



— EXCELSIOR SPRINGS —  
**AREA CAREER CENTER**

*Your Road to Success*

**ADULT & COMMUNITY EDUCATION**

*Spring 2019*

**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

## Emergency & Healthcare Career Programs

### 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:** M/W-Starts Feb. 6, 2019

**Time:** 6:00-10:00 pm & 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 McAhan

**Start Date:** Feb. 6, 2019

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

**Fee:** \$1050 (\$500 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:** Feb. 9 & 10, 2019

**Time:** Sa/Su, 8:00 am-8:30 pm

**Fee:** \$180

### 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:** Sept. 19, 2019

**Time:** T/Th, 6:00-10:00 pm &  
assigned Sat 8:00 am-5:00 pm

**Fee:** \$6300

#### PARAMEDIC PROGRAM ACCREDITATION

The Excelsior Springs Area Career Center and Liberty Hospital Consortium for Paramedic Education paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Education 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, 573-751-6356.

### Ask about Fast-Track EMT-B to Paramedic & SAVE!

#### 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 three-hour sessions)

**Instructor:** Tammy Folvarcik

**Dates:** T/Th, Feb. 26 thru May 16

**Time:** 6:00-9:00 pm

**Fee:** \$500

### Exploring a Career in Dispatching

Have you ever wondered what emergency dispatchers do? This course provides an overview of careers in dispatching, and introduces students to the dispatch work environment. After exploring dispatch careers, students will be ready to jump into the Emergency Dispatcher course to prepare for a rewarding career in emergency dispatching.

**Instructor:** Tammy Folvarcik

**Dates:** T/Th, Feb. 5 & 7 OR Feb. 12 & 14

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

**Fee:** \$35

### EMS Instructor Course (40 Hour)

This 40-hour course is designed to prepare the participant to instruct EMS 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:** Feb. 16, 17, 23, & 24, 2019

**Time:** 8:00 am-6:30 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:** Feb. 16, 17 & 23, 24, 2019

**Time:** Sat & Sun, 8:00 am-8:30 pm

**Fee:** \$375

### 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, 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. (20 sessions)

**Instructor:** Sandra Schmid

**Start Date:** T/Th, Feb. 5 thru Apr. 25

**Time:** 5:00-9:00 pm

**Fee:** \$750

## Communications

### Basic Conversational Spanish

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

**Date:** Wed, Jan. 30, Feb. 6, 13, 20, 27, Mar. 6, 13, 20

**Time:** 5:30-7:30 pm

**Fee:** \$75

### 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:** Tue, Feb. 5, 12, 19, 26, Mar. 5, 12, 26, Apr. 2

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

**Fee:** \$75 (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! The instructor believes that it is important not just to learn, but to enjoy learning!

**Instructor:** Christopher Patridge

**Dates:** Tue, Apr. 9, 16, 23, 30, May 7, 14

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

**Fee:** \$55

## Life Planning

### Making a Difference

Ever feel insignificant? Like nothing you do counts? Join us for a discussion on easy, simple ways that you can make a difference in your life, your family and your community. Learn how you can reduce your carbon footprint. Identify ways your choices truly make a difference. Discover shopping with a conscience and dining for others. You can become a key informant within your social network of opportunities. You will walk away with fresh ideas and new viewpoint about the difference you can make in this world.

**Instructor:** Barbara Britt

**Date:** Thu, Jan. 24

**Time:** 6:30-7:30 pm

**Fee:** \$10

### 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, Mar. 20

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

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

### Planning, Preparing and Paying for Long-Term Care

This “Getting Your Affairs in Order” seminar includes, planning, preparing and paying for long term care. Learn how to plan and protect assets when faced with illness, dementia Alzheimer’s, Parkinson’s, and memory loss. 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, Apr. 10

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

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



### 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:** Thu, Apr. 4, 2019

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

**Fee:** \$15 (Couples \$20)

## ONLINE – ED2GO

### ED2GO | Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive. Learn the difference between an employee and independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules.

You’ll gain an inside view of the law with court examples, real situations, and prevention strategies that prepare you to effectively resolve workplace issues. You’ll learn effective communication techniques, negotiation strategies, and what to expect if you do go to court. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.

Enroll online at [ed2go.com/excelsior](http://ed2go.com/excelsior)

### Your Enrollment COUNTS!

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

## Personal Enrichment

### Introduction to Crocheting

Start a new hobby one stitch at a time! In this beginner's crocheting, class you will learn how to read patterns and symbols to make basic stitches. Once you learn the basic stitches you'll be ready to move on to creating hand-crafted treasures. Bring one skein of Red Heart brand yarn in a solid color and an "H" crochet hook. Three 2-hour sessions.

**Instructor:** Michelle Banning  
**Dates:** Mon, Tue & Wed, Apr. 1, 2, 3  
**Time:** 5:30-7:30 pm  
**Fee:** \$39

### Crochet 101: Beanie Hat

Learn to make a treasured crocheted beanie hat, a.k.a. stocking cap. Choose from nine sizes of this pattern to fit noggins from infants to adults. Bring one skein of solid or variegated yarn and a size "I" hook. Red Heart brand yarn is recommended for the novice crochet crafter. Three 2-hour sessions.

**Instructor:** Michelle Banning  
**Dates:** M, T & Th, Apr. 8, 9, 11  
**Time:** 5:30-7:30 pm  
**Fee:** \$39

### Crochet 102: Tea Towel Topper

This handy crochet pattern combined with a tea towel creates a useful handcrafted treasure to keep or give as a gift. You will need to bring the following items to class: 1 hand towel, 1 skein of Red Heart yarn in a color to complement your tea towel, a size "G" hook, a one inch button, a metal yarn needle, and a sewing needle and thread to match or your towel or yarn. Three 2-hour sessions.

**Instructor:** Michelle Banning  
**Dates:** M, T & Th, Apr. 15, 16, 18  
**Time:** 5:30-7:30 pm  
**Fee:** \$39

### Crochet 103: Easy Ripple Afghan

Ripple patterns are popular and easy to learn. You will delight in the chevron design as you hook your way to a lovely new afghan blanket using basic crocheting stitches. The end result of this project should be a 40" x 60" afghan throw you can be proud to display, use or give as a treasured gift. Three solid colors of yarn are recommended for learning this pattern. Choose three complementary or coordinating colors. You will need to bring the following items: Size "I" crochet hook, three skeins of each color of yarn. (In total you will need nine skeins of yarn.) Five 2-hour sessions.

**Dates:** M/T/Th, Apr. 22, 23, 25, 29, 30  
**Time:** 5:30-7:30 pm  
**Fee:** \$59

### History Trip – Kansas City Favorites

Climb aboard the yellow history bus with Mike. From a bean to a cup, you enjoy touring Kansas City's renowned coffee factory—The Roasterie, learn how coffee is processed, and then sample their delicious air roasted brew. After that, step back in time at the National Museum of Toys and Miniatures. Conclude your adventure at the Nelson-Atkins Art Gallery viewing stunning art displays. Plan to purchase lunch at their Rozzelle Court Restaurant. The bus departs at 9:00 a.m. from the Barbee Presbyterian Church parking lot on Tiger Drive in Excelsior Springs and returns at approximately 4:15 p.m. (Note: Some may qualify for Clay County Senior Services discount for this trip...call Teresa for information/availability.)

**Instructor:** Mike Britt  
**Date:** Sat, Jan. 26, 2019  
**Time:** 9:00 am (arrive 10-15 minutes early)  
**Cost:** \$40

### Group Golf Lessons

Learn the basics or improve your golfing skills in a group instruction setting. Instruction is for multiple skill levels and includes proper grip, stance, posture, and swing mechanics. Golf course etiquette is reviewed for on-course play. You must have your own golf clubs and tees. Wear comfortable shoes and clothing. This class will meet for six sessions at the Excelsior Springs Golf Course. Class size is limited to six students. If enrollment exceeds six students, a waiting list will be started to determine if an additional group session will be started.

**Date:** T/W, Feb. 26, 27, Mar. 5, 6, 12, 13  
**Time:** 5:00-6:00 pm  
**Fee:** \$65.00



### 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:** Tue, Apr. 2  
**(Note: If sky viewing on that date has poor visibility, you will be notified and rescheduled for Apr. 9)**  
**Time:** 7:30-10:30 pm  
**Fee:** \$20

### Beginner Scrapbooking

Learn basic techniques of scrapbooking while making pages for a travel, family, or a heritage scrapbook. Bring copies (not originals) of a vacation, family or ancestors' photos to scrapbook. We will make 12" x 12" pages in the time we have. The pages can be used in a scrapbook or can be framed afterward. Please bring a scissors, ruler, and pencil. Other materials and tools will be provided. Look forward to an evening of fun.

**Date:** Tue, Feb. 12  
**Time:** 6:30-8:30 pm  
**Fee:** \$35

### Babysitting Basics

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:** Tue, May 21  
**Time:** 3:30-7:00 pm  
**Fee:** \$40

(Additional \$6 payable to instructor the night of class for materials-cash please)

### Introduction to Bees & Beekeeping

Want to learn more about honey bees and pollinators? Considering beekeeping, but want to learn more before you invest? Just bought your bees and equipment, now what? Have some experience in beekeeping but not quite confident in what you're doing? Then this class is for you! Introduction to Bees and Beekeeping will focus on the principles of beekeeping. Learn the history of beekeeping, honeybee biology, plant and pollinator relationships, and essential equipment & requirements. By the end of this class, you will be ready to work your own colony the first year and be able to help experienced beekeepers with their hives. This class is part of the Midwest Master Beekeeper Program.

**Dates:** T/Th, Feb. 5 & 7 OR Mar. 5 & 7  
**Time:** 6:00-8:30 pm  
**Fee:** \$49

### Apprentice Beekeeper

"Apprentice Beekeeper" will focus on hive health and management. These include information on how to check the health of your hive, how to monitor for pests and diseases, honeybee biology, swarm management, queen replacement, and other IPM recommendations. Program course fee includes a student manual. Midwest Master Beekeeper Program.

**Dates:** T/Th, Apr. 9 & 11  
**Time:** 6:00-8:30 pm  
**Fee:** \$49

Most PERSONAL ENRICHMENT CLASSES require a MINIMUM of FOUR persons enrolled in order to have the class.

## Computer



### Google Applications: Free with Benefits!

Why make the change from Office applications to Google Drive? It is FREE and can be accessed from any online computer! This class will walk users through setting up a gmail account (if they don't have one), organizing their Google drive in folders, and the basics of Docs instead of Word, Sheets instead of Excel, and Slides instead of PowerPoint.

**Instructor:** Stacy Holtzclaw  
**Dates:** T/Th, Mar. 5 & 7  
**Meets:** 6:00-8:00 pm  
**Cost:** \$30

**\*Individual tutoring is available in addition to the computer applications classes listed below. Call the Adult Education Coordinator for more information.**

### 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, Jan. 14, 15, 16  
**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 2 1/2-hour sessions.

**Instructor:** Martin Conrad  
**Dates:** M/T/W/Th, Jan. 28, 29, 30, 31  
**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 2 1/2-hour sessions.

**Instructor:** Martin Conrad  
**Dates:** M/T/W/Th, Feb. 4, 5, 6, 7  
**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 2 1/2-hour sessions.

**Instructor:** Martin Conrad  
**Dates:** M/T/W/Th, Feb. 25, 26, 27, 28  
**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 2 1/2-hour sessions.

**Instructor:** Martin Conrad  
**Dates:** M/T/W/Th, Mar. 4, 5, 6, 7  
**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 2 1/2 hour sessions.

**Instructor:** Martin Conrad  
**Dates:** M/T/W/Th, Mar. 11, 12, 13, 14  
**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, Jan. 22, 23, 24  
**Time:** 4:00-6:00 pm  
**Cost:** \$45



### 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](http://www.excelsiorspringsadulthood.weebly.com)

## Excelsior Springs Area Career Center

# Online Learning

anytime, anywhere...  
just a click away!



### 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

Some of our most popular programs include:

#### Medical Transcription

Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

#### Certified Electronic Health Records Specialist

Learn how to implement and utilize electronic health records and become a Certified Electronic Health Records Specialist.

#### Physical Therapy Aide

Master the skills needed to begin a career as a physical therapy aide.

#### CompTIA™ A+ Certification Training

This course will prepare you for CompTIA A+ certification exams 220-901 and 220-902. It covers the foundational hardware knowledge a PC support technician should know.

#### Medical Transcription + Medical Terminology

Start a new career as a medical transcriptionist with the training provided in this program, which includes medical terminology training.

#### Administrative Dental Assistant

Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

#### Optician Certification Training

Master the skills you need for a successful career as an optician and prepare yourself to take the ABO certification exam.

#### Administrative Medical Specialist with Certified Electronic Health Records Specialist + Medical Terminology

This program combines the Administrative Medical Specialist program with training in electronic health records and medical terminology to give you a competitive edge in the healthcare field.

#### Certified Electronic Health Specialist with Medical Terminology

Learn how to implement and utilize electronic health records and become a Certified Electronic Health Records Specialist with 60 hours of medical terminology training to give you a competitive edge in the healthcare field.

Visit our website for program details!

[careertraining.ed2go.com/esacc](http://careertraining.ed2go.com/esacc)

### 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
- 24-Hour Access
- Discussion Areas
- Monthly start sessions
- Expert Instructor

Some of our most popular courses include:

#### Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

#### Administrative Assistant Applications

Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a career in this field.

#### Computer Skills for the Workplace

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

#### Explore a Career as a Paralegal

Find out if a paralegal career is the perfect choice for you, as you explore the fundamentals of U.S. law and legal terminology.

#### Introduction to Google Analytics

Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

#### Introduction to PHP and MySQL

Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

#### Introduction to QuickBooks 2013

Learn how to quickly and efficiently gain control of the financial aspects of your business with this powerful accounting software program.

#### Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

#### Java Programming

Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional.

#### Medical Coding

Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

#### Start Your Own Small Business

Stop dreaming and learn how to start your own successful small business.

Visit our website to view start dates!

[ed2go.com/excelsior](http://ed2go.com/excelsior)

**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](http://excelsiorspringsadult.ed.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 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

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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.

**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 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.



**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:**

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. Enroll online today at [www.ed2go.com/excelsior](http://www.ed2go.com/excelsior).



**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.