



— EXCELSIOR SPRINGS —  
**AREA CAREER CENTER**

*Your Road to Success*

**ADULT & COMMUNITY EDUCATION**



*Spring 2017*

**COURSE SCHEDULE**



*Classes for fun, enrichment and careers!*

[www.excelsiorspringsadulthood.weebly.com](http://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



## CAREER TRAINING PROGRAMS ON-LINE

**Excelsior Springs Area Career Center**, in partnership with **ed2go**, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Visit [careertraining.ed2go.com/esacc/](http://careertraining.ed2go.com/esacc/) to explore and enroll for careers in *Health, Fitness, Legal, Computer Programming, Arts & Design, Business Programs, Computer Applications, Hospitality*, and more. For example: Paralegal, Medical Coding, Travel Agent, HVACR, Administrative Professional, Management, and more!  
**Financial assistance may be available-see online options.**

## Health & Safety

**Note:** Please enroll as soon as possible or at least 10 days prior to the start date for all career/certificate programs. 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.

## Aging Mastery Program®

Join the adventure!



### Aging Mastery Program®

National Council on Aging

Ask about Clay County Senior Citizens Discount

The Aging Mastery Program® (AMP) encourages *mastery*—developing behaviors across many dimensions that will lead to improved health, stronger financial security, and overall well-being. By participating in this program, you will:

- Make and maintain small but impactful changes in your health behaviors, financial well-being and enrichment in later life.
- Get REAL incentives and rewards for taking small steps that can improve your well-being.
- Meet new friends, provide support and encouragement to your peers, and become more involved in your community.
- Light supper included.

The program will launch on February 8, 2017, but participants have to be signed up by January 30, 2017. Classes will meet at 5:00p-6:30p on 10 Wednesdays. (Feb 8,15,22, Mar 1,8,15,29, Apr 5,12,19)

**Special pricing is just \$39 for this program launch.**

**This is a \$250 value.**

**Limited spots available: Sign up now!**



Please RSVP to Teresa Berry at  
 (816) 630-9240 (option 1) or [tberry@ga.essd40.com](mailto:tberry@ga.essd40.com)  
 By February 1<sup>st</sup> if you are interested.

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## 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 certified 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.

**Dates:** Jan. 24, 26, 31, Feb. 2, 7, 9, 14, 21, 23, 28, Mar. 2, 7, 9, 14, 16, 28, 30, Apr. 4, 6, 11 (Apr.13 makeup if needed)

**Instructor:** Sandra Schmid

**Start Date:** Tue., Jan. 24, 2017

**Time:** T/Th 5:00-9:00 pm (22 sessions)

**Fee:** \$750

## NEW! 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, scores of at least 7.0 on Mathematics Concepts and Mathematics Application, and at least 8.9 on Vocabulary and Reading Comprehension, six (6) months of employment as an approved CNA, and listed as active on the Missouri CNA registry before applying to become a CMT, recommendation letter from administrator or director of nursing.

**Dates:** Jan. 23, 25, 30, Feb. 1, 6, 8, 13, 15, 22, 27, 29, Mar. 1, 6, 8, 13, 15, 27, 29  
(Apr. 3-makeup if needed).

**Instructor:** Sandra Schmid

**Start Date:** Jan. 23, 2017

**Time:** M/W 5:00-9:00 pm

(18 sessions plus clinical training)

**Fee:** \$700

## Emergency Services Career Courses

### **NEW!** Emergency Dispatcher- Basic Telecommunications

Do you have what it takes to stay calm and work well in emergency situations? This course will benefit anyone who has ever considered entering into any field of emergency services, especially those who do not currently meet the age requirements for law enforcement. Many communications centers have a minimum age requirement of 18. Students who successfully complete this course will become familiar with the technology and equipment utilized by call takers and dispatchers. In addition they will learn about responder safety, proper radio and telephone etiquette, and what is expected during an oral board interview and the entire hiring process. Students will complete ride-alongs with law enforcement and sit-ins with area dispatch centers. Upon successful completion of the course, students will receive Basic Telecommunicator certification. This is currently the only requirement for 911 dispatchers in the state of Missouri.

**Prerequisites:** High school diploma or equivalency certification is required.

**Instructor:** Tamara Folvarick

**Start Date:** Tue., Jan. 17, 2017 (44 sessions)

**Time:** T/Th 6:00-10:00 pm

**Fee:** \$975.00

Please enroll as soon as possible –  
at least 10 days prior to the start date.

### 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:** Maria McAhan

**Start Date:** Wed., March 15, 2017 (37 sessions)

**Time:** M/W 6:00-10:00 pm

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

### 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

**Start Date:** Thu., March 16, 2017

**Time:** T/Th, 6:00-10:00 pm and assigned

Saturdays from 8:00 am-5:00 pm

**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.

### 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:** Wed., March 15, 2017

**Time:** M/W 6:00-10:00 pm and two Sat. per month  
8:00 am-5:00 pm

**Fee:** \$1500 plus \$200 gear rental (\$500 deposit due at enrollment)

### 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:** Jan. 28, 29, Feb. 4, 5

**Time:** Sa/Su 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:** Jan. 14, 15

**Time:** Sa/Su 8:00 am-8:00 pm

**Fee:** \$180

### EMS Instructor Course

This 40-hour 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:** Feb. 18, 19, 25, 26

**Time:** Sa/Su 8:00 am-6:00 pm

**Fee:** \$375



## Personal Enrichment

### ABC's of Medicare Insurance

Are you or a loved one age 65 or becoming eligible for Medicare due to a disability? What are Part A and B of Medicare? How do Medicare supplement plans fill coverage gaps? What is a Plan C, Plan F, and let's not forget Part D (prescription drug plan)? Learn about Medicare PPO's and HMO's. This two-hour class will help you master the ABC's of Medicare Insurance.

**Instructor:** Jeff David  
**Date:** Wed., Mar. 15  
**Time:** 6:30-8:30 pm  
**Fee:** \$15 (Couples \$20)

### NEW! Aging Mastery Program

Live and age well! This 10-week program is a comprehensive and fun approach to living that celebrates the gift of longevity and aging. Learn how to make meaningful changes to cultivate a healthy and an empowered lifestyle as you grow older. This pilot program, valued at \$250 is being offered at this special price for a limited time and is a product of the National Council on Aging. Plan to enjoy a light meal during the classes.

**Instructors:** Glen Smith, Esq. and Dianna Englander, Benefits Specialist/Health Advocate  
**Dates:** Wednesdays (10 sessions) Feb. 8, 15, 22, Mar. 1, 8, 15, 29, Apr 5, 12, 19  
**Time:** 5:00-6:30 pm  
**Fee:** \$39

### American Sign Language

Learn to speak with your hands, and listen with your eyes! For a fun, engaging, educational experience, join us to 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 2-hour sessions.

**Instructor:** Christopher Patridge  
**Dates:** Mondays, Feb. 6, 13, 27, Mar. 6, 13, 27, Apr. 3, 10  
**Time:** 5:00-7:00 pm  
**Fee:** \$89 (includes book)

### 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 Camping & Retreat Center, 34030 W. 204th ST., Lawson, MO.

**Instructor:** Dawn Grant  
**Date:** Tue., Mar. 28  
**Time:** 6:45-9:45 pm  
**Fee:** \$19

### 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. Students leave class with a babysitting kit. (Ages 12 and older only)

**Instructor:** Maria McAhan  
**Date:** Wed., May 10  
**Time:** 3:00-5:30 pm  
**Fee:** \$39 (Additional \$6 payable to instructor the night of class)

### NEW! Basic Conversational Spanish

Have fun learning basic Spanish! This course is a general introduction to 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!

**Instructor:** Beatrice Dailey  
**Date:** Tuesdays, Jan. 31, Feb. 7, 14, 21, 28, Mar. 7, 14, 28  
**Time:** 5:30-7:30 pm  
**Fee:** \$89

### 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., Feb. 7  
**Time:** 5:00-9:00 pm  
**Fee:** \$45 (Additional \$5 cash payable to instructor the night of class for CPR card)

### 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., Apr. 4  
**Time:** 6:00-8:00 pm  
**Fee:** \$19, materials/supplies provided

## NEW! DIY NATURAL SOLUTIONS

*Take one or all of the classes in this series.*

We all know we are surrounded by toxins: in the air, in our food, in our personal and home care products. We cannot escape them, but we can control the amount of toxins we expose ourselves to. This is a three part DIY series that teaches you how to make inexpensive products at home to help you eliminate some of your toxin overload. These classes will not only alert you to where and what the toxic ingredients are but will teach you to make your own natural products that actually work. We will be making products in class which you will be able to take home (extra fees apply).

**Instructor:** Elizabeth Wenig of Rocky Creek Valley Farm

**SAVE \$5** by initially enrolling in all three parts or pay full price for individual classes. \$15 each or three for \$40.

### I. HOME CARE

Part one of the DIY Natural Solutions: You are spraying, spritzing and sprinkling pollutants where you and your family eat, sleep and play—your home. Take charge of your environment; learn to make cleaning products for every dirty job in your house.

**Date:** Mon., Jan. 9  
**Time:** 6:30-8:30 pm  
**Fee:** \$15 (plus \$5 supplies fee to instructor)

### II. PERSONAL CARE

Part two of the DIY Natural Solutions: Stop slathering on poisons to keep yourself clean and make yourself beautiful. Let's acquire the skills to make your own cleansers, toners, toothpaste, deodorant, shampoo, lotion, and yes, even foundation make-up.

**Date:** Tue., Jan. 10  
**Time:** 6:30-8:30 pm  
**Fee:** \$15 (plus \$5 supplies fee to instructor)

### III. CULINARY

Part three of the DIY Natural Solutions: Packaged foods are a storehouse of toxic dragons eager to devour your health and the health of your children: artificial flavorings, artificial colorings, preservatives, thickeners, enhancers etc. Learn to make your own mixes—save a bundle, eat healthier and surprise your mother-in-law with made-from-scratch delights!!

**Date:** Wed., Jan. 11  
**Time:** 6:30-8:30 pm  
**Cost:** \$15 (plus \$5 supplies fee to instructor)

### Health Insurance Made Easy

Are you still left 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 feeling empowered to make your own health care decisions.

**Instructor:** Jeff David  
**Date:** Mon., Apr. 24  
**Time:** 6:30-8:30 pm  
**Fee:** \$15 (\$20 for couples)

## **NEW! Dog Ownership 101**

This course will cover pet ownership from choosing the right dog for your home, socializing your dog, choosing a vet, and even some basic training tips and commands.

**Instructor:** Jessica Cornish

**Date:** Tuesdays, Jan. 10, 17, 24, 31, Feb. 7, & 21.

**Time:** 7:00-8:00 pm

**Fee:** \$29.00

## **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:** Fridays, Jan 27, Feb. 3, 10, 24, Mar. 3

**Time:** 6:00-8:00 pm

**Fee:** \$19

## **NEW! Dry Canning**

I learned many, many years ago that you cannot leave beans or rice in their original bags. Little critters will hatch and make a meal out of your meal. You will learn the basics of dry canning—an easy-peasy and economical method of preserving food. Also learn to make handy and time-saving meals in a jar. Recipes included. Optional take home quart-sized meal in a jar-\$10.

**Instructor:** Elizabeth Wenig

**Dates:** Mon., Feb. 27 or Mar. 27 (Class repeats; choose one) **Time:** 6:30-8:30 pm

**Fee:** \$19

## **NEW! Easy Sneezing Wheezy Herbal Care**

It's great to have the security of the ER when dangerous health concerns leap upon us in the middle of the night. But, oftentimes there are things we can do to combat run-of-the-mill ailments; natural solutions to illness that our great grandmothers took for granted. We will explore some of these traditional answers in dealing with typical cold weather discomforts. Learn how to make and take herbal tonics and extracts that will give the immune system a kick in the seat of the pants and syrups and poultices to jump start the respiratory system.

**Instructor:** Elizabeth Wenig

**Dates:** Tue., Jan. 17, 24 or 31 (Class repeats; choose one) \*must meet minimum enrollment

**Time:** 6:30-8:30 pm

**Fee:** \$19

## **Garden Alternatives**

Winter Sowing: Yes, it's winter. Yes, it's time to garden!! Sound crazy to plant NOW? Well, take the plunge and come Spring you will have beautiful little flowers and vegetables to transplant into your garden. Let me teach you how and you can get a head start on your gardening chores. We will also learn natural alternatives for fertilizers, weed and pest control. Bring \$5 to instructor for material/supply fee.

**Instructor:** Elizabeth Wenig

**Dates:** Mon., Jan. 23 or 30 (Class repeats; choose one) \*must meet minimum enrollment

**Time:** 6:30-8:30 pm

**Fee:** \$19

## **NEW! Holistic Dog Care**

I developed a system of natural care for my animals here at the farm that keeps them healthy and free from parasites. Learn why we need to make our pet food and how to do it. We will be making dog food and some supplements. Bring \$10 to instructor for material/supply fee and booklet with class information and recipes.

**Instructor:** Elizabeth Wenig

**Dates:** Tue., Mar. 28, Apr. 11 or Mon., Apr. 17 (Class repeats; choose one) \*must meet minimum enrollment

**Time:** 6:30-8:30 pm

**Fee:** \$19

## **NEW! Homesteading 101**

Learn how to keep your chickens, rabbits and goats happy, healthy and producing – naturally. The class will cover how to control/prevent parasites, make balanced food ratios and some surprising supplements, free range or fenced, natural first-aid, coops, eggs, milking, harvesting fur.

**Instructor:** Elizabeth Wenig

**Dates:** Mon. or Tue., Apr. 24 or 25 (Class repeats; choose one) \*must meet minimum enrollment

**Time:** 6:30-8:30 pm

**Fee:** \$19

## **Medicine Cabinet Makeover**

We will not only be learning about the Traditional Herbal remedies, including essential oils, that can replace many OTC items in your medicine cabinet and first aid kit, we will be making some of them! Healing herbal salves, therapeutic herbal extracts and tinctures, liniments and vinegars. \$10 class materials fee if you want to make and take any home.

**Instructor:** Elizabeth Wenig

**Dates:** Tue., Apr. 18 \*enrollment minimums must be met—sign up early.

**Time:** 6:30-8:30 pm

**Fee:** \$19

## **NEW! Nourishing Traditions**

This class is centered on the popular book Nourishing Traditions by Sally Fallon. This is REAL cooking, like our great grandmothers did. Never in the history of the world have Americans been so obsessed with diet and nutrition. Yet, never in our history have we been plagued with so many illnesses. Based on the research of Weston A. Price, we will explore how we can change our everyday cooking to improve the health of our families.

**Instructor:** Elizabeth Wenig

**Dates:** Tue., Feb. 21, 28, Mar. 14 or 21 (Class repeats; choose one) \*enrollment minimums must be met or classes could be combined—sign up early.

**Time:** 6:30-8:30 pm

**Fee:** \$19

## **NEW! The Secret Life of Plants**

We all know Fido hears us when we speak his name and Kitty loves to be petted. But, what about our PLANTS? Plants possess an intelligence that far surpasses what most humans attribute to them. This class will stretch your imagination, tickle your fancy, expand your horizons and give you food for thought. You may never look at your geranium the same way again.

**Instructor:** Elizabeth Wenig

**Dates:** Mon., Feb. 13, Mar. 13 or Apr. 10 (Class repeats; choose one) \*enrollment minimums must be met or classes could be combined—sign up early.

**Time:** 6:30-8:30 pm

**Fee:** \$19

## **NEW! Garden Goodies Galore**

Enjoy making fun things to put in your garden or on your patio. Projects we will be making are horizontal spinning garden sculpture, a wire wrapped stick in the ground on a stake wine glass/candle holder, and a wooden mosaic beverage tray.

**Instructor:** Marla DiBenedetto

**Dates:** Wednesdays, Apr. 5, 12, 19 (3 sessions)

**Time:** 6:00-8:30 pm

**Fee:** \$39; plus \$40 materials/supplies fee paid to instructor

## **NEW! Wonderously Wonderful Watercolors**

No experience required. This is a beginner's class. Students are provided with examples, full step-by-step instruction. Students will learn and explore a variety of techniques in order to complete their paintings. Students will complete at least three paintings.

Instructor: Marla DiBenedetto

**Dates:** Wednesdays, Feb. 15, 22, Mar. 1, 8 (4 sessions)

**Time:** 6:00-8:30 pm

**Fee:** \$49, plus \$20 materials/supplies fee paid to instructor

### **Financial assistance may be available**

for students in Ray, Clay, Platte, Jackson and Cass Counties through the Full Employment Council

Find out more at [www.feckc.org](http://www.feckc.org)

## Computer Applications

### 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.

**Instructor:** Martin Conrad

**Dates:** M/T Feb. 13 & 14

**Time:** 4:00-6:00 pm, two 2-hour sessions

**Fee:** \$39

### 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.

**Instructor:** Martin Conrad

**Dates:** T/W/Th Jan. 10, 11 & 12

**Time:** 4:00-6:00 pm, three 2-hour sessions

**Fee:** \$49

### NEW! Introduction to Social Media

In this course you will explore various social media platforms including Facebook, Twitter and Instagram. You will learn about posting material, sharing media such as photos and videos, engaging with other users, and controlling privacy.

**Instructor:** Rebecca Conrad-Brown

**Dates:** T/Th Mar. 28, 30, Apr. 4, 6, 11

**Time:** 6:00-8:30 pm

**Fee:** \$79

### 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.

**Instructor:** Martin Conrad

**Dates:** T/W/Th Jan. 17, 18 & 19

**Time:** 4:00-6:00 pm, three 2-hour sessions

**Fee:** \$49

### Financial assistance may be available

for students in Ray, Clay, Platte, Jackson and Cass Counties through the Full Employment Council.

Find out more at [www.feckc.org](http://www.feckc.org)

### 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.

**Instructor:** Martin Conrad

**Dates:** M-Th Jan. 23, 24, 25 & 26

**Time:** 3:30-6:00 pm, four 2.5-hour sessions

**Fee:** \$79

### 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.

**Instructor:** Martin Conrad

**Dates:** M-Th, Jan. 30, 31, Feb. 1, 2

**Time:** 3:30-6:00 pm, four 2.5-hour sessions

**Fee:** \$79

### 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.

**Instructor:** Martin Conrad

**Dates:** M-Th, Feb. 6-9, 2017

**Time:** 3:30-6:00 pm, four 2.5-hour sessions

**Fee:** \$79

### 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

**Instructor:** Martin Conrad

**Dates:** M-Th, Mar. 6, 7, 8, 9

**Time:** 3:30-6:00 pm, four 2.5-hour sessions

**Fee:** \$79



### ENRICHMENT CLASSES

Our partnership with ed2go/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](http://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](http://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](http://www.ed2go.com/excelsior).

### Your Enrollment COUNTS!

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

**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:** [excelsiorspringsadult.weebly.com](http://excelsiorspringsadult.weebly.com) (or go to [essd40.com](http://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](mailto:tberry@ga.essd40.com)
5. **FAX:** Fax registration form to 816.630.9245
6. **Walk In:** Register at the Adult Ed office Monday, Tuesday or Thursday from Noon-7:00 pm or on Wednesday or Friday from 7:30 am-2:30 pm

**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](http://www.feckc.org). Other financial assistance may be available for qualifying students from the following: Veterans GI Bill (Go to [www.gibill.va.gov](http://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!





EXCELSIOR SPRINGS  
AREA CAREER CENTER  
Your Road to Success

614 Tiger Drive  
Excelsior Springs, MO 64024

NON-PROFIT  
PRST STD  
ECRWSS  
U.S. POSTAGE  
**PAID**  
AMC

\*\*\*\*\*ECRWSSDDM\*\*\*\*

Postal Customer



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.

**Incident 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](http://www.excelsiorspringsadulthood.weebly.com).



**Customized Training for Your Business**

Does your company need employees trained in CPR, Emergency Medical Responders, or other areas? We work with you to develop training for your employees in the career areas we offer. Contact us for more information: 816.630.9240, Option 1.