



— EXCELSIOR SPRINGS —
AREA CAREER CENTER

Your Road to Success

ADULT & COMMUNITY EDUCATION



*Winter-Spring
2015*

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

Enrichment & Fun

Arm Knitting

Use your arms and hands to knit a popular infinity scarf. Once you get the hang of this technique, you will be able to create a scarf in just 30 minutes. Bring two skeins of Lion Brand Hometown USA yarn and scissors. No knitting needles needed.

Instructor: Stephanie Shellenberger

Date: Feb. 23, 2015

Meets: Monday, 4:30-7:30 p.m.

Fee: \$19.00

Fusible Machine Applique: Seasonal Snack Mat

You will be making a small mat (smaller than a placemat) as an introduction to fusible machine applique. Participants will complete the project in a two hour class. Bring basic sewing supplies and a portable sewing machine to class. Also, a fee of \$10 for materials is payable to instructor night of class.

Instructor: Sherry Wollard

Date: April 16, 2014

Meets: Tuesday, 6:00-8:00 p.m. (1 session)

Fee: \$19.00 (plus material cost of \$10 payable to instructor)

Knit a Ribbon Ruffle Scarf

Learn to make this beautiful scarf and create beautiful gifts for friends and family. This scarf is sure to please everyone you gift it to. Bring a pair of #7 or #8 knitting needles and a hank of Red Heart Boutique Ribbon Yarn or ribbon yarn of your choice.

Instructor: Linda Dreiling

Dates: April 9 & 16, 2015

Meets: Two Thursdays, 5:30-7:30 p.m.

Fee: \$29.00

Ruffled Lace Scarf

Learn to make a ruffled lace scarf without crocheting or knitting. You will use a crochet hook to create this lovely scarf, but it is not crocheting so don't let that intimidate you. Everyone can do this, and you will leave the second class with a wonderful scarf. Bring a size E crochet hook and a skein of lace yarn: e.g., Paton's Pirouette or Red Heart Sashay.

Instructor: Linda Dreiling

Dates: May 5 & 12, 2015

Meets: Tuesday, May 5, 5:30-7:00 p.m. and
Tuesday, May 12, 5:30-6:30 p.m.

Fee: \$24.00

Denim Tote Bag from a Jean Skirt

Create a tote bag from a denim skirt and showcase your creativity and style. The first session will be discussion and planning for your design and determining the supplies you will need. For the second class you will need to bring with you a portable sewing machine, 1½ yards of cotton or cotton blend fabric, and other items for embellishment. You will leave the third class with your finished project. The instructor will bring denim skirts for the project for \$6 each, payable directly to the instructor.

Instructor: Linda Dreiling

Start Date: April 27, 2015

Meets: Monday, April 27, 5:30-6:30 p.m. (1 Hour)

Thursday, April 30, 5:30-7:30 p.m. and

Monday, May 4, 5:30-7:30 p.m. (2 Hours)

Fee: \$39.00

(plus material cost of \$6 payable to instructor)

Installing Interior Molding and Trim for the Beginner

Need to update the woodwork in your home? Learn to change or install interior trim around windows and doors, as well as, how to install baseboards and crown molding. Instructor will demonstrate steps and give students the opportunity to practice if time allows. This course is for the true novice.

Instructor: Randy Barnes

Date: March 24, 2015

Meets: Tuesday, 6:00-8:00 p.m. (1 session)

Fee: \$19.00

Dance-Fun, Dance-Fit

Get up off that sofa; it's boogie time! It's exercise in disguise! If you want to have fun while learning a variety of dances, this class is for you. Bring a friend. After a little warm up, you learn steps to dances such as the Charleston, Disco, Hula, Country Line, Boogie, Hip-Hop, and Latin. Dances may vary. This is a highly active, moderate impact class, so please wear comfortable shoes and clothing. Be prepared to sweat.

Instructor: Beatriz Dailey

Start Date: February 19, 2015

Meets: Thursdays, 7:00-8:00 p.m. (6 sessions)

Fee: \$45.00

Golf Instruction

Learn the basics or improve your golfing skills. This course is for all 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 course will meet at the Excelsior Springs Golf Course. Class size is limited.

Instructor: Lindsey Letzig

Start Date: April 20, 2015

Meets: Mondays & Wednesdays, 6:00-7:00 p.m. (6 sessions)

Fee: \$65.00

Guitar for Beginners

It's never too late! Learn to play guitar in a casual group setting. This course introduces basic chords and notes to begin making music, and teaches the relationship between finger placement and reading music. Bring a standard size acoustic guitar.

Instructor: Dennis Heine

Start Date: February 17, 2015 (8 sessions)

Meets: Tuesdays, 7:00-9:00 p.m.

Fee: \$75.00

Guitar 1+

Not a beginner, but not progressing? Know most basic chords and want to do more than strumming? In this class we will concentrate on chord progression, key changes, scales, and bass runs to add "flavor" to your current abilities and help you move on to a more advanced level. Bring a standard size acoustic guitar.

Instructor: Dennis Heine

Start Date: February 18, 2015

Meets: Wednesdays, 7:00-9:00 p.m. (8 sessions)

Fee: \$75.00

Astronomy

The sky is full of deep mysteries! Look at the nightly wonders through a 20" 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 to 15 must be accompanied by an adult. Bring a lawn chair and dress comfortably for the weather conditions. Class may need to be rescheduled if weather interferes with viewing the skies. *Location is pending at time of printing.

Instructor: Dawn Grant

Date: April 16, 2015

(Weather Reschedule: Thursday, May 14, 2015)

Meets: Thursday, 8:30-10:30 p.m.

Fee: \$19.00

Freezer Cooking

Learn how you can spend a few days each month cooking and preparing meals for the freezer to reduce the amount of time you spend in the kitchen prepping for meals on those busy nights. Enjoy healthy meals and more free time with this bulk approach to cooking.

Instructor: Johanna Morgan

Date: February 24, 2015

Meets: Monday, 6:30-8:30 p.m. (1 sessions)

Fee: \$19.00 (Book available from instructor for \$15)

Dutch-Oven Cooking – Breakfast!

What, not enough room to pack your kitchen stove in your camping box? Dutch oven cooking is an easy and fun way to make delicious meals over a campfire. In this class you will learn to prepare the Dutch oven for use and make a delicious breakfast. Bring a lawn chair to sit back and enjoy your meal. *There is a \$7.00 cash only fee payable to the instructor for supplies in addition to the course fee.

Instructor: Dan Carder

Date: Tuesday, April 21, 2015

Meets: Monday, 5:30-7:30 p.m. (1 session)

Fee: \$11.00

Health & Family



Certified Nursing Assistant (CNA)

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 meets or exceeds state requirements; therefore, students must attend a minimum of 75 classroom hours and 100 hours clinical hours. Students must be 18 years of age, meet entrance requirements, and be legally employable in a long-term care facility to enroll (not on state disqualifier list and have background check. CPR training will be included but does not count toward the 75 hours. Course fee includes textbook.

Instructor: Christy Barron, RN.

Start Date: February 17, 2015

Meets: Tuesdays & Thursdays, 4:30-8:30 p.m.
(24 sessions)

Fee: \$750.00 (plus additional state exam and licensure fees, CPR card, and background check fee)

Restorative Nurse Assistant (RNA)

The RNA is an expanded role for the Certified Nurse Assistant! The RNA acquires special knowledge, skills, and techniques in therapeutic rehabilitation as prescribed and supervised by licensed personnel. This course requires a minimum of 30 hours classroom instruction and 30-40 hours clinical experience. Class size is limited.

Prerequisites for the RNA Course: The individual should be a practicing CNA with at least six (6) months experience after completion of the CNA program. The director of nursing of the facility at which he/she is employed should recommend the individual. The individual should have a high school diploma or GED. Cost of book included in course fee.

Instructor: Christy Barron, RN

Start Date: March 30, 2015

Meets: Mondays & Wednesdays, 4:30-8:30 p.m.
(10 sessions plus clinical practices & testing)

Fee: \$ 375.00

Certified Nursing Assistant Challenge Exam

If you have a valid CNA certification from another state and want Missouri certification, we can help you. You must have the Letter of Approval from the Missouri Department of Health and Senior Services in Jefferson City prior to enrollment. Testing dates are available on the Adult and Community Education Website: excelsior-springsadulted.weebly.com or you may call 816.630.9240, option 1 for the next testing date and to request an application. Enroll at least 10 days prior to the test date. The written and skills exams require around four hours and are usually scheduled on the 4th Wednesday of the month. Check our website or call the Adult Education Office for the next available challenge exam. Dates will depend on our school district calendar and examiner availability. If minimum enrollment is not met, exam may be cancelled.

Examiner: Sherry Ballinger

Dates: TBA

Fee: \$150.00 (There is a separate state re-licensure fee of \$18.50)

CPR for Health Providers

This course is based on the American Heart Association Basic Life Support (BLS) curriculum and is designed to provide a wide variety of health care professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. Instructor: Maria McAnhan

Date: March 24, 2015

Meets: Tuesday, 4:30-8:30 p.m.

Fee: \$40.00 (plus card fee payable to instructor \$4.00 - cash only)

CPR-Heartsaver/AED/First Aid

This course teaches skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives.

Instructor: Maria McAnhan

Date: April 21, 2015

Meets: Tuesday, 5:00-9:00 p.m.

Fee: \$ 40.00 (plus card fee payable to instructor \$4.00 - cash only)

Babysitter Safety Course

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. Snacks will be provided. Students leave class with a babysitting kit. Bring \$6 (cash only) for a supply fee to be paid directly the instructor. (Ages 12 and older only)

Instructor: Maria McAnhan

Date: May 12, 2015

Meets: Tuesday, 3:00-7:00 p.m.

Fee: \$40.00
(plus material cost of \$6 payable to instructor)

Alphabet Soup 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: Saturday, February 28, 2015

Meets: 10:00 a.m.-12:00 Noon

Fee: \$15.00 (Couples \$20)

ED2GO I Medical Coding

Take your first step toward a lucrative career as a medical coder! In this course, you'll learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure. This knowledge will help prepare you to work almost anywhere in the medical field—doctors' offices, clinics, public health facilities, hospitals, labs, nursing homes, insurance agencies, or even the comfort of your own home.

Online Course: www.ed2go.com/excelsior

Cost: \$98

Why Not To Argue

This class is for parents of young children, pre-adolescent and adolescents. Learn why we and your children behave as we do and techniques on how not to argue with your child. Dr. Dave will provide participants with words and phrases to help deal with rebellious attempts by your child to "make you argue." This class will include lecture, experiential exercises, and role play.

Instructor: Dr. David Jackson, Ph.D.

Date: February 17, 2015

Meets: Tuesday, 6:00-9:00 p.m.

Fee: \$24.00

Take Charge of Your Life

When we are in effective control of our life, we are happy. When we are not in effective control we are less happy or unhappy. This class provides you with the behaviors to be happy more often than not. It teaches how to take control of your life rather than giving that control over to someone else. Participants will learn and internalize these new ideas by lecture, experiential exercises, and role play.

Instructor: Dr. David Jackson, Ph.D.

Dates: January 27 & 29 and February 3 & 5

Meets: Tuesdays & Thursdays, 6:00-9:00 p.m.

Fee: \$75.00

Classes fill quickly!

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

Language Arts



American Sign Language

Do you have a friend, family member, coworker, or customer that is deaf or hard-of-hearing? Maybe a fellow congregant or parishioner at church, with whom you'd like to communicate more efficiently? Would you and a friend like to learn a "secret language," known only to a few? Would you like to broaden your horizons linguistically or challenge yourself mentally? If you answered "Yes" to any of these questions, come discover how easy and fulfilling it can be to learn a visual language. It is often said that, "A picture is worth a thousand words." Signers, more than others, know this to be true! For a fun, engaging, educational experience, join us, learn to speak with your hands, and listen with your eyes! 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 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.

Instructor: Christopher Patridge
Start Date: February 10, 2015
Meets: Tuesdays, 5:00-7:00 p.m. (8 sessions)
Fee: \$79.00 (includes book)

Spanish for Beginners

Always wanted to speak Spanish? Here's your chance. This course teaches basic vocabulary starting with the alphabet and working toward basic phrases, and common conversations. You will learn colors, numbers, greetings, and other common conversation starters. This is a relaxed and casual learning environment to build your Spanish knowledge and skills while having fun.

Instructor: Beatriz Dailey
Start Date: February 4, 2015
Meets: Wednesdays, 7:00-9:00 p.m. (8 sessions)
Fee: \$70.00

ED2GO | Instant Italian

This dynamic course will teach you how to express yourself comfortably in Italian. You'll learn practical, everyday words and phrases that will make your stay in Italy more enjoyable. You'll read, hear, and practice dialogues based on typical situations that you're likely to encounter while staying in Italy. The dialogues and follow-up exercises of each lesson will teach you to communicate in Italian in a wide variety of settings. You'll be surprised by how quickly and easily you can learn many useful expressions in Italian!

Online Course: www.ed2go.com/excelsior
Cost: \$98

ED2GO | Merrill Ream Speed Reading

Are you struggling to keep up with a flood of email, articles, reports, and books? Save yourself hours of time and increase your productivity by learning to read faster and with better comprehension.

Online Course: www.ed2go.com/excelsior
Cost: \$98

ED2GO | Beginner's Guide to Getting Published

Published writer shows you how to give yourself the credibility you need to get your books and articles published.

Online Course: www.ed2go.com/excelsior
Cost: \$98

ED2GO | Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

Online Course: www.ed2go.com/excelsior
Cost: \$98



Clay County Senior Citizens

If you are age 60 or older and live in Clay County, you may qualify for one discount per semester to the class of your choice.

Computers & Computer Applications

Photoshop for Beginners

This class is offered to individuals wanting a general understanding of Photoshop. Lessons will include the basics of saving and storing image files and several ways to adjust and manipulate photos. This class is perfect for the amateur photographer, amateur graphic designer, or anyone that enjoys using computers and having fun. *This class meets at the Excelsior Springs High School, Room 58.

Instructor: Jeffery Manning
Start Date: February 24, 2015
Meets: Tuesdays, 5:30-7:30 p.m. (4 sessions)
Fee: \$44.00

Photoshop – Intermediate Level

The purpose of the class is for individuals with a basic understanding and experience in Photoshop to continue to improve skills and learn new techniques. Lessons will include photo manipulation, working with layers, and combining multiple photos together. This class is perfect for the amateur photographer, amateur graphic designer, or anyone that would like to continue to improve their Photoshop skills.

Instructor: Jeffery Manning
Start Date: March 24, 2015
Meets: Tuesdays, 5:30-7:30 p.m. (4 sessions)
Fee: \$44.00

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. Two three-hour sessions.

Instructor: Martin Conrad
Dates: January 26 & 28, 2015
Meets: Monday & Wednesday, 4:00-7:00 p.m.
Fee: \$39.00

Introduction to the Internet

Introduction to internet browsers for searching the World Wide Web. Learn common features such as search engines, email, on-line shopping, chat rooms, social networking sites, and more. Security issues, identity theft and cyber stalking will be discussed.
Prerequisites: Keyboarding skills and basic knowledge of computers.

Instructor: Martin Conrad
Dates: February 2 & 4, 2015
Meets: Monday & Wednesday, 4:00-7:00 p.m.
Fee: \$39.00

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, mail merge and more. **Prerequisites:** Keyboarding knowledge skills and basic knowledge of computers.

Instructor: Martin Conrad

Dates: February 23 & 25, March 9 & 11, 2015

Meets: Mondays & Wednesdays, 4:00-6:30 p.m.

Fee: \$65.00

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, format data, create charts, and more.

Instructor: Martin Conrad

Dates: March 23, 25, 30 & April 1, 2015

Meets: Mondays & Wednesdays, 4:00-6:30 p.m.

Fee: \$65.00

Microsoft Powerpoint

Microsoft PowerPoint teaches essential skills to design presentations, including working with text, pictures, artistic word blocks known as "WordArt" and other basic drawing objects. Helpful tools such as spell checking are covered in addition to the different "views" used in building a presentation.

Users also add more capabilities to presentations, including slide transition, timing, adding sound effects, inserting video clips into a presentation, and more.

Instructor: Martin Conrad

Dates: February 24, 26 & March 10 & 12, 2015

Meets: Tuesdays & Thursdays, 4:00-6:30 p.m.

Fee: \$65.00

Microsoft Publisher

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

Dates: March 24, 26, 31 & April 2, 2015

Meets: Tuesdays & Thursdays, 4:00-6:30 p.m.

Fee: \$65.00

ED2GO | Create Mobile Apps with HTML5

Learn to use HTML5, CSS3, JavaScript, jQuery, and Web APIs to create cross-platform mobile apps and mash-ups.

Online Course: www.ed2go.com/excelsior

Cost: \$98

ED2GO | How to Get Started in Game Development

Take steps toward a new career in game development by building a foundation to design games in a wide variety of genres for different audiences and platforms.

Online Course: www.ed2go.com/excelsior

Cost: \$98

ED2GO | Introduction to CSS3 and HTML5

Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Online Course: www.ed2go.com/excelsior

Cost: \$98

ED2GO | Designing Effective Websites

Learn powerful graphic design techniques and build websites that are both attractive and wickedly effective.

Online Course: www.ed2go.com/excelsior

Cost: \$98

ED2GO | Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your personal computer.

Online Course: www.ed2go.com/excelsior

Cost: \$98

ED2GO | Understanding the Cloud

Learn everything you need to truly understand the cloud – including how it works, what drives it, why it's so popular, and how to make the cloud work for you.

Online Course: www.ed2go.com/excelsior

Cost: \$98

Financial assistance may be available

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

Find out more at www.feckc.org

Other financial assistance may be available from: Veterans GI Bill (www.gibill.va.gov), Vocational Rehabilitation, and A+.

Natural Remedies

Medicine Cabinet Makeover

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

Instructor: Elizabeth Wenig

Date: March 3, 2015

Meets: Tuesday, 6:30-8:30 p.m. (1 session)

Fee: \$19.00

The Holistic Life of Cats and Dogs

I developed a system of natural care for my animals here at the farm that keeps them happy, healthy and free from parasites. We will be making dog food and some supplements – \$10 class material fee (payable to the instructor) if you want to take any home.

Instructor: Elizabeth Wenig

Date: March 10, 2015

Meets: Tuesday, 6:30-8:30 p.m. (1 session)

Fee: \$19.00

Herbal TLC

Herbal remedies have been tried and tested by generations of our families. We will focus on the antibiotic and anti-viral properties of herbs, how to make them, how to take them. We will be making a few herbal remedies in class – \$10 class material fee (payable to the instructor) if you want to take any home.

Instructor: Elizabeth Wenig

Date: March 17, 2015

Meets: Tuesday, 6:30-8:30 p.m. (1 session)

Fee: \$19.00

Backyard or Barnyard Chickens

Learn how to keep your chickens happy, healthy and producing – naturally. The class will cover how to control/prevent parasites, make balanced food ratios and some surprising supplements, free-range or fenced, natural first-aid, coops, eggs, chicken breeds and an astonishing chicken ancestor.

Instructor: Elizabeth Wenig

Date: March 24, 2015

Meets: Tuesday, 6:30-8:30 p.m. (1 session)

Fee: \$19.00

Don't Delay, ENROLL TODAY!

Excellent classes get cancelled when too many people wait until the last minute to register.

Emergency Services Training

Firefighter I & II

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

Instructor: Captain John Potter

Start Date: May 6, 2015

Meets: Mondays and Wednesdays, 6:00-10:00 p.m.
*and some selected Saturdays 8a-5p.

Fee: \$1500.00 (plus \$200 gear rental)

Paramedic

This course follows the DOT national curriculum. Upon successful completion of the 12-18 month course, the student will be eligible to take the National Registry exam and be licensed as a paramedic. Prerequisites/**Requirements:** must be 18 years of age, have a valid EMT license, high school diploma or GED, and have a current and clear TB test. NREMT test fees and state licensure fees are not included in the tuition fee.

Instructor: Classes forming NOW.

Start Date: To be announced. Call to get on the waiting list.

Meets: To be announced.

Fee: \$5300.00 (\$400 due at time of acceptance is non-refundable)

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 214.703.899, www.coaemsp.org

ED2GO | Spanish for Medical Professionals

Learn medical Spanish quickly and easily!

Online Course: www.ed2go.com/excelsior

Cost: \$98

Emergency Medical Technician – Basic (EMT-B)

Training in this course prepares students to use skills and make decisions in the emergency medical setting. Students will complete required classroom and clinical field hours. Successful completion of this certification course provides eligibility for students to apply for the licensure exam with the National Registry of EMT (NREMT.org).

Instructor: Capt. Shawn Kelly

Start Date: May 7, 2015

Meets: Tuesdays, Thursdays

Fee: \$950.00 (\$250 due at time of acceptance is non-refundable)

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 and MOBEMS requirements for students seeking renewal of their EMT license or to retake certification exams for licensure. (48 CEUs)

Instructor: Captain John Potter

Dates: April 18, 19, 25 & 26, 2015

Meets: Saturdays & Sundays, 8:00 a.m.-8:00 p.m.

Fee: \$350.00

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 will meet or exceed 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. (24 CEUs)

Instructor: Captain John Potter

Dates: May 16 & 17, 2015

Meets: Saturday & Sunday, 8:00 a.m.-8:00 p.m.

Fee: \$180.00

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: June 6-7 & June 13-14, 2015

Meets: Saturdays & Sundays, 8:00 a.m.-6:00 p.m.

Fee: \$375.00

Your Enrollment COUNTS!

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

Business & Career Development

ED2GO | Twelve Steps to a Successful Job Search

Get the job you want quickly and easily and in any economy. In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs.

Online Course: www.ed2go.com/excelsior

Cost: \$98

ED2GO | Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you'll work through all of the major components of writing a business plan and emerge with your first draft in hand.

Online Course: www.ed2go.com/excelsior

Cost: \$98

ED2GO | Achieving Success with Difficult People

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

Online Course: www.ed2go.com/excelsior

Cost: \$98



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.

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 Register?

1. **By Phone:** 816.630.9240, Ext. 1
2. **On the Web:** excelsiorspringsadulthood.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:** Drop off enrollment form and payment at the Adult & Community Education office. Hours vary so call ahead.

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.

All classes held at the Excelsior Springs Area Career Center unless otherwise noted. The ESACC is located at 614 Tiger Drive, Excelsior Springs, MO, between the Excelsior Springs High School and the sports stadium (refer to map on back cover).

Need Financial Assistance? Some classes may qualify for Full Employment Council financial assistance for eligible students in Ray, Clay, Platte, Jackson and Cass counties. Find out more at www.feckc.org. Other financial assistance may be available for qualifying students from the following: Veterans GI Bill (Go to www.gibill.va.gov), Vocational Rehabilitation, and A+ qualifiers may be eligible for funding.

COURSE ENROLLMENT FORM • Excelsior Springs Area Career Center Adult & Community Education

Name _____ Email _____

Address _____ City _____ Zip _____

Best Phone Number to Reach You (_____) _____ **Age if under 18** _____
 (may be required to attend with adult)

Alternate Phone Number (_____) _____

If you are requesting the Clay County Senior Services Enrichment Funding, please include age _____ & birth date _____ / _____ / _____

**Only Clay County residents 60 years of age or older qualify for this funding.*

COURSE #	COURSE NAME	CLASS DATE & TIME	FEE

Checks payable to: ESACC
 Please send a separate check for each class you enroll, so if class does not make, the check can be voided and returned.

Mail payment and enrollment form to:
 Excelsior Springs Area Career Center
 Attn: Adult & Community Education
 614 Tiger Drive
 Excelsior Springs, MO 64024

If classes are cancelled due to low enrollment, you will be contacted by phone or email. Otherwise, we will see you on the first night of class!



EXCELSIOR SPRINGS
AREA CAREER CENTER
Your Road to Success

614 Tiger Drive
Excelsior Springs, MO 64024



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.



Enroll today and save! If you're age 60 or above and live in Clay County, you can take advantage of up to \$30 savings per semester for a class taken through the Excelsior Springs Area Career Center. Clay County Senior Services provides this savings opportunity to qualifying senior citizens, as funding allows. This is a great opportunity to learn something new. Bring a friend or two. Learn more about computers. Enjoy an arts and crafts or cooking class. Learn Spanish. Check out all of our enrichment classes.

Call today: 816.630.9240, Ext. 1.

ed2go

- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Health Care and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

**Online classes from
ed2go.com/excelsior**

**Choose from a variety of classes at ed2go.com/excelsior. Classes start at only \$98.
Find engaging classes to fit your needs and personal growth plans!**