Classes for fun, enrichment and careers!
www.excelsiorspringsadulted.weebly.com

Enroll Early! Register online, by phone or by mail. LOOK INSIDE for details!
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. **Best way to enroll is online:** excelsiorspringsadulted.weebly.com
2. **Mail:** Send registration form and payment to: Adult/Community Education, Excelsior Springs Area Career Center, 614 Tiger Drive, Excelsior Springs, MO 64024. Make checks or money orders payable to: ESACC
3. **Phone:** 816.630.9240, line #1 or extension 7602 (Melanie Shockley)
4. **Email:** Email Melanie Shockley at mshockley@ga.essd40.com
5. **FAX:** 816.630.9245
6. **Walk In:** Register in person at our office. Call ahead to ensure someone is available. Office hours vary.

**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 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 64024, located between the Excelsior Springs High School and sports stadium (refer to map on back cover).

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**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 __________

Alternate Phone Number ( ___________ ) ___________________________ (may be required to attend with adult)

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 quality for this discount. Funds are limited and are not guaranteed.

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>CLASS DATE &amp; TIME</th>
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Checks payable to: ESACC

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!

Remember, you can enroll online at excelsiorspringsadulted.weebly.com/enroll-here-online.
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, students must take a Missouri Statelicensure examination. This course prepares the student to care for ill or injured patients in emergency situations, such as accidents, trauma, and illness. Students will be taught the fundamentals of advanced emergency care, including airway management, basic life support, and trauma assessment.

Start Date: Wed., Oct. 2, 2019
Time: M/W 6:00-10:00 pm plus a few Saturdays
Fee: $1050 ($300 deposit due at enrollment)
Ask about FAST-TRACK EMT-B to PARAMEDIC and SAVE!

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 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 must take a Missouri Statelicensure examination. This course prepares the student to care for ill or injured patients in emergency situations, such as accidents, trauma, and illness. Students will be taught the fundamentals of advanced emergency care, including airway management, basic life support, and trauma assessment.

Start Date: Wed., Sept. 11, 2019
Time: M/W 6:00-10:00 pm plus some Saturdays
Fee: $180

Emergency Dispatcher

Make a difference in someone’s time of need. Begin your career in emergency services as an emergency dispatcher. Upon successful completion of this course, students will earn the Basic Telecommunicator Certification required in the State of Missouri. Course instruction includes: Introduction to Public Safety Telecommunications, Liability Concerns for Dispatchers, MULES, Introduction to Crisis Intervention Training, Handling Suicidal Callers, and Introduction to Police, Fire and EMS Dispatching, Amber Alert, Active Shooter and much more. Students also complete 12 hours of ride-alongs with law enforcement and 24 hours of sit-ins at area dispatch centers. Additionally, students will practice interviewing skills for oral board interviews and learn about the hiring process for dispatchers. (22 3-hour sessions)

Instructor: Tammy Folvarcik
Dates: September 5, 10, 12, 17, 19, 22, 29, 31, Nov. 5, 7, 12, 14, 19, 21
Time: 8:00-9:00 pm
Fee: $500 ($200 deposit due at enrollment)

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 Feb. 1 & 2, 2020
Time: 8:00 am-8:00 pm
Fee: $375

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 Feb. 22, 23 & 29, Mar. 1, 2020
Time: 8:00 am-8:00 pm
Fee: $375

EMS Instructor Course (40 Hour)

This 40-hour course is designed to prepare the participant to instruct EMT related material, prepare lesson plans, and incorporate technology and various teaching techniques, along with other instructional related topics. This course meets the requirements set by the Missouri Bureau of EMS for training entities and instructor certification. Successful completers will receive certificate of completion.

Instructor: Stacy Holtzclaw
Dates: Sa/Su Nov. 2, 3, 9, 10
Time: 8:00 am-6:30 pm
Fee: $375

Firefighter I/II

Successful completion of this course prepares you to take the Missouri Division of Fire Safety Firefighter I & II and Haz-Mat Operations, Haz-Mat Awareness certification exams. To meet the new Division of Fire Safety standards the students will also receive IMS 100, 200 and 700, Emergency Medical Responder certification and the new Hazmat Awareness/Operations update, along with an Auto Extrication certificate. The program is based on IFSTA’s Essentials of Firefighting curriculum. Students must provide a current physical reporting fitness level to perform firefighter activities, e.g., a sports physical. See our website or call for more information and enrollment forms.

Instructor: Captain John Potter
Start Date: Wed., Sept. 11, 2019
Time: M/W 6:00-10:00 pm and some Saturdays
8:00 am-5:00 pm
Fee: $1700 plus $200 gear rental ($500 deposit due at enrollment)

EMT Instructor Course (24 Hour)

This 24-hour EMT-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 Feb. 1 & 2, 2020
Time: 8:00 am-8:00 pm
Fee: $375

EMT-Paramedic Refresher (48 Hour)

This 48-hour EMT-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 Feb. 22, 23 & 29, Mar. 1, 2020
Time: 8:00 am-8:00 pm
Fee: $375

Accreditation

The Excelsior Springs Area Career Center and Liberty Hospital Consortium for Paramedic Education program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

CAAHEP, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, Phone: 727-210-2350
Our paramedic program is also accredited by: Missouri’s Bureau of Emergency Medical Services, Missouri (MoBEMS) Department of Health and Senior Services, PO Box 570, Jefferson City, MO 65102, Phone: 573-751-6356
**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 certification as a certified nurse assistant. Tuition includes textbook. Note: State exam and licensing fees and background check costs are not included in the tuition fee. Students must be legally employable in a long-term care facility. See Missouri Department of Health and Senior Services Code of State Regulations, 19-CSR 30-84-010. (20-22 sessions)

**Instructor:** Sandra Schmid  
**Start Date:** Tues., Sept. 10, 2019  
**Time:** T/Th 5:00-9:00 p.m.  
**Fee:** $750

**Certified Medication Technician (CMT)**

The purpose of the Certified Medication Technician (CMT) training program is to prepare individuals for employment as a CMT in an intermediate care or skilled care nursing facility. The program is designed to teach skills in administration of nonparenteral medications that will qualify students to perform this procedure to assist licensed practical nurses or registered professional nurses in medication therapy. The course consists of at least 60 classroom hours of instruction and a minimum of 8-hours of clinical practice under the direct supervision of an instructor. The class consists of instruction in these areas: basic review of body systems and medication effect on each system; medical terminology; infection control; and medication classifications. An individual must successfully complete a final written examination and a minimum two-hour final practicum exam before a certificate can be issued and that individual’s name placed on the Missouri State Certified Medication Technician (CMT) Registry.

**Student Qualifications:** High school diploma or equivalency, six (6) months of employment as an approved CNA and listed as active on the Missouri CNA registry before applying to become a CMT and recommendation letter from administrator or director of nursing.

**Instructor:** Sandra Schmid  
**Start Date:** Mon., Sept. 9, 2019  
**Time:** M/W 5:00-9:00 pm  
**Fee:** $600 ($200 deposit due at enrollment)

**NEW! Zentangles: Doodling with a Purpose**

Do you find yourself doodling when your mind wanders—little swirls, and random designs decorating the edges of your bills, homework, or notebooks? Studies have shown that doodling helps to clear the mind and promotes an overall sense of well-being, much like meditation. Zentangling is a focused doodling or meditative doodling that helps to relax the brain and produces some pretty spectacular results. Doodling is good for you! Please bring an assortment of fine tipped markers/pens and a package of cardstock. (Fine-tipped Sharpies or Micron Pens are recommended.)

**Instructor:** Jennifer Wilson  
**Dates:** Wednesdays, Sept. 11, 18, 25  
**Time:** 7:00-8:30 pm  
**Fee:** $30

**NEW! Block Printmaking for Halloween**

Using a variety of carving tools, learn to create block stamps. This old craft technique produces one of a kind images for cards such as holidays, thank you, birthdays, and more. Students will create a Halloween themed print during this two-hour class. Bring the following items to class: Speedball Block Printing Starter Kit, available at Hobby Lobby or Wal-Mart.com.

**Instructor:** Jennifer Wilson  
**Date:** Tuesday, Oct. 22, 2019  
**Time:** 6:00-8:00 pm  
**Fee:** $20

**NEW! Holiday Watercolor Cards**

Come and join us to make your own unique watercolor cards for the upcoming holiday season. Participants will learn basic techniques and will have time to make eight cards that can be color copied to spread more joy of your artwork this year. Art supplies costs $15, payable to the instructor on the first night.

**Instructor:** Marla DiBenedetto  
**Dates:** M/W November 18 & 20  
**Time:** 6:00-8:00 pm  
**Fee:** $25

**NEW! Pastels for Beginners**

This three-session course for beginners, you will learn about using pastels and some basic techniques to successfully complete one still life that includes flowers. Full instruction and practice time for techniques are provided. Supply fee of $15 is to be payable to the instructor.

**Instructor:** Marla DiBenedetto  
**Dates:** M/W November 4, 6, 13  
**Time:** 6:00-8:00 pm  
**Fee:** $35

**NEW! Fall Watercolor for Beginners**

Don’t know where to start with watercolors or feel intimidated to try? Well, this class is for you. We will cover several basic techniques with practice exercises. Completing one full painting over the three-day course. So, come enjoy three fun-filled evenings. We will be completing a fall harvest themed scene. There is a $10 supply fee payable to instructor on first night.

**Instructor:** Marla DiBenedetto  
**Dates:** M/W October 14, 16, 21  
**Time:** 6:00-8:00 pm  
**Fee:** $35

**ADVANCED CAREER TRAINING ONLINE**

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced Advanced Career Training course. You can begin these courses at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

**Features:**
- Facilitators and mentors are available to answer questions and help you through your studies.
- Career Counselors will help you prepare for the transition from the classroom to the workplace.
- Courses are all open-enrollment and self-paced.
- No additional charges - all materials, workbooks, and software are included in the course fee.
- Payment plans available.

**Freight Broker/Agent Training**

Learn the skills to be a successful Freight - Load Broker Agent. Tutorials and projects will teach you the practical application of Freight Broker skills.

**Medical Coding and Billing**

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting.

**Medical Transcription**

This nationally recognized medical transcription online course prepares you to start a new career as a medical transcriptionist.

**Paralegal**

This course will prepare you to be successful in the fast growing paralegal career field. The paralegal course includes free access to the official NALA Campus certification exam prep and Westlaw.

**Pharmacy Technician**

This nationally recognized Pharmacy Technician online course teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

**Project Management**

This course will provide you with a solid introduction to the understanding of project management and help you comply with the minimum 35 hours of training as required by the Project Management Institute (PMI) before you take the Project Management Professional (PMP) exam.

**Six Sigma Black Belt**

Course material provides an in-depth look at the Six Sigma Black Belt (DMAIC) problem-solving methodology, as well as deployment and project development approaches.

**Veterinary Assistant**

Students in this course learn about the care of animals as well as how to recognize signs of illness and disease. This online course also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. And much more!

More courses are available in the following areas:
- Business and Professional
- Healthcare and Fitness
- Management and Corporate
- IT and Software Development
- Hospitality and Gaming
- Skilled Trades and Industrial
- Media and Design

**VISIT OUR SITE TO LEARN MORE!**

careertraining.ed2go.com/esacc

**PROJECT MANAGERS**

**VISIT OUR SITE TO LEARN MORE!**
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 elements of conversational American Sign Language. By the end of the course, students will be able to: fingerspell 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

Dates: Tuesdays, Aug. 27, Sept. 3, 10, 17, 24, Oct. 1, 8, 15

Time: 6:00-8:00 p.m.

Fee: $85 (includes book)

American Sign Language: Intermediate

A follow-up course to conversational American Sign Language. Students should have taken the conversational course, or have some familiarity with the language and, at least rudimentary expressive and receptive skills (the ability to ask and answer simple questions, read and express fingerspelling.) This course will further develop students skills in conversing in American Sign Language. Classes will be largely, “voices off” as we focus on developing expressive and receptive skills in this visual language. Students will practice incorporating adjectives in grammatically correct sentences, utilizing directional verbs. Students will be able to incorporate time and tense measurements including time reduplication (much easier than it sounds) into expressions. The class will also touch on verb inflection and adjective modulation. All of this just means that you’ll learn to use sign language more naturally, and more comfortably, the way the deaf use it! Class is conducted in a fun and welcoming environment. The instructor believes that it is important not just to learn, but to enjoy learning!

Instructor: Christopher Patridge (6 sessions)

Dates: Tuesdays, Oct. 22, 29, Nov. 5, 12, 19, 26

Time: 6:00-8:00 p.m.

Fee: $65

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 meets at Wilderness Camping and Retreat Center, 34030 W. 204th St., Lawson, MO.

Instructor: Dawn Grant

Date: Tues., Oct. 1, 2019 (Note: If sky viewing on that date has poor visibility, you will be notified and rescheduled for Wed. Oct. 2 at 8pm)

Time: 8:00-10:00 p.m.

Fee: $25

Life Planning

Basic Estate Planning

This “Getting Your Affairs in Order” seminar teaches how to control your property while you are alive and able, take care of yourself and your loved ones if you become disabled, and give what you have to whom you want, the way you want, and when you want, while saving every tax dollar, professional fee, and court costs possible. Also, avoid probate. Seven helpful tools include: non-probate transfer mechanisms (beneficiary designations and tools), wills, trusts, durable power of attorney, healthcare durable power of attorney, healthcare directives, and living will.

Instructor: P. Glen Smith, J.D.

Date: Wed. Oct. 9, 2019

Time: 6:00-8:00 pm

Fee: $15 (couples $20)

Planning, Preparing & Paying for Long-Term Care

This “Getting Your Affairs in Order” addresses planning and protection when faced with illness, dementia, Alzheimer’s, Parkinson’s, and memory loss. The two-hour session includes, planning, preparing and paying for long term care. Find out how you can get long-term care, protect assets while qualifying for Medicaid, and avoid guardianships and probate. The seminar will cover how to remain in control of assets, protecting assets from the high cost of care, types of long-term care available, and getting the care needed. Find out about the long-term planning process, seven sources to pay for care, planning strategies for care, basic legal documents needed and what they should provide, AND much more!

Instructor: P. Glen Smith, J.D.

Date: Wed. Oct. 16, 2019

Time: 6:00-8:00 pm

Fee: $15 (couples $20)

ABC’s of Medicare

Are you or a loved one turning 65 or becoming eligible for Medicare due to a disability? This is a fun and relaxed way to learn about Medicare Part A and B. What is Plan F, Plan G? And, let’s not forget the Part D prescription drug plan. Learn about Medicare supplement plans that fill coverage gaps, and Medicare PPOs and HMOs. This two-hour class will help you master the ABC’s of Medicare. (This event is only for educational purposes and no plan specific benefits or details will be shared).

Instructor: Jeff David

Date: Thurs. Sept. 19, 2019

Time: 6:30-8:30 p.m.

Fee: $15 (couples $20)

Personal Enrichment

Conversational Spanish: Beginner

Have fun learning basic Spanish! This course is a general introduction to speaking the Spanish language. You will learn basic vocabulary and common conversational phrases. In this introductory course students will learn basics like, colors, numbers, and grammar, and more! (8 sessions)

Instructor: Beatrice Dailey

Dates: Tuesdays, Sept. 10, 17, 24, Oct. 1, 8, 15, 22, 29

Time: 5:30-7:30 pm

Fee: $85

Conversational Spanish: Intermediate

Know a little Spanish, but want to learn more? This class gets into the verb tenses and other technical topics necessary for communicating in the Spanish language. No beginners, please. (8 sessions)

Instructor: Beatrice Dailey

Dates: Wednesdays, Sept. 11, 18, 25, Oct. 2, 9, 16, 23, 30

Time: 5:30-7:30 pm

Fee: $85

History Trip: Richmond/Lexington

Take a little trip! Join Mike and other history enthusiasts for a tour of the Farris Theatre in Richmond and the Battle of Lexington State Civil War Historic Site and Museum in Lexington. Will depart from Presbyterian Church parking lot. Lunch will be on your own. The bus should arrive back in Excelsior Springs around 4:00 p.m.

Instructor: Mike Britt

Date: Saturday, September 14, 2019

Time: 9:00 a.m. departure (arrive 10-15 minutes early)

Fee: $40

Planning seminar
Fall 2019 Classes

Computer

**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. **Prerequisites:** Keyboarding knowledge skills and basic knowledge of computers. Four 2 1/2-hour sessions.

**Instructor:** Martin Conrad  
**Dates:** M/T/W/Th, Oct. 14, 15, 16, 17  
**Time:** 3:30-6:00 pm  
**Cost:** $80

**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. Four 2 1/2-hour sessions.

**Instructor:** Martin Conrad  
**Dates:** M/T/W/Th Oct. 28, 29, 30, 31  
**Time:** 3:30-6:00 pm  
**Cost:** $80

**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, clip art, Word Art and other features to enhance your documents. Four 2 1/2-hour sessions.

**Instructor:** Martin Conrad  
**Dates:** M/T/W/Th Nov. 11, 12, 13, 14  
**Time:** 3:30-6:00 pm  
**Cost:** $80

**Advanced Microsoft Excel**
This class will add many more functions and capabilities to the ones you learned in the basic class. You will learn several of the 25 date and time functions and how you can use conditional formatting to customize your display based on date/time values. The class will cover dash boards and show you how to add form controls so you can display summary information on one page. You will learn how to add scroll bars to graphs so you can review segments of data in a window instead of scrolling the whole page from side to side. You will also learn two simple macros that allow you to protect or unprotect multiple worksheets in a workbook. Four 2 ½ hour sessions.

**Instructor:** Martin Conrad  
**Dates:** M/T/W/Th Nov. 18, 19, 20, 21  
**Time:** 3:30-6:00 pm  
**Cost:** $80

**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. Three 2-hour sessions.

**Instructor:** Martin Conrad  
**Dates:** M/T/W Oct. 7, 8, 9  
**Time:** 4:00-6:00 pm  
**Cost:** $50

**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. **Prerequisites:** Keyboarding skills and basic knowledge of computers. Three two-hour sessions.

**Instructor:** Martin Conrad  
**Dates:** M/T/W Sept. 9, 10, 11  
**Time:** 4:00-6:00 pm  
**Cost:** $50

**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. Three 2-hour sessions.

**Instructor:** Martin Conrad  
**Dates:** M/T/W Sept. 16, 17, 18  
**Time:** 4:00-6:00 pm  
**Cost:** $50

**Online Showcase Courses with Ed2Go**
These short term (6 weeks) courses are held 100% online. Enjoy learning from the comfort of your own home or anywhere you have internet access. This is just a sample of hundreds of classes available with Ed2Go.com/excelsior.

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<tr>
<th>Course Name</th>
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<tbody>
<tr>
<td>Ed2Go</td>
<td>Writing Essentials                                                                 $100</td>
<td>3:30-6:00 pm</td>
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<tr>
<td>Ed2Go</td>
<td>Learn to Buy and Sell on eBay                                               $100</td>
<td>3:30-6:00 pm</td>
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<tr>
<td>Ed2Go</td>
<td>Introduction to QuickBooks Online                                         $100</td>
<td>M/T/W/Th Nov. 4, 5, 6, 7</td>
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<tr>
<td>Ed2Go</td>
<td>Merrill Ream Speed Reading                                                  $100</td>
<td>M/T/W/Th Nov. 22, 23, 24, 25</td>
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<tr>
<td>Ed2Go</td>
<td>Achieving Success with Difficult People                                   $100</td>
<td>M/T/W/Th Nov. 4, 5, 6, 7</td>
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For a complete selection of long term online courses, visit careertraining.ed2go/esacc.
ONLINE CAREER TRAINING PROGRAMS

CNC Machinist
This program prepares you for various CNC positions including machine operator, lathe operator and mill operator while learning all the basic and in depth skills necessary to be successful in the industry. 195 HRS

Composites Technician
This program will prepare students for jobs such as fabricator, operator technician production associate and team assembler in the field of composites. 100 HRS

Die Setter
Prepare for a career in die setting with this program. Students will learn the basics of stamping, press brakes and system motor controls, all skills that will help prepare them for a career in die setting. 100 HRS

Electrical Technician
Learn the math, inspection, safety, quality, automation and motor controls necessary to successfully become an electrical technician. 120 HRS

Engineering Technician
This intensive programs prepares you to be an engineering technician, a significant and important role in advanced manufacturing. 330 HRS

Maintenance Technician
Maintenance technicians are required to have a thorough understanding of how machines and systems function to keep them running without breakdowns and maintain service for their expected lifespan and beyond. 250 HRS

Manual Machinist
This program prepares students for a career in manual machining. Students will learn workholding, math, inspection, safety and more to ensure they will be fully prepared for a career in the field upon completion. 125 HRS

Mechatronics
In this program, students will learn math, inspection, safety, quality, electrical systems, automation, mechanical systems, fluid systems, rigging and welding. 180 HRS

Press Operator: Cold Stamping
In this program, students will learn the skills necessary for cold press operating along with the basics of advanced manufacturing. 100 HRS

Press Operator: Hot Stamping
This program focuses provides and intensive overview of skills necessary for hot stamping press work. Students will learn stamping, forming and automation skills to work as a press operator. 100 HRS

Process Technician
A process technician is involved throughout the manufacturing process. In this program you’ll learn all the skills necessary to obtain a career as a process technician. 165 HRS

Quality Inspector
In this program, students will learn the required skills to be a quality inspector to ensure products being produced are meeting the quality standards for production. 100 HRS

Robotics Technician
Robotics are being used more than ever in production jobs but are not foolproof machines. In this program, learn the skills necessary to become a robotics technician to help keep these machines running at optimum levels. 155 HRS

Tool and Die Maker
Students taking this program will learn both the skill of toolmaking and die making. From math fundamentals and basics to quality and manufacturing management, students will learn everything necessary to be successful in the field. 160 HRS

Toolmaker
The Toolmaker program provides an intensive overview of skills necessary for toolmaking. 160 HRS

Welder Technician
A welder technician is required to have a thorough understanding of how to properly and safely operate welding equipment and machinery and learn the basics of advanced manufacturing, in this program students will learn everything they need and more. 125 HRS

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Excelsior Springs Area Career Center
614 Tiger Drive
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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 only 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, dates/times, 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, other school district building needs, or calendar conflicts, and the off-site clinical and field experience training schedules where applicable.

Inclement 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 p.m. 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 and phone number are 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.

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