

Enrich

Explore, Educate, and Express Yourself



New for Fall

Android OS for Phones & Pads:

- Beginner*
- Intermediate*

Web Site Development

Intro to Social Media

Exploring Classical Music

Jazz Music Overview

Hand Drumming Workshop

Jewelry Making

Baking at Your Best

Introductory Spanish

Intermediate Spanish

Medical Coding & Terminology

Basic Motorcycle Maintenance

Self Defense & Survival: Level II

HAM Radio Course

capectc.org

PHONE (573) 334-0826



Professional & Community Education



**F
A
L
L**



**2
0
1
6**



Advantages

- *Purchase training by the hour.*
- *Personalize your training.*
- *Optimize Your Time.*
- *For people who already have a working knowledge of the topic.*
- *Just \$35 per hour for individual training. Due to material costs, Welding is \$45 per hour.*

It's Easy!

- Contact our office 573.334.0826
- You will be contacted by an instructor to discuss your needs.
- Payment for class is due prior to first class meeting.
- **Refund Policy:** A student who does not come to the first session or does not contact the front office by calling 573.334.0826 to cancel a session will forfeit 50% of the tutoring class fee. A refund of the remaining balance will be processed by the district central office according to the CTC's regular refund procedure policy.

Current Classes offered for One on One:

- | | | |
|---------------------------------------|--------------------------------|---|
| • MS Excel | • MS Office | • Photography |
| • MS Word | • Photoshop | • Spanish |
| • MS Powerpoint | • Photoshop Elements | • Welding (\$45/hour) |
| • MS Publisher | • Web Site Development | • Autocad |
| • Using an Android Phone or Tablet | • Introduction to Social Media | • Sound Advantage: Audio/ Video |
| • Using an iPhone or Tablet | • Death & Taxes | • Using Geospatial Data for Businesses |
| | • Employment Law | |

***Most of our Community Education classes can be customized to a 1 : 1 class.
If you have a question about a class or do not see what you are looking for,
please contact us at 573.334.0826.***

We hope you enjoy the new format. If you do not see a class you are looking for, please check our on-line course offerings, stop by the office or give us a call at 573.334.0826. Come to the Cape CTC to Explore, Educate and Express yourself.

David Dickey,
Adult Education Supervisor

Senior Citizen Discount 55 and older

Certain Restrictions Apply

Discount cannot be used in addition to programs that are already discounted. **No discounts on books.**

To receive the discount you must enroll in person at the CTC or mail a check and include your name, address, phone number and class you are enrolling in. Online enrollment will not apply the discount.

DISCOUNT WILL NOT APPLY TO THE CLASSES LISTED BELOW

- Motorcycle Safety Basic
 - All OSHA classes
 - ServSafe Training
 - 1:1 Classes
- Internet for Seniors
- Computers for Seniors
- Any Online Course

Enrollment

Begins July 1, 2016
Contact our office at 573.334.0826.

Table of Contents

| | |
|----------------------------------|-------------------|
| Senior Citizen Discount | 1 |
| Adult Education & Literacy (AEL) | 6 |
| Career Skills | 7 - 8 |
| Computers | 9 - 10 |
| Medical Technology | 11 |
| Personal Enrichment | 12 - 20 |
| Trade & Technical | 21 - 22 |
| General Information | 23 |
| Registration | 23 |
| Refund Policy | 23 |
| Registration Form | 24 |
| Online Courses | Inside Back Cover |



Find us on
Facebook

School will be closed on the following dates:

Monday, 9/5/2016

Wednesday, 11/23 through Friday, 11/25/2016

Monday, 12/19/2016 through Monday, 1/2/2017

If you have a talent, hobby or technical skill
you would like to share with others

CONTACT US AT

1080 S. Silver Springs Rd.
Cape Girardeau, MO 63703

or call

573.334.0826

Career Skills

| COURSE # | NAME | START DATE | TIME | COST | LENGTH | PAGE |
|----------|---|----------------|--------------|-------------|----------|------|
| | AEL/HSE | | | FREE | | 6 |
| 206 | Med. Coding & Terminology | M & W, 8/15 | 6 - 9:00 pm | \$780 | 13 weeks | 8 |
| 220 | ServSafe Training (See Web Site for Dates) | T,W,R | 6 - 9:00 pm | \$150 | 3 nights | 7 |
| CUST | OSHA 10 Hour Training | M & T | 5 - 10:00 pm | \$130 | 2 nights | 7 |
| 959 | Global Harmonization | TBD | TBD | \$105 | TBD | 7 |

Medical Technology

| COURSE # | NAME | START DATE | TIME | COST | LENGTH | PAGE |
|----------|------------------------------|----------------|----------------|---------|----------|------|
| 806 | Emergency Medical Technician | T & R, 8/2 | 6 - 10:00 pm | \$1,525 | 20 weeks | 11 |
| 810 | Dental Assisting | T & R, 8/16 | 6:30 - 9:30 pm | \$650 | 14 weeks | 11 |

ENROLL EARLY!

Classes close 2 days before the start date.

Small Business

| COURSE # | NAME | START DATE | TIME | COST | LENGTH | PAGE |
|----------|---|------------|-------------|-------|----------|------|
| 190 | QuickBooks 2016 | T, 10/11 | 6 - 8:00 pm | \$100 | 6 weeks | 10 |
| 236 | Death & Taxes | T, 8/30 | 6 - 8:00 pm | \$60 | 4 weeks | 8 |
| 237 | Employment Law | T, 10/4 | 6 - 8:00 pm | \$60 | 4 weeks | 8 |
| 435 | iPhone & iPad: Beginners | M, 9/19 | 6 - 8:30 pm | \$35 | 2 nights | 16 |
| 436 | iPhone & iPad: Intermediate | M, 10/3 | 6 - 8:30 pm | \$35 | 2 nights | 16 |
| 437 | Android Phone & Tablet: Beginners | T, 8/23 | 6 - 8:30 pm | \$35 | 2 nights | 16 |
| 439 | Android Phone & Tablet: Intermediate | T, 9/6 | 6 - 8:30 pm | \$35 | 2 nights | 16 |

Computer

| COURSE # | NAME | START DATE | TIME | COST | LENGTH | PAGE |
|----------|-----------------------|------------|-------------|------|---------|------|
| 116 | Basic MS Word | R, 8/18 | 6 - 9:00 pm | \$20 | 1 night | 9 |
| 117 | Basic Excel | R, 8/25 | 6 - 9:00 pm | \$20 | 1 night | 9 |
| 118 | Basic Powerpoint | R, 9/1 | 6 - 9:00 pm | \$20 | 1 night | 9 |
| 122 | Computers for Seniors | T, 8/30 | 3 - 5:00 pm | \$90 | 4 weeks | 9 |
| 124 | Internet for Seniors | W, 10/5 | 3 - 5:00 pm | \$70 | 4 weeks | 9 |
| 125 | Exploring MS Office | T, 9/13 | 6 - 9:00 pm | \$75 | 3 weeks | 10 |
| 137 | Web Site Development | T, 10/18 | 6 - 8:00 pm | \$70 | 4 weeks | 10 |
| 171 | Introduction to Excel | W, 8/31 | 6 - 9:00 pm | \$75 | 3 weeks | 10 |
| 177 | Intermediate Excel | W, 9/28 | 6 - 9:00 pm | \$75 | 3 weeks | 10 |
| 191 | Intro to Photoshop | R, 8/18 | 6 - 9:00 pm | \$75 | 3 weeks | 10 |

**You must be 18 years old or older
to take these courses.**

Trade & Technical

| COURSE # | NAME | START DATE | TIME | COST | LENGTH | PAGE |
|----------|-----------------------------------|---------------------|----------------|-------|----------|------|
| 314 | Introduction to Metal Fabrication | R, 10/13 | 6 - 8:00 pm | \$85 | 6 weeks | 21 |
| 316 | Small Engine Repair | R, 9/8 | 6 - 8:00 pm | \$120 | 10 weeks | 21 |
| 328 | 2014 National Electrical Code | R, 8/11 | 6:00 - 9:00 pm | \$510 | 12 weeks | 21 |
| 342 | Introduction to Welding | R, 8/18 | 6 - 9:00 pm | \$125 | 7 weeks | 21 |
| 444 | Basic Motorcycle Maintenance | M, 9/12 | 6 - 8:00 pm | \$95 | 8 weeks | 22 |
| 919 | STICK Welding | M,T,W, 8/15 | 6 - 9:00 pm | \$895 | 14 weeks | 22 |
| 920 | MIG & TIG Welding | M,T,W, 1/23/2017 | 6 - 9:00 pm | \$895 | 14 weeks | 22 |

Personal Enrichment

| COURSE # | NAME | START DATE | TIME | COST | LENGTH | PAGE |
|----------|---|-------------------|----------------|-------|----------|------|
| 406 | Coffee Roasting 101 | T, 9/20 | 6 - 8:00 pm | \$55 | 4 weeks | 12 |
| 407 | Backyard Bee Keeping | M, 8/15 | 6 - 8:00 pm | \$55 | 3 weeks | 12 |
| 408 | Improving Your Money Flow | R, 9/15 | 6:30 - 8:30 pm | \$55 | 4 weeks | 12 |
| 409 | Retirement Planning Now | T 10/4 & 10/11 | 6:30 - 9:30 pm | \$35 | 2 nights | 12 |
| 409 | Retirement Planning Now | R 9/29 & 10/6 | 6:30 - 9:30 pm | \$35 | 2 nights | 12 |
| 412 | Painting with Watercolor | M, 10/17 | 6 - 8:00 pm | \$55 | 4 weeks | 12 |
| 415 | Jewelry Without Heat | M, 11/21 | 6 - 8:00 pm | \$55 | 4 weeks | 13 |
| 416 | Beginner's Guide to Cake Decorating | R, 10/6 | 6 - 8:30 pm | \$95 | 5 weeks | 14 |
| 417 | Word Art: Calligraphy | T, 9/27 | 6 - 8:00 pm | \$55 | 4 weeks | 13 |
| 418 | Advanced Cake Decorating | R, 11/10 | 6 - 8:30 pm | \$95 | 5 weeks | 14 |
| 419 | Baking at Your Best | T, 10/11 | 6 - 8:30 pm | \$115 | 5 weeks | 14 |
| 421 | Intro to Drawing on Right Side of Brain | Spring 2017 | 6 - 7:30 pm | \$60 | 6 weeks | 14 |
| 423 | Floral Design w/ a Chic, Garden Flair | T, 9/6 | 6:30 - 8:30 pm | \$55 | 4 weeks | 15 |
| 424 | Floral Design: Holiday Wreaths | T, 11/15 | 6:30 - 8:30 pm | \$55 | 4 weeks | 15 |
| 425 | Intermediate Drawing on Right Side of Brain | Spring 2017 | 6 - 7:30 pm | \$60 | 6 weeks | 14 |
| 428 | Artisan Bread Making | T, 11/1 | 6 - 8:00 pm | \$55 | 4 weeks | 15 |
| 429 | Culinary Skills | M, 8/15 | 6 - 8:30 pm | \$115 | 5 weeks | 15 |
| 430 | Advanced Culinary Skills | M, 10/ 3 | 6 - 8:30 pm | \$115 | 5 weeks | 15 |
| 433 | Introduction to Social Media | M, 10/17 | 6 - 8:30 pm | \$35 | 2 nights | 16 |
| 435 | iPhone & iPad: Beginners | M, 9/19 | 6 - 8:30 pm | \$35 | 2 nights | 16 |
| 436 | iPhone & iPad: Intermediate | M, 10/3 | 6 - 8:30 pm | \$35 | 2 nights | 16 |
| 437 | Android Phone & Tablet: Beginners | T, 8/23 | 6 - 8:30 pm | \$35 | 2 nights | 16 |
| 439 | Android Phone & Tablet: Intermediate | T, 9/6 | 6 - 8:30 pm | \$35 | 2 nights | 16 |
| 441 | American Sign Language | T, 9/6 | 6 - 8:00 pm | \$95 | 8 weeks | 17 |
| 443 | Intro to Colored Pencil Drawing | M, 9/12 | 6 - 8:00 pm | \$55 | 4 weeks | 13 |
| 446 | Discovering SE MO | M, 9/19 | 6 - 9:00 pm | \$20 | 1 night | 17 |
| 453 | Effective Grant Writing | W, 9/21 | 6 - 8:00 pm | \$60 | 5 weeks | 17 |
| 456 | Beginner's Yoga | M, 9/19 | 6 - 7:00 pm | \$55 | 6 weeks | 17 |
| 462 | Intro to Meditation | W, 10/5 | 6 - 7:00 pm | \$30 | 4 weeks | 17 |
| 463 | Self Defense & Survival | M, 9/19 | 6 - 7:30 pm | \$35 | 5 weeks | 18 |
| 465 | Self Defense & Survival: Level II | M, 10/24 | 6 - 7:30 pm | \$40 | 6 weeks | 18 |
| 468 | Tech Class Amateur Radio Course | T, 9/6 | 6 - 8:00 pm | \$35 | 8 weeks | 16 |
| 470 | Drivers Training | By Appt. | 334 - 0826 | \$185 | By Appt. | 18 |

Personal Enrichment

| COURSE # | NAME | START DATE | TIME | COST | LENGTH | PAGE |
|----------|--|------------|----------------|-------|---------|------|
| 472 | Introductory Spanish | M, 8/15 | 6 - 8:00 pm | \$80 | 8 weeks | 18 |
| 473 | Intermediate Spanish | M, 10/24 | 6 - 8:00 pm | \$60 | 6 weeks | 18 |
| 475 | Motorcycle Safety, BRC | TBA | TBA | \$200 | 3 days | 19 |
| 485 | Exploring Classical Music | M, 8/22 | 6 - 8:00 pm | \$60 | 6 weeks | 20 |
| 486 | Jazz History Overview | M, 10/17 | 6 - 8:00 pm | \$60 | 6 weeks | 20 |
| 487 | Hand Drumming Workshop | W, 10/12 | 6 - 8:00 pm | \$60 | 6 weeks | 20 |
| 500 | Introduction to Photography | T, 9/6 | 6:30 - 9 pm | \$90 | 6 weeks | 20 |
| 505 | Intermediate Photography | T, 10/25 | 6:30 - 9 pm | \$90 | 6 weeks | 20 |
| 504 | Understanding Disability Benefits & Employment | T, 10/4 | 3:30 - 5:00 pm | FREE | 1 day | 20 |

Want to find out what's going on
at your
***Cape Girardeau Career
&
Technology Center?***



**If you would like to offer
a class, contact us**

@ 573.334.0826

Adult Education & Literacy

Cape Adult Learning Center

409 North Clark, Cape Girardeau, MO 63701

573.334.3669

(Main Site)



HSE preparation is available at:

- Cape Adult Learning Center
- Marble Hill
- Perryville
- Caruthersville

Test Preparation:

- TEAS math – CTC: Fall of 2016
- Free HSE (HiSET) practice test offered once a month at Learning Center.

ESL/Citizenship classes are available at:

- ESL – Cape Adult Learning Center (morning and evening)
- Citizenship – Cape Adult Learning Center (evening only)

Advantages:

- All services provided are FREE
- Teachers are certified in Adult Education & Literacy
- Flexible class times (morning, afternoon and evening)
- Small classes with personal attention
- Individualized study plans
- Transitions coordinator helps make the next step after HSE (employment or post secondary job training) easier
- Proven results

VISIT US ON FACEBOOK

@

facebook.com/CapeGirardeauAEL

The Cape Girardeau Adult Education & Literacy (Cape AEL) serves adult students (ages 17 years and older) in the following areas:

- Prepare for the new Missouri HSE (High School Equivalency) test – formerly the GED® test
- Study English as a Second Language
- Prepare for the U.S. Citizenship exam
- Prepare for entrance exams such as TEAS
- Learn or improve basic reading, math or writing skills

Cost:

All Cape AEL services are FREE

CALL: 573.334.3669



Career Skills

OSHA-10 HOUR for CONSTRUCTION Instructor: Eddie Doss, HSEConsultants

This course covers the requirements of the Occupational Health and Safety Act (OSHA), to provide an entry level construction worker's general awareness on recognizing and preventing hazards on a construction site, specifically regulations contained in OSHA 29 CFR 1926. This course will help you to identify common hazards and the proper methods to reduce the risk to yourself. Upon successful completion of this course, the official OSHA course completion wallet card will be sent to you in the mail after it has been processed by OSHA.

Specific topics are:

- Introduction to OSHA and the OSH Act
- OSHA 1926 Subpart C—General Safety and Health Provisions
- 29 CFR 1910 Subpart Z—HEALTH HAZARDS IN CONSTRUCTION: Hazard Communication
- OSHA 1926 Subpart D—HEALTH HAZARDS IN CONSTRUCTION: Hazardous Materials
- Cranes and Rigging—Basic
- Electrical Safety for Construction
- Struck-By and Caught In Between Hazards
- Fall Protection—Basic
- OSHA 1926 Subpart E—Personal Protective Equipment
- Hand and Power Tools—Basic
- Scaffolds
- Stairways and Ladders

To Register: Contact Kathleen Clayton at
573-334-0826 Ext. 6513

or

claytonk@capetigers.com
to reserve your seat.

****PAYMENT IS REQUIRED AT THE BEGINNING OF THE FIRST CLASS SESSION. Make checks payable to HSE CONSULTANTS.**

CLASS DATES - You MUST attend BOTH sessions:

| | | |
|------------------|------------------------|----------|
| M & T | 5:00 p.m. – 10:00 p.m. | \$130.00 |
| 2 nights | 8/22 & 8/23 | Room 204 |
| 2 nights | 9/26 & 9/27 | Room 204 |
| 2 nights | 10/17 & 10/18 | Room 204 |
| W & R | | |
| 2 nights | 11/9 & 11/10 | Room 204 |
| 2 nights | 12/7 & 12/8 | Room 204 |

NOTE:

- A MINIMUM of 5 students must enroll.
- Bring pencil & paper to class.

Global Harmonization Training Instructor: Eddie Doss, HSE Consultants

#959

Cost: \$105 per person- Minimum of 3 people must enroll to hold class.

Dates: Contact Kathleen Clayton @ claytonk@capetigers.com or 573.334.0826, x6513 to register.

29 CFR 1910.1200 Hazard Communication

The Occupational Safety & Health Administration (OSHA) has **MANDATED** that all companies whose workers are affected by hazardous chemicals in any way must conduct Globally Harmonized System (GHS) training this year. According to the www.osha.gov website, December 1, 2013 is the deadline for all companies to train employees on the new label elements (pictograms, hazard statements, precautionary statements & signal words) and the structure of Safety Data Sheets.

You must be 18 years old or older to take these courses.

ServSafe Training Class Instructor: Dennis (Doc) Cain

#220

What is it?

A ServSafe certificate is a basic credential for restaurant and food managers. This training class is a two day food safety training and certificate class with an optional third day if needed to take the exam.

Who has to have it?

All managers employed in food establishments in Cape Girardeau County are required to have a valid Food Management Certificate according to the Cape Girardeau County Food Code adopted November 20, 2008. Certification is good for 5 years.

When will it take effect?

It became mandatory on January 15, 2012.

Seating Limited, Enroll Early!

Book must be picked up 1 week before class starts.
Class Meets 3 nights 6:00 - 9:00 p.m. (Third Night is for Test)
Class Cost
(Includes Book and Exam) \$150

Class Dates

| | |
|-----------------|----------|
| 8/23, 24, 25 | Room 404 |
| 9/20, 21, 22 | Room 404 |
| 10/25, 26, 27 | Room 404 |
| 11/29, 30, 12/1 | Room 404 |

Career Skills

Medical Coding and Terminology

Instructor: Linda Wooten

M & W 6:00 - 9:00 p.m. \$780
 13 weeks 8/15 - 11/16 Room 202

This course will prepare students for working in a Health Information Management department of a medical facility. The Medical coding portion of the course will cover ICD-10-CM, International Classification of Disease Tenth Revision Clinical Modification Codes and CPT-4, Current Procedural Terminology Fourth Edition Codes. Topics include evaluation and management, HCPCS coding and procedure modifiers. Students will also study Medical Terminology.

A \$100.00 deposit is due upon enrollment and balance paid by first class meeting.

This 80 hour class will satisfy the apprentice requirement of taking the AAPC coding exam.

Death and Taxes

Instructor: Sarah Elfrink

Tuesdays 6:00 - 8:00 p.m. \$60
 4 weeks 8/30 - 9/20 Room 207

Does the thought of getting your affairs in order seem frightening or overwhelming? Attend this 4-week series and learn the basics. Learn what you can do on your own for free, which on-line services are trustworthy, and when you should pay for professional legal services. We will cover Healthcare Directives (living wills), Powers of Attorney, Last Wills and Testaments and more.

**If you would like to offer
 a class, contact us
 @ 573.334.0826**



Employment Law:

Policies & Procedures

Instructor: Sarah Elfrink, Attorney

Tuesdays 6:00 - 8:00 p.m. \$60
 4 weeks 10/4 - 10/25 Room 207

Are you and your human resource team informed about the various state and federal laws that affect your business and your employees? Would you like to learn more about how to resolve employment law conflicts legally – yet outside of the courtroom? Would you like information about free and trustworthy on-line resources? This class will cover the main state and federal regulations for employers such as Missouri Human Rights Act, the Age Discrimination Act and the Americans with Disabilities Act. *While this class has an open discussion format and general and specific scenarios will be discussed and evaluated, the class cannot serve as a substitute for legal advice about your specific situation.*



Computers

Basic Computer Classes

Basic computer classes are designed to get the student to a comfortable user level. The classes present the basic knowledge to help you get functional as soon as possible. The classes are short (one night, 3 hours) and direct. If you are seeking a more in-depth understanding of a particular program, check out our Boot Camp series of computer courses.

Basic Microsoft Word Instructor: Cheryl Brennecke

Thursday 6:00 - 9:00 p.m.
1 night 8/18

#116

\$20
Room 202

This is a basic beginner's course for exploring the first of three programs that make up Microsoft Office. Working with MS Word, a word processing program.

Basic Microsoft Powerpoint Instructor: Cheryl Brennecke

Thursday 6:00 - 9:00 p.m.
1 night 9/1

#118

\$20
Room 202

This is a basic beginner's course for exploring the third of three programs that make up Microsoft Office. Working with MS Powerpoint, a presentation program.

Basic Microsoft Excel Instructor: Cheryl Brennecke

Thursday 6:00 - 9:00 p.m.
1 night 8/25

#117

\$20
Room 202

This is a basic beginner's course for exploring the second of three programs that make up Microsoft Office. Working with MS Excel, a spreadsheet program.



**The CTC
is a
Tobacco Free
Campus**

Computers for Seniors

Computers for Seniors Instructor: Deanna Long

Tuesdays 3:00 - 5:00 p.m.
4 weeks 8/30 - 9/20

#122

\$90
Room 204

Never used a computer before and want to learn how? Enroll in this beginning computer course for seniors, designed to make you feel comfortable using the computer. It provides hands-on training in the use of the mouse, the fundamentals of Windows and an introduction to word processing. No prior experience is required. Find out what you can do with a computer.

Internet for Seniors Instructor: Linda Wooten

Wednesdays 3:00 - 5:00 p.m.
4 weeks 10/5 - 10/26

#124

\$70
Room 204

They begged you to get a computer! Maybe they even bought you one. Now, you are in need of some basics to help you on the Internet. Learn to browse, search and e-mail family and friends as you become more comfortable with the Internet. No prior knowledge of the Internet is needed, however, some experience in using the mouse or a prior computer class is helpful.

Computers

Web Site Development

Instructor: Janet Cannon

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

4 weeks 10/18 - 11/8

#137

\$70

Room 204

Members of this class will create a free website using Wix, an online website design program and hosting website. Prerequisites: basic understanding of computers, basic understanding of how computer typing programs (word processors) work, and basic understanding of how to work with graphics. This online site is designed for people who do not want or need to learn how to program/code websites and is easy and intuitive to learn. Class members are encouraged to come prepared with a website idea and bring digital pictures on a flash drive or CD/DVD. This class is for Non-Coders.

QuickBooks 2016

Instructor: Leni Lambdin, CPA

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

6 weeks 10/11 - 11/15

#190

\$100

Room 206

Master the fundamentals of QuickBooks with hands-on instruction. Students will learn how to set up a new company, work with lists, process invoices, enter and pay bills and work with bank accounts. In addition, students will learn how to customize forms, create reports, track and pay sales tax, handle payroll and more. Learn expert tips and tricks to fully utilize QuickBooks for your business.

Boot Camp Computer Classes

Boot Camp Computer classes are designed to maximize your time and increase your skill level. These classes present an intense learning experience. The average class meets for 3 nights, 3 hours per night to help you develop the skills needed to proficiently use the software you are training on. Students enrolling in Boot Camp classes need to have basic computer skills.

Introduction to Microsoft Excel

Instructor: Theresa Taylor

Wednesdays 6:00 - 9:00 p.m.

3 weeks 8/31 - 9/14

#171

\$75

Room 204

Learn to create and manipulate electronic spreadsheets using Microsoft Excel for Windows. Learn to apply the powerful functions and formulas of the spreadsheet program to several business and personal applications. Also learn to format the spreadsheets and create attractive charts that can be used to capture your audience in meetings, presentations and documents.

Exploring Microsoft Office

Instructor: Janet Cannon

Tuesdays 6:00 - 9:00 p.m.

3 weeks 9/13 - 9/27

#125

\$75

Room 204

This course explores three programs that make up Microsoft Office. Students will work with Microsoft Word (a word processing program), PowerPoint (a presentation program) and Excel (a spreadsheet program).

Intermediate Excel

Instructor: Theresa Taylor

Wednesdays 6:00 - 9:00 p.m.

3 weeks 9/28 - 10/12

#177

\$75

Room 204

Intermediate Excel is designed to help students learn to apply the advanced features of Microsoft Excel to real-world business and personal situations. This class will cover the following topics: advanced formulas, template construction, using multiple worksheets, using graphics and Excel's database features. These topics will build on the skills learned in the Introduction to Excel class.

Introduction to Adobe Photoshop

Instructor: Randy McWilson

Thursdays 6:00 - 9:00 p.m.

3 weeks 8/18 - 9/1

#191

\$75

Room 313

Introductory level class where students will learn the basics of working with images, filters, colors and layers. This course is designed to introduce the student to the premier software application for photo manipulation, Adobe Photoshop.

Medical Technology

Emergency Medical Technician #806 Instructor: Brian Wilcox

T & R 6:00 - 10:00 p.m. \$1,525
20 weeks 8/2 - 12/15 Room 311

The EMT Program is a Basic Life Support level program designed to prepare the individual for the application skills in the field environment of an emergency ambulance. The program will cover all areas of Basic Life Support including airway care, oxygen therapy, patient assessment, trauma, medical emergencies, obstetrics, disaster management, and other topics. A minimum of 154 lecture and practical hours, plus 80 hospital/ambulance clinical hours is required. Successful students will be eligible to sit for the National Registry Practical and Written exams. A score of 50 is required on the HOBET assessment for admission. *Students who are currently enrolled in an EMT or EMT Paramedic class are eligible to enroll in the Emergency Operator 3: Ambulance (CEV03) for FREE.*

TOO MANY EMS COURSES TO LIST!

The courses conducted by the Emergency Medical Services programs not only prepare students to become EMT's and Paramedics, but to also train the members of the local communities in a number of personal development and certification courses.

We offer a wide range of course offerings including first aid and CPR, Baby Sitting lessons and Safety Training for teens and parents, CERT, and Wilderness First Aid.

Our professional education courses include courses from the American Heart Association including BLS HCP, ACLS, PALS and PEARS. We also offer CEVO training and courses in Emergency Services Leadership.

For more information about all of the courses offered by the Emergency Medical Services staff at the Career and Technology Center please visit our website at <http://www.ctcems.com>

ENROLL EARLY!

Classes close 2 days before the start date.

Dental Assisting #810 Instructor: Carolyn Price, CDA John Sauer, DDS, Advisor

T & R 6:30 - 9:30 p.m. \$650
14 weeks 8/16 - 11/17 Room 309

Experience a long term and people oriented profession as a member of a dental office. Students will be taught the basic skills to enable them to be employed with a dental office and enjoy a rewarding career. Course will cover anatomy, tooth numbering systems, tooth identification, charting, suction tip placement, and working with the dentist over a patient. All forms of dental treatment including cosmetics and temporaries, taking and exposing radiographs, care of equipment, sterilization, materials and cements, as well as model work will be covered. Also included will be spending time at various offices to observe and learn. **A \$100.00 deposit is due upon enrollment and balance paid by first class meeting.**

NOTE: Due to large enrollments this class will meet on Tuesdays and Thursdays for the first 6 weeks at the CTC. When the lab training begins the large group will be divided into two smaller, more manageable groups allowing for more one-on-one training. Students will have the choice of meeting on Monday and Wednesday or Tuesday and Thursday for their lab training.



Personal Enrichment

Coffee Roasting 101

#406

Instructor: Rennie Phillips

Tuesdays 6:00 - 8:00 p.m. \$55
4 weeks 9/20 - 10/11 Room 404

We will explore the world of coffee from tree to cup. After a brief introduction to coffee growing we will look at the vast offering of green coffee beans from around the world, concentrating on two of the best areas, Kenya and Ethiopia. There are various ways to roast coffee, but the only method we will explore in this class will be with a *Whirly Bird Popcorn Roaster*. Once the coffee is roasted we will explore different ways to make coffee from the *Pour Over Method*, *French Press*, *Drip* to the *Aero Press*. Each person in the class will go home with close to a pound of roasted coffee. The only thing you need to bring to class is a coffee cup.

Backyard Bee Keeping

#407

Instructor: Grant Gillard,
Gillard Family Honey

Monday 6:00 - 8:00 p.m. \$55
3 weeks 8/15 - 8/29 Room 508

Getting Started in Backyard Beekeeping - Understanding the biology of the honey bee colony and exploring the options, costs and equipment to get started keeping honey bees as a hobby.

Improving Your Money Flow

#408

Instructor: LaKenya Taylor

Thursdays 6:30 - 8:30 p.m. \$55
4 weeks 9/15 - 10/6 Room 202

**Would you like to be more disciplined with money?
Do you want to increase your credit score?
Are you ready to save for your future?**

If you answered "YES" to any of these questions or desire to increase in knowledge financially, **SIGN UP TODAY** for this in-depth and practical 4 week course that will help you improve your money flow by learning how to:

- Create a Simple Budget
- Eliminate Debt
- Increase Credit Score
- Save and Invest

Retirement Planning Today

#409

Instructor: Derieck Hodges, CFP

Session I
Tuesdays 6:30 - 9:30 p.m. \$35
2 nights 10/4 & 10/11 Room 110 a, b

OR

Session II
Thursdays 6:30 - 9:30 p.m. \$35
2 nights 9/29 & 10/6 Room 112

It's never too early or too late to start planning your retirement. This course will teach you how to manage investment risks, use new tax laws to your advantage and make informed decisions about your company retirement plan. This course blends financial education with life planning to help you build wealth, align your money with your values and achieve your retirement lifestyle goals.

NOTE: *Couples may attend together for a single registration fee.*

NOTE: *The instructor will have a book available for an additional cost of \$25, payable to the instructor.*

Painting with Watercolor

#412

Instructor: Helen Towner

Mondays 6:00 - 8:00 p.m. \$55
4 weeks 10/17 - 11/7 Room 506

Do you want to learn how to paint in watercolor? Would you like to complete a painting for a gift? In this workshop you can learn some basic fundamentals of this lovely form of painting and complete a painting. You will use watercolors in cake form, but you will also be introduced to tube watercolors in this class. *All supplies will be provided....there is a \$5 supply fee per student payable to the instructor the first night of class.*



Find us on
Facebook

Personal Enrichment

Jewelry Without Heat Instructor: Helen Towner

#415

Mondays 6:00 - 8:00 p.m.
4 weeks 11/21 - 12/12

\$55
Room 506

Make earrings, necklaces and other jewelry using metal wire and beads. No soldering required! *All supplies will be provided....there is a \$10 supply fee per student payable to the instructor the first night of class. In addition some additional supplies will be available for sale at a minimal cost to students who wish to purchase.*



Word Art: Basics of Calligraphy Instructor: Robert Towner

#417

Tuesdays 6:00 - 8:00 p.m.
4 weeks 9/27 - 10/18

\$55
Room 506

Calligraphy means "beautiful writing." In this introduction to Calligraphy class students learn how to use the tools of the calligrapher, see examples of historical and contemporary fine writing and learn to understand and write the letterforms. The class is taught with demonstrations and individual attention from the instructor. We will discuss how to choose the right pens, inks, papers, and other materials necessary for calligraphy. In this class you will be taught the beautiful Irish half-uncial hand used in the ancient Book of Kells and Lindisfarne Gospels, and pointed to resources to help you learn other hands. **Please indicate if you are right or left - handed at time of registration.**

NOTE: *Instructor will order everything for your materials kit if you pre-register at least one week ahead of time. It will give you everything you need to begin creating. Bring your supply fee to the first class. Or you may buy the materials on your own.*

NOTE: *LEFT-handers -- I need at least 1 week "heads up" to provide special nibs.*

Beginning Calligraphy Kit -- Cost \$25.00

Introduction to Colored Pencil Drawing Instructor: Helen Towner

#443

Mondays 6:00 - 8:00 p.m.
4 weeks 9/12 - 10/3

\$55
Room 506

Colored pencils aren't just for coloring! Learn to create lovely works of art using this versatile medium, which is very easy to work with and doesn't require any water (It's great to take when you travel, and colored pencil drawings are sometimes referred to AS paintings). Some drawing instruction will be involved.

All supplies will be provided....there is a \$10 supply fee per student, payable to the instructor the first night of class.



Personal Enrichment

Beginner's Guide to Cake Decorating #416

Instructor: JoAnn Ford

Thursdays 6:00 - 8:30 p.m. \$95
5 weeks 10/6 - 11/3 Room 404

This is a class for anyone who has always wanted to learn how to make a cake look like more than just a cake with icing. Learn the basics of cake decorating from simple stem layout, rose buds & leaves to basket weave.

Cost of cake supplies are included in the price of the class. Students are responsible for their own utensils. Wear old clothes and/or apron.

Advanced Guide to Cake Decorating #418

Instructor: JoAnn Ford

Thursdays 6:00 - 8:30 p.m. \$95
5 weeks 11/10 - 12/15 Room 404

This course will introduce students to advanced techniques. Royal icing in flooding, flowers, and embroidery, rolled fondant figures, stenciling, and draping. Other topics covered will include gel work, luster dusting, wedding cake structuring and 3 dimensional cakes.

Cost of cake supplies are included in the price of the class. Students are responsible for their own supplies. Wear old clothes and/or apron.

Baking at Your Best #419

Instructor: JoAnn Ford

Tuesdays 6:00 - 8:30 p.m. \$115
5 weeks 10/11 - 11/8 Room 404

This course is a study of the fundamentals of baking, including dough, quick breads, pies, cakes, cookies, tarts and basic items in a bakery. Topics include terminology, tools, equipment use, formulas, conversions, functions of ingredients and use of proper flours, sugars and sugar substitutes.

Cost of supplies are included in the price of the class. Students are responsible for their own utensils. Wear old clothes and/or apron.

**If you would like to offer
a class, contact us**

@ 573.334.0826

Introduction to Drawing on the Right Side of the Brain #421

Instructor: Travis Clayton

Thursdays 6:00 - 7:30 p.m. \$60
6 weeks **SPRING ONLY** Room 205

Always wanted to be an artist, but convinced you can't draw? This class will take you from stick figures to portraiture, in steps and language anyone can master. Drawing well is a skill. It can be learned like any other, and you will be amazed at what you are capable of! Bring your sketch pad and pencil, and forget everything you thought you knew about whether or not you can do this.

Students are responsible for their own supplies.

Intermediate Drawing on the Right Side of the Brain #425

Instructor: Travis Clayton

Thursdays 6:00 - 7:30 p.m. \$60
6 weeks **SPRING ONLY** Room 205

This course builds on the skills learned in **Introduction to Drawing on the Right Side of the Brain**. Students will work with rudiments of portraiture, light & shadow, and color basics. Bring your sketch pad and pencil, and be prepared to draw.

Students are responsible for their own supplies.



**The CTC is a
Tobacco Free Campus**

Personal Enrichment

Floral Design with a Chic, Garden Flair #423
Instructor: Jeanne Friedrich,
aDOORable doors and Tickled Pink
Tuesdays 6:30 - 8:30 p.m. \$55
4 weeks 9/6 - 9/27 Room 508

Enjoy being creative? This 4 week course will share basic floral design with a chic, garden flair bringing the outside inside to enjoy. We will design a door wreath starting with a combination of vines and branches, then embellishing the vine wreath with silk flowers just in time to greet Fall when it comes knocking at your door. Each student will also design a fresh flower arrangement, with some helpful tricks and advice, providing you with the skills to design fresh flower arrangements for you to enjoy a bit of the outside inside!

Students are responsible for their own supplies such as tools at an approximate cost of \$20. There will be an additional supply fee of \$35 for floral products used in the class payable to the instructor.

Wear old clothes and/or apron.

Artisan Bread - Taking It Up A Giant Step #428
Instructor: Robert Towner
Tuesdays 6:00 - 8:00 p.m. \$55
4 weeks 11/1 - 11/22 Room 404

Have you wondered how to make Artisan Bread? This course will teach you to develop your own signature "levain", which comes from French bakers who naturally developed wild yeasts fermented in simple combinations of flour, water and time. This bread is similar to "sour dough" but once the technique is mastered, there is nothing sour in the bread product. Demonstrations will be done in class, but students will bake their bread at home.

Cost of supplies are included in the price of the class.

Students will need to bring a 6 - 8 quart plastic, round tub with fitted cover to class. To finish the bread at home you will need a 12 quart, round plastic tub with fitted lid and at least one, 5 or 6 quart Dutch Oven.

Wear old clothes and/or apron.

**You must be 18 years old
or older to take
these courses.**

Floral Design: #424
Decorating for the Holiday & Winter Season
Instructor: Jeanne Friedrich,
aDOORable doors and Tickled Pink
Tuesdays 6:30 - 8:30 p.m. \$55
4 weeks 11/15 - 12/6 Room 508

'Tis the season for decorating! This course will share some basic floral design principals and decorating ideas for Thanksgiving, Christmas and the winter season. Each student will design a fresh floral arrangement for Thanksgiving and a fresh Christmas wreath designed with a variety of evergreens that will greet those who come knocking at your door for the holidays and the winter season.

Students are responsible for their own supplies such as tools at an approximate cost of \$15. In addition to the possible tool cost there is a supply fee of \$65 for floral products used in the class payable to the instructor.

Wear old clothes and/or apron.

Culinary Skills #429
Instructor: JoAnn Ford
Mondays 6:00 - 8:30 p.m. \$115
5 weeks 8/15 - 9/19 Room 404

Students will have hands on experience with fundamental concepts, skills and techniques in basic cooking. Class will cover development of a meal plan, recipe conversions, measurements, terminology, classical knife cuts, safe food handling and seasoning exchanges. Several cuisines will be covered in course time.

Cost of food is included in the price of the class.

Students are responsible for their own supplies. Wear old clothes and/or apron.

Advanced Culinary Skills #430
Instructor: JoAnn Ford
Mondays 6:00 - 8:30 p.m. \$115
5 weeks 10/3 - 10/31 Room 404

A hands on course designed to improve the overall skills of an experienced cook. Course will focus on knife skills, spice adaptation, menu development, food presentation, ingredient alternatives and taking a basic recipe to create a gourmet dish. The best part of this course is you get to eat what you have prepared!

Cost of food is included in the price of the class.

Students are responsible for their own supplies. Wear old clothes and/or apron.

Personal Enrichment

Technician Class Amateur Radio Course #468

Instructor: Barry Doyle,

President SEMO Amateur Radio Club

Tuesdays 6:00 - 8:00 p.m. \$35
8 weeks 9/6 - 10/25 Room 209

Have you thought about becoming an amateur radio user in case of a catastrophic event or just wanted to explore the world through radio? Then we have the class for you. This course covers the information you will need to pass the FCC written test to earn a Technician Class Amateur Radio License. The class will cover all ten elements of the written exam along with instructions on how to operate an amateur radio. It will also cover material on emergency communications and radio safety. *The last night of class will be for testing. There is a \$15 fee for the test, payable to the instructor. There will be an additional cost for a book, which will be discussed on the first night of class.*

iPhone & iPad for Beginners #435

Instructor: Cheryl Brennecke

Mondays 6:00 - 8:30 p.m. \$35
2 nights 9/19 & 9/26 Room 211

Do you own a Smart Phone or iPad, but feel like you are just not utilizing it to its potential? Then this is the class for you. Learn the basic skills to make the most of the power, flexibility and functions of your smart phone or iPad.

iPhone & iPad for Intermediate Users #436

Instructor: Cheryl Brennecke

Mondays 6:00 - 8:30 p.m. \$35
2 nights 10/3 & 10/10 Room 211

This class is for students who already feel comfortable using their iPhone or iPad, but want to learn more advanced operations and become a power user of their phone and pad.

Introduction to Social Media #433

Instructor: Cheryl Brennecke

Mondays 6:00 - 8:30 p.m. \$35
2 nights 10/17 & 10/24 Room 211

In this social media boot camp learn the basics of how to communicate on Facebook, Twitter, Instagram, YouTube, LinkedIn, Pinterest, and other tools from the computer browser and the smart phone app. *This course is for beginners using social media for personal use. Marketing and business information will not be discussed.*



Android Phone & Tablet for Beginners #437

Instructor: Jan Cannon

Tuesdays 6:00 - 8:30 p.m. \$35
2 nights 8/23 & 8/30 Room 211

Do you own an Android run device such as a Samsung phone or tablet, but feel like you are just not utilizing it to its potential? Then this is the class for you. Learn the basic skills to make the most of the power, flexibility and functions of your smart phone or tablet.

Android Phone & Tablet for Intermediate Users #439

Instructor: Jan Cannon

Tuesdays 6:00 - 8:30 p.m. \$35
2 nights 9/6 & 9/13 Room 211

This class is for students who already feel comfortable using their Android phone or tablet, but want to learn more advanced operations and become a power user of their phone and tablet.

**If you would like to offer
a class, contact us**

@ 573.334.0826

Personal Enrichment

American Sign Language

#441

Instructor: Naida Roscovius

Tuesdays 6:00 - 8:00 p.m. \$95
8 weeks 9/6 - 10/25 Room 202

This course is designed for students who have little or no previous knowledge of ASL. Readiness for learning will be approached via visual-gestural communication techniques, visual discrimination, and visual memory exercises. ASL questions, commands, and other simple sentence structures are introduced to develop rudimentary conversational skills in ASL. Information about the Deaf Community and Deaf Culture will be introduced.



Find us on
Facebook

Effective Grant Writing

#453

Instructor: Tammy Brock

Wednesdays 6:00 - 8:00 p.m. \$60
5 weeks 9/21 - 10/19 Room 206

Sessions will cover all aspects of writing a grant from documenting the need with research, forming the objectives, methods and activities, developing the management plan and budgeting. State and federal grant opportunities will be covered as well as foundations and private funding sources. Students will go through the process of preparing and writing a grant.



Beginner's Yoga: Sun Flow Basics

#456

Instructor: Judy Grier

Mondays 6:00 - 7:00 p.m. \$55
6 weeks 9/19 - 10/24 Yoga East
835 Broadway

Want to increase your strength and flexibility? Yoga focuses on all aspects of the person; physical, emotional, mental to build strength and flexibility. This beginners yoga class will focus on learning 12-15 basic yoga postures, breathing exercises, and relaxation.

Students should wear loose fitting clothing and bring a Yoga mat. If you need to eat something before class, please eat something light.

Discovering Southeast Missouri

#446

Instructor: Frank Nickell, PhD.

Monday 6:00 - 9:00 p.m. \$20.00
1 night 9/19 Room 112

Take a trip and never leave the class room with Dr. Frank Nickell. Tour Southeast Missouri in this class. Explore historic sites, places to eat, learn about local folklore and legends, scenic parks and drives. This 3 hour class will allow students to plan one day trips in Southeast Missouri to explore this area's rich heritage.

Introduction to Meditation

#462

Instructor: Judy Grier

Wednesdays 6:00 - 7:00 p.m. \$30
4 weeks 10/5 - 10/26 Yoga East
835 Broadway

Meditation is a practice of focused mental concentration on an object, sound, or sensation such as breath. Scientific research on meditation has been linked to positive changes in metabolism, blood pressure, heart rate, and other bodily functions. It is used clinically to reduce stress for mind and body. We will discuss medical benefits, explore various techniques for meditation, and practice group guided meditation during our class times.

Students should wear loose fitting clothing and bring a Yoga mat. If you need to eat something before class, please eat something light, like a salad or an apple.

Personal Enrichment

Self Defense & Survival

#463

Instructor: Erik Harper, A.C.E,

MMA Trainer

Mondays 6:00 - 7:30 p.m. \$35
5 weeks 9/19 - 10/17 Room 110c

A study in personal safety in today's world, with an emphasis on physical self defense and fighting technique. This class will teach you to fight, and survive so you will be more prepared should you need it, with a comprehensive class emphasizing personal defense, using fighting techniques from Mixed Martial Arts, and traditional martial arts. If you simply want to train your body to be ready to fight, this class will offer personal training and strength conditioning during class times, also. The class is 20% class study and 80% hands on/physical training. You will learn an amazing amount of information in a short time frame.

Students should wear loose fitting clothing. If you need to eat something before class, please eat something light, like a salad or an apple.

Self Defense & Survival: Level II

#465

Instructor: Erik Harper, A.C.E,

MMA Trainer

Mondays 6:00 - 7:30 p.m. \$40
6 weeks 10/24 - 11/28 Room 110c

Take your training in Self Defense & Survival to the next level with this class. This class will teach you to fight and survive so you will be more prepared should you need it. This is a comprehensive class emphasizing personal defense, using fighting techniques from Mixed Martial Arts and traditional martial arts. This class will offer personal training and strength conditioning during class times. The class is 20% class study and 80% hands on/physical training.

Students should wear loose fitting clothing. If you need to eat something before class, please eat something light, like a salad or an apple.

Drivers Training

#470

Instructor: Richard Morris

Bob Hathaway

Derek Williams

Open entry
Call 334-0826 for Details \$185

This six-hour behind-the-wheel course is on an individual basis with a state certified instructor. A student must be at least 15 years of age and have a valid Missouri Driver's permit. Study materials for this test are available at no charge at the CTC. Driver's Training is available all year with appointment. Open Entry

Specialized Training

**Does your business
have a training need?**

Give the CTC a call! We have highly qualified instructors trained in a variety of areas from computers to industrial maintenance!! We'll work to put together training for you either on-site or here at our facility. And we have the flexibility to provide training during the daytime, evenings or weekends.

We also have space available for special events & meetings!

Hourly & Daily rental rates are available for our:

- Multi-Purpose Room
- Computer Class Rooms
- Distance Learning Center ~ fully equipped with state of the art technology!

For more information call Kathleen at
(573) 334-0826, ext. 6513

Introductory Spanish

#472

Instructor: Elizabeth Berry

Mondays 6:00 - 8:00 p.m. \$80
8 weeks 8/15 - 10/10 Room 205

In just eight weeks you can learn much of the basic Spanish vocabulary you need for introductions, finding a hotel, shopping, dining out, entertainment and for traveling by plane, train or other public transportation. While this is not a comprehensive or complete language course, it is a basic introductory course that will start you on your way to speaking another language.

Intermediate Spanish

#473

Instructor: Elizabeth Berry

Mondays 6:00 - 8:00 p.m. \$60
6 weeks 10/24 - 11/28 Room 205

This course will introduce students to the Spanish language and culture. Terminology and grammar will be emphasized. Students will be encouraged to participate with every aspect of Spanish culture.

Personal Enrichment

ENROLL EARLY!

Classes close 2 days before the start date.

Motorcycle Safety — Basic Rider Course #475
Instructors: Roger Arpin
John (Buddy) Davis

Friday - Sunday \$200
Scheduled upon enrollment Room 202

The Basic Rider Course is aimed at beginning or re-entry riders. A minimum of five hours classroom instruction prepares the student for at least ten hours of practical riding in a controlled, off-street environment. Motorcycles are included in your fee and helmets are available on a free loan basis, if needed. Motorcycles used in the course are 500 cc or less, street machines.

The course concludes with a knowledge test and a skill evaluation. The course completion card will assist you in obtaining a motorcycle endorsement on your license, since the skill portion of the exam will be waived. Completion may also qualify the student for reduced insurance premiums on their motorcycle policy.

Class begins promptly at 6:00 p.m. on Friday evening with approximately 3 hours of classroom instruction. It then resumes on Saturday morning at 8:00 a.m. with on-bike exercises and will last until about 5:00 p.m. with a break for lunch. Class will start again on Sunday morning at 8:00 a.m. and will be a mixture of classroom instruction and on-bike exercises until completion. The minimum age for enrollment is 15-1/2 years of age.

The BRC will be offered beginning in April and ending in October. Payment in full is required to secure your place in this class. \$100 of the total fee is non-refundable. See page 23 for refund policy concerning this course. *Students may not transfer out of the class for which they have enrolled later than one week before the class begins.* The student will be required to pick up his/her textbook at the time of enrollment.

**The CTC is a
Tobacco Free Campus**



Just got a bike and you're ready to hit the road?
Or
Maybe you're an experienced rider and just want a refresher to brush up on your skills!

Check out the
CAPE GIRARDEAU
CAREER & TECHNOLOGY CENTER'S
Motorcycle Safety Classes!

- Classes offered two times per month, starting the first weekend in April & running through October.
- No bike required! Bikes are provided for all participants & we can even loan you a helmet!
- Taking the BRC will often result in a discount with your insurance provider!!
- Scholarships available for qualifying individuals – call Buddy Davis @ 573-335-6621 x. 1095 to apply.

To register on-line or see class schedules go to www.capectc.org and select "Registration", select "Currently Scheduled Courses", then select "Personal Enrichment" and the class you want. Or, for more information contact:

Kathleen at 573-334-0826 ext. 6513
claytonk@capetigers.com

Personal Enrichment

Exploring Classical Music

#485

Instructor: Chris Wilson

Mondays 6:00 - 8:00 p.m. \$60.00
6 weeks 8/22 - 10/3 Room 309

Whether you are already a fan of classical music or are interested in learning more about it, this is the class for you! Immerse yourself in the history, significant composers, and major works of the Western European musical tradition. Enrich your understanding of influential composers and compositions from the Baroque, Classical and Romantic eras, all the way up to the 20th Century. Designed for the music enthusiast, you will discover a new way to listen to and understand classical music. This course will include a trip to a local concert, followed by class discussion.

Jazz History Overview

#486

Instructor: Chris Wilson

Mondays 6:00 - 8:00 p.m. \$60.00
6 weeks 10/17 - 11/21 Room 309

Experience the entire history and evolution of jazz music, from its roots in blues to today! Whether you are a lover of jazz or new to the genre, this class will help in your understanding and appreciation of its history. The class will explore different styles, including Dixieland, Swing, Bebop, West Coast Cool, and so much more! This course will include a trip to a local concert, followed by class discussion.

Hand Drumming Workshop

#487

Instructor: Chris Wilson

Wednesdays 6:00 - 8:00 p.m. \$60.00
6 weeks 10/12 - 11/16 Room 309

Interested in learning to play hand drums like the congas or djembe? This class is perfect for both the experienced percussionist and the novice. Through the use of various percussion instruments we will study drumming music from Western Africa and Cuba, and all students will learn to play drums and auxiliary instruments. Instruments will be provided, but students may feel free to bring their own instruments.

Introduction to Photography

#500

Instructor: Doug Adams

Tuesdays 6:30 - 9:00 p.m. \$90
6 weeks 9/6 - 10/11 Room 205

Learn how to get the most out of your camera and take the best photographs. The basics of Digital Camera, Digital SLR and 35mm adjustable camera operation are presented in this course. Topics covered include exposure, films, lenses and filters, as well as composition and light. Students will also practice taking photographs and critiquing their work. *Please bring your camera to class.*

Intermediate Photography

#505

Instructor: Doug Adams

Tuesdays 6:30 - 9:00 p.m. \$90
6 weeks 10/25 - 11/29 Room 205

We will look at techniques to improve the quality of your photos. We will also explore low light shooting, macro, copying old photos, wildlife, sports and advanced flash. Designed for people who are comfortable with their 35mm SLR, Digital and Digital SLR cameras and would like to enhance their skills. *Please bring your camera to class.*
Prerequisite: Introduction to Photography or equivalent experience.

Understanding Disability Benefits and Employment

#504

Instructor: Candy Zarcone

Tuesdays 3:30 - 5:00 p.m. FREE
1 DAY 10/4 Room 110C

This class will give current, accurate information about how work income may affect federal and state disability benefits including: Medicare, Medicaid, Social Security Disability Benefits &/or Supplemental Security Income (SSI). Dispel rumors and myths so beneficiaries can go to work with peace of mind and ensure they are utilizing all possible, eligible programs including the following:

- Student Earned Income Exclusion
- PASS- Plan to Achieve Self Support– allowing savings for a work goal, such as a car or for education, which is exempt from resource limits
- Impairment Related Work Expense
- Trial Work Period
- Extended Medicaid
- Continuation of Medicare Coverage– at least 93 months
- Various programs which allow you to quickly re-start benefits if you lose your job due to disability

Trade and Technical

Introduction to Metal Fabrication

#314

Instructor: Derek Miller

Thursdays 6:00 - 8:00 p.m. \$85
6 weeks 10/13 - 11/17 Room 502

This class is designed as a beginner's guide to the basic fundamentals of fabrication. Upon completion of this course students will have learned the proper use of machines used in metal fabrication and be able to apply this knowledge in the work force or for personal use.

Small Engine Repair

#316

Instructor: George Graham

Thursdays 6:00 - 8:00 p.m. \$120
10 weeks 9/8 - 11/10 Room 503

Tired of sending your mower or lawn tractor to someone to work on because you don't think you have the knowledge to fix or maintain the engine? This course is designed for basic 4 cycle application. Students will learn engine design, troubleshooting, preventive maintenance, and overhaul.

2014 National Electrical Code

#328

Instructor: Allen Lane,
NFPA Certified Instructor

Thursdays 6:00 - 9:00 p.m. \$510
12 weeks 8/11 - 10/27 Room 405

Class will provide a basic understanding of the 2014 National Electric Code. Class will be taught by a National Fire Protection Association Certified Instructor and will concentrate on Articles 1 through 4 of the 2014 NEC. Subjects to be covered will be, but not exclusively, branch circuits, feeders, services, wiring methods, grounding, bonding, boxes, raceways, motors, transformers, special locations, and calculations. Students should expect to be challenged by the curriculum and be ready to study outside of class.

Introduction to Welding

#342

Instructor: Derek Miller

Thursdays 6:00 - 9:00 p.m. \$125
7 weeks 8/18 - 9/29 Room 502

Introduction to Welding is designed for the beginning welder and those who wish to update their skills in Arc and MIG welding. Student projects are allowed, with students furnishing their own material. We now have on our staff a Welding Inspector, certified by the American Welding Society, to meet the needs of local and surrounding area individuals and industries. Should your business require updating of welder skills, qualification tests, or a review of welding procedures to meet local, state and national codes, we can assist at any level.

Students are responsible for their own supplies.



**If you would like to offer
a class, contact us**

@ 573.334.0826

Trade and Technical

ENROLL EARLY!

Classes close 2 days before the start date.



Basic Motorcycle Maintenance

#444

Instructor: Jim Dow

Mondays 6:00 - 8:00 p.m. \$95
8 weeks 9/12 - 10/31 Room 501s

This course is designed to introduce the student to different types and styles of motorcycles. In this hands-on class students will learn fundamental maintenance and the tools needed to work on motorcycles.



Find us on
Facebook

**The CTC is a
Tobacco Free Campus**

STICK Welding/Evening

#919

Instructors: Brandon Bradshaw & Derek Miller

M, T, W 6:00 - 9:00 p.m. \$895
14 weeks 8/15 - 11/21 Room 502

This **Fall** session will be devoted to Shielded Metal Arc Welding. The student will be taught stick welding in all positions using three different types of electrodes. By the end of this 14 week period students will have the opportunity to become qualified on carbon structural plate according to the AWS D1.1 Code.

A \$100.00 deposit is due upon enrollment and balance paid by first class meeting. Students are responsible for their own supplies.



MIG and TIG Welding/Evening

#920

Instructors: Brandon Bradshaw & Derek Miller

M, T, W 6:00 - 9:00 p.m. \$895
14 weeks **SPRING ONLY** Room 502

This **Spring** session will be devoted to Gas Metal Arc Welding (MIG), and Gas Tungsten Arc Welding (TIG). The MIG welding will cover GMAW-S, FCAW, and GMAW-P types. The TIG welding will include learning the basics of welding on carbon steel, stainless steel, and aluminum. **A \$100.00 deposit is due upon enrollment and balance paid by first class meeting. Students are responsible for their own supplies.**

General Information

If You Have Questions, Contact Us.



OFFICE HOURS

Monday - Friday
8:00 a.m.- 4:00 p.m.

Location - 1080 South Silver Springs Road
Cape Girardeau, MO 63703

Registration for Short-Term Courses

Fall registration begins the first week of July for on-line customers each year. Students may register on-line, in person or by mail. Course fees are due at the time of registration. Please be sure to mark your calendar for the time and date your class begins. You are enrolled upon receipt of your class fees. You will not be notified unless your class is canceled. You are encouraged to register early, since classes are filled on a first-come, first-served basis. Early registration also helps prevent the cancellation of a class due to insufficient enrollment. Most classes require a minimum of 10 students. You will be notified if the minimum is not met and the class must be canceled. Many of the classes have limited enrollment. Since we do not currently maintain waiting lists, enroll at your earliest convenience. **You must be 18 years of age or older to register for classes.**

Books and Supplies

Textbooks may be purchased at the Adult Education office, 1080 South Silver Springs Road, between 8:00 a.m. - 4:00 p.m., Monday through Friday. Supply lists will be distributed at the time of registration for those courses requiring special materials.

Class Cancellation

A minimum number of students is required for each course offered. Courses with insufficient enrollment will be canceled and registrants will be notified by phone 2 days before the class start date or by email.

Smoking/Tobacco

The Career & Technology Center is a tobacco-free campus. Smoking or the use of tobacco in any manner is not allowed in any part of the building or on any school grounds.

Refund Policy: Short-Term Courses

If a course is canceled due to insufficient enrollment or extenuating circumstances, a full refund will be issued. If a student elects to drop a short-term course (courses not eligible for financial aid), the student must make a formal request in writing on the designated form, available at the front office. The student must make the request to drop a course prior to the beginning of the second class meeting to obtain a FULL REFUND. *After the second class begins, a REFUND will not be issued.*

Refund Policy: Motorcycle Safety Class

The exception to this policy, applies to the Basic Rider Motorcycle Safety course. Payment in full is required upon enrollment, \$100 of which is non-refundable. A student may withdraw from this course with a partial (\$100) refund until 4:00 p.m. on the Thursday preceding his/her respective class. Students may not transfer out of the class for which they have enrolled later than one week before the class begins.

Refund Policy: 1:1

A student who does not come to the first session or does not contact the front office by calling 573-334-0826 to cancel a session will forfeit 50% of the tutoring class fee. A refund of the remaining balance will be processed by the district central office according to the CTC's regular refund procedure policy.

Inclement Weather

In the event of inclement weather, please watch KFVS and/or listen to the local radio stations regarding delay of classes or closing.

The Cape Girardeau Public School System is committed to the concept of equal opportunity for all individuals, regardless of race, color, national origin, sex or handicap as defined by section 504, P.L. 93-112, in its employment procedures and in its operation of educational programs and activities. The Cape Girardeau Public School System is required by Title IX of the Educational Amendments, Public Law 93-318 not to discriminate on the basis of sex in above mentioned areas. Persons who feel they have been discriminated against in violation of this policy may appeal to the Compliance Official responsible at 301 N. Clark Ave., Cape Girardeau, Missouri 63701, telephone (573) 335-1867.

Americans with Disabilities Act of 1990:

If you have special needs as addressed by ADA, please discuss this with your instructor at enrollment. Reasonable efforts will be made to accommodate your special needs.



Visit Our Web Site



Cape Girardeau Career and Technology Center Enrollment Form – Adult Short-Term Classes

You must be 18 years of age or older to enroll in courses.

To register by mail, enclose a check made payable to "Adult Education". Submit a separate check for each course in which you wish to enroll.

CLEARLY PRINT ALL INFORMATION REQUESTED!

Today's Date _____

Social Security Number _____

Name _____

Home Phone _____ Work Phone _____

Home Address _____

City/State/Zip _____

Course Title _____ Session _____

Course Title _____ Session _____

E-mail Address _____

Senior Citizen (55+) YES

Charge to Credit Card Number _____ Expiration Date _____

Grid for credit card number input

Payment options: American Express, VISA, Discover

Registration will NOT be processed, if credit card information is incomplete.

Credit Card Customers MUST Sign: _____

Please Review Refund Policy on Page 23

High School Completed? Yes No
Any medical considerations of which we should be aware? Yes No

Form for demographic information: Ethnic Description, Sex, Birthday

Cape Girardeau Career & Technology Center
1080 S. Silver Springs Road • Cape Girardeau, MO 63703

New On-line Courses from UGotClass!

(Due to limited space in this brochure course descriptions are listed on the web site.)

For more information and registration go to:

<http://www.yougotclass.org/catalog.cfm/CapeCTC>

Business

| | |
|------------------------------|-------|
| Cyber Security for Managers | \$245 |
| Entrepreneurship Certificate | \$495 |

Business Communications

| | |
|--|-------|
| Effective Copywriting | \$195 |
| Cyber Security for Managers | \$245 |
| Certificate in Self-Publishing and eBooks | \$495 |
| Growing Your Business with Self-Publishing | \$195 |
| Self-Publishing eBooks | \$195 |
| Marketing eBooks | \$195 |

Career Skills

| | |
|---|-------|
| How to Setup, Protect, and Maintain Your Windows 8 PC | \$175 |
|---|-------|

New Media Marketing

| | |
|--|-------|
| eMarketing Essentials Certificate | \$495 |
| Improving Email Promotions | \$195 |
| Boosting Your Website Traffic | \$195 |
| Online Advertising | \$195 |
| Mobile Marketing Certificate | \$595 |
| Mobile Marketing | \$195 |
| Creating Cell Phone Apps for your Business | \$245 |
| Advanced Mobile Marketing | \$245 |

Social Media for Business

| | |
|---|-------|
| Managing Social Media Platforms Certificate | \$495 |
| Twitter | \$195 |
| Facebook for Business | \$245 |
| Linkedin for Business | \$195 |
| Social Media for Business Certificate | \$495 |
| Introduction to Social Media | \$195 |
| Marketing Using Social Media | \$195 |
| Integrating Social Media in Your Organization | \$195 |

Training & Education

| | |
|--------------------------------------|-------|
| Certificate in Online Teaching | \$495 |
| Advanced Teaching Online | \$195 |
| Designing Online Instruction | \$195 |
| Building Online Learning Communities | \$195 |

More On-line Course Offerings with ed2go

Convenient, Affordable, and Effective!

www.ed2go.com/cgctc

- Courses start as low as \$89.
- Courses run for 6 weeks.

www.gatlineducation.com/cgctc/

- For students seeking a certificate course, and a more intense learning experience.
- *Courses start at \$595*

• Some courses may have additional requirements. Visit our Online Instruction Center for access to complete course descriptions, student evaluations, instructor biographies, requirements, and other information.

Cape Girardeau
Career & Technology Center
1080 S. Silver Springs Rd.
Cape Girardeau, MO 63703

Non-Profit Org.
U. S. Postage
PAID
Permit No. 699
Cape Girardeau
Missouri
ECRWSS

POSTAL CUSTOMER, LOCAL

