



— EXCELSIOR SPRINGS —
AREA CAREER CENTER

Your Road to Success

ADULT & COMMUNITY EDUCATION



Spring 2018
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

Emergency & Healthcare Career Programs

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, refunds will be given.

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. (22 sessions)

Instructor: Sandra Schmid
Start Date: Feb 6, 2018
Time: T/Th, 5:00-9:00 pm
Fee: \$750

Emergency Dispatcher

Begin your career in emergency services as an emergency dispatcher. Upon successful completion of this 12 week 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: Feb. 6, 8, 13, 20, 22, 27, 28, Mar. 6, 8, 13, 15, 19, 22, Apr. 3, 5, 10, 12, 17, 19, 24, 26, May 1, 3, 8.
Time: T/Th, 6:00-9:00 pm
Fee: \$650

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: June 20, 2018
Time: M/W, 6:00-10:00 pm and some Sat 8:00 am-5:00 pm
Fee: \$1700 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: Maria McAhán
Start Date: June 20, 2018
Time: M/W, 6:00-10:00 pm
Fee: \$1050 (\$500 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: June 21, 2018
Time: T & Th, 6:00-10:00 pm and assigned Sat. from 8:00 am-5:00 pm
Fee: Call for Pricing @ (816) 630-9240 Ext. 7602

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

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. 17, 18, 24, 25, 2018
Time: 8:00 am-6:00 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. 27 & 28, 2018
Time: Sa/Su, 8:00 am-8:00 pm
Fee: \$180

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: Feb. 3, 4, 10, 11, 2018
Time: Sa/Su, 8:00 am – 8:00 pm
Fee: \$375

Personal Enrichment

ABC's 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: Tuesday, Feb. 27, 2018

Time: 6:30-8:30 pm

Fee: \$15 (Couples \$20)

Adult Field Trips with Mike: Weston Missouri & Holladay Distillery

Tour the museum and shops in Weston, Missouri at your leisure and eat lunch where you choose. You will meet at the Barbee Presbyterian Church (north parking on Tiger Drive across from the Excelsior Springs High School) lot at 9:00 a.m. The group will depart from Weston at 1:00 pm and go to the Holladay Distillery for a tour and should arrive home around 3:30 pm

Guide: Mike Britt

Date: Friday, April 20, 2018

Time: 9:00 am-3:30 pm

Fee: \$25

American Sign Language

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 100, 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

Date: Mondays, March 5, 12, 19, Apr 2, 9, 16, 23, 30

Time: 5:30-7:30 pm

Fee: \$75 (includes book)

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! (8 sessions)

Instructor: Beatrice Dailey

Date: Wednesdays, Feb. 14, 21, 28, Mar. 7, 14, 21, Apr. 4, 11

Time: 5:30-7:30 pm

Fee: \$75

Basic Photography

A six-hour course (three 2-hour sessions) in the basics of photography, readying the student to be technically proficient due to a more complete understanding of the relationship between shutter speed, aperture and ISO. This is photography at its most basic level. In-class experiments will include stop-motion of bubbles bursting, depth of field experiments of model objects (tiny), and an in-depth explanation of the workings of a digital camera. Students should bring: Their personal camera (dSLR preferred), the manual for that camera, a desire to learn the basics.

Instructor: Marty Williams

Date: Wednesdays, March 7, 14, 21, 2018

Time: 6:00-8:00 pm

Fee: \$39

NEW! Introduction to Bees and Beekeeping

This two evening, 2½ hour class will focus on the principles of beekeeping. You will learn about the history of beekeeping, honeybee biology, plant and pollinator relationship, and essential equipment and requirements for raising bees. A book is included in the course fee that will benefit you if you plan to study for a certification exam.

Instructor: Midwest Master Beekeeper Members (TBA)

Dates: T/Th, Feb. 6, 8

Time: 6:00-8:30 pm

Fee: \$60

Essential Oils

Learn how to use essential oils to improve your health and life. You will understand how to use the oils for personal health care needs and identify other benefits of natural solutions. In addition to the class fee, \$25 payable to the instructor will get you the textbook and samples of popular oils.

Instructor: Sandra Schmid, RN

Date: Wednesdays, Feb. 21, 28, Mar. 7, 14, 21, 2018

Time: 6:00-8:00 pm

Fee: \$55

Getting My Affairs in Order: Basic Estate Planning

This seminar will cover how to control your property while 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 cost possible. Learn how to avoid probate. Discover seven helpful tools including non-probate transfer mechanisms, (beneficiary designations and tools), wills, trusts, durable power of attorney, health care durable power of attorney, healthcare directives, and living will.

Instructor: P. Glen Smith, J.D.

Date: Wednesday, March 14, 2018

Time: 6:00-8:00 pm

Fee: \$20 (Couples \$25)

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: Tuesday, March 20, 2018

(Make-up date if weather is bad April 17)

Time: 7:30-10:00 pm

Fee: \$20

Planning, Preparing and Paying for Long-Term Care

You will learn about planning and protection when faced with illness, dementia, Alzheimer's, Parkinson, and memory loss. You will also learn how to get long-term care, protect assets while qualifying for Medicaid, and avoid guardianships and probate. Seminar will cover how to control property while you are able, take care of yourself and loved ones if you become disabled, and give what you have when and to whom you want, while saving every tax dollar, professional fee and court cost possible. The seminar will cover: remaining in control of and protecting your assets from the high cost of care, types of long-term care, long-term care planning process, 7 sources to pay for care planning, strategies for care, basic legal documents you need & much more!

Instructor: P. Glen Smith, J.D.

Date: Wednesday, March 21, 2018

Time: 6:00-8:00 pm

Fee: \$20 (Couples \$25)

Photoshop

Topics examined and explained with in-depth examination of new features in 2018 Photoshop CC (Creative Cloud) including: layering, blending, selection and masking, compositing photos, photo cleanup, out of bounds, and graphics work. Techniques discussed will include: gradient mask blending, selective color adjustment, and blending modes. Since the machines in the classroom are Macs, and feature CS6, not CC, knowledge gained in the class will be usable in a number of previous versions of Photoshop. It will be helpful for the student to have Photoshop available at home (any version). A detailed handout will take students through steps to complete the work at home or in the class. Photoshop CC - 2018 preferred. 10 hours, 5 weeks.

Instructor: Marty Williams

Date: Wednesdays, April 4, 11, 18, 25, May 2, 2018

Time: 6:00-8:00 pm

Fee: \$59

Computer Applications

New! GOOGLE Office Productivity Software

This course will include basic instruction for those just learning Google office software or those transitioning from Microsoft office products. Topics will include Google Drive, Docs, Sheets and Slides.

Instructor: Stacy Holtzclaw
Dates: T/Th, Mar. 20 & 22
Time: 6:00-8:00 pm
Fee: \$35

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: T/W/Th, Jan. 16, 17, 18
Meets: 4:00-6:00 pm
Cost: \$45

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 2-hour sessions.

Instructor: Martin Conrad
Dates: M/T/W, Jan. 22, 23, 24
Time: 4:00-6:00 pm
Cost: \$45

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 2½-hour sessions.

Instructor: Martin Conrad
Dates: M/T/W/Th, Jan. 29, 30, 31, Feb. 1
Time: 3:30-6:00 pm
Cost: \$75

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 2½-hour sessions.

Instructor: Martin Conrad
Dates: M/T/W/Th, Feb. 5, 6, 7, 8
Time: 3:30-6:00 pm
Cost: \$75

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 2½-hour sessions.

Instructor: Martin Conrad
Dates: M/T/W/Th, March 12, 13, 14, 15
Time: 3:30-6:00 pm
Cost: \$75

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. Four 2½-hour sessions.

Instructor: Martin Conrad
Dates: M/T/W/Th, Feb. 26, 27, 28, Mar. 1
Time: 3:30-6:00 pm
Cost: \$75

Microsoft Publisher

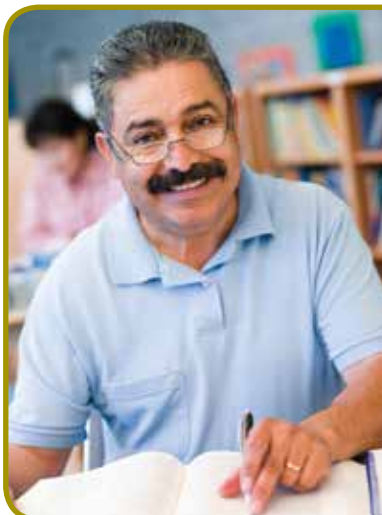
Identify and apply desktop publishing tools you can use to create simple and easy documents such as fliers, brochures, greeting cards, business cards, banners and more. This course demonstrates insertion and manipulation of pictures, clip art, Word Art and other features to enhance your documents. Four 2½-hour sessions.

Instructor: Martin Conrad
Dates: M/T/W/Th, March 5, 6, 7, 8
Time: 3:30-6:00 pm
Cost: \$75

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, Feb. 12, 13, 14
Time: 4:00-6:00 pm
Cost: \$35



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. Funds are limited, so sign up early before the funds are gone. Clay County Senior Services provides this savings opportunity to qualifying senior citizens. This is a great opportunity to learn something new and meet others with similar interests. Enroll today at 816-630-9240, ext. 1 or online at www.excelsiorspringsadulthood.weebly.com.

PLEASE ENROLL EARLY
at least 10 days prior to the start date.

Excelsior Springs Area Career Center

Online Learning

anytime, anywhere...
just a click away!

Learn from the comfort of home!



ONLINE CAREER TRAINING PROGRAMS

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

- 6-18 Month Format
- All materials included
- Prepare for certification
- Student advisors

Categories Include:

- **Arts and Design**
- **Business**
- **Computer Applications**
- **Computer Programming**
- **Construction and Trades**
- **Health and Fitness**
- **Hospitality**
- **Information Technology**

**JUMP START YOUR CAREER
OR FIND A NEW ONE!**

Visit our website for program details!

careertraining.ed2go.com/esacc

INSTRUCTOR-LED ONLINE SHORT COURSES

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

- 6 Week Format
- Discussion Areas
- Monthly start sessions
- Expert Instructor

Categories Include:

- **Accounting and Finance**
- **Business**
- **College Readiness**
- **Computer Applications**
- **Design and Composition**
- **Healthcare and Medical**
- **Language and Arts**
- **Personal Development**
- **Teaching and Education**
- **Technology**

Visit our website to find a course!

ed2go.com/excelsior

To enroll in these CAREER courses, please go to ed2go.com/esacc

FOR MORE INFORMATION YOU CAN ALSO CALL (855) 534-3690.

Payments are made online with your credit or debit card, or call the number above for other payment methods or funding.

ED2GO HVACR Technician: NATE Service Core

A program covering the CORE knowledge areas of HVACR and preparing a student to take the North American Technician Excellence (NATE) Core Certification Exam. The NATE Core Certification provides the basics for entry-level and early career technicians and is a stepping stone to becoming a HVACR Certified Technician. The Core exam covers the foundational areas of safety, tools, basic construction, using basic science, achieving desired conditions, taking temperature and humidity measurements, etc.

6 Months / 90 Course Hrs
Open Enrollment • \$1995.00

ED2GO HVACR Controls/Building Automation Systems

This program is designed for HVACR technicians, facility managers, and commercial maintenance technicians who have already completed an educational program for HVACR and/or have current industry work experience in the field. The program will build on your existing knowledge of HVACR fundamentals and equipment and help you learn HVACR Controls and Building Automation Systems.

6 Months / 90 Course Hrs
Open Enrollment • \$3695.00

ED2GO Home Inspection Certificate

The Home Inspection Online Training Program covers the major elements of a house and the principal issues and components of a home inspection. All lessons start with detailed information on residential construction, including basic building design and construction materials and practices. The focus is on home inspection, including standards of practice, defects recognition, inspection guidelines, and reporting methodologies.

12 Months / 200 Course Hrs
Open Enrollment • \$2295.00

ED2GO Principles of Green Buildings

The Principles of Green Buildings Online Training Program is designed to teach you the principles you must know in order to make buildings perform more efficiently. The program was developed and written in partnership with nationally recognized building science experts from Advanced Energy of North Carolina. The Principles of Green Buildings Online Training Program will even help prepare you for industry credentials (BPI, NATE, NARI, RESNET) for green building!

3 Months / 30 Course Hrs
Open Enrollment • \$795.00

ED2GO Paralegal

Paralegals are involved in sophisticated legal work in traditional law office settings and in the corporate, government, and public arenas. Obtaining a quality education is the best way to prepare for the paralegal profession. This self-paced, online program will get you ready for an entry-level paralegal position, and it'll prepare you to take the certification exam.

12 Months / 300 Course Hrs
Open Enrollment • \$2195.00

ED2GO Legal Secretary

Attorneys rely on sharp, motivated legal secretaries to help them start a practice or keep a thriving practice competitive. In this program, you'll learn all the skills you need to enter the fast-paced world of the legal secretary. The demand for this profession is growing faster than average, and attorneys are consistently on the lookout for qualified, professional legal secretaries to augment their practices.

6 Months / 350 Course Hrs
Open Enrollment • \$2295.00

ED2GO Pharmacy Technician

Pharmacy technicians have become indispensable to the health care industry, and it's a great time to join this growing field. Pharmacy technician classes can get you started on this fulfilling career path. Learn the skills you need to become a pharmacy tech in a hospital or retail setting with the Pharmacy Technician Online Certification Training Program. You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies and be prepared for national certification.

12 Months / 400 Course Hrs
Open Enrollment • \$2495.00

ED2GO CPC Certified Medical Administrative Assistant with Medical Billing and Coding

If you're seeking entry into the healthcare industry, this comprehensive program will provide you with all of the information you need to earn a certification in medical billing and coding. You will build a foundation of medical vocabulary, to help you better understand the contents of a patient's medical record, as well as notes from practicing physicians. In addition, you'll learn current medical coding standards, so you can be successful within the industry.

12 Months / 500 Course Hrs
Open Enrollment • \$3195.00

Online ENRICHMENT Classes Short-term, Instructor Led

To enroll in these courses go to
ed2go.com/excelsior
Payments are made online with
your credit or debit card.

ED2GO Music Made Easy!

If you enjoy music and would like to know more about what makes it work, this is the course for you. You'll gain a complete understanding of rhythm, melody, and harmony, and you'll be able to recognize pitches on the musical staff and on the keyboard.

Hours: 24 hours over 6 weeks
Session Start Dates: Jan. 17, Feb. 14, Mar. 14
Cost: \$100

ED2GO Beginning Conversational French

This course will teach you how to communicate easily and comfortably with those who speak French. You'll learn practical, common phrases that will make your trip to the many French-speaking regions of the world more pleasant. You'll learn dialogue specific to various settings, and you'll be surprised how easy it can be to speak another language!

Hours: 24 hours over 6 weeks
Session Start Dates: Jan. 17, Feb. 14, Mar. 14
Cost: \$100

ED2GO Introduction to QuickBooks 2017

In 12 lessons, you'll gain hands-on experience as you master the tools you need set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.

Hours: 24 hours over 6 weeks
Session Start Dates: Jan. 17, Feb. 14, Mar. 14
Cost: \$119

ED2GO Beginning Writer

This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you'll develop your own short, creative fiction or nonfiction piece.

Hours: 24 hours over 6 weeks
Session Start Dates: Jan. 17, Feb. 14, Mar. 14
Cost: \$100

Find many more CAREER classes @
ed2go.com/esacc

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.ed.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
5. **FAX:** Fax registration form to 816.630.9245
6. **Walk In:** Register in person at the Adult Ed office Monday-Thursday 1:30-8:00 pm and Fridays from 7:30 am-2:30 pm or call ahead to ensure the adult education coordinator is available.

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*).

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 discount. Funds are limited and are not guaranteed.*

COURSE #	COURSE NAME	CLASS DATE & TIME	FEE

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!



EXCELSIOR SPRINGS
AREA CAREER CENTER
Your Road to Success

614 Tiger Drive
Excelsior Springs, MO 64024

NON-PROFIT
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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 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.

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 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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