



— EXCELSIOR SPRINGS —
AREA CAREER CENTER

Your Road to Success

ADULT & COMMUNITY EDUCATION



Fall 2016

COURSE SCHEDULE



Classes for fun, enrichment and careers!

www.excelsiorspringsadulthood.weebly.com

Enroll Early!

Register online, by phone or by mail. LOOK INSIDE for details!

Phone 816.630.9240 (Line #1) • 614 Tiger Drive, Excelsior Springs, MO 64024



Welcome to our ESACC 2016 Fall Course Catalog.

Whether you are looking for personal enrichment classes to take just for fun, to develop new hobbies, improve computer skills, or start a new career, we encourage you to check out what we have to offer.

Our firefighter, emergency medical technician, paramedic and certified nurse assistant programs prepare you to take professional exams to achieve licensure. Our instructors are professionals in their field allowing them to share valuable experiences to enhance learning. In addition to classroom learning, students receive hands-on opportunities for authentic, real-life practice.

Don't have time to fit one of our classes into your busy schedule? Through our partnership with Ed2Go, an online learning site, we also offer online classes. You are sure to find a subject that interests you, and remember, online classes fit YOUR schedule. To find a class that interests you, visit our web pages at www.Ed2Go.com/excelsior.

We want to provide quality continued education opportunities to meet the interests and needs of our community. Let us know if there are classes you would like to see offered. If you would like to teach a class for us, or know someone that would like to share their expertise and would be a good fit with our programs, please contact me at tberry@ga.essd40.com to find out more. Learning opens new doors.

Warm regards,
Teresa Berry



Our partnership with [ed2go/excelsior.com](http://ed2go.com/excelsior.com) offers online educational opportunities for a variety of interests and career starters. **It's easy as 1-2-3.** You will work from the privacy of your own home. Most classes are \$98.00. Check the site for prices, full course descriptions, reviews, and syllabi.

1. **Go to www.ed2go.com/excelsior**
2. **Browse the catalog and choose the course.**
3. **Enroll and pay online with credit or debit card at www.ed2go.com/excelsior.**
4. **Start learning!**

ED2GO offers a wide range of highly interactive courses that you can take entirely over the Internet. All of the courses are led by expert instructors, many of whom are nationally known authors. These online courses are affordable, fun, fast, convenient, and geared just for you. Below is only a small selection of the classes offered online. Take a look at these and many more classes at www.ed2go.com/excelsior.

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**Registration Begins
August 1st**

Health & Safety



Certified Nurse Assistant (CNA)

Start your medical career as a certified nurse assistant (CNA), and become highly employable in this rapidly growing healthcare field. Taught by a registered nurse and following state requirements, this training program combines a minimum of 75 hours of classroom learning and 100 hours of hands-on training in a medical care environment to prepare students to work closely with patients in long-term care facilities, hospitals, adult day care, and homes. Upon successful completion of this course, students are prepared to take the state board examination (written and skills) for licensure as a nurse assistant.

Tuition includes textbook. **Note:** State exam and licensing fees, CPR card cost, and background check costs are not included in the tuition fee. Students must be 18 years of age and have a high school degree or equivalency, be legally employable in a long-term care facility, and other enrollment requirements.

Instructor: Sandra Schmid, RN

Start Date: Sep. 6, 2016

Time: T/Th, 4:30 pm - 8:30 pm (22 sessions)

Fee: \$750

BLS/CPR for Healthcare Providers

This course is based on the American Heart Association Basic Life Support (BLS) curriculum and is designed to provide a wide variety of health care professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner.

Instructor: Maria McAhan

Date: Tue, Oct. 4

Time: 5:00 pm - 9:00 pm

Fee: \$45 (Additional \$5 cash payable to instructor the night of class for CPR card)

Alphabet Soup of Medicare

Are you or a loved one age 65 or becoming eligible for Medicare due to a disability? This is a fun and relaxed way to learn about Medicare Part A and Part B. Learn about Medicare supplement plans that fill coverage gaps. Learn about Medicare PPOs and HMOs. This two-hour class will help you master the ABC's of Medicare.

Instructor: Jeff David

Date: Thu, Oct. 13

Time: 6:30 pm - 8:30 pm

Fee: \$15 (Couples \$20)

Health Insurance Made Easy

Are you still wondering what the "Affordable" Care Act is and how it applies to you? Do you need health insurance, but the premiums are out of reach? Come to this relaxed, informative class and walk away empowered to make your own healthcare decisions.

Instructor: Jeff David

Date: Wed, Nov. 16

Time: 6:30 pm - 8:30 pm

Fee: \$15 (\$20 for couples)

Natural Solutions: Using Essential Oils for Healthcare Needs

This class will help you understand personal healthcare through natural solutions. Get a greater understanding of what you can do to improve health care for you and your family using essential oils. After taking this class, you will be empowered to take charge of your own healthcare and work in harmony with your healthcare provider. Please bring \$20 cash to the instructor on the first night of class to pay for the book and samples of essential oils. (10 sessions)

Instructor: Sandra Schmid, RN

Dates: Mon, Sep. 12, 19, 26, Oct. 3, 10, 17, 24, 31, Nov. 7, 14

Time: 7:00 pm - 8:00 pm

Fee: \$19

Other: \$20 materials fee payable to instructor

Nutrition for Infants and Children

You will receive information on adequate intakes for infants and children. Learn when and how to start baby foods, solid foods, and when to wean to a cup. Obtain skills to prevent finicky eating habits and learn what to do if a child is picky or not eating. Tips and tricks on how to get children to eat healthy foods.

Instructor: Lindsey Wright, Nutritionist

Date: T/Th, Sep. 13, 15

Time: 7:00 pm - 8:00 pm

Fee: \$15

Your Enrollment COUNTS!

Sometimes just one or two people can make the difference between GO and CANCEL.

Nutrition for Weight Loss in Adults

Learn how to lose weight the healthy way, not with fad diets that end up with you gaining more weight back than you lose. Obtain skills to keep weight off once it is lost. Information on how to calculate caloric intake and BMI adequate intakes and what a healthy weight is for you.

Instructor: Lindsey Wright, Nutritionist

Date: T/Th, Oct. 4, 6

Time: 7:00 pm - 8:00 pm

Fee: \$15

Babysitter Training

Be the best babysitter in the neighborhood! Learn the fundamentals of babysitting and child care, basic CPR, what to do in the case of choking, basic first aid, learning activities and games for children, how to change a diaper, and more. Snacks will be provided. Students leave class with a babysitting kit.

(Ages 12 and older only)

Instructor: Maria McAhan

Date: Tue, Sep. 20

Time: 3:30 pm - 7:30 pm

Fee: \$40 (Additional \$6 payable to instructor the night of class)

Refuse to be a Victim

The single most important step toward ensuring your own safety is having a personal safety strategy in place before you need it. NRA's Refuse To Be A Victim® program teaches the tips and techniques you need to be alerted to dangerous situations and to avoid becoming a victim.

Instructor: Thomas Patterson

Date: T/Th, Nov. 15 & 17

Time: 6:00 pm - 8:00 pm

Fee: \$25

ONLINE Classes

For full details and prices for these online classes and more, go to <http://www.ed2go.com/excelsior>

ED2GO Online: Medical Coding

Take your first step toward a lucrative career as a medical coder! In this course, you'll learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure. You'll have knowledge to work in a variety of medical settings or even from home.

ED2GO Online: Become a Veterinary Assistant

Do you love animals? Have you ever thought about a career as a veterinary assistant? This course, taught by a practicing veterinarian and college instructor, will give you the information you need to prepare for work in veterinary hospitals. Great course for pet owners, too.

Computer Applications

Introduction to Computers

Learn the basics of the Windows-based computer. This course is truly an introductory course for those who have little or no experience using a personal computer. This course consists of three two-hour sessions.

Instructor: Martin Conrad
Dates: M, T, W, Aug. 29, 30, 31
Time: 4:00 pm - 6:00 pm
Fee: \$49

Introduction to the Internet

Introduction to Internet browsers for searching the World Wide Web. Learn common features such as search engines, email, on-line shopping, chat rooms, social networking sites, and more. Security issues, identity theft and cyber stalking will be discussed. This course consists of three two-hour sessions.

Instructor: Martin Conrad
Dates: M, T, W, Sep. 12, 13, 14
Time: 4:00 pm - 6:00 pm
Fee: \$49
Prerequisites: Keyboarding skills and basic knowledge of computers.

Microsoft Word

Microsoft Word uses a comprehensive tool for creating documents such as letters, flyers, resumes and more. Learn common features such as menu bar, copy, paste, basic formatting, managing files, and progress into detailed formatting, inserting tables, adding pictures and captions, and more. This course consists of four two-and-a-half-hour sessions.

Instructor: Martin Conrad
Dates: M, T, W, Th, Sep. 19, 20, 21, 22
Time: 3:30 pm - 6:00 pm
Fee: \$69
Prerequisites: Keyboarding skills and basic knowledge of computers.

ED2GO-Online: Introduction to Programming

Take your first steps toward a career as a computer programmer as you master basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics.

ED2GO-Online: Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Microsoft Excel

Microsoft Excel combines a powerful spreadsheet application within the user-friendly atmosphere of Microsoft Windows. Learn the basics of the toolbar and creating, editing, and saving worksheets, work with basic formulas and functions to calculate and return values, and progress into advanced formulas and functions to show minimum and maximum values, averages, sums, etc. Users also learn how to create forms and format data and create charts, and more. This course consists of four two-and-a-half-hour sessions.

Instructor: Martin Conrad
Dates: M, T, W, Th, Sep. 26, 27, 28, 29
Time: 3:30 pm - 6:00 pm
Fee: \$69

Organize Your Computer

Do you have pictures and files on your computer but you can't remember where you put them? This class will show you how to create subdirectories to sort your files so you can locate them faster and learn how to name your files so you can organize them better. You will also learn how to download pictures from your cell phones and digital cameras to your computer, give them usable names, and store them in separate folders. Additionally, you will learn about other storage devices and locations such as flash drives, external hard drives, and cloud storage. This course consists of two two-hour sessions.

Instructor: Martin Conrad
Dates: M, T, W, Oct. 3, 4, 5
Time: 4:00 pm - 6:00 pm
Fee: \$39

Microsoft PowerPoint

Microsoft PowerPoint teaches essential skills to design presentations, including working with text, pictures, artistic word blocks known as "Word Art" and other basic drawing objects. Helpful tools such as spell checking are covered in addition to the different "views" used in building a presentation. Users also add more capabilities to presentations, including slide transition, timing, adding sound effects, inserting video clips into a presentation, and more. This course consists of four two-and-a-half-hour sessions.

Instructor: Martin Conrad
Date: M, T, W, Th, Oct. 17, 18, 19, 20
Time: 3:30 pm - 6:00 pm
Fee: \$69

ED2GO-Online: Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

ED2GO-Online: Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Microsoft Publisher

Identify and apply desktop publishing tools you can use to create simple and easy documents such as fliers, brochures, greeting cards, business cards, banners and more. This course demonstrates insertion and manipulation of pictures, clipart, Word Art and other features to enhance your documents. This course consists of four two-and-a-half-hour sessions.

Instructor: Martin Conrad
Dates: M, T, W, Th, Oct. 24, 25, 26, 27
Time: 3:30 pm - 6:00 pm
Fee: \$69

Personal Enrichment



History Trip: Truman Library & Vaile Mansion

Join retired history teacher, Mike Britt, for a trip back in time. You will travel to historic Independence, Missouri to tour the Truman Library and Museum and the Vaile Mansion. Depart from the north parking lot of the Barbee Presbyterian Church on Tiger Drive (across from ESHS) at 8:30 a.m. and tour Truman Library 9:15 a.m. to 10:45 (Video, Tour, and Special Exhibit on Elections). At 11:00 a.m. travel to and tour the Vaile Mansion to see special Christmas decor for a Victorian Christmas. Depart from Vaile Mansion at Noon and arrive at the historical Independence Square around 12:15 pm Lunch is on your own at any of the restaurants on the square, such as The Rheinland (German), Courthouse Exchange (historic eatery since 1899), Clinton Soda Fountain (where Truman once worked), or choose from other eateries on the square. Depart at approximately 1:30 pm and return to the church parking lot around 2:15 pm

Cost includes transportation on a non-handicap equipped school bus, admission fees for both tours.

*Clay County Senior Citizens may qualify for a discount.
 **Minimum enrollment required.

Instructor: Mike Britt
Date: Fri, Dec. 2
Time: 8:30 am - 2:15 pm
Fee: \$39

American Sign Language – Beginner

For a fun, engaging, educational experience, join us, learn to speak with your hands, and listen with your eyes! Students will learn the elements of conversational American Sign Language. By the end of the course, students will be able to: finger-spell words, count to one hundred, offer and exchange greetings, introduce themselves, ask and answer questions, seek and give clarification, engage in everyday conversation and even tell jokes, all without using their voice. This course consists of eight two-hour sessions.

Instructor: Christopher Patridge

Date: Thu, Aug. 18, 25, Sep. 1, 8, 15, 22, 29, Oct. 6

Time: 5:00 pm - 7:00 pm

Fee: \$79 (includes book)

American Sign Language – Intermediate

Increase signing skills with the introduction of ASL grammar and vocabulary. Topics will include basic sentence structure, classifiers, tenses, quantifiers, and more. Students will gain experience reading and expressing sign language. Classes will be largely total immersion (voices off), so previous exposure to American Sign Language is recommended.

Instructor: Christopher Patridge

Date: Thu, Oct. 6, 13, 20, 27, Nov. 3, 11, 17

Time: 5:00 pm - 7:00 pm

Fee: \$49.00

Other: Recommended textbook: *A Basic Course in American Sign Language*, 2nd edition (book not included)

Astronomy – Mysteries of the Night Sky

The sky is full of deep mysteries! Look at the nightly wonders through a 20" Dobsonian telescope to take a ride around the solar system viewing deep sky objects and to learn more about constellations. Also, learn what to look for when purchasing a telescope to start your fascinating hobby. Bring a lawn chair and binoculars if you have them. Dress comfortably for the weather conditions. Children 8-15 must be accompanied by an adult. Class may need to be rescheduled if weather interferes with viewing the skies. *Class will meet at Wilderness Retreat I and Development Center, 34030 W. 204th ST., Lawson, MO

Instructor: Dawn Grant

Date: Wed, Nov. 2

Time: 6:30 pm - 9:30 pm

Fee: \$19

ED2G0: Introduction to Guitar

Master basic guitar skills and become the musician you've always wanted to be.

ED2G0: Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

Arts & Crafts



Paper Dahlia Wreath

Looking for a new change for that boring space on the wall? Add a pop of color with a paper dahlia-inspired wreath. We will use paper (cardstock, construction paper, or scrapbook paper) to create a beautiful wreath. Students will need to select and purchase their own paper. **For a three-color flower**, you will need approximately 30 4x4 squares of base color, 70 4x4 squares of main color, and 11 3x3 squares of center color. If you purchase 12x12 scrapbooking paper to work with that equates to 4 sheets for the base color, 8 sheets for the main color, and one sheet of center color. **For a two-color flower**, you will need approximately 90 4x4 squares of main color and 20 3x3 squares. If you purchase 12x12 scrapbooking paper, that equates to 10 sheets for the main color and 2 sheets for the center color. **Students need to bring:** a paper cutter (used in scrapbooking) or scissors, ruler, hot glue gun and glue, and coordinating color of ribbon for hanging (you can add this later if you're not sure which color you would like to use).

Instructor: Liz Smith

Date: Mon, Oct. 3

Time: 5:00 pm - 7:00 pm

Fee: \$19.00

Other: \$5 cash paid to instructor night of class

Decorative Stepping Stones

Learn to make simple but creative and decorative stepping stones for your garden or yard. Materials will be provided for the class craft that you can take home. Use your imagination to apply this technique and create your own personal stepping stones at home.

Instructor: Dawn Grant

Date: Tue, Nov. 8

Time: 6:00 pm - 8:00 pm

Fee: \$19

Other: Materials/supplies provided

Mason Jar Oil Lamp

Make a decorative mason lamp to light up the season!

Instructor: Liz Smith

Date: Mon, Oct. 24

Time: 5:00 pm - 6:00 pm

Fee: \$19

Peppermint Gifts

Peppermint Party! Celebrate the season with peppermint gifts! Students will make 2 peppermint jar candles, 3 peppermint bath bombs, 1 jar peppermint and vanilla sugar scrub, and 2 peppermint and lavender lip balms. Give them as gifts or keep for yourself! (2 sessions). Cost includes materials and supplies.

Instructor: Liz Smith

Date: M/Tu, Nov. 14 & 15

Time: 5:00 pm - 7:00 pm

Fee: \$49

Painting Class

Interested in learning to create beautiful paintings without the high cost of traditional art materials? In this class Mark Walter of Light Source Studio will teach you trade secrets to having the freedom to create without the worry of blowing your budget. There will be painting demos and some hands-on painting by the class. All materials provided. Materials cost will be \$20.

Instructor: Mark Walter

Date: T/Th, Oct. 4, 6

Time: 6:30 pm - 8:00 pm

Fee: \$19

Other: Materials fee of \$20 payable to the instructor (cash preferred)

Scarves "R" Us

Looking for an inexpensive wardrobe fashion make-over? With a special twist, scarves can accessorize your wardrobe to upgrade a professional look or to add a bit of whimsy for fun. Come and learn new ways to dramatize your wardrobe and impress others around you. Bring your favorite scarf.

Instructor: Barbara Britt & Regina Irwin

Date: Tue, Oct. 4

Time: 7:00 pm - 8:00 pm

Fee: \$10

Unique Gift Boxes

Do you have lots of lovely greeting cards lying around? Tired of recycling them or just tossing them in the trash? Why not repurpose them into unique gift boxes? This method works with all types and sizes of greeting cards. Pick up a new skill while amazing your friends and family with these delightful transformations.

Instructor: Barbara Britt

Date: Tue, Nov. 1

Time: 6:00 pm - 7:00 pm

Fee: \$10

Emergency Services Career Courses

NOTE: Please enroll as soon as possible or at least 10 days prior to the start date for all EMS and Firefighter classes. Classes must meet a minimum to be held. In the event that a class does not have enough students 10 days prior, ESACC may reschedule the start date or cancel a class. If ESACC cancels a class, refunds will be given.

Firefighter I & II

Start your career as a firefighter. Successful completion of this course prepares you to take the Missouri Division of Fire Safety Firefighter I & II certification exams. You also receive training for certification in Haz-Mat Operations, Haz-Mat Awareness, and Vehicle Rescue Technicians. The program is based on IFSTA's Essentials of Firefighting curriculum. See our website or call for more information and enrollment forms.

Instructor: Captain John Potter

Start Date: M/W, Aug. 17, 2016

Length: Approx. 6 months

Time: 6:00 pm - 10:00 pm

(and Sat 8:00 am - 5:00 pm as assigned)

Fee: \$1500 plus \$200 gear rental

(\$500 deposit due at enrollment)

Emergency Medical Technician – Basic (EMT-B)

This course provides both classroom and hands-on instruction, and prepares students to care for ill or injured patients in an emergency situation. You will complete required classroom hours, as well as off-site clinical/field hours. Upon successful completion of the program, graduates are eligible to test with the National Registry of Emergency Medical Technicians (NREMT) to obtain certification. Graduates will also be eligible for licensure through the Missouri Bureau of Emergency Medical Services. Students must be 18 years of age, have a high school diploma or equivalency, and have a current and clear two-step TB test. This course is a prerequisite for the EMT-Paramedic program. See our website or call for more information and enrollment forms.

Instructor: Rebecca Means

Start Date: T/Th, Sep. 8, 2016

Length: Approx. 6 months

Time: 6:00 pm - 10:00 pm

Fee: \$950 (\$400 deposit due at enrollment)

ED2GO Online: Spanish for Medical Professionals

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.



Paramedic (EMT-P)

Ready for an exciting and challenging career as a paramedic? EMT-B professionals continue advanced education and skills training. Paramedics perform pre-hospital treatment for medical emergencies. This paramedic course includes classroom hours, laboratory, clinical and field/internship activities which will total approximately 1300 clock hours and includes co-curricular anatomy and physiology. This course meets or exceeds the content and competency demands of the U.S. Dept. of Transportation-National Highway Traffic Safety Administration and the Missouri Bureau of Emergency Medical Services (MoBEMS). Upon successful completion of this paramedic course, students will be eligible to test with National Registry of EMT (NREMT) for licensing and be eligible for state licensing. Students must be 18 years of age, have a high school diploma or equivalency, and have a current, clear two-step TB test, be competent in mathematics and English, and be licensed as EMT-Basic prior to enrollment. See our website or call for more information and enrollment forms.

Instructor: Captain John Potter

Date: T/Th, Mar. 9, 2017

Length: Approx. 18-24 months (depending on completion of field/clinical completion)

Time: 6:00 pm - 10:00 pm

(and Sat 8:00 am - 5:00 pm as assigned)

Fee: \$5300.00 (\$1200 deposit due at enrollment)

Regarding Accreditation: The Excelsior Springs Area Career Center and Liberty Hospital Consortium for Paramedic Education paramedic program holds a Letter of Review, which is NOT a CAAHEP accreditation status, but is a status granted by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation. To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088 PHONE 214.703.8445 FAX 214.703.8992 www.coaemsp.org

Paramedic Refresher (48 hour)

This 48-hour paramedic refresher course is designed to fulfill the course requirements of the National Standards of EMT Refresher Curriculum (DOT). It meets or exceeds the standards of the National Registry of EMT and MoBEMS requirements for students seeking renewal of their EMT license or to retake certification exams for licensure.

Instructor: Captain John Potter

Dates: Sa/Su, Jan. 28, 29, Feb. 4, 5, 2017

Time: 8:00 am - 8:00 pm

Fee: \$375

EMT-Basic Refresher (24 Hour)

This 24-hour EMT-Basic refresher course is designed to fulfill the course requirements of the National Standards of EMT Refresher Curriculum (DOT). It meets or exceeds the standards of the National Registry of EMT and MoBEMS requirements for students seeking renewal of their EMT license or to retake certification exams for licensure.

Instructor: Captain John Potter

Dates: Sa/Su, Jan. 14, 15, 2017

Time: 8:00 am - 8:00 pm

Fee: \$180

EMS Instructor Course

This D.O.T. National Standard Curriculum course is designed to prepare the participant to instruct EMS related material, prepare lesson plans, incorporate technology and various teaching techniques, along with other instructional related topics. This course is required by the Missouri Bureau of EMS for training entities and instructor accreditation. Successful completers will receive certificate of completion.

Instructor: Stacy Holtzclaw

Dates: Sa/Su, Feb. 18, 19, 25, 26, 2017

Time: 8:00 am - 8:00 pm

Fee: \$375

ED2GO Online: Spanish for Law Enforcement Professionals

Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.

Enroll EARLY! Don't delay, enroll TODAY!

Many classes fill quickly, and excellent classes get cancelled when too many people wait until the last minute to register. Classes have minimum and maximum enrollment requirements. Sometimes just one or two people can make the difference between "GO" and "CANCEL." Ensure that the class you want to take has enough students by registering at least 10 days before the start date when possible.

How Can I Enroll?

1. **Online:** excelsiorspringsadulthood.weebly.com (or go to essd40.com, select *Community* tab, then *Adult Education*)
2. **Phone:** 816.630.9240, option 1
3. **Mail:** Send registration form and payment to: Adult and Community Education, Excelsior Springs Area Career Center, 614 Tiger Drive, Excelsior Springs, MO 64024. Make checks or money orders payable to: ESACC
4. **Email:** Email Teresa Berry at tberry@ga.essd40.com
4. **FAX:** Fax registration form to 816.630.9245
5. **Walk In:** Register at the Adult Ed office Monday, Tuesday or Thursday from Noon-7:00 p.m. or on Wednesday or Friday from 7:30 a.m.-2:30 p.m.

PAYMENT: Checks, money orders, and cash are accepted. We currently do NOT accept debit or credit cards (exception for online Ed2Go). Checks and money orders are payable to: **ESACC** at time of enrollment and before classes begin.

All classes held at the Excelsior Springs Area Career Center unless otherwise noted. The ESACC is located at 614 Tiger Drive, Excelsior Springs, MO, between the Excelsior Springs High School and the sports stadium (*refer to map on back cover*).

NEED FINANCIAL ASSISTANCE? Some classes may qualify for Full Employment Council financial assistance for eligible students in Ray, Clay, Platte, Jackson and Cass counties. Find out more at www.feckc.org. Other financial assistance may be available for qualifying students from the following: Veterans GI Bill (Go to www.gibill.va.gov), Vocational Rehabilitation, and A+ qualifiers may be eligible for funding.

COURSE ENROLLMENT FORM • Excelsior Springs Area Career Center Adult & Community Education

Name _____ Email _____

Address _____ City _____ Zip _____

Best Phone Number to Reach You (_____) _____ Age if under 18 _____

(may be required to attend with adult)

Alternate Phone Number (_____) _____

If you are requesting the Clay County Senior Services Enrichment Funding, please include age _____ & birth date _____ / _____ / _____

**Only Clay County residents 60 years of age or older qualify for this funding.*

COURSE #	COURSE NAME	CLASS DATE & TIME	FEE

Checks payable to: ESACC
Please send a separate check for each class you enroll, so if class does not make, the check can be voided and returned.

Mail payment and enrollment form to:
Excelsior Springs Area Career Center
Attn: Adult & Community Education
614 Tiger Drive
Excelsior Springs, MO 64024

If classes are cancelled due to low enrollment, you will be contacted by phone or email. Otherwise, we will see you on the first night of class!

PRSRT STD
ECRWSS
U.S. POSTAGE
PAID
AMC



EXCELSIOR SPRINGS
AREA CAREER CENTER
Your Road to Success

614 Tiger Drive
Excelsior Springs, MO 64024



Excelsior Springs Area Career Center is located at 614 Tiger Drive, Excelsior Springs, MO 64024. Look for us between the Excelsior Springs High School and the sports stadium.

Refund Policy: Adult and Community Education reserves the right to cancel a class if sufficient enrollment is not met. Registrants will be **notified if** a class is cancelled. Please be sure to advise the office of any changes in your contact information. Full refunds will be issued for classes cancelled by the school. If you drop a class one business day before classes begin or earlier, you will receive a full refund minus a \$10 cancellation fee. No refunds will be given if the class is dropped on the starting date or after the class has begun.

Publication Disclaimer: Every effort has been made to make this publication accurate as of the publication date; however, all policies, procedures, tuitions/fees, and curriculum are subject to change by appropriate action of instructors, the administration, or the Excelsior Springs Board of Education. This publication is not intended to be a contract, explicit or implied and Excelsior Springs Area Career Center reserves the right to make changes regarding the information contained herein.

Date Disclaimer: Dates may fluctuate due to weather or other school district building needs or calendar

conflicts, and the off-site clinical and field experience training schedules where applicable.

Inlement Weather Cancellation: All efforts will be made to contact students if classes are cancelled. Cancelled classes will be rescheduled as soon as possible. If it is not feasible to reschedule due to weather, your tuition will be returned. Decisions to cancel class are made by 2:30 pm. If you are wondering if your class is cancelled, call the adult education office at 816.630.9240, ext. 1. We are concerned about everyone's safety. Weather cancellations will be made as soon as possible and relayed via email. It is the registrant's responsibility to ensure an active, up-to-date email is on file.

Notice of non-discrimination: Excelsior Springs School District #40 is an equal opportunity institution. No person shall, on the basis of race, sex, creed, color, disability, be subject to discrimination in employment or in admission to any educational program or activity of the school.



Enroll today and save! If you're age 60 or above and live in Clay County, take advantage of up to \$30 savings per semester for a class taken through the Excelsior Springs Area Career Center. Clay County Senior Services provides this savings opportunity to qualifying senior citizens. Funds are limited, so sign up early before the funding runs out. Make sure to indicate you are requesting this discount (age, birthdate and address required).

This is a great opportunity to learn something new and meet others with similar interests. Learn more about computers, arts and crafts, cooking classes, and more. Enroll in one of our enrichment classes today! Call 816 630 9240 Ext. 1 or enroll online: www.excelsiorspringsadulthood.weebly.com.



Customized Training for Your Business

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