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**Located in the MALC Building  
1609 4th Avenue NW  
Minot, ND 58703-2911  
701-857-4488**

Visit our website-  
<http://www.minotadultlearningcenter.com/community-education-classes.html>

If you wish to receive future flyers and updates by email, please print your email address on our registration form or email us at:  
[mpscommunityed@minot.k12.nd.us](mailto:mpscommunityed@minot.k12.nd.us)

## **MPS Community Education Program Spring 2016/2017**

**Office Hours**  
8:00 A.M.- 4:30 P.M.  
Monday- Friday

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## **Artisan's Arena**

### **#1 Rosemaling**

Learn this beautiful Scandinavian painting technique under the guidance of a seasoned artist. This class is designed for the beginning painter and the experienced painter. The special project will be a wooden tree.

Tuesdays; March 28th, April 4th, 11th, 18th, 25th, and May 9th; 6:30P - 9:30P; 6 Sessions; \$60.00 + Supplies; J. Varty; MCC Woods Department

### **#2 Wire Wrapped Earrings**

In this class, we will use memory wire, seed beads and additional wire to create a simple pair of earrings. Additional Supply Cost: \$5.00

Monday; March 20th; 7:00P - 8:30P; 1 Session; \$15.00 + Supply fee; J. Williamson-Schrum; MALC

### **#3 Beaded Bracelet**

In this class, we will use four strands of beading wire, seed beads and beads to design a unique bracelet. Additional supply cost paid to instructor night of class: \$5.00 Monday; April 3rd; 7:00P-8:30P; 1 Session; \$15.00 + Supply Fee; J. Williamson-Schrum; MALC

### **#4 Chevron Necklace**

In this class, we will combine beads with chain to make a stylish necklace with a chevron pattern. Additional supply cost paid to instructor night of class: \$5.00

Monday; April 10th; 7:00P-8:30P; 1 Session; \$15.00+ Supply fee; J. Williamson-Schrum; MALC

### **#5 Hand Stamped Pendant**

We will work with metal pendants and stamps to create a pendant. We will finish by adding colorful beads and construct a necklace exclusive to you. Additional supply cost paid to instructor night of class: \$5.00

Monday; April 24th; 7:00P-8:30P; 1 Session; \$15.00 +Supply Fee;J. Williamson-Schrum; MALC

### **#6 Agate Pendant**

We will use memory wire and beads to create a unique pendant, secure it to a chain and leave class with an exciting new necklace. Additional supply cost paid to instructor night of class: \$5.00.

Monday; May 1st ;7:00P-8:30P; 1 Session; \$15.00 + Supply Fee;J. Williamson-Schrum; MALC

### **#7 Adjustable Bracelet**

In this class we will secure charms and beads to an adjustable metal bracelet. You can make a statement and support your favorite team or cause with this piece. Additional supply cost paid to instructor night of class: \$5.00. Class limited to 10.

Monday; May 15th ;7:00P-8:30P; 1 Session; \$15.00 + Supply Fee;J. Williamson-Schrum; MALC

### **#8 Alcohol Ink Pendant**

This class is sure to be a bit messy but we will use alcohol ink and rub transfers and turn an ordinary domino into an amazing pendant that everyone will notice! Additional supply cost paid to instructor night of class: \$5.00. Class limited to 10.

Monday; May 22nd ;7:00P-8:30P; 1 Session; \$15.00 + Supply Fee;J. Williamson-Schrum; MALC

## ***Class Suggestions?***

***Please let us know your ideas for future Classes!***

### **#9 Cookies, Coffee, and Canvas**

Join us for a relaxing morning painting class to get in the mood for SUMMER! During the class you will learn basic color mixing and painting techniques to create your painting.

\*No painting experience required. Just a love for learning and ART! Additional Supply Fee \$25.00 to the instructor the day of class.

Saturday; May 20th; 9:00A-11:30A; 1 Session; \$25.00 + Supply Fee; C. Mickelsen; MALC

### **#10 DIY ~ Bath/Shower Bombs**

Fizzing, Fun, and Relaxation! ... To be had once you make these Awesome Fizzing Bombs! We will have a little education on the benefits of Bath Bombs, Aromatherapy, and info on safely using Essential Oils in them! Supply fee of \$5 paid to instructor night of class.

Wednesday; March 22nd ; 7:00P-8:00P; 1 Session; \$10.00+ Supply Fee; R. Axness; MALC

### **#11 DIY ~ Gentle Lavender Makeup Remover Pads**

Looking for a chemical-free alternative to remove your makeup quickly and effectively? Join us to make these fabulous pads and learn about oils that support healthy skin! Supply fee of \$5 paid to instructor night of class.

Monday; April 3rd ; 7:00P-8:00P; 1 Session; \$10.00+ Supply Fee; R. Axness; MALC

### **#12 DIY ~ Lavender/Mint Refreshing Spritz**

Enjoy the warm outdoors with this refreshing spritz!

We will also talking about our favorite oily summer must haves! Supply fee of \$5 paid to instructor night of class.

Wednesday; April 19th ; 7:00P-8:00P; 1 Session; \$10.00+ Supply Fee; R. Axness; MALC

### **#13 DIY ~ Dry Shampoo**

This awesome Shampoo is great for in between washes to support healthy hair! Also great to share with your kiddos, as you're never quite sure what comes home with them!

Learn about some oily hair care options and recipes to best support you and your gorgeous locks! Supply fee of \$5 paid to instructor night of class.

Monday; May 1st ; 7:00P-8:00P; 1 Session; \$10.00+ Supply Fee; R. Axness; MALC

### **#14 DIY ~ Citronella Floating Candle Jar**

Chemical-Free options to enjoy the outdoors annoyance free! Join us for some awesome tips for indoors and outdoors to enjoy life less annoyed! Supply fee of \$5 paid to instructor night of class.

Wednesday; May 17th ; 7:00P-8:00P; 1 Session; \$10.00+ Supply Fee; R. Axness; MALC

### **#15 Creating with Photoshop**

In this class we will be using photoshop to help us create priceless images to add on everyday items to give as gifts or keep for yourself! You will need to bring in your own photo in .jpg digital form on an SD card, or if you need to you are able to use a camera in the classroom to take photos. Using those photos you will be guided through the workings of photoshop and given design tips if necessary to create images for print. You will leave this class with knowledge on how to download a .jpg image onto a desktop, edit that photo in Photoshop, and how to place photos on a mug, shirt, or aluminum bottle. These will make great gifts as well as keepsakes for yourself! Supply Fee is \$10 which covers (2)8x10 photos and your choice of one item to print a photoshop design on. (aluminum water bottle, white ceramic mug or short sleeved t-shirt)

Mondays; April 24th, May 1st, 8th ; 7:00P-9:00P; 3 Sessions; \$30.00+ Supply fee to Instructor; C. McKay; Ramstad

### ***Class Suggestions?***

***Please let us know your ideas for future Classes!***

### **#16 Watercolor**

Interested in developing creativity using skills learned in watercolor? Learn the art of watercolor under the guidance of this seasoned artist. This class will focus on value and a variety of pallets as well as exploring the different ways to reach that perfect gray shade. Each student will be expected to bring a photograph of their choosing. We will reference the photo to explore three different approaches to learn the importance of the intensity of color. At registration we will provide you with a list of supplies needed prior to class.

Thursdays; April 6, 13, 20, 27, May 4, 11; 6:30P – 9:00P; 6 sessions; \$60.00 + supplies; Quill; MALC

### **#17 How to Take Better Photographs**

Do you enjoy taking photographs, but yours aren't quite as nice as you'd like? This class will teach you how to get the most out of any camera. You will learn composition, framing, how to best use your flash, and more. Whether you photograph people or landscapes, this class will help you take better pictures.

Tuesdays and Thursdays; April 18, 20, 25, 27; 6:30P - 8:00P; 4 sessions; \$36.00; A. Michels; MALC

### **#18 Photo Editing**

Love taking photographs and want to take it to the next level? Digital Photo Editing will help tweak your photos or completely transform them into something completely new. Must have Adobe Photoshop (preferred) (30 day Free Trials available [Adobe.com](http://Adobe.com)) or Photoshop Elements. Bring your own laptop. Let us know what program you are using when signing up.

Tuesdays and Thursdays; May 9, 11, 16, 18; 6:30P - 8:00P; 4 sessions; \$36.00; A. Michels; MALC

## **Wellness**

### **#19 Aqua Dance Party**

Are you someone who loves to move to the music? Do you have a hard time sitting still when you hear the beat of a tune that screams at you to “get up and move”? Have you ever tried exercising in the water? There are many benefits to aquatic fitness with the main one being it is easier on your joints than working out on land!! This class will take your enjoyment of moving to the beat into the pool for an exercise that is fun and energetic and will leave you smiling from ear-to-ear. Routines will feature dynamic rhythms and easy-to-learn steps that'll get you moving right away. Participants may use water shoes for better traction on pool floor. No dance background and no swimming background necessary – just need to be willing to get wet, move to the beat, and have a blast!!

Mondays; April 3, 10, 24, May 1, 8, 15 & 22 ; 6:30P-7:30P; 7 Sessions; \$28.00; K. Sutton; Ramstad Pool

### **#20 Aqua Fitness**

Looking for a workout that seems more like play? Looking for a high energy and fun fitness class that offers less stress on your joints? Want a fun way to enhance cardiovascular fitness and muscle endurance and burn calories? This class is a blend of cardio, strengthening, muscle endurance, and resistance training. Participants will perform a range of aerobic moves in the pool demonstrated to you by your instructor – you may use such tools as pool noodles, kickboards, etc which will be provided for you. Aqua Fitness is high-intensity while being non-impact so it is easier on your joints. No matter what your age, ability, or experience – this water workout is suitable for everyone!! Swimming experience is not required – the movements can be done in deep water or in shallow water, it's your preference! Participants may use water shoes for better traction on pool floor. Want to reach new levels of fitness and have a blast while doing so, then come join us!!

Tuesdays & Thursdays; March 21, 23, 28, 30, April 4, 6, 11, 13, 18, 20, 25, 27, May 2, 4, 9, 11, 16, & 18; 6:30P-7:30P; 18 Sessions; \$72.00; K. Sutton; Ramstad Pool

### **#21 Golf: Beginner Lessons**

Learn the game of a lifetime! The emphasis will be on the fundamentals, and the rules & etiquette in preparation for playing the game. If you own your own clubs bring them. Athletic shoes are appropriate footwear. Class is limited to 10.

Mondays; May 1st, 8th, 15th, 22nd; 6 - 7:30P; 4 Sessions; \$75.00; S. Kottsick; Souris Valley Golf Course

### **#22 Zumba®**

Zumba® is a Latin, dance-based cardio class that includes a warm-up, workout and cool-down/stretch. The goal of the class is to have fun and dance while blasting calories. Join the fun and get your cardio on! Supplies to bring: water and cross-trainers.

Wednesdays; April 26th, May 3rd, 10th, 17th, 24th; 6:30P - 7:30P; 5 Sessions; \$20.00; J. Ronning; CC

### **#23 Over 50 Flexibility, Strength and Balance**

This class is ideal for the older student or individuals returning to exercise. Offered at a slower pace, this class will provide a total body workout. Includes a longer stretching section to lengthen muscles and relax the body. Participants will need to wear clean gym shoes for this class and bring an exercise mat.

Tuesdays & Thursdays; March 28th, 30th, April 4th, 6th, 11th, 13th, 18th; 5:15P - 6:00P; 7 Sessions; \$28.00; B.Volk/K.Hamilton; Longfellow

### **#24 Over 50 Flexibility, Strength and Balance**

Description the same as #23.

Tuesdays & Thursdays; May 2nd, 4th, 9th, 11th, 16th, 18th; 5:15P - 6:00P; 6 Sessions; \$24.00; B. Volk; Longfellow

## **Career & Technology**

### **#25 Microsoft® Word**

This class will concentrate on hands-on computer projects using Microsoft Word. Students will be introduced to the structure and use of word processing software, learn how to customize the program, create and edit documents using formatting, page-layout, editing and proofing functions, create graphics, tables, macros, and perform a merge.

Tuesdays; March 28th & April 4th; 6:00P-9:00P; 2 Sessions; \$50; P. Koapke; MALC

### **#26 Microsoft® Excel**

This class will be hands-on using computer projects using Microsoft Excel. Students will learn the structure and use of spreadsheet software, customize the program, organize data, write formulas and functions, perform a merge, create data lists and forms, work with templates, share and protect worksheets and workbooks and more.

Tuesdays; April 11th & April 18th; 6:00P-9:00P; 2 Sessions; \$50; P. Koapke; MALC

### **#27 Google Drive Basics- Your Office Alternative**

Did you know Google account acts as FREE alternative to Microsoft Office? Overview of Google's office programs; accessing extensive templates; create, organize documents; publish to web for sharing. Store, access files from anywhere. **Prereq: Have Google acct or create at [www.google.com](http://www.google.com)**

Thursdays; April 20th & 27th; 6:30P-8:00P; 2 Sessions; \$50; J. Pharo; MALC

### **#28 Writer's Workshop:**

Do you need help with a specific form of writing? Are you working on building your writing skills for work, school, or for yourself? This course is built for your needs. Come to gain some general information, brainstorm, or receive one to one feedback on something on which you are specifically working.

Mondays; May 1st & 8th; 6:00P-8:00P; 2 Sessions; \$30; C. Michels; MALC

### **#29 Presenter's Workshop:**

Do you need to give a presentation and are rusty on the skills? Do you need help with building a speech or feel like you could build your skills using powerpoint or other presentation materials? This course is built to help you. Get pointers on different presentation types, learn ways to relieve the stress of presenting, or come for good conversation on the struggles of speaking.

Wednesdays; May 3rd & 10th; 6:00P-8:00P; 2 Sessions; \$30; C. Michels; MALC

### **#30 Professional and Technical Development 101**

Are you interested in a new career? We can help with our ACES Course! This is an opportunity to help you obtain a lasting and successful career that will give you financial and personal success! ACES allows you to gain and enhance your job readiness skills in the following areas: Building your Resume, Practice with Interviewing, Job Shadowing, Computer Skills, and Workplace Soft Skills.

--Note to attendees: Upon completion, you will have some new skills, have created a resume (in Google Docs) that will advertise your newly acquired skills, and have more confidence to truly sell yourself in an interview situation.

May 1st- May 17th; 9:00A-3:00P; 13 Sessions; \$75.00; J. Pharo; MALC; Registration ends April 28th.

## **Tea and Technology**

**Drop-Ins Welcome**  
**Following Fridays 1:00P-3:00P**

**#31 Photos and your Devices**

(Storage, Editing, Filters, and Printing)

Do you have photos everywhere, but no way of developing them or saving them in a secure place? This class is your answer to solving this common problem. You will receive valuable, useful, and easy ways to ensure you have your memories saved and accessible for reminiscing! Focus will be on the following: Storage, Editing, Filters, and Printing. Friday; March 17th; 1:00P-3:00P; 1 Session; \$10.00; J. Pharo; MALC

**#32 Creating Documents**

Do you need help with putting your thoughts on paper in a useful and sharable way? If you do then this is the perfect class for you. You will learn MS Word and the new and free way to utilize Google Docs! (Microsoft Suite/Google Docs) Friday; March 24th; 1:00P-3:00P; 1 Session; \$10.00; J. Pharo; MALC

**#33 Computer Workshop**

When you hear the word “technology” do you cringe? If you do then this class will bring you up to date on all computer basics and how your quality of life can be improved with technology! Friday; April 21st; 1:00P-3:00P; 1 Session; \$10.00; J. Pharo; MALC

**#34 Social Media Frenzy**

Do friends and family members keep asking you, “Are you on Facebook or have you tweeted anything lately?” If this is your situation, you can develop accounts and begin to post interesting events in your life (FB) or tweet about an interesting media event (Twitter)! (Facebook, Instagram, Twitter, etc.) Friday; April 28th; 1:00P-3:00P; 1 Session; \$10.00; J. Pharo; MALC

**#35 Smartphones 101**

Is your new phone difficult to use or are you still unsure about all the features that it offers you? If you need a helping hand with your cell then this class will be a dream come true for you! We will navigate through the iPhone and Android basics. (Focused on iPhone & Android) Friday; May 5th; 1:00P-3:00P; 1 Session; \$10.00; J. Pharo; MALC

**#36 All You Need to Know about Email**

Do you find yourself not being able to communicate with a wide range of co-workers, family, and friends? If so this class is for you! Email is a great way to get your message out in a fast and efficient way. (gmail, yahoo, outlook, etc.) Friday; May 12th; 1:00P-3:00P; 1 Session; \$10.00; J. Pharo; MALC

**#37 Important Features of the iPads**

Did you recently receive a gift of an iPad, but you do not know how to use it? If this is true for you then you should sign up and come to this course that takes you through the best features of an iPad with step-by-step instructions. Friday; May 19th; 1:00P-3:00P; 1 Session; \$10.00; J. Pharo; MALC

**Community Outreach**

**#38 Tax-free Investing:**

**It's Not What You Make, It's What You Keep.**

There are several strategies to help reduce your tax burden. Choosing tax-advantaged investments is one of them. In this presentation you'll learn about:

- Tax-advantaged investments and their features
- Tax-free investment returns vs. taxable investment returns
- Three ways to purchase municipal bonds

• How tax-free investing can help you achieve your goals  
Tuesday; March 21st; 7:00P-8:00P; 1 Session; T. Miller; MALC

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### **Other Information**

#### **Farm & Ranch Business Management @ 857-7682**

This course is designed to help area farmers and ranchers become more efficient at keeping records, improve their financial management skills and run an analysis on their farm business. The analysis helps farmers see their true cost of production and the direction the business is going and provides data that they can use to prepare a budget for the coming year.

- Contact BillieJo Shae at 857-7682 for more information. Offered through Dakota College-Bottineau located at North Central Research Extension Center.

### **Policies**

- **Waiver:** Students are encouraged to read our waiver before registering for our classes
- **Office hours:** The MPS-CE office is open weekdays from 8:00A – 4:30P, but closed school breaks & legal holidays.
- **Class Status:** Check the status of our classes by calling our office 701-857-4488.
- **Registration Forms:** Registration forms may be found in our publications or printed from our web site and must accompany payment.
- **Service Policy:** All courses are filled on a first-come, first-served basis.
- **Reserved spots:** Spots are held for two business days. Registration is incomplete until your class fee is received. After the grace period, unpaid spots may be given to students on the waiting list.
- **Class Fees & Supply Fees (if applicable):** May be paid by check, money order or cash. When registering for multiple classes, please pay for each class with a separate check, including any supply fee. Supply fees will be transferred by us to the instructor. Refunds will only be given seven days prior to the class and in emergencies. In other cases, credit will be applied for one year.
- **Who May Attend:** Only pre-paid registrants, 16 and over, may attend classes, unless otherwise noted.
- **Cancellations:** We reserve the right to cancel classes due to circumstances beyond our control. Registrants will be notified and class fees returned.
- **Class postponements:** If Minot Public Schools close due to weather, or Minot Police Department issues a no travel advised for the city our classes will automatically be postponed. In other events an effort will be made to notify you at the phone number you provided us.

### **Waiver, Release and Indemnification**

By registering for one of our classes, be aware that you will be waiving, releasing and indemnifying MPS for any damage to the facility or liability incurred as a result of its use. By signing below you will hereby:

- 1) Agree to assume all risk of damage to the facility as a consequence of its use;
- 2) Waive, release, and discharge MPS, its agencies, officers, employees and volunteers from any and all liability they may incur resulting from the use of the facility;
- 3) Indemnify, save and hold harmless MPS, its agencies, officers, employees and volunteers from any and all claims of any nature including costs, expenses and attorney's fees which may in any manner result from the use of the facility.

This waiver, release and indemnification shall be construed broadly to provide a waiver, release and indemnity to the maximum extent permissible under applicable law.

**Three Step Registration**

**Step 1: Print this registration form below and fill out the form completely.**

**Step 2: Make your check or money order payable to MPS**

**Step 3: Drop off your registration form and tuition in the mail or at our office:**

**You may reserve a spot (for two business days without the class fee) by phone 857-4488, fax 857-4489 or email:  
mpscommunityed@minot.k12.nd.us**

**If your class has a SUPPLY FEE or you are registering for MULTIPLE classes-we will need SEPARATE checks!  
If you have questions on this please give us a call!**

**MPS Community Ed**

Minot Adult Learning Center  
1609 4th Avenue NW  
Minot, ND 58703-2911

**Name**

**E-Mail Address**

**Alert Solutions Notice # (Emergency Cancellations)**

**Daytime Contact #**

**Address**

**City & Zip**

**Where did you hear about our classes?**

<b>Course #</b>	<b>Course Title</b>	<b>Tuition (Payable to MPS)</b>
<b>By registering for this class, I understand that MPS or its instructors will not be held responsible for injuries or loss of property. See waiver release.</b>		<b>Total:</b>

**Signature:**