Kick brings it on! This electric 60-minute fusion class of martial arts and boxing movements will kick your cardio fitness to the next level while defining and shaping your body and self-confidence. Energetic music, awesome instructors and a group environment will keep you punching, kicking and smiling!

Sec. 91 5:30-6:20 p.m. T CAC 205
6:30-7:20 p.m. R
S. Dobson 1/10-3/15

Bicycle Maintenance and Repair

REC4MR \$89 (\$79 Senior)

This course is designed for any bicycle owner who wants to learn the essentials of bicycle maintenance, from simple tune-ups and adjustments to common roadside repairs. The information presented is applicable to all types of bicycles and is perfect for the bike commuter or weekend rider.

Sec. 91 7-9 p.m. W ORIM
N. Jones 1/11-1/25

Sec. 92 7-9 p.m. W ORIM
N. Jones 2/8-2/22

Gentle Yoga

REC5GY \$84 (\$74 Senior)

Sculpt long, lean muscles, firm and tone, while building strength, flexibility and concentration. Reduce stress, calm and strengthen the mind, emotions, glands and organs with this gentle yoga workout. Wear loose, layered clothing and bring two towels.

Sec. 91 6:10-7 p.m. M/W PE 139E
W. Dollowitch 1/9-3/14

Keep Moving - Seniors

REC5KM \$70/\$47 (\$60/\$37 Senior)

Improve your flexibility, range of motion and balance. Bring 1- or 2-pound weights for strength training and gentle stretching. No floor exercise.

Sec. 91 7:55-8:45 a.m. M/W/F ZIONCH
D. Glasnapp \$70 1/9-3/16

Sec. 92 9:30-10:30 a.m. M/W/F CLUB
D. Glasnapp \$70 1/9-3/16

Sec. 93 10-11 a.m. T/R ZIONCH
D. Glasnapp \$47 1/10-3/15

Pilates and Yoga

REC5P \$79 (\$69 Senior)

Develop a strong, flexible and firm body with gentle guided exercises. Yoga and pilates will promote a healthy mind and body. The movements in this class provide improved balance, increased flexibility and abdominal strengthening while maintaining healthy breathing. Be sure to bring a mat to class for floor work.

Sec. 91 7:10-8 p.m. M/W PE 139E
W. Dollowitch 1/9-3/14

Sec. 92 7:30-8:20 p.m. T/R PE 139E
W. Dollowitch 1/10-3/15

Tai Chi Chuan

REC5TC \$43 (\$33 Senior)

Chinese form of exercise with self-defense application. Reduce the effects of stress. Develop power in the legs, flexibility in the hips and shoulders, suppleness in the spine and increased stamina. Improve balance and posture. All are welcome; the benefits are life-changing.

Sec. 31 12:15-1:15P p.m. M MAY 101
C. Weber-Kearney 1/9-3/12

Sec. 91 7-8 p.m. M LUKE
C. Weber-Kearney 1/9-3/12

Water Aerobics by Moonlight

REC5WM \$84 (\$74 Senior)

Let a full glass wall help you enjoy the moonlit ambiance of this indoor pool as you work out the day's frustrations. Learn new and innovative water aerobic exercises while working out in the shallow end of the swimming pool. Easy access, lots of parking and you leave class feeling great! Fee includes on-duty life-guard, use of pool, showers and locker room.

Sec. 91 8-9 p.m. T/R RYMS
M. Furness 1/10-3/15

Yoga for Health

REC5Y \$89 (\$79 Senior)

Balance your mind and body and reduce your stress. Learn proper body alignment and breath awareness through yoga poses to release tension, and tone and strengthen muscles, bones and organs. Improve your ability to concentrate. Calm the mind and emotions and get a good night's sleep. For every level of condition. Wear loose clothing; bring a sticky mat, blanket and pillow. Ages 18 and up.

Sec. 91 9-10:30 a.m. M/W ZIONCH
M. Corgiat 1/9-3/14

Sec. 92 8-9:30 a.m. T/R ZIONCH
M. Corgiat 1/10-3/15

Home, Garden & Family

Sec. 93 6- 7:30 p.m. T/R FAIR
M. Corgiat 1/10-3/15

Zumba Fitness

REC5ZM \$89 (\$79 Senior)

Zumba Fitness is a Latin-inspired dance fitness program that blends international music and infectious steps to form dance that is downright addictive. Zumba uses a variety of styles in its routines, including cumbia, merengue, salsa, reggaeton, mambo, rumba, flamenco and hip-hop. Music selections include both fast and slow rhythms to help tone and sculpt the body. Dance hard and you will burn 600 - 1,000 calories each class.

Sec. 91 7-7:50 p.m. M/W FRVW
P. Whipple 1/9-3/19

Zumba Gold

REC5ZMG \$89 (\$79 Senior)

Zumba Gold is a lower intensity version of Zumba - a Latin-inspired dance fitness program that blends international music and infectious steps to form dance. Zumba Gold is perfect for seniors, participants at lower fitness levels and for individuals who have physical limitations. The dance-fitness program has been carefully designed to be easy to follow by individuals of any size or age.

Sec. 91 4-4:50 p.m. M/W FRVW
P. Whipple 1/9-3/19

HOME, GARDEN & FAMILY

Companion Dog Training

AGR4DO \$59 (\$49 Senior)

A positive, reward-based system will be used to teach household manners such as polite greeting and walking on leash, settling down and coming when called. The first class is an orientation for handlers; please leave dogs at home. Bring proof of current vaccinations from your veterinarian. For dogs six months to adult.

Sec. 91 6-7 p.m. M AC*
D. Gilkison 1/9-2/20

**Class is held in the covered area next to the College Center.*

Tricks and Treats for Dogs

AGR4CC \$59 (\$49 Senior)

Clicker training will be used to teach your dog a variety of tricks. Dog owners will learn how to use targeting, shaping and props to train behaviors on cue. The first class is an orientation for handlers; please leave dogs at home. Bring proof of current vaccinations from your veterinarian. For dogs six months to adult who respond to their name and walk politely on a leash.

Sec. 91 7:15-8:15 p.m. M AC*
D. Gilkison 1/9-2/20

**Class is held in the covered area next to the College Center.*

An Introduction to Electric Vehicles

AUT4EV \$24 (\$14 Senior)

An electric vehicle (EV) uses one or more electric motors for propulsion. This course focuses on EVs, plug-in hybrid electric vehicles, electric vehicle charging stations level I, II and III and the economics of electric vehicle ownership. Class includes a demonstration of a 2007 Toyota Prius converted to PHEV (plug-in hybrid-electric vehicle).

Sec. 31 6-8 p.m. T MAY 310
C. Currington 1/10-1/10

Private Pilot Ground School

AV 5 \$295 (\$285 Senior)

This course is an introduction to pilot training with initial ground instruction in aeronautical skills and knowledge. Obtain a basic working knowledge of flight aerodynamics, aircraft instruments and systems, airspace and airport operations, air traffic control, radar services, radio communications, basic flight physiology, sources of flight information, fundamentals of weather theory, aviation weather hazards and much more. For a full class description, visit the online schedule at mhcc.edu/schedule.

Sec. 91 6-8:30 p.m. M/W GWA
R. Bailey 1/9-3/21

Driver Education ODOT Certified

DRV4DE \$315

Course includes 30 classroom hours and 12 hours of in-vehicle training which consists of six hours behind-the-wheel with professional driving instructors and six hours of in-car observation (scheduled outside classroom hours). Learn safe driving techniques, etiquette and preparedness. Upon successful completion, students will receive a certificate for submission to the DMV office at time of licensure and for insurance discounts.

Please note: 12 hours of in-vehicle training (driving and observation time) is separate from scheduled classroom time. Student must have valid Oregon Driver's Permit. Attendance is mandatory. Students over the age of 17, or who already have their license, or who obtain their license prior to course completion will be charged an additional \$210.

Sec. 31	9 a.m.-noon	S	MAY 310
Staff			1/14-3/24
Sec. 91	2-5 p.m.	S	AC 1309
Staff			1/14-3/24

Building Wealth with Real Estate

FIN4BW \$29 (\$19 Senior)

The first night is an overview of a process for getting from where you are financially to where you want to be, using real estate as the investment vehicle. The second night is a planning workshop to put these principles into application. Workbook is included.

Sec. 31	6:30-8 p.m.	M/W	MAY 223
S. Straub			1/9-1/11
Sec. 91	6:30-8 p.m.	T/R	AC 3316
S. Straub			1/10-1/12

Financial Strategies

FIN5M \$49

Provides essential strategies and information to people who are very close to retirement, as well as those who are as many as 15 years from retirement. Inflation, investments, taxes and more are taught in the context of retirement planning. A \$49 fee per family of two will be paid to the Gresham Area Chamber of Commerce. To register, call Gresham Area Chamber of Commerce at 503-665-1131.

Sec. 91	6:15-9:45 p.m.	R	AC 1573
W. VonBorstel			2/9-2/23
Sec. 92	6:15-9:45 p.m.	T	AC 1519
W. VonBorstel			2/14-2/28

Finding Money for College

FIN5MC \$39 (\$29 Senior)

Since statistics show college students will graduate with at least \$20,000 in debt, this class will teach you how to get money to pay for your education. You will complete an application for financial aid as well as the OSAC scholarship application. Learn to write outstanding scholarship essays and conduct effective scholarship searches that will result in the best possible outcome: lots of money for a college education.

Sec. 91	10:30 a.m.-noon	S	AC 2755
B. Arrell			1/14-2/18

Concealed Handgun Permit

GUN4CH \$49 (\$39 Senior)

This one-evening class will satisfy all requirements to obtain an Oregon concealed handgun permit. Learn safety and responsibility of firearm ownership as well as how to obtain a concealed handgun permit, where the permit is valid and use of deadly force as described in ORS (Oregon Revised Statutes). All students who complete class as specified by instructor will receive a certificate.

Sec. 91	6-9 p.m.	M	AC 1767
S. Curtain			1/23-1/23
Sec. 92	6-9 p.m.	M	AC 2608
S. Curtain			2/20-2/20

Get a Grip: Managing Your Space, Paper & Time

HOM4CC \$29 (\$19 Senior)

Taught by a professional organizer, this course will provide you with proven strategies to help you be better organized. Learn how to identify what to keep, sell, toss, donate or recycle. Organize your paper to help you manage your bills and prepare for tax season. Create a clutter-free home with more space and time for you and your family.

Sec. 91	1-3 p.m.	S	AC 1775
C. Reineccius			1/14
Sec. 92	1-3 p.m.	S	AC 1775
C. Reineccius			3/17

Introduction to Emotional Intelligence

HOM5EI \$99 (\$89 Senior)

Research demonstrates success is tied, not to cognitive intelligence, but to emotional intelligence. Learn how to focus your awareness on emotions and emotion-driven behaviors, as well as the emotions and behaviors of others and how best to manage yourself and your relationships effectively.

Sec. 91	6-8 p.m.	T	AC 1508
R. Strack			1/10-1/31
Sec. 92	6-8 p.m.	W	AC 1508
R. Strack			2/8-2/29

Life and Career Transitions

HOM5LC \$79 (\$69 Senior)

This course will assist adults to navigate major life and career transitions using personality and career assessments, group support, community resources and goal setting activities. Transitions may include job layoff, divorce, children growing up, disability, retirement or a desire to change careers. Each student will leave the class with an action plan that includes goals, resources, timelines and plans for ongoing support.

Sec. 91	6-8 p.m.	T	AC TBA
C. Dettman			1/10-3/13

Discovering Your Civil War Ancestor

HOM4CW \$79 (\$69 Senior)

If your family was in the U.S. in the 1860s, chances are at least one of your relatives served in either the Union or Confederate army during the U.S. Civil War. Using the Internet, your family records and important primary sources, learn the details of your ancestor's Civil War service. When and why did he enlist? What was his unit? In which battles did he fight? Was he injured? Promoted? When and under what circumstances was he discharged? Honor your family history during the 150th anniversary of the U.S. Civil War.

Sec. 91	10 a.m.-noon	S	AC TBA
K. Eakman			2/4-3/3

Pruning Like a Pro

HRT4P \$69 (\$59 Senior)

This is a three-part class to learn how to prune your landscape plants and trees with safety, using scientific and common sense methods.

Sec. 91	6:30-8:30 p.m.	M/T/R	FISH 1
S. Schmidt			1/23-1/26

Sustainable Residential Landscaping

HRT4SL \$69 (\$59 Senior)

Learn residential landscaping using sustainable techniques in design, soil preparation, plant selection, care and maintenance.

Sec. 91	6:30-8:30 p.m.	M/T/R	FISH 1
S. Schmidt			1/30-2/2

Wines of the World: United States

HEC2WA **\$59** (\$49 Senior)

This is the first in a series of courses to learn what is behind the label on that bottle of wine. Develop an appreciation for the product of viticulture; discussion will center around the history, cultivation, production and storage of wine in all United States wine-production areas. Component tasting will be an integral part of each class. Age 21 and older.

Sec. 91 6-8:50 p.m. M* AC 2059
C. Carrier 1/9-1/30

**Class will meet on Tuesday,
Jan. 17 instead of Monday that week.*

Wines of the World: France and Italy

HEC2WB **\$59** (\$49 Senior)

This is the second in a series of courses to learn what is behind the label on that bottle of wine. Develop an appreciation for the product of viticulture; discussion will center around the history, cultivation, production and storage of wine from Western Europe, including France, Italy and Germany. Component tasting will be an integral part of each class. Age 21 and older.

Sec. 91 6-9:20 p.m. M AC 2059
C. Carrier 2/6-2/20

Wines of the World: Other Countries

HEC2WC **\$59** (\$49 Senior)

This is the third in a series of courses to learn what is behind the label on that bottle of wine. Develop an appreciation for the product of viticulture; discussion will center around the history, cultivation, production and storage of wine from Eastern Europe and the Southern hemisphere. Component tasting will be an integral part of each class. Age 21 and older.

Sec. 91 6-8:50 p.m. M AC 2059
C. Carrier 2/27-3/19

Professional Cake Decorating

HEC4CD **\$99** (\$89 Senior)

Prepare for a career in the professional cake decorating industry or learn to decorate like a pro for friends and family. You will master decorating techniques and achieve current industry standards for production. Certificate awarded upon completion. This class is for all levels. No experience necessary.

Sec. 91 6-9 p.m. T CN 177
C. Sanders 1/10-2/28

Language, Travel & Culture



Creamy Goat Cheese

HEC4CG **\$35** (\$25 Senior)

Do it yourself, learn to make easy goat cheese (Chevre) from a local cheese maker. This hands-on class will give you the skills to make creamy goat cheese and give you the confidence for more challenging cheeses. Students will try several variations, such as herbed logs, spice layered wheels and even a honeyed goat cheese. A \$30 fee for supplies and complete cheese making kit is payable to Urban Cheesecraft during class.

Sec. 91 7-9 p.m. R DDSO 239
C. Lucero 1/26

Simple Fresh Cheese

HEC4CGF **\$35** (\$25 Senior)

Do it yourself cheeses are widely used around the world because they are delicious, great as vegetarian proteins and incredibly easy to make. These citric acid based cheeses soak up spices and sauces because they don't melt. Each student will take home a rustic wheel of cheese. A \$25 fee for supplies and complete cheese making kit is payable to Urban Cheesecraft during class.

Sec. 91 7-9 p.m. R DDSO 239
C. Lucero 2/16

Easy Mozzarella

HEC4EM **\$35** (\$25 Senior)

If you have made simple cheeses like ricotta or paneer, go to the next level with this easy mozzarella. A local cheese maker will show you that making fresh mozzarella, using rennet and an easy folding technique is within your reach in an hour. This hands-on workshop will detail every step and leave you with a batch of curds to heat and fold at home allowing you to taste the freshest results possible. \$30 for supplies and complete cheese making kit payable to Urban Cheesecraft collected on day of class.

Sec. 91 7-9 p.m. R DDSO 239
C. Lucero 3/8

A to Z Grant Writing

Online **\$94**

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools to apply for grants. You'll learn how to raise funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign and how to put together a complete proposal package.

Start Dates : 1/18, 2/15, 3/21, 4/18

Enroll at www.ed2go.com/mhcc

Writing Your Memoirs

LAN4MM **\$47** (\$37 Senior)

Create the perfect gift for your family, friends or even yourself! A record of your life and experiences expressed with your personal style. Longtime, well-respected instructor helps you weave the fabric of your life into a story for future generations to read and cherish.

Sec. 91 1-3 p.m. R FAIRLAWN
M. Loisdotter 1/19-3/22

Professional Novel & Memoir Writing

LAN4NM **\$73** (\$63 Senior)

Provides a basic framework and experience for writing both fiction and nonfiction. Develop and complete your book-length project through professional critiques and peer review in this comfortable, friendly atmosphere. *Recommended prerequisite:* LAN3NM

Sec. 31 6-8:30 p.m. W MAY 310
C. Hiday 1/11-3/14

Fundamentals of Technical Writing

Online **\$94**

Learn the skills to succeed in the well-paying field of technical writing. You'll discover the secrets of successful technical writers, including technical writing conventions, interviewing skills, documentation management, publishing and formatting techniques and how to get your first job as a technical writer.

Start Dates : 1/18, 2/15, 3/21, 4/18

Enroll at www.ed2go.com/mhcc

Grammar Refresher**Online** **\$94**

Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing. Whether you're a student or professional, a published or beginning writer, this course will help you navigate and master the linguistic twists and turns inherent in English grammar. Grammar is fun if you know the rules. A patient instructor will support you throughout the course, and plenty of interactive exercises will give you ample opportunity to put into practice everything you learn.

Start Dates : 1/18, 2/15, 3/21, 4/18

Enroll at www.ed2go.com/mhcc**Learn Spanish Gently****LAN5S** **\$87 (\$77 Senior)**

A conversational course with a wealth of practical expressions. Taught by an experienced instructor in a relaxed setting designed to aid you in your career, travels and intercultural communication.

Sec. 91	6-8:30 p.m.	M	AC 1653
	C. Rivera-Bass		1/9-3/12

Sec. 92	6-8:30 p.m.	T	DDSO 202
	I. Almada		1/10-3/13

Sec. 94	6:30-9 p.m.	W	AC 2756
	C. Albertson		1/11-3/14

Learn Spanish Gently-Intermediate**LAN5SI** **\$87 (\$77 Senior)**

An advanced conversational course with a wealth of practical expressions. Taught by an experienced instructor in a relaxed setting designed to aid you in your career, travel and intercultural communication. Prerequisite: LAN5S, Learn Spanish Gently-Beginning.

Sec. 91	6:30-9 p.m.	T	AC 2756
	A. Long		1/10-3/13

Spanish for Educators**LANX12D** **\$199**

This basic Spanish course is designed for teachers, counselors and administrators who communicate with Spanish-speaking students and their families. Participants study relevant vocabulary, grammar, pronunciation and cultural aspects in educational environments. Call 503-491-7235 to register.

Sec. 71	6:30-8:30 p.m.	W	AC TBA
	B. Paez		1/18-3/21

Beginning Screenwriting**LAN5SW** **\$59 (\$49 Senior)**

Students will learn about story concept, characterization, structure, scene writing, dialogue and formatting. A great deal of give and take discussion will take place. It's not just a lecture course; homework will be assigned. Students will pick their story, write their first scenes and discuss them at length in class. The class is designed to give the student enough confidence to write a first draft screenplay.

Sec. 31	7-9 p.m.	W	MAY 143
	D. Alexander		1/11-2/15

Italian for Travelers**LAN5TR** **\$73 (\$63 Senior)**

Planning a trip to Italy? This class is perfect for those looking to learn basic expressions and comfortably move around the country. Language, culture and other travel tips provided to enhance any buon viaggio!

Sec. 31	6-7:50 p.m.	W	MAY 143
	B. Valenzuela		1/11-3/14

Beginning Conversational French**Online** **\$94**

Discover how easy it can be to learn common words and phrases for both leisure and business. This course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. The course even includes audio, so you'll be able to hear and practice the language with little more than a click of your mouse! You'll also learn cultural tips that will make you more comfortable in a foreign setting. After finishing this course, you'll be prepared to speak French in a wide variety of settings and situations.

Start Dates : 1/18, 2/15, 3/21, 4/18

Enroll at www.ed2go.com/mhcc

Class Locations

MHCC Gresham Campus Buildings

26000 S.E. Stark St., Gresham

- AC** Academic Center
- EC** Early Childhood Education
- GE** G.E. Classroom
- HF** Fisheries
- IT** Industrial Technology
- PE** Physical Education
- VA** Visual Arts Center

Campus maps available online at mhcc.edu/maps

- BCAH** **The Bruning Center for Allied Health Education**
1484 N.W. Civic Drive, Gresham
503-491-6700
- BRID** **Bridlewood Horsemanship Center**
35649 SE Lusted Rd., Boring
- CAC** **Cascade Athletic Club - 205**
9260 S.E. Stark St., Portland
- CENT** **Centennial High School**
3505 S.E. 182nd, Gresham
- CLUB** **Club Estates East**
12260 S.E. Main, Portland
- DD** **David Douglas High School**
1001 S.E. 135th, Portland
- DDSO** **David Douglas South Building**
1500 S.E. 130th, Portland
- FAIR** **Fairlawn Community Center**
1280 N.E. Kane Road, Gresham
- FRVW** **Fairview Community Center**
300 Harrison, Fairview
- GWA** **Gorge Winds Aviation**
920 N.W. Perimeter Way, Troutdale
- LUKE** **St. Luke's**
120 S.W. Towle Ave., Gresham
- MAY** **MHCC Maywood Park Campus**
10100 N.E. Prescott, Portland
503-491-6100
- ORIM** **Outer Rim Bike Shop**
10625 N.E. Halsey, Portland
- RYMS** **Reynolds Middle School Pool**
1200 N.E. 201st Ave., Fairview
- SBDC** **Small Business Development Center**
323 N.E. Roberts Ave., Gresham
- ZENG** **Zenger Farms**
11741 S.E. Foster Road, Portland
- ZION** **Zion Church of Christ**
2025 N.E. 23rd Ave., Gresham

non-credit online classes



Mt. Hood Community College (MHCC), in partnership with Education2Go, an industry leader in online learning for adults, offers online training programs for many in-demand occupations. Professionals from each respective field provide effective, up-to-date Web-based instruction. With MHCC's online classes, students can work and study on their own time and keep their full-time jobs.

- All classes are instructor-facilitated and repeat monthly
- Classes start at a low \$94
- Hundreds of online classes available, covering a wide variety of subjects and interests
- Read your lesson and ask questions of your instructor at a time convenient to you

TO REGISTER:

For more classes or to register go to ed2go.com/mhcc or call **503-491-7571**

COURSE SECTIONS:

A new section of each online class will begin Jan. 18, Feb. 15, March 21 and April 18. Each course consists of 12 two-hour sessions, provided twice weekly, over a six-week period. The lessons are supplemented by interactive quizzes, tutorials and online discussion via the Web.

This is only a partial list of our many class offerings.
For a complete directory, please visit mhcc.edu/ed2go.

CAREER & PROFESSIONAL

Accounting Fundamentals
Fundamentals of Supervision & Management
Going Green at the Workplace
Learn to Buy and Sell on eBay
Wow, What a Great Event!
Small Business Marketing on a Shoestring
Start and Operate Your Own Home-Based Business
Creating a Successful Business Plan
Nonprofit Fundraising Essentials
Explore a Career as a Paralegal
Explore a Career as a Pharmacy Technician
Explore a Career in a Dental Office
Twelve Steps to a Successful Job Search

PERSONAL DEVELOPMENT

Get Assertive!
Get Funny!
Healing Through Hypnosis
Keys to Effective Communication
Certificate in End of Life Care
Certificate in Gerontology
Introduction to Natural Health and Healing
GED Preparation
SAT/ACT Preparation
GMAT Preparation
GRE Preparation
LSAT Preparation
Discover Digital Photography
Secrets of Better Photography
Photoshop Elements 8 for the Digital Photographer
Luscious, Low-Fat, Lightning-Quick Meals
Going Green at Home

Assisting Aging Parents
Understanding Adolescents
Speed Spanish I and II
Where Does All My Money Go?
Personal Finance
Introduction to Stock Options
Keys to Successful Money Management
Creating K-12 Learning Materials
Solving Classroom Discipline Problems
Differentiated Instruction in the Classroom
Survival Kit for New Teachers
Response to Intervention:
 Reading Strategies that Work
Ready, Set, Read!
Singapore Math: Number Sense and Computational Strategies
Spanish for the Classroom
Spanish for Medical Professionals
Spanish for Law Enforcement Professionals
Teaching Smarter with SMART Boards
Teaching Adult Learners

WRITING & PUBLISHING

Writeriffic: Creativity Training for Writers
Grammar Refresher
The Keys to Effective Editing
Get Grants!
A to Z Grant Writing
Writing Effective Grant Proposals
Beginning Writer's Workshop
Beginner's Guide to Getting Published
Effective Business Writing
Writing Essentials
Writing for Children
Travel Writing
Writing for ESL

COMPUTER & TECHNOLOGY

Computer Skills for the Workplace
Introduction to Microsoft Word 2010
Introduction to Microsoft Access
Introduction to Microsoft Excel
Introduction to Microsoft PowerPoint
Introduction to Microsoft Publisher
Introduction to Microsoft Project 2010
Introduction to Illustrator CS3
Introduction to QuickBooks 2009 & 2010
Performing Payroll in QuickBooks 2010
Introduction to Adobe InDesign CS4 and CS5
Photoshop CS4 for the Digital Photographer
Adobe Flash CS5
Introduction to C++ Programming
Introduction to Java Programming
Introduction to CSS and XHTML
Help for the Helpdesk
Introduction to PHP and MySQL
Creating Web Pages I & II
Intermediate Dreamweaver
Intermediate SQL
Introduction to Dreamweaver CS5
Creating a Classroom Website
Designing Effective Websites
Achieving Top Search Engine Positions
Introduction to Networking
Intermediate Networking
Wireless Networking
Introduction to Programming
Introduction to PC Security
Basic CompTIA® A+ Certification Prep
CompTIA® Security+ Certification Prep
CompTIA® Network+ Certification Prep
PMP Certification Prep 1

community skills center

The Community Skills Center at the Maywood Park Campus offers self-paced computer and office skills classes designed to upgrade your job skills.

- Open seven days a week
- Register and begin classes at any time
- Work at your own pace
- Set your own schedule to meet requirements
- Take up to 10 weeks after you register to complete a course
- Instructors are available to help guide you through your course

TO GET STARTED:

1. Register anytime.
Call 503-491-6122
2. Purchase textbook and supplies in the business office at the MHCC Maywood Park Campus
3. Pick up course materials at the Community Skills Center and start class

COURSE FEES:

\$90 plus cost of textbook unless otherwise stated (subject to change)

TESTING SERVICES

- CPT*, Tues. noon–8 p.m. (walk-ins)
- GED†, Weds. noon–8 p.m. (by appointment, 503-491-7678)
- Test proctoring for MHCC online courses during open lab hours

* Career Placement Test

† General Equivalency Diploma

COMMUNITY SKILLS CENTER WINTER TERM HOURS: Closed Jan. 16 for Martin Luther King Jr. Day. Last day of winter term is March 23.

Monday, Wednesday
10 a.m. – 7 p.m.

Tuesday, Thursday
10 a.m. – 9 p.m.

Friday
9 a.m. – 5 p.m.

Saturday
9 a.m. – 1 p.m.

Sunday
Noon – 4 p.m.

Beginning Computer for ESL

GEN6BE \$90 (\$80 Senior)

A fun way for students with limited knowledge of English to learn computer basics. Using a visual approach, this class takes students with intermediate English reading skills through the basics of using a computer to perform elementary tasks. Learn about Windows, simple documents, the Internet and email. *Prerequisite:* Low-intermediate ESL reading proficiency.

Beginning Computers for Seniors

GEN6BN \$65 (\$55 Senior)

Computers are an integral part of everyday life and keeping in touch with friends and family. This self-guided course teaches the student about Windows, word processing, how to email and navigate the Internet. Find out how to use them to your advantage. Instructional help is always available in the lab.

Introduction to the Internet and Emailing

GEN6CIA \$90 (\$80 Senior)

Discover how the Internet can change your life! Learn the skills to locate websites, shop safely online and search the Web for specific information. The choices are unlimited! You will also learn the skills for Web-based email to communicate with friends and family. *Prerequisite:* Basic knowledge of Windows.

Data Entry Skill Building

GEN6DB \$110 (\$100 Senior)

Prepare for a career as a data entry specialist by gaining experience with real-life activities that are encountered in the workplace. Class

focuses on business projects and lessons including keypad, alphanumeric and figure-symbol timings. Increase your speed and accuracy! *Prerequisite:* Basic keyboarding by touch skills.

Proofreading at the Computer

GEN6DF \$75 (\$65 Senior)

Improve the quality of your written communications. In today's workplace it's important to produce documents that are error free. Brush up on your knowledge of grammar and learn how to get the most out of your word processor's writing tools. Class teaches simple methods of proofreading used by professional proofreaders that you can apply to any document. *Prerequisite:* Basic computer skills.

Dreamweaver Level I

GEN6DWA \$120 (\$110 Senior)

Build basic websites and applications with one of the industry's leading Web authoring tools. Learn the fundamentals of smart Web design, how to define a website and then create and format Web pages using design elements such as images, tables, colors and templates. *Prerequisite:* Working knowledge of Microsoft Windows operating system and a Web browser; Microsoft Internet Explorer or Mozilla Firefox.

HTML Basics

GEN6HTM \$90 (\$80 Senior)

This course prepares you to plan, design, develop, test, publish and maintain a website. You will learn how to use HTML formatting codes to display your words, images, background colors and more. The course will also cover the mechanics of creating, editing and linking to other interesting sites on the Web. *Prerequisite:* Basic knowledge of Windows.

PC Security and Maintenance

GEN6MS \$75 (\$65 Senior)

This class is a non-technical, easy, fun way to learn how to protect and maintain your home computer. Information is provided so you understand security risks you may encounter and the actions needed to overcome them. Keep your PC running smoothly with regular tune-ups, to ensure it lives longer, performs better and avoids debilitating crashes.

Keyboarding Basics

GEN6OB \$90 (\$80 Senior)

Designed for individuals who have no or little training in typing or keyboarding. Memorize the order of the keys and practice typing for speed and accuracy. Class will concentrate on typing without looking at the computer keyboard or backtracking to fix mistakes.

Keyboarding Skillbuilding

GEN6OC \$90 (\$80 Senior)

Intended for students who need to refine and develop speed and accuracy. Learn the symbols and numeric keys. Increase your productivity while enhancing your marketability!

Keyboarding Formatting

GEN6OD \$90 (\$80 Senior)

This course is designed for the student who wants to take charge of their personal typing needs. After the completion of this course, a student should be able to format the most commonly used letter, report, memo and table types encountered in the classroom, business, or personal settings. *Prerequisite:* Ability to keyboard by touch. Learn to format the most commonly used letter, report, memo and table types.

10-Keypad on the Computer**GEN6OE \$90 (\$80 Senior)**

Designed to teach the computer numeric keypad by touch with speed and accuracy using industry standards. This skill is especially helpful to the people in the fields of data entry, accounting, office administration, insurance, banking and finance and any other work that requires numeric input.

Fundamentals of Photoshop**GEN6PH \$120 (\$110 Senior)**

Photoshop is an incredibly popular software tool used to enhance photos. Explore digital imaging techniques through this hands-on, project-oriented course. You'll have no trouble following this step-by-step, screen-by-screen approach as you learn how to edit photos, use selection tools, create and manipulate layers, apply filtering techniques, prepare your images for printing and much more! *Prerequisite: Basic knowledge of Windows*

Windows 7**GEN6WN \$90 (\$80 Senior)**

Learn the latest Microsoft operating system, Windows 7, in a quiet and friendly atmosphere. This self-guided course focuses on Windows 7 fundamentals with an emphasis on the file management skills you need to master today's computers. Perfect for first time computer users!

Beginning Windows XP**GEN6WXP \$90 (\$80 Senior)**

Explore Windows XP in a step-by-step self-guided format. Focus on Windows XP fundamentals with an emphasis on folder and file management skills you need to master today's computers. Perfect for first time computer users!

Publisher Level I***GEN6YBC \$90 (\$80 Senior)**

Publisher is a hidden gem of Office Suite. Learn how to create great publications from scratch or use one of the hundreds of business and personal designs in Publisher. Highlights of this course include creating and editing a publication, designing a newsletter, customizing a tri-fold brochure and creating an email letter. *Prerequisite: Basic knowledge of Windows.*

Publisher - Level II***GEN6YBD \$90 (\$80 Senior)**

Designed for students with some Publisher experience who want to use Publisher as a complete application for small business. *Prerequisite: Publisher - Level I or consent of instructor.*

Microsoft Office Essentials***GEN6YOA \$120 (\$110 Senior)**

Gain an introduction to Microsoft Office Suite, the most commonly used software in the business world today. The emphasis is on learning basics of Word, Excel, Access and PowerPoint. Students will also gain knowledge of the Windows user interface and file management skills. A great place to start!

Microsoft Office Essentials with Keyboarding***GEN6YOB \$180 (\$170 Senior)**

Gain an introduction to Microsoft Office Suite, the most commonly used software in the business world today, while learning to type. The emphasis is on learning the basics of Word, Excel, Access and PowerPoint. Students will also gain knowledge of the Windows user interface and file management skills. Learn to type by touch, build speed and accuracy with this self-guided keyboarding program. Increase your confidence in operating computers!

Microsoft Office Essentials Level II***GEN6YOC \$165 (\$155 Senior)**

Expand your knowledge of the Microsoft Office Suite by performing more advanced assignments in Word, Excel, Access and PowerPoint. Topics include formatting Word documents, working with charts and formulas in Excel, querying and maintaining an Access database and designing a PowerPoint presentation. Discover how each program can be used to produce quality business documents you can be proud of! *Prerequisite: Introductory knowledge of Microsoft Windows, Word, Excel, Access and PowerPoint.*

Access Level I***GEN6ZAA \$90 (\$80 Senior)**

By focusing on the basics of Access in this self-guided course, students discover the benefits of using a database. Learn to create and enter data, extract the data they need (queries), build efficient front-ends for that data (forms) and publish the results in an easy-to-read format (reports). *Prerequisite: Familiarity with Windows environment.*

Access Level II***GEN6ZAB \$90 (\$80 Senior)**

Master intermediate Access tools and techniques required to create a user-friendly database in this self-guided course. Present data in attractive reports and forms. Create macros that make a database intuitive enough for a computer novice to use. *Prerequisite: Access Level I or consent of instructor.*

Excel Level I***GEN6ZEA \$90 (\$80 Senior)**

Explore, experiment and take advantage of the features of Excel. Learn how to build a basic spreadsheet, create an embedded chart and use formulas, functions and formatting. Use your new skills to complete calculations, make decisions, graph data and develop professional-looking reports! *Prerequisite: Basic knowledge of Microsoft Windows.*

Excel Level II***GEN6ZEB \$90 (\$80 Senior)**

Excel Level II focuses on streamlining and enhancing spreadsheets with templates, charts, graphics and formulas. Apply visual elements and advanced formulas to a worksheet to display data in various formats. Topics include financial tables, data tables and amortization schedules. Create, sort and query tables, create templates and work with multiple worksheets and workbooks. Increase your confidence and build problem-solving skills! *Prerequisite: Basic knowledge of Excel.*

Outlook Level I**GEN6ZMA \$75 (\$65 Senior)**

Outlook is commonly used in business environments to communicate and coordinate with colleagues. Discover how to send, receive, reply to and forward email messages. Organize your schedule and events using calendar tools; maintain contact lists, to-do lists and notes. Topics include creating distribution lists, attaching files to messages and opening and saving attached files. Streamline your workplace today! *Prerequisite: Basic knowledge of Windows.*

PowerPoint Level I***GEN6ZPA \$90 (\$80 Senior)**

Unlock your creativity with PowerPoint 2007. Create professional-looking slide shows using well designed layouts. Modify these layouts to create custom slides to fit your specific needs and enhance your information. Add illustrations, shapes, custom backgrounds, transitions and diagrams. Fun and simple to use! *Prerequisite: Familiarity with Windows environment.*

PowerPoint 2007 Level II***GEN6ZPB \$90 (\$80 Senior)**

Produce presentations enhanced with visual and audio elements that will be remembered by your target audience. PowerPoint 2007 gives you the flexibility to create, revise and reuse a presentation to fit your needs. Learn to make an animated self-running presentation. *Prerequisite: Beginning knowledge of PowerPoint 2007 and PowerPoint - Level I or consent of instructor.*

* When registering choose section 30 for MS 2010 or section 31 for MS 2007.

Word Level I***GEN6ZWA** **\$90 (\$80 Senior)**

Word is a full feature word processing program that allows you to create professional-looking documents and revise them with ease. Explore ways to create fliers, letters, memos, resumes and more. Utilize Word editing tools to improve your work. Discover formatting techniques to visually enhance your documents by adding borders, pictures and images. *Prerequisite: Basic knowledge of Microsoft Windows.*

Word Level II***GEN6ZWB** **\$90 (\$80 Senior)**

Extend your basic skills and knowledge of Word. Learn more advanced aspects of key topics such as formatting, tables and lists. New features are introduced such as merging, envelopes, mailing labels, multiple columns, text boxes and WordArt. Produce professional-looking documents that reflect the quality of your work! *Prerequisite: Word - Level I or consent of instructor.*

Word Level III***GEN6ZWC** **\$90 (\$80 Senior)**

Our advanced course teaches the most challenging features and functionality of Word including integrating Word with other programs, collaborating on documents, managing document versions, adding reference marks and notes and using XML in Word. This is an

ideal course for experienced users who want to fully utilize Word. *Prerequisite: Basic and intermediate knowledge of Word.*

QuickBooks**GEN7DQ** **\$120 (\$110 Senior)**

Set up your company right the first time. Using QuickBooks, you can get rid of your stacks of paperwork and easily manage your customers, vendors, products and financial data. You can extract the information from these lists to generate accurate and professional-looking invoices, billing statements and payroll checks. *Prerequisite: Basic knowledge of accounting principles, a personal computer and small business.*

Basic Business Writing Technique**GEN7GR** **\$90 (\$80 Senior)**

Those who write well get noticed and are valued in an organization. This class will teach you how to write with a purpose, avoid common errors, proofread and apply business editing techniques. Create and format business documents such as letters, memos, email messages and short reports. Review grammar and punctuation for effective writing.

MS Office Business Simulation**GEN7OS** **\$120 (\$110 Senior)**

Using your fundamental MS Office Suite skills produce practical and realistic business projects. Complete assignments that require the

creation of documents, forms, presentations, worksheets and database tools for a business. Take this class to increase your workplace competency. *Prerequisite: Working knowledge of Windows and MS Office Suite.*

Photoshop Plus**GEN7PH** **\$120 (\$110 Senior)**

Expand your knowledge of Photoshop with this self-guided intermediate course. Discover how to fix photographs by removing flaws, resizing, correcting exposure and utilizing the healing brush tool. Create multiple versions of images for use in various projects. Learn to transform your photographs today! *Prerequisite: Basic knowledge of Windows and beginning Photoshop.*

Strategies for Job Seekers**GEN8JS** **\$135 (\$125 Senior)**

The job finding process involves self-assessment, networking, writing excellent cover letters and resumes and interviewing successfully. This course helps you to gain the confidence needed to find your ideal job!

Medical Vocabulary**MO16S** **\$110 (\$100 Senior)**

This non-credit, self-paced course teaches the basic elements of medical words (prefixes, word roots and suffixes). Medical abbreviations are studied so the student is able to analyze, define and build medical terms most commonly used within the clinic and hospital environment.

* When registering choose section 30 for MS 2010 or section 31 for MS 2007.

learn to design, develop & build with the **ENVIRONMENT** in mind

The Sustainable Building Advisor course (SBA) is a non-credit course designed for professionals working in the areas of architecture, engineering, design, developing and contracting who wish to create environmentally responsible and cost effective buildings.

The course is organized in nine monthly weekend sessions (Fridays and Saturdays). All sessions are presented by expert instructors in an interactive format with hands-on exercises, site visits and cross-sector applicability.

PROGRAM OBJECTIVES:

- Analyze the costs and benefits of incorporating sustainable building measures
- Assist in the education and training of staff in sustainable building
- Establish a sustainable design goal for project development

- Establish competencies in applying LEED, Earth Advantage and other relevant criteria or established guidelines
- Identify and discuss the key practices of sustainable building
- Take advantage of financial incentives and technical assistance offered by government, utilities and nonprofit organizations
- Work with architects, designers, builders, building operators and utilities to improve a building's performance

NEXT CLASS: OCTOBER 2012
MAYWOOD PARK CAMPUS
One weekend per month for nine months
Cost \$ 2,445

For additional information and registration, visit mhcc.edu/sbap or call 503-491-7235



funds available for training

Your training may be eligible for grant funding through
WorkSource Portland Metro East.

The training includes Building Performance Institute (BPI) national certification testing.

STEPS FOR FUNDING CONSIDERATION:

- ✓ Acceptance into training program
- ✓ Participate in the Welcome Process at WorkSource - allow two to three hours; no appointment needed: Monday through Friday, 8 a.m. to 3 p.m.
- ✓ Attend a Training Preparation Workshop at WorkSource; must register in advance
- ✓ Complete the Training Packet you will receive at the Training Preparation Workshop at WorkSource
- ✓ Meet with a Workforce Development Specialist at WorkSource

FOR CONSIDERATION OR MORE INFORMATION, PLEASE VISIT:



WorkSource Portland Metro East

19421 S.E. Stark Street
Portland, OR 97233
503-669-7112

BUILDING ANALYST & ENVELOPE Professional Training

Prepare yourself for the fast-growing energy efficiency industry.
Earn two certifications in eight weeks of weeknight and weekend
classes –without having to take time off from your day job.

The training includes national BPI certification testing.

WINTER 2012 CLASSES:

Section 71 Jan. 11 – Feb. 17

Wednesdays 5:30 - 8:30 p.m.
Saturdays 9 a.m. - 1 p.m.

Maywood Park Campus
10100 N.E. Prescott St.
Portland, OR 97220

Section 72 March 1 - March 9*

9-Day intensive course
Mon. - Fri. 8 a.m. - 4 p.m.,
Saturdays 9 a.m. - 1 p.m.
**Begins on Thursday; no class Sunday*

Maywood Park Campus
10100 N.E. Prescott St.
Portland, OR 97220

Price: \$2,995
To enroll or for information
call 503-491-7235

Required: High school diploma or GED, minimum two years construction experience or equivalent training or education. Proficiency in reading, writing and math using computers including Microsoft Office and access to a computer with Internet access. Funds may be available for eligible students. Please contact your local WorkSource Center for more information.



business & industry workforce training

Offering personalized, innovative services to prepare your company to compete successfully in the global marketplace

If employees aren't up-to-date on industry standards, the Business and Industry Workforce Training (BIWT) at Mt. Hood Community College can design affordable training programs to strengthen a business' workforce, enhance leadership skills, improve productivity and increase profitability.

BIWT can provide customized training, including:

- Basic skills
- Communication skills
- Computer skills
- Continuing education for professional licensing
- Industry-specific training
- Leadership and supervisory skills

- Specialized, in-demand training such as Lean Manufacturing/Lean Contracting
- Workplace language classes

Employer clients working with MHCC include:

- Boeing
- Boring Fire Department
- City of Gresham
- Danner-La Crosse Footwear
- Horizon Air
- Leatherman Tool Group
- Microchip
- Tri-Met



Contact us: 503-491-7235 • workforce.training@mhcc.edu

CONSTRUCTION

Building Analyst & Envelope Professional Training

Prepare yourself for the fast growing energy efficiency industry. Earn two Building Performance Institute (BPI) Certifications in eight weeks of weeknight and weekend classes—without having to take time off from your day job. The training includes (BPI) national certification testing.

Date: 1/11-2/17
Time: Wed. 5:30-8:30 p.m., Sat. 9 a.m.-1 p.m.
Place: Maywood Park Campus, 223/224
Fee: \$2,995 -or-

Date: 3/1-3/9
Time: Wed. 5:30-8:30 p.m., Sat. 9 a.m.-1 p.m.
Place: Maywood Park Campus
Fee: \$2,995

Weatherization Tech

This course is designed to train students how to properly weatherize existing buildings and homes. The student is presented with an appropriate overview of weatherization industry, along with industry standards, codes and best practices. Students will learn about building science basics, overview of systems within the building and innovative techniques and materials used to make a building more energy efficient. Student will also receive field training where they will perform weath-

erization and repair activities, including weather stripping, caulking, several types of insulation, duct sealing, water heater blankets and miscellaneous air leakage repairs. This Clean Energy Works Oregon qualified program includes a WHALC (Whole House Air Leakage Control) certification from Building Performance Institute (BPI).

Date: TBA
Time: Mon.-Fri., 8 a.m.-5 p.m.
Place: Maywood Park Campus, 223/224
Fee: \$2,995 -or-

Date: TBA
Time: Mon.-Fri., 8 a.m.-5 p.m.
Place: Maywood Park Campus, 223/224
Fee: \$2,995

LEED in the Real World: LEED Green Associate Certification Prep

The LEED in the real world education program is a comprehensive look at the Green Building industry. The course covers each of the LEED Green Building Design and Construction Reference Manual, including: Sustainable Site, Water Efficiency, Energy & Atmosphere and Indoor Environmental Quality. The Innovation in Design category is interwoven into each section through strategies and real world examples.

Date: 1/26
Time: 8:30 a.m.-5 p.m.
Place: Gresham Campus, AC2756
Fee: \$299 8 CE* Hours

-or-
Date: 2/21 & 2/23
Time: 8:30 a.m.-12:30 p.m.
Place: Gresham Campus, AC2057
Fee: \$299 8 CE* Hours

*Community Education

OSHA 10-Hour Construction Safety

This class meets OSHA's (Occupational Safety & Health Administration) 10-hour training certification requirement and provides best practices in health and safety for construction workers, job supervisors and anyone involved in the construction industry.

Date: 1/25-1/26
Time: Wed. & Thur. 9 a.m.-2:30 p.m.
Place: Maywood Park Campus, 143
Fee: \$190 -or-

Date: 3/14-3/15
Time: Wed. & Thur. 9 a.m.-2:30 p.m.
Place: Maywood Park Campus, 143
Fee: \$190

PROFESSIONAL

Accounting for Non-Accountants

Designed for owners, directors and managers of agencies, nonprofits and traditional businesses, this course will cover important accounting fundamentals critical for sound decision-making in any organization. Students will receive an overview of accounting language, common mistakes, cash flow, balance sheets, credits and debits ledgers, accounts receivable, accounts payable, cash accounting, accrual accounting, cost allocation, job costing, adjusting entries, tax reporting and much more.

Date: 2/8 - 2/22

Time: Wed. 5:30-7:30 p.m.

Place: Gresham Campus, AC1502

Fee: \$99

Web 2.0 for the Classroom

Get caught up with the latest tools and resources to engage your students, foster a collaborative learning environment and improve critical thinking. This introductory course is designed for teaching professionals who would like to increase participatory information sharing with social media, wikis, blogs and other hosted learning tools.

Date: 1/23-2/6

Time: Sat. 9 a.m.-noon

Place: Maywood Park Campus

Fee: \$149 8 CPD* Hours

*Continuing Professional Development

Nursing Assistant

The Certified Nursing Assistant (CNA) program at Mt. Hood Community College is approved by the Oregon State Board of Nursing (OSBN). Students learn to provide personal care to patients under the direction of nurses. Nursing assistants help patients to have a good quality of life by assisting them with activities of daily living. The training includes 51 hours of online theory, 24 hours of lab practice and 75 hours of clinical practicum at an assigned facility. After successful completion of this course, the student is eligible for the Oregon State CNA 1 exam.

Date: TBA

Time: TBA

Place: Gresham Campus

Fee: \$1,595 Additional fees required

Nursing Assistant

Become a CNA and make a

personal difference!

MHCC.EDU/TRAINING

Certified Nursing Assistant (CNA)

TRAINING

- 75 hours of classroom instruction
- 75 hours of clinical experience in a nursing home
- Class cost is \$1,595
- Additional expenses for training average \$350
- Oregon State Board of Nursing approved

RESULTS

- Employers include nursing homes, skilled care facilities and rehabilitation centers
- Entry-level wage is \$10 - \$12 per hour
- First step in a nursing or healthcare career
- Stable job in the medical field

Entry Requirements

BEFORE THE TRAINING STARTS

- Able to lift heavy objects
- Able to stand for long periods of time
- Chest X-ray or tuberculosis skin test
- College Placement Test results
- Complete nursing assistant admission packet
- Interview with a training coordinator
- Pass a criminal background check

Contact us

Business & Industry Workforce Training

Room AC1162 • 26000 S.E. Stark St.

Gresham, OR 97030

503-491-7235

Workforce.training@mhcc.edu

This class is eligible for grant funding.

.....
Apply at WorkSource
Portland Metro East
19421 S.E. Stark St.
Portland, OR 97233



small business development center



The Mt. Hood Community College Small Business Development Center is part of the Oregon Small Business Development Center Network. We serve new and established businesses by providing:

- Access to small business resources
- Free confidential business counseling
- Information and referral services
- Practical, affordable training

No refunds for cancellations within 72 hours of seminar

TO REGISTER:

Call 503-491-7658 or email us at Bizcenter@mhcc.edu. Register for the class a minimum of 72 hours before the start date.

LOCATION:

Classes are held at the MHCC Small Business Development Center at 323 N.E. Roberts in downtown Gresham.

TO CANCEL:

Call 503-491-7658 or email us at Bizcenter@mhcc.edu. Cancellations 72 hours or more prior to seminar will be given a 100 percent refund.



Andrea Pickett
i4 Marketing

"The Small Business Development Center Business Growth Program at MHCC was a great opportunity for me. It is helping me plan for growth and even better yet, success!"

SEMINARS AND WORKSHOPS

To register call 503-491-7658

Social Media Mentor

Creating an online presence for your business is a process that goes beyond a website. Tap into the experience of a professional social media expert who will guide you through the process of creating an extensive online presence, including:

- Blogs (WordPress, Blogger)
- Microblogs (Twitter, Tumblr)
- Social Networks (Facebook, LinkedIn)
- Photo and Video Sharing (Flickr, YouTube)
- Location-Based Networks (FourSquare, Local)
- Review Sites (Yelp, Merchant Circle)

Date: 1/14 - 3/24 *Every other Saturday*
Time: 9 - 11 a.m.
Fee: \$395, Class limited to 8 businesses
Payment options available

Business Growth Series

The Business Growth Series offers specialized training and business counseling to new and existing businesses. The Business Growth Series modules include:

- **Finance:** How much working capital (cash) you need and your bookkeeping, accounting, cash flow and tax needs.
- **Marketing:** How to attract your target customers and promote your business.
- **Management:** Determine your staffing needs and build a winning team.
- **Planning:** How to manage the day-to-day details of running the business.

Date: 1/17 - 3/6 *Every Tuesday*

Time: 4 - 7 p.m.

Fee: \$395, Class limited to 10 businesses
Payment options available

New Business Start-Up Program

Ready to start your own business or become self employed? The New Business Start-Up Program will help you plan and launch your own small business successfully! This program includes business plan software, learning materials, 30 hours of training and up to 20 hours of individual business coaching.

Selection Criteria:

- Innovative business idea
- Previous work or business experience preferred
- Good credit history

Application process:

- 1) Complete SBA Going Into Business Checklist at mhcc.edu/sbdc
- 2) Complete Business Start-up program registration. (You will not be registered until accepted into the program.) Download registration form at mhcc.edu/sbdc
- 3) Mail completed checklist and registration to 323 N.E. Roberts Ave., Gresham, OR 97030 or email to bizcenter@mhcc.edu.

Program funded by the 2011 SBA Jobs Bill. Total program value \$2,000.

Date: 1/12 - 3/22 *Every Thursday*

Time: 4 - 7 p.m.

Fee: \$195, includes learning materials, training and individual coaching

Going into Business: Start Smart!

Learn the basics of opening a small business in Oregon: How to register your business name, open a business bank account and obtain a tax identification (ID) number for your business.

Date: 1/18 or *2/24 or 3/21

Time: 5:30 - 7 p.m., *Noon - 1:30 p.m.

Fee: No Charge, Class limited to 20

Starting Your Own Business

Get your start-up questions answered here! This seminar is a must if you have a business idea or just opened your doors but still have some questions. What should you know before getting started? Topics to be covered:

- What are the first steps to getting my business started?
- Is this a good time to start my business?
- How do I figure how much money it will take?
- Where can I find financing?
- What do I need to know about registering my business and with whom?
- What records am I required to keep?
- How do I target my customers?
- Should I buy or lease?

Date: 2/1 or 3/7

Time: 6 - 9 p.m.

Fee: \$55, Class limited to 20

QuickBooks Bootcamp™ 1: Getting Started with QuickBooks

Two-day, hands-on training in QuickBooks: After a short introduction to all the accounting you need to know using QuickBooks, you will set up a company in QuickBooks, customizing its many features to suit your company's processing preferences.

Date: 1/17 & 1/19 or *2/8 & 2/15
or 3/13 & 3/15
Time: 9 a.m. – noon, *5:30 – 8:30 p.m.
Fee: \$135, Class limited to 8
Payment options available

QuickBooks Bootcamp™ 2: ***Making QuickBooks Work for You***

Two-day, hands-on training in QuickBooks:
Using a sample company's data file, experience hands-on processing of money flowing into and out of your business. Finish with overview of how QuickBooks report functions reveal a big picture view of your company's financial health.

Date: 1/24 & 1/26 or *2/22 & 2/29
or 3/20 & 3/22
Time: 9 a.m. – Noon, *5:30 – 8:30 p.m.
Fee: \$135, Class limited to 8
Payment options available

Weekend QuickBooks Bootcamp™

QuickBooks training that goes beyond understanding how the software works as a data processing tool. Infused with real-life examples, tips and strategies, the sessions will give you knowledge and confidence in performing small business bookkeeping basics.

Weekend QuickBooks Bootcamps 1 & 2 are loaded with bookkeeping tips and techniques. In each workshop, students will use QuickBooks on our computers. Training is done using a sample company and includes a free, individual follow-up session with the instructor. *Sign up for QuickBooks Bootcamp 1 & 2 for \$235 (save \$35).*

Date: Bootcamp 1: 2/18
Date: Bootcamp 2: 3/3
Time: 9 a.m. – 4 p.m.
(one-hour lunch on your own)
Fee: \$135 per Bootcamp or \$235 for both. Class limited to 8 participants
Payment options available

Bookkeeping for Small Business

Learn the essential features of a good bookkeeping structure and processing guidelines. Learn about the management of money flowing in and out of your business, including owner contributions and draws.

Date: 1/9 or 2/6 or 3/5
Time: 9 a.m. – Noon
Fee: \$55, Class limited to 10

How to Write a Business Plan

Three hands-on sessions to write your business plan including financial projections and marketing information that will support the plan.

Date: 1/13 & 1/20 & 1/27
or 3/9 & 3/16 & 3/23
Time: 9 a.m. – Noon
Fee: \$95, Class limited to 10 participants

How to Get a Business Loan

Attend this seminar and get the answers to these questions;

- What is the current access to capital?
- What are some sources of capital?
- What banks are lending?
- What are lenders really looking for?
- What are the steps to getting a loan?
- Am I bankable? What do I need to know?
- What if I'm not bankable? How can I get bankable?
- What if I get denied?

Date: 1/10 or 3/6
Time: 11:30 a.m. – 12:30 p.m.
Fee: No Charge, Class limited to 20

Small Business Legal Basics

In this seminar you will learn how to protect your small business and deal with some of the legal issues involved when owning and running a business. You will discover how to avoid common mistakes while dealing with contracts, hiring employees and the structure of your business. In addition, it covers different licensing requirements and regulations, as well as tax implications for you and your business. This seminar is offered in partnership with the law firm Young Twedt McRostie LLP.

Date: 1/31 or 2/28
Time: Noon – 1 p.m.
Fee: No Charge, Class limited to 20

Small Business Marketing on a Budget

This seminar covers the aspects of marketing your small business and understanding your customers. Learn how they think and what words they use to refer to your products and services. Craft a marketing message that covers how your product or service will take away their pain and why you have the best solution for them. Use the Internet and social networking tools (such as Facebook and Twitter) to stay in contact with your favorite customers.

Date: 2/2 or 3/1
Time: 9 a.m. – Noon
Fee: \$75, Class limited to 10

Contracting With the Government

Small businesses face challenges when trying to win federal, state and local government contracts. The Small Business Administration can help small businesses work through these challenges. This class provides an in-depth approach to discovering and seeking contract

opportunities as well as the marketing tools that may assist in selling your product or service to the government.

Date: 2/8
Time: 9:30 a.m. – Noon
Fee: No Charge, Class limited to 20

Building Your Business Website

Learn the basics of creating and managing your website. Know the key elements of a user-friendly website and how to direct customers to your site to promote your products and services. This seminar is presented in partnership with Alphabetix Web design.

Date: 2/3 or 3/2
Time: 9 – 11:30 a.m.
Fee: \$55, Class limited to 20

Social Media Marketing For Your Business

Learn how to incorporate social media tools such as Facebook, Twitter and YouTube to promote your business and attract new customers. The instructor will discuss the key elements of successful social media marketing. This seminar is presented in partnership with Alphabetix Web design.

Date: 2/17
Time: 9 – 11:30 a.m.
Fee: \$55, Class limited to 20

Small Business Sales Institute

Learn the entire sales process for your business: prospecting, qualifying, sales closing and post sales servicing. You will be able to use these tools to ensure your business has a predictable revenue stream and profitable long-term customer relationships.

The specific outcomes of this course include:

- Asking for commitments that move the sales process forward and complete a buying decision
- Conducting written sales plans and professional sales presentations
- Developing a sales strategy with action points for every step in the sales process
- Mapping out the entire client/customer buying process
- Using multiple prospecting methods and responding effectively to objections

Date: 2/6 – 3/12, Meets every Monday
Time: 6 – 9 p.m.
Fee: \$395, Class limited to 15
Payment options available



Evelyn MacLean
Impact Learning Center

"SBDC at MHCC has been the best organization to work with in getting my business off the ground. The staff is incredibly knowledgeable, friendly and professional. From taking the Small Business Boot Camp class, to classes on Quick Books, the guidance from SBDC has been more than I could have hoped for."

SMALL BUSINESS WEBINARS

To register call 503-491-7658

Participate in these workshops from your business or home.

To register: Call 503-491-7658 or email BizCenter@mhcc.edu. You must register for the class a minimum of 72 hours before the start date.

How to Get a Business Loan

Attend this seminar and get the answers to these questions:

- What is the current access to capital?
- What are some sources of capital?
- What banks are lending?
- What are lenders really looking for?
- What are the steps to getting a loan?
- Am I bankable? What do I need to know?
- What if I'm not bankable? How can I get bankable?
- What if I get denied?

Date: 2/7
Time: 11:30 a.m. - 12:30 p.m.
Fee: No Charge, Class limited to 20

Buying a Small Business

This webinar will guide you through the process of buying an existing business. Learn strategies

for the valuation of the business, tax implications and your financing options as the potential owner of the business. Learn about the importance and elements of a business plan. This seminar is offered in partnership with the law firm Young Twedt McRostie LLP.

Date: 2/15 or 3/14
Time: 11:45 a.m. - 12:45 p.m.
Fee: No Charge

Hiring New Employees

Look at how to attract and hire quality employees. How to begin the employee/ employer relationship off on the right foot, including proper job postings, applications, job descriptions and hiring paperwork. Learn about the differences between an employee and independent contractor.

Date: 2/9 or 3/23
Time: 11:45 a.m. - 12:45 p.m.
Fee: No Charge

Business Website Essentials

In this webinar you will learn the basics of creating a successful website for your small

business. The instructor will present tools to build your website, as well Web hosting options to publish your site on the Internet.

Date: 1/6 or 2/24
Time: 11:45 a.m. - 12:45 p.m.
Fee: No Charge

Going Into Business: Start Smart

Learn the basics of opening a small business in Oregon, register your business name, open a business bank account and obtain a tax identification (ID) number for your business.

Date: 1/27
Time: 11:45 a.m. - 12:45 p.m.
Fee: No Charge

Cash Flow for Small Business

Tips and strategies to maximize the use of cash in the operation of your business. Know your cash flow at all times.

Date: 1/12 or 3/8
Time: 11:45 a.m. - 12:45 p.m.
Fee: No Charge



- ★ Swimming Pools
- ★ Kid Camps
- ★ Rock Wall
- ★ Competitions
- ★ Lessons
- ★ More

MHCC AQUATIC CENTER
mhcc.edu/aquatics • 503-491-7243

Important Dates 2012

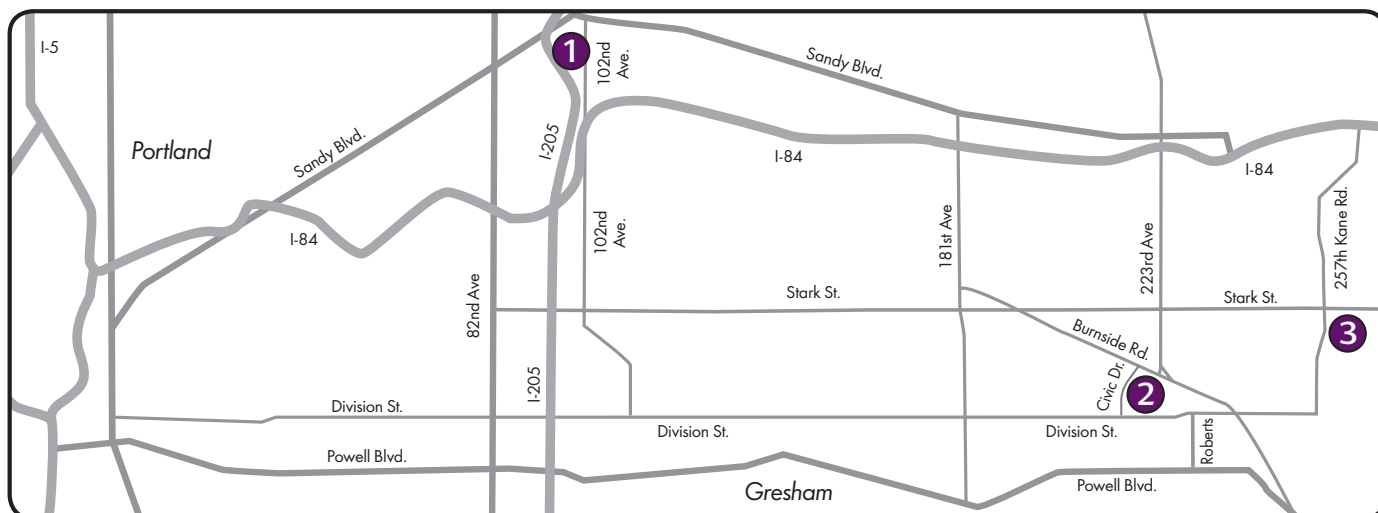
Winter Term Begins 1/9
Martin Luther King Jr. Day (No classes) 1/16
Winter Term Ends 3/24
Spring Term Begins 4/2

For the most current calendar, visit mhcc.edu/regISTRATIONcalendar

mhcc quick information guide

INFORMATION	WEB SHORTCUT	PHONE #
Registering for Classes	mhcc.edu/registration	503-491-7393
Adding a Class/Late Registration	mhcc.edu/late	503-491-7393
Business Office Hours and Phone	mhcc.edu/businessofc	503-491-7462
Class Wait Lists	mhcc.edu/waitlist	503-491-7393
Dropping a Class	mhcc.edu/drop	503-491-7393
Testing/Assessment Center	mhcc.edu/testing	503-491-7678
Withdrawing from College	mhcc.edu/withdraw	503-491-7393
Course Information	mhcc.edu/courses	503-491-7393 or 503-491-7315
Academic Planning	mhcc.edu/planning	503-491-7315
Academic Program Information	mhcc.edu/programs	503-491-7315
Business and Industry Workforce Training (BIWT)	mhcc.edu/training	503-491-6913
Bachelor's Degree Partnerships	mhcc.edu/partners	503-491-7315
College Catalog	mhcc.edu/catalog	
Community Education	mhcc.edu/communityed	503-491-7572
Course Descriptions	mhcc.edu/courses	503-491-7393 or 503-491-7315
Degree Offerings	mhcc.edu/degrees	503-491-7315
English as a Second Language (ESL)	mhcc.edu/esl	503-491-7333
English as a Non-Native Language (ENL)	mhcc.edu/enl	503-491-6912
General Education Development (GED)	mhcc.edu/ged	503-491-6433
Grading	mhcc.edu/grading	503-491-7347
Graduation Information	mhcc.edu/graduation	503-491-7393
Online Classes	http://online.mhcc.edu	503-491-7170
Proficiencies: Reading, Writing and Math	mhcc.edu/proficiency	503-491-7315
Program Certificates	mhcc.edu/cert	503-491-7315
Transcripts	mhcc.edu/transcripts	503-491-7393
Transferring to or from MHCC	mhcc.edu/transfer	503-491-7315
Understanding Course Requirements	mhcc.edu/proficiency	503-491-7393
FAQs for Advising	mhcc.edu/faqs	503-491-7315
Paying for College	mhcc.edu/pmt	503-491-7462
Financial Aid	mhcc.edu/financialaid	503-491-7262
Scholarships	mhcc.edu/scholarship	503-491-7262
Confidentiality of Records	mhcc.edu/confidentiality	503-491-7384
Student Code of Conduct	mhcc.edu/coc	503-491-7317
Student Life and Services	mhcc.edu/life	503-491-7277
Academic Advising and Transfer Center	mhcc.edu/advising	503-491-7315
Admissions and Records	mhcc.edu/admissions	503-491-7393
Admissions Limited/Restricted	mhcc.edu/LRadmissions	503-491-7393
Aquatic Center	mhcc.edu/aquatics	503-491-7243
Athletics	mhcc.edu/athletics	503-491-7452
Campus Security	mhcc.edu/publicsafety	503-491-7310
Campus Tours	mhcc.edu/tours	503-491-7228
Career Planning Center	mhcc.edu/careercenter	503-491-7432
Child Care	mhcc.edu/childcare	503-491-7169
Disability Services	mhcc.edu/dso	503-491-6923 or 503-491-7670 TDD

getting to mhcc



1 **MHCC MAYWOOD PARK CAMPUS**
10100 NE Prescott St., Portland, OR
503-491-6100

Directions from the MHCC Gresham Campus:
Travel west on I-84
Take the I-205 south/I-205 north exit
Merge onto I-205 north ramp
Merge onto I-205 N.
Take East Sandy Blvd. exit
Merge onto N.E. Sandy Blvd.
Turn right onto N.E. 102nd Ave.
Turn right onto N.E. Prescott St.
End at 10100 N.E. Prescott St.

From Portland:
Travel east on I-84
Exit at I-205 N.
Take E. Sandy Blvd. exit
Merge onto N.E. Sandy Blvd.
Turn right onto N.E. 102nd Ave.
Turn right onto N.E. Prescott St.
End at 10100 N.E. Prescott St.

2 **THE BRUNING CENTER FOR ALLIED HEALTH EDUCATION AT MHCC**
1484 NW Civic Dr., Gresham, OR
503-491-6700

Directions from the MHCC Gresham Campus:
Drive west on S.E. Stark St.
Turn left onto S.E. 223rd Ave.
Turn right onto S.E. Burnside Rd.
Turn left onto N.W. Civic Dr.
End at 1484 N.W. Civic Dr.

From Portland:
Travel east on I-84
Take the 181 Ave. exit 13 to Gresham
Turn right onto N.E. 181 Ave.
Turn left onto E. Burnside St.
Turn right onto N.W. Civic Dr.
End at 1484 N.W. Civic Dr.

3 **MHCC GRESHAM CAMPUS**
26000 SE Stark St., Gresham, OR
503-491-6422

Directions from Vancouver:
Travel south on I-205 south to I-84 east
Drive east on I-84 to exit 17, Troutdale
Turn right onto 257th Ave. at stoplight
Continue on 257th through Stark St.
MHCC is on the left just south of Stark St.
End at 257 Kane Rd.

From Portland:
Drive east on I-84 to exit 17, Troutdale
Turn right onto 257th Ave. at stoplight
Continue on 257th through Stark St.
MHCC is on the left just south of Stark St.
End at 257 Kane Rd.

PARKING PERMITS REQUIRED ON GRESHAM CAMPUS

MHCC requires students, employees and visitors parking at the Gresham Campus to display valid parking permits in their vehicles. Permits are not required to park at the Maywood Park Campus and The Bruning Center for Allied Health Education.

Single-term permits may be purchased online at my.mhcc.edu for \$23 by credit or

debit card. Permits may also be purchased in person for cash payments only in Student Services (AC2259) for \$25. Students receiving financial aid may purchase permits Jan. 6-17 in the Bookstore (AC1261).

Single-day permits (\$3) may be purchased at either of two kiosks located in the Gresham Campus parking lots: near the

flagpoles and near the gym.

A limited number of student carpool permits will be sold in the College Center (AC1064). A limited number of free, 30-minute spaces are available. Special parking permits are offered for patrons of the Aquatic Center, Cosmetology and Dental Hygiene services.

Details are available at my.mhcc.edu.

Good Advice

The Career and Technical Education Advisory Committees at MHCC are another example of a college that's all about the real world.

Some people think higher education institutions are places where people turn inward and focus on the study of esoteric disciplines that may or may not have a lot to do with the real world.

Obviously, none of those people have been to MHCC.

There is no college more connected to its community than MHCC, and none more focused on real-world careers for its students. A big part of that effort at MHCC are the nearly 80 programs of study and training, from welding to computer-aided design to automotive technology to sustainable building, that connect secondary to post-secondary education and offer students a direct line to a good job and a great future.

Many of those programs, known as Career and Technical Education (CTE) programs, maintain community advisory committees, which bring real-world perspective, experience and knowledge to MHCC.

"These advisory committees are made up of local business people and industry professionals, along with district high school teachers and other interested members of the community," says **Dennis Mattoon**, dean of Industrial Technology and Apprenticeship at MHCC. "They meet several times per year and serve a vital function, providing educators with advice and input on the current world of work in their subject areas. It's a crucial role, be-



cause input from these professional technicians keeps instructors up-to-date on business and industry."

The committee that advises the MHCC Import Automotive Technology program, one of four specialized auto tech degree programs, is one such example. For the import car dealerships and independent repair shops represented on the advisory committee, it's a win-win situation.

*"It's a great partnership that **benefits** students, the College and local businesses."*

"We can help MHCC train people and make them better technicians, and we benefit from a talented pool of prospective employees in an industry that is facing a shortage of people," says **Steve Johnston** of All About Automotive, and a 1981 MHCC auto tech graduate. "We are able to share ideas and concerns with

the other members of the committee, and make sure the College is current on equipment and techniques. It's a great partnership that benefits students, the College and local businesses."

Jim Houser of Hawthorne Auto Clinic, agrees. "It's very difficult to get good techs, especially as an independent shop," says Houser (who you might remember from President Obama's 2011 State of the Union Address, during which Houser was highlighted as he sat with other small business owners and First Lady Michelle Obama). "This connection has been huge for us—five or six of our techs have graduated from the MHCC program. We saw the advantages of an MHCC connection immediately. The College is great at teaching students and designing curriculum then we're able to give a reality check on what's happening now and what's forecasted in the industry."

"It's an effective way to prepare students for a career path," says Mattoon.

For more information on career-technical programs, please visit mhcc.edu.

Play's the Thing

Since MHCC began 45 years ago, athletics have been an essential and entertaining part of the mix.

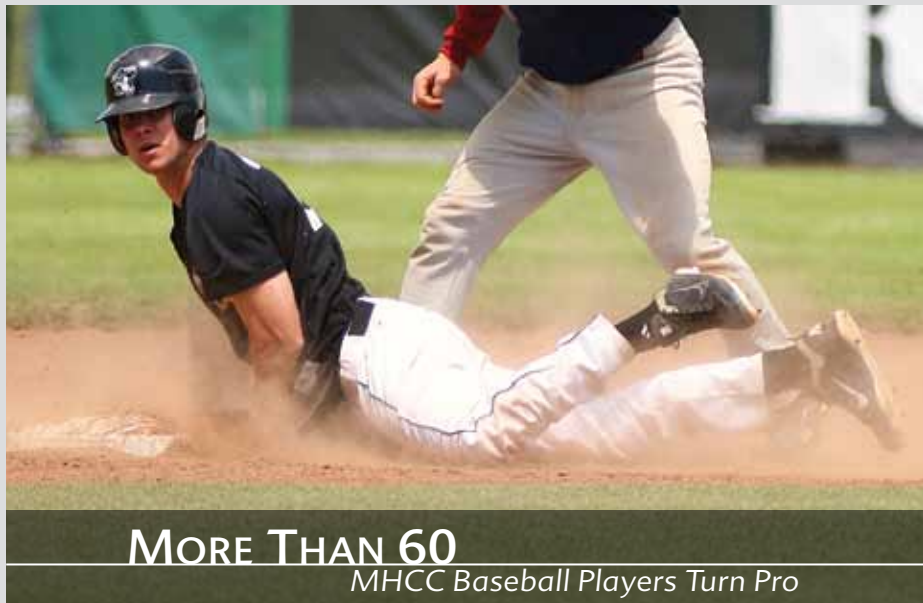
MHCC competes in six inter-collegiate sports as part of the 35-member Northwest Athletic Association of Community Colleges (NWAACC): baseball, basketball, cross-country, softball, track and field and volleyball.

Coached by an eclectic group of former players (many of whom are MHCC graduates), these teams have found great success over the years.

The lessons student athletes learn on the field or on the court serve them well throughout their careers and their lives, where the traits of leadership and competitive fire produce rewards and the lifelong friendships between teammates create a real sense of community.

"Our student athletes really become something more than either students or athletes," says softball coach **Meadow McWhorter**. "They become part of a family that values academics, loves to win and gains skills and experiences that are unique to athletic competition."

"As a coach, I learn as much as the players each season," adds volleyball coach **Chelsie Speer**, who made her mark at MHCC as a volleyball and softball player. "Community college athletics mean a lot of turnover in our players, with only a two-year



MORE THAN 60

MHCC Baseball Players Turn Pro

window on campus, and not a lot of off-season training time, so I am always motivating, always recruiting and always learning new ways to be better at both."

MHCC Saints' teams have produced athletes who have gone on to play professionally, but most often they produce graduates who go on to successful careers and great lives, taking a lot of good memories along with them.

In alphabetical order—to avoid disappointing any fans of a particular sport who believe their favorite should come first!—here's a quick review of MHCC teams and coaches:

BASEBALL |||

Since 1968, MHCC men's baseball teams have been the training ground for more than 60 players who have gone on to play professionally. Coach **Bryan Donohue**, a 2005 MHCC graduate and both an

all-NWAACC and second-team All-American team selection, led the Saints to a Southern Region Championship and a third-place finish at the NWAACC Championship last season. Donohue has an outstanding group of young men returning, plus some key new players who will definitely challenge for the championship this coming season.

BASKETBALL |||

On the women's side, new coach **Jocelyn McIntire**, a former University of Washington player, will rule the clipboard this season. She brings a wealth of coaching experience to the job and should make this team a contender from the jump.

On the men's side, Coach **Geoff Gibor** brings a talented group of players to the upcoming season. "Our goal," he says, "is to keep developing players who can compete on the court and in the classroom."

Go Saints!

"We have a tradition of **great teams** and we all work hard to keep that going. But our strongest commitment is to help every student athlete reach their academic and career goals."

When he's not in the gym, "Gib" works as an MHCC academic adviser and also holds an information technology position at Vanport International.

CROSS-COUNTRY

Long-distance running—a fall sport—typically means running challenging terrain through rain and bitter cold. Despite these challenges, the MHCC men's and women's cross-country teams, under the leadership of former Saint athlete **Matt Hart**, do well against quality competition.

SOFTBALL

NWAACC Coach of the Year (2009 and 2010) and MHCC graduate McWhorter, who is entering her tenth year as softball coach, keeps the winning tradition alive at MHCC. After securing the rare "three-peat" last season, her powerful women's team is looking for the "four-score" this time around: four straight NWAACC championships.

Several great players are returning, including **Mai Galusha**, Southern Region player of the year and an All-American fast-pitch selection, and four other starters from last season. "Many of our former players coach high school teams during the summer," she says, "which helps us share the MHCC story."

TRACK AND FIELD

Competing in four western states, the Saints' runners, jumpers and throwers have enjoyed great success and placed more than 100 outstanding student athletes in top university track and field programs across the country. As with the cross-country teams, MHCC alumnus Hart coaches the Saints against strong competition.

VOLLEYBALL

Over the past two decades, MHCC's women's volleyball teams have dug, set and spiked their way to 11 NWAACC Southern Region Championships and seven overall NWAACC crowns. The current season (with the NWAACC championships scheduled for Nov. 17–20 at MHCC this year) is shaping up to be another strong effort, with five returning players and a group of athletically talented recruits. "We have a tradition of great teams," says coach Speer, "and we all work

hard to keep that going. But our strongest commitment is to help every student athlete reach their academic and career goals."

MHCC athletics—fun to play, fun to watch, lots to cheer. Go Saints!

You can find ticket information and schedules for all the teams at mhcc.edu/athletics.





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- Holiday Baking?**
- Family Get-Togethers?**
- Help Make Dreams Come True?**

As 2011 draws to a close, there are many activities that call for our attention and fill our calendars, such as making cookies and celebrating the holidays with friends and family. Another important activity is year-end charitable giving—an opportunity to not only make important decisions about your finances, but also to support students who are working toward, and dreaming about, a better life.

There are many ways to put dreams within reach for MHCC students, by making a gift to the MHCC Foundation anytime, but you may have a special opportunity this year with an IRA charitable rollover. This law allows taxpayers age 70½ or older to make tax-free transfers of up to \$100,000 from their Individual Retirement Account (IRA) directly to

eligible charities, such as the MHCC Foundation.

Besides helping deserving students to earn a college education, your gift yields significant tax-smart benefits for yourself. Your gift is completely tax free and considered a 100 percent charitable deduction. (Consult your tax professional for details.)

Make A New Year's Resolution to Help MHCC Students

Act now. The IRA charitable rollover is slated to end Dec. 31, 2011. For more information on the rollover, or on additional ways you can make the power of the dream come true for MHCC students, please contact the MHCC Foundation at 503-491-7204, give online at mhcc.edu/foundation or email us at give@mhcc.edu.

On behalf of MHCC students...Thank you for your support!

This schedule is published to provide information to the general public. Every effort is made to ensure accuracy at the time of printing. However, the statements contained here are not to be regarded as an irrevocable contract between a student and the College. MHCC reserves the right to change or cancel a class at any time and to alter stated policy by action of the MHCC District Board of Education. Course offerings may be adjusted for economic reasons and students are urged to register early.



**40th ANNUAL
AUCTION & DINNER**

**Saturday
May 19, 2012**

5 p.m.

**Portland Waterfront
Marriott**

For more information or to make your reservation, call 503-491-7204. Visit us online at mhcc.edu/foundation or email at give@mhcc.edu.