



— EXCELSIOR SPRINGS —
AREA CAREER CENTER
Your Road to Success

*Winter-Spring
 2014*
**Adult & Community
 Education Schedule**

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Classes fill quickly!
 Don't wait to enroll and miss out on the class of your choice.

*Registration
 Begins Now!*



Register by mail (see back), by phone 816-630-9241 or online at www.excelsiorspringsadulthood.weebly.com

Emergency Services

Firefighter I & II

Students completing this course meet requirements to take the Missouri Division of Fire Safety Fire Fighter I & II certification exams. The program is based on IFTA's *Essentials of Fire Fighting, V Edition* curriculum. Students will receive Haz-Mat Operations, Haz-Mat Awareness and Vehicle Rescue Technician certifications upon successful completion of this course.

Instructor: Capt. John Potter
Time: Mon. & Wed., 6:00-10:00 p.m.
Dates: Mar. 3-TBA, 2014
Cost: \$1500.00 plus \$200 gear rental

Emergency Medical Technician - Basic (EMT-B)

Training is designed to prepare students to apply EMT skills in emergency medical settings. Students will complete required classroom and clinical field hours. Those successfully completing this certification course are eligible to apply for licensure exam with National Registry of EMT.

Requirements: Student must be 18 years of age, pass entrance exam, have current/clear TB test results, and have a high school diploma or GED. **Note:** NREMT exam fee and state licensures are not included in course tuition fee.

Instructor: Capt. John Potter
Time: Tue., Thu. and some Saturdays
 6:00-10:00 p.m.
Dates: Mar. 4-TBA, 2014
Cost: \$950.00*

*\$250.00 non-refundable deposit due at enrollment

EMT-Paramedic

CoAEMSP/CAAHEP accreditation process is in the final stages. Once this process is complete, paramedic classes will be scheduled to start. Those signed up for EMT-Paramedic will be notified when classes start. Call 816.630.9240, EXT. 1 for additional information. Once accreditation is officially completed, our paramedic course meets requirements for state and national EMT regulation and licensure.

Instructor: Capt. John Potter
Time: TBA
Dates: TBA
Cost: \$5300.00*

*\$250.00 non-refundable deposit due at enrollment

EMT Fast Track to Paramedic

Save time and money as you get your EMS career on the fast track. Course includes EMT and Paramedic for one tuition fee. (Paramedic portion of this program is pending accreditation approval as noted in EMT-Paramedic description.)

Instructor: TBA
Time: TBA
Dates: TBA
Cost: \$5995.00*

*\$250.00 non-refundable deposit due at enrollment

Spanish for Medical Professionals

Starting with the basics of Spanish pronunciation, you'll move right into simple words for everyday topics and conversational phrases and questions to help in patient assessment. You will discover how to ask about pain, symptoms, medical histories, and patients' feelings. You'll also learn how to talk about body parts, diets, and medical care and treatment.

Instructor: Beatriz Dailey
Time: Wed, 7:00-9:00 p.m.
Dates: Feb. 26-Apr. 16, 2014 (8 sessions)
Cost: \$65.00

EMT-B Refresher (24-hour)

This 24-hour EMT-B Refresher course is designed to fulfill the course requirements of the National Standards of EMT Refresher Curriculum (DOT). It will meet or exceed the standards of the National Registry of EMT's and MOBEMS requirements for students seeking renewal of their EMT-B license or to retake certification exams for licensure. (24 CEU)

Instructor: Capt. John Potter
Time: Sat. & Sun., 8:00 a.m.-8:00 p.m.
Dates: Jan. 25-26, 2014 (2 sessions)
Cost: \$190.00

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 will meet or exceed the standards of the National Registry of EMT's and MOBEMS requirements for students seeking renewal of their EMT license or to retake certification exams for licensure. (48 CEU)

Instructor: Capt. John Potter
Time: Sat. & Sun., 8:00 a.m.-8:00 p.m.
Dates: Feb. 15-16 & Feb. 22-23, 2014 (4 sessions)
Cost: \$260.00

National Registry of EMTs Transition Course: Paramedic

All NREMT-Paramedics have two registration cycles (four years) to complete a state approved Emergency Medical Technician-Paramedic to Paramedic transition course in order to be eligible for National EMS Certification as a Paramedic (NRP). See NREMT policy for deadlines and details at the NREMT Website.

Instructor: Scott Williams
Time: Tue., 6:00-10:00 p.m.
Date: Feb. 18, 2014 (1 session)
Cost: \$45.00

National Registry of EMTs Transition Course: EMT-Basic

All NREMT-Basics have two registration cycles (four years) to complete a state approved Emergency Medical Technician-Basic (EMT-B) to Emergency Medical Technician (EMT) transition course in order to be eligible for National EMS Certification as an Emergency Medical Technician (NREMT). See NREMT policy on their Website for deadlines and details. (4 CEU)

Instructor: Scott Williams
Time: Tue., 6:00-10:00 p.m.
Date: Feb. 11, 2014 (1 session)
Cost: \$45.00

PEPP: Pediatric Education for Pre-Hospital Professionals

(One day class for BLS and ALS)

PEPP represents a comprehensive source of pre-hospital medical information for the emergency care of infants and children. Pre-hospital professionals learn how to better assess and manage ill or injured children. (EMS CEUs)

Instructor: Maria McAnan
Time: Sat., 8:00 a.m.-5:00 p.m.
Starts: Mar. 22, 2014 (8 sessions)
Cost: \$150.00

Emergency Vehicle Driving

Recently redesigned and updated by VFIS, this course covers thought processes, tragedy awareness, financial loss, legal aspects, and moral responsibilities associated with operating emergency vehicles. Includes both classroom and actual driving instruction. (16 CEUs)

Instructor: Scott Williams
Time: Fri., 6:00-10:00 p.m. & Sat., 8:00 a.m.-8:00 p.m.
Dates: Mar. 28-29, 2014 (2 sessions)
Cost: \$180.00

Emergency Medical Responder

This 40-hour course meets core requirements from the Bureau of Emergency Medical Services for students seeking certification for EMR. This class is recommended for anyone needing training in assessment and care of sick or injured persons.

Instructor: Scott Williams
Time: Mon. & Wed., 6:00-10:00 p.m.
Dates: Mar. 3-Apr. 2, 2014 (10 sessions)
Cost: \$225.00

Need On-Site Training?

We can customize training for EMS CEU classes, EMT & Paramedic Refresher classes, First Responder and Fire & Rescue Training Call 816-630-9240, ext. 1

Health and Wellness

Certified Nursing Assistant

This program teaches skills in resident care under the direct supervision of a licensed nurse as students prepare for employment in a long-term care facility. The program consists of a minimum of 75 classroom hours and 100 on-the-job clinical training hours. Students will also receive CPR training. Students must be 18 years of age, pass entrance exam, and be legally employable in a long-term care facility to enroll.

Instructor: Sherry Ballinger
Time: Mon. & Wed., 3:30-7:30 p.m.
Dates: Jan. 6-Apr. 16, 2014
Cost: \$750.00*

*Additional fees for state certification exam, background checks, CPR, card fee, and required TB screening are not included in tuition.

Certified Nursing Assistant Challenge Exam

This class is for CNAs holding a valid certification from another state wanting Missouri certification. Letter of approval from the Missouri Department of Health and Senior Services in Jefferson City is required. Testing dates are available on the Adult Education website at excelsiorspringsadulted.weebly.com or call 816.630.9240, Ext. 1.

Instructor: Sherry Ballinger
Cost: \$150.00

CPR - For Healthcare Providers

The American Heart Association Basic Life Support (BLS) for Healthcare Providers Classroom Course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. **\$4 card fee due to instructor.**

Instructor: Maria McAhan
Time: Tue., 5:00 p.m.-9:00 p.m.
Date: Mar. 4, 2014
Cost: \$49.00

Financial assistance may be available

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

Go to www.feckc.org

CPR - Heart Saver AED

Learn how to save a life. With a few hours of training, anyone can learn to perform CPR and operate an AED safely. Heartsaver AED course teaches you how to confidently respond to an emergency situation. You learn how to properly administer CPR (cardiopulmonary resuscitation) and how to properly use an AED (automated external defibrillator) device. This course would be excellent opportunity for individuals, care providers, daycare providers, boy and girl scouts, church groups, and more. (This course is NOT for health care provider certification.) **\$4 card fee due to instructor.**

Instructor: Maria McAhan
Time: Tue., 5:00-9:00 p.m.
Date: Mar. 11, 2014
Cost: \$39.00

Life after High School: A Guide for Students and Adults with Disabilities

There are so many resources available for persons with disabilities today, but finding them is not always easy. We will bring in guest speakers each week to share information on topics such as employment, independent living, sheltered workshops, guardianship, and transportation.

Instructor: Jenn Trusty
Time: Mon., 7:00-8:00 p.m.
Dates: Feb. 24-Mar. 31, 2014 (6 sessions)
Cost: \$49.00

Classes fill quickly – enroll today!

Herbal First Aid

Stock your first aid kit with natural herbal remedies. Learn basic first aid using wild plants.

Instructor: Elizabeth Wenig
Time: Tue., 6:00-8:00 p.m.
Date: Jan. 14, 2014 (1 session)
Cost: \$19.00

Herbal Antibiotics

Germs can run through a generation in 20 minutes. Is it any wonder that they develop resistance to antibiotics so quickly? Learn about herbs' natural antibiotic properties, which ones do what, how you can use them, and how you can make them.

Instructor: Elizabeth Wenig
Time: Wed., 6:00-8:00 p.m.
Date: Jan. 15, 2014 (1 session)
Cost: \$19.00

Maiden Mother Menopause

Wise women have gathered, harvested, tended, eaten and loved herbs for years. They understood the relationship our bodies have with plants and how they nourish, replenish, and support good health. Reestablish your connection with the herbal Queendom by learning which herbs support women during all stages of life.

Instructor: Elizabeth Wenig
Time: Tue. & Wed., 6:00-8:00 p.m.
Dates: Jan. 21-22, 2014 (2 sessions)
Cost: \$39.00



Personal Enrichment

Teach a Community Class!

Yes, you can! Join us for this free one-hour class on teaching one of your skills or hobbies to adult community members. Earn extra money, meet new people, etc.

Instructor: Teresa Berry

Time: Tue., 5:00-6:00 p.m.

Date: Apr. 29, 2014 (1 session)

Cost: FREE



Guitar for Beginners

Have you been wanting to learn how to play the guitar? In this course you will learn basic chords and notes to begin making music. Also begin to understand the relationship between finger placement and reading music. Bring an acoustic guitar.

Instructor: Dennis Heine

Time: Wed., 7:00-9:00 p.m.

Date: Feb. 5-Mar. 26, 2014 (8 sessions)

Cost: \$65.00

Astronomy

The sky is full of deep mysteries! Look up at the nightly wonders with a 20-inch Dobsonian telescope to view Saturn and other deep sky objects to learn more about the constellations. Also, learn what to look for when purchasing a telescope to start your fascinating hobby. Children ages -15 must be accompanied by an adult. Bring a lawn chair, dress comfortably for the weather conditions. Class may be rescheduled if weather interferes with viewing the skies. ***Classes are held at the Wilderness Retreat & Development Center, 34030 West 204th Street, Lawson, MO 64062.**

Instructor: Dawn Grant

Time: Tue., 8:00-10:30 p.m.

(weather make-up Apr. 29)

Date: Mar. 31, 2014

Cost: \$19.00

Marriage and Relationships: Keys to Success

Getting married is just the first step! Learn how to build a solid foundation for a healthy partnership that will last far beyond "I do."

Cost: \$89.00

Enroll at: www.ed2go.com/excelsior

Photographing Nature with Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

Cost: \$89.00

Enroll at: www.ed2go.com/excelsior

Mindful Eating and Fitness: A Life of Choice

Tired of endless diets, exercise plans and self-improvement tips that don't work for long? Uncover your emotional eating patterns and develop a healthy relationship with food that lead to mindful eating. Increase flexibility and reduce stress. Relax your mind and body as you practice focused breathing and guided visualization. Discover the small steps to take that will lead to a fitter you that does not include a gym, weights, or equipment. This is a class for anyone at any level in life or fitness level.

Instructor: Vincent Spallo

Time: Wed., 5:30-7:00 p.m.

Dates: Jan. 29-Mar. 5, 2014 (6 sessions)

Cost: \$49.00

Beaded Bracelets with Char

Students learn basic skills to turn rows of crystal and seed beads into a beautiful 5 1/2" bracelet. Students will purchase materials in advance for the bracelet and bring them to class. Call for materials list. 816.630.9240, ext. 1.

Instructor: Char Smith

Time: Tue. & Thu., 6:00-8:30 p.m.

Dates: Mar. 4 & 6, 2014 (2 sessions)

Cost: \$21.00 (plus materials/supplies)

Beauty Made Simple

There are millions of hair and beauty products that fill our world today. Working in the hair industry I get asked "Can you just come to my house and do my hair and makeup every day?". This course will help you understand products and the way they should be used. I am here to help you with your beauty questions! My hope is that you will walk away feeling more confident in your day to day beauty routine.

Instructor: Courtney Jones

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

Dates: Feb. 3, 10, 24 & Mar. 3, 2014 (4 sessions)

Cost: \$39.00

Music: Fact or Fiction

Despite what some would have you believe, there are NO RULES in music. It is an art form that can be used to express oneself in ways that words often can't convey. In this course, we will discuss music as a free-form of communication and creative expression. Whether you are a musician, a music lover, or feel somewhat indifferent about all of this hippie talk, my hope is that after completing this course you will appreciate the broad spectrum of music in a new way.

Instructor: Jake Briscoe

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

Dates: Feb. 3, 10, 24 & March 3, 2014 (4 sessions)

Cost: \$39.00

Dutch Oven Cooking

Can't fit your kitchen stove in your camping box? No problem, just bring a Dutch oven for a fun way to cook your meals over a campfire. Learn how to prepare the Dutch oven and cook a meal in one pot over a campfire. Bring a lawn chair to sit back and enjoy your meal. There is a \$7.00 fee payable to the instructor in addition to the course fee.

Instructor: Dan Carder

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

Date: Apr. 22, 2014 (1 session)

Cost: \$11.00

A Beautiful Home on a Budget

Do you want a beautiful home but don't want to spend a fortune to get it? If so, then this is the class for you! Participants will learn a variety of tips that will add impact to their home but can be completed on a budget. Basic design principles as well as project ideas will be discussed.

Instructor: Stacy Holtzclaw

Time: Thu., 6:00-9:00 p.m.

Date: Feb. 20, 2014 (1 session)

Cost: \$21.00

International Dance

Learn a variety of international dance steps while having a great time. You will get moving to the beat of Latin and other international music. Due to the level of exercise, participants will be required to sign a liability waiver. Class size is limited to ten.

Instructor: Beatriz Dailey

Time: Thu., 7:00-8:30 p.m.

Dates: Apr. 3-May 8, 2014 (6 sessions)

Cost: \$49.00

Start Your Own Pet Sitting Business

By the end of the course you will have the knowledge you need to become a professional pet sitter. Turn your love for animals into a profitable career.

Cost: \$89.00

Enroll at: www.ed2go.com/excelsior

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

Cost: \$89.00

Enroll at: www.ed2go.com/excelsior

Natural Goat & Chicken Husbandry

From parasite control to mixing your own feed, this class will help you get the chemicals out of your animal core.

Instructor: Elizabeth Wenig

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

Date: Jan. 29, 2014 (1 session)

Cost: \$19.00

Refuse to be a Victim

Through this seminar, you can learn the personal safety tips and techniques you need to avoid dangerous situations and avoid becoming a victim. Topics include security in the areas of home, personal, automobile, workplace, and technology.

Instructor: Thomas Patterson

Time: Tue., 6:00-10:00 p.m.

Dates: Jan. 7, Feb. 11, Mar. 11, Apr. 8 or
May 13, 2014 (1 session)

Cost: \$45.00

Organic Gardening

It may be easy to quit using chemical pesticides and herbicides, but what do you use instead? And what about fertilizer? This class will give you a "natural" tool kit to help with your organic gardening adventure.

Instructor: Elizabeth Wenig

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

Date: Jan. 28, 2014 (1 session)

Cost: \$19.00

Golf Instruction

Golf lessons and instruction for all skill levels at Marimack Golf Complex in Kearney, MO with Ed Shepley. Course includes proper grip, stance, posture, and swing mechanics. Golf course management and etiquette reviewed for on-course play. Must have own golf clubs and tees. Wear comfortable shoes and clothing. Students must purchase a bucket of golf balls from the golf course each lesson. Choose from either Thursday evening classes from 6-7 pm or on Saturdays from 9-10 am. Six sessions each.

Instructor: Ed Shepley

Time: Thu., 6:00-7:00 p.m. OR

Sat., 9:00-10:00 a.m.

Dates: Apr. 3/5-May 8/10, 2014 (6 sessions)

Cost: \$69.00

Computers



Introduction to PC Troubleshooting

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

Cost: \$89.00

Enroll at: www.ed2go.com/excelsior

Introduction to Computers

Learn the basics for operating the Windows-based computer. This course is truly an introductory course for those with little or no experience using a personal computer.

Instructor: Martin Conrad

Time: Tue., Wed. & Thu., 3:30-5:30 p.m.

Dates: Jan. 21-23, 2014 (3 sessions)

Cost: \$36.00

Introduction to the Internet

This course is for true beginners wanting to learn to use Internet browsers to search the World Wide Web. Students will learn about on-line shopping, chat rooms, social networking sites and more. Security issues, identity theft and cyber stalking will be discussed during this three two-hour session course. **Prerequisites:** Keyboarding and basic knowledge of computers.

Instructor: Martin Conrad

Time: Mon., Tue. & Wed., 3:30-5:30 p.m.

Dates: Feb. 10-12, 2014 (3 sessions)

Cost: \$36.00

Microsoft Word 2010

Learn to use common features of this comprehensive computer application for creating documents, such as letters, flyers, resumes and more. Basic features presented include menu bar copy, paste, basic formatting, managing files and progress into more detailed formatting, inserting tables, adding pictures, captions, and more. **Prerequisites:** Keyboarding and basic personal computer knowledge.

Instructor: Martin Conrad

Time: Mon.-Fri., 3:30-5:30 p.m.

Dates: Jan. 27-31, 2014 (5 sessions)

Cost: \$55.00

Microsoft Excel 2010

This powerful spreadsheet software is a user-friendly computer application used for a variety of purposes. Students learn the basics of the toolbar for creating, editing, and saving worksheets. Basic formulas and functions taught include sums, minimum and maximum values, averages, charts and more. Users will learn how to create forms and format data. **Prerequisites:** Keyboarding and basic personal computer knowledge.

Instructor: Martin Conrad

Time: Mon.-Fri., 3:30-5:30 p.m.

Dates: Feb. 3-7, 2014 (5 sessions)

Cost: \$55.00

Microsoft PowerPoint 2010

This course teaches essential skills to design presentations. Lessons include working with text, pictures, WordArt, and other basic drawing tools to create interesting slides. Slide transitions, timing, sound effects, video clips, and hyperlinks are some of the items students will learn to use in this easy to navigate presentation software. **Prerequisites:** Keyboarding and basic computer knowledge.

Instructor: Martin Conrad

Time: Mon.-Fri., 3:30-5:30 p.m.

Dates: Feb. 24-28, 2014 (5 sessions)

Cost: \$55.00

Microsoft Publisher 2010

Identify and apply desktop publishing tools you can use to create simple and easy documents such as flyers, brochures, greeting cards, business cards, banners and more. This course demonstrates insertion and manipulation of pictures, clipart, WordArt and other features to enhance your documents

Instructor: Martin Conrad

Time: Tue., Wed. & Thu., 3:30-5:30 p.m.

Dates: Feb. 18-20, 2014

Cost: \$36.00

Business and Finance

Personal Finance

Protect your assets and discover how best to achieve all your financial goals.

Cost: \$89.00

Enroll at: www.ed2go.com/excelsior

Income Taxes: Am I Prepared?

As the income tax deadlines approach, do you ask yourself, what documents do I need to complete my taxes? Some documents are relevant to most taxpayers such as W-2s or 1099s, while other documents may be required in order to either lower your tax liability or increase your refund. An overview will be provided and individual questions will be answered.

Instructor: Karen Wilson

Time: Thu., 7:30-8:30 p.m.

Date: Jan. 9, 2014 (1 session)

Cost: \$19.00

Obama Care: Affordable Care Act

The law of the land requires everyone to have health insurance in 2014. How do you get in the game if you are uninsured? What insurance policies are available and how do you get help paying the premiums? When do you sign up and what is needed for the application? This class will be a relaxed and informative session to teach you how to take advantage of one of the largest and most complex pieces of legislation of our times.

Instructor: Jeff David

Time: Sat., 2:00-4:00 p.m.

Date: Jan. 11, 2014 (1 session)

Cost: \$15.00 (Couples \$20.00)

ABC's of Medicare

Are you or a loved one 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 insurance.

Instructor: Jeff David

Time: Sat., 10:00 a.m.-12:00 p.m.

Date: Jan. 11, 2014 (1 session)

Cost: \$15.00 (Couples \$20.00)

Classes fill quickly!

Don't wait to enroll and miss out on the class of your choice.

Language Arts

American Sign Language

Students will learn the elements of conversational American Sign Language. By the end of the course, students will be able to: fingerspell words, count to twenty, offer and exchange greetings, introduce themselves, ask and answer questions, seek and give clarification, and engage in everyday conversation.

Instructor: Christopher Partridge

Time: Mon., 5:00-7:00 p.m.

Dates: Jan. 27-Mar. 31, 2014 (8 sessions)

Cost: \$79.00

Spanish for Medical Professionals

Starting with the basics of Spanish pronunciation, you'll move right into simple words for everyday topics and conversational phrases and questions to help in patient assessment. You will discover how to ask about pain, symptoms, medical histories, and patients' feelings. You'll also learn how to talk about body parts, diets, and medical care and treatment.

Instructor: Beatriz Dailey

Time: Wed., 7:00-9:00 p.m.

Dates: Feb. 26-Apr. 16, 2014 (8 sessions)

Cost: \$65.00

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business.

Cost: \$89.00

Enroll at: www.ed2go.com/excelsior

Speed Spanish Online

Imagine yourself speaking, reading and writing Spanish. This online course is designed for anyone who wants to learn basic Spanish quickly.

Cost: \$89.00

Enroll at: www.ed2go.com/excelsior

Advanced Spanish

Advance your Spanish conversation skills and vocabulary in a casual setting with our experienced instructor and other students returning to build their Spanish language skills. This course is for the student who has some previous Spanish language knowledge.

Instructor: Beatriz Dailey

Time: Tue., 7:00-9:00 p.m.

Dates: Feb. 25-Apr. 15, 2014 (8 sessions)

Cost: \$65.00

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Cost: \$89.00

Enroll at: www.ed2go.com/excelsior

Pleasures of Poetry

This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends and family.

Cost: \$89.00

Enroll at: www.ed2go.com/excelsior



Enroll EARLY! Don't delay, enroll TODAY!

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."

How Can I Register?

1. **By Phone:** 816.630.9240, Ext. 1
2. **On the Web:** excelsiorspringsadulted.weebly.com (or go to essd40.com, select *Community* tab, then *Adult Education*)
3. **By 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. **By Email:** Email Teresa Berry at tberry@estigers.k12.mo.us
4. **By FAX:** Fax registration form to 816.630.9245
5. **Walk In:** Register at the Adult Ed office Monday, Tuesday or Thursday from Noon-7:00 p.m. or on Wednesday or Friday from 7:30 a.m.-2:30 p.m.

Register NOW! Many classes fill quickly and others may be cancelled due to low enrollment. Ensure that the class you want to take has enough students by registering at least 10 days before the start date when possible.

PAYMENT: Checks, money orders, and cash are accepted. We currently do not accept debit or credit cards (exception for online Ed2Go).

All classes held at the Excelsior Springs Area Career Center unless otherwise noted.

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.

Customized Training for Your Company: 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, Ext. 1.

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



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

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

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.

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.

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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