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Register online, by phone or by mail. LOOK INSIDE for details!







ENROLL EARLY! DON'T DELAY, ENROLL TODAY!

Many classes fill quickly and excellent classes get cancelled when too many people wait until the last minute to register. Classes have minimum and maximum enrollment requirements. Sometimes just one or two people can make the difference between "GO" and "CANCEL." Ensure that the class you want to take has enough students by registering at least 10 days before the start date when possible.

HOW CAN I ENROLL?

- 1. Best way to enroll is online: excelsiorspringsadulted.weebly.com
- 2. Mail: Send registration form and payment to: Adult/Community Education, Excelsior Springs Area Career Center, 614 Tiger Drive, Excelsior Springs, MO 64024. Make checks or money orders payable to: ESACC
- **3. Phone:** 816.630.9240, ext #1 (Melanie Shockley)
- 4. Email: Email Melanie Shockley at mshockley@ga.essd40.com
- **5. FAX:** 816.630.9245
- 6. Walk In: Register in person at our office. Call ahead to ensure someone is available. Office hours vary.

PAYMENT: Checks, money orders, and cash are accepted. Checks and money orders are payable to ESACC before classes begin.

We are now accepting payment with debit or credit cards. Please go to our website excelsiorspringsadulted.weebly.com and click on the blue header; How to Enroll. There is a tab, Online Payments, that will give you instructions on how to make an online payment.

All classes held at the Excelsior Springs Area Career Center unless otherwise noted. The ESACC is located at 614 Tiger Drive, Excelsior Springs, MO 64024, located between the Excelsior Springs High School and sports stadium (refer to map on back cover).

Convenient & Affordable Instructor Led Format Online Course Accessible 24/7 Find Your Course Today! ed2go.com/excelsior

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Emergency & Healthcare Career Programs



EMERGENCY MEDICAL TECHNICIAN-BASIC (EMT-B)

This course provides both classroom and hands-on instruction, and prepares students to care for ill or injured patients in an emergency situation. You will complete required classroom hours, as well as, off-site clinical/field hours. Upon successful completion of the program, graduates are eligible to test with the National Registry of Emergency Medical Technicians (NREMT) to obtain certification. Graduates will also be eligible for licensure through the Missouri Bureau of Emergency Medical Services. Students must be 18 years of age, have a high school diploma or equivalency, and have a current and clear two-step TB test. This course is a prerequisite for the EMT-Paramedic program. See our Website or call for more information and enrollment forms.

Instructor: Asst. Chief John Potter Start Date: Aug 22, 2024

Time: T/Th 6-10 pm & some Sat. 8 am-5 pm Fee: \$1600 (\$500 non-refundable deposit due at enrollment)

Ask about FAST-TRACK EMT-B to PARAMEDIC and SAVE \$\$\$



PARAMEDIC (EMT-P)



Ready for an exciting and challenging career as a paramedic? EMT-B professionals continue advanced education and skills training. Paramedics perform pre-hospital treatment for medical emergencies. This paramedic course includes classroom hours, laboratory, clinical and field/internship activities which will total approximately 1300 clock hours and includes co-curricular

anatomy and physiology. This course meets or exceeds the content and competency demands of the U.S. Dept. of Transportation National Highway Traffic Safety Administration and the Missouri Bureau of Emergency Medical Services (MoBEMS). Upon successful completion of this paramedic course, students will be eligible to test with National Registry of EMT (NREMT) for licensing and be eligible for state licensing. Students must be 18 years of age, have a high school diploma or equivalency, and have a current clear two-step TB test, be competent in mathematics and English, and be licensed as EMT-Basic prior to enrollment. See our Website or call for more information and enrollment forms.

Instructor: Candace McClain

Start Date: Nov 2024

Time: T/Th, 6-10 pm, & some Sat. 8 am-5 pm Fee: \$6800 (\$1400 non-refundable deposit due at enrollment)

PARAMEDIC PROGRAM ACCREDITATION

The Excelsior Springs Area Career Center and Liberty Hospital Consortium for Paramedic Education paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep. org) upon the recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).

CAAHEP, 9355-113TH n. #7709 sEMINOLE, FL 33775 Phone: 727-210-2350

Our paramedic program is also accredited by: Missouri's Bureau of Emergency Medical Services, Missouri (MoBEMS) Department of Health and Senior Services, PO Box 570, Jefferson City, MO 65102 Phone: 573-751-6356



FIREFIGHTER I/II

Successful completion of this course prepares you to take the Missouri Division of Fire Safety Firefighter I & II and Haz-Mat Operations, Haz-Mat Awareness certification exams. To meet the new Division of Fire Safety standards the students will also receive IMS 100, 200 and 700, Emergency Medical Responder certification and the new Hazmat Awareness/ Operations update, along with an Auto Extrication

Classes fill quickly - enroll today!

certificate. The program is based on IFSTA's Essentials of Firefighting curriculum. Students must provide a current physical reporting fitness level to perform firefighter activities, e.g., a sports physical. See our Website or call for more information and enrollment forms.

Instructor: Asst. Chief John Potter

Start Date: Aug 21, 2024

Time: M/W 6 pm-10 pm and some

Sat 8 am-5 pm

Fee: \$2000 (\$1800 plus \$200 mandatory gear rental (\$500 non-refundable deposit due at

enrollment)

EMS INSTRUCTOR COURSE (40 Hour)

The EMS Instructor class is a 40-hour online course designed to prepare EMS personnel with the current best practices in the areas of instructional strategies and classroom management. The course will introduce students to creating effective lesson plans, objectives, skills demonstrations, online lectures, and presentations enhanced by digital technology tools. EMS Instructor will be taught with a live instructor adding homework assignments to reinforce the concepts introduced during the meetings. The course will consist of 13 classes taking place bi-weekly for 7 weeks 3 hrs per class and is led by an instructor with 27 years of classroom experience.

Instructor: Stacy Holtzclaw
Dates: Apr 2, 2024 (13 sessions)
Time: Tues & Thurs 6 pm-9 pm

Fee: \$375

EMT-BASIC REFRESHER (24 Hour)

This 24-hour EMT-Basic refresher course is designed to fulfill the course requirements of the National Standards of EMT Refresher Curriculum (DOT). It meets or exceeds the standards of the National Registry of EMT and MoBEMS requirements for students seeking renewal of their EMT license or to retake certification exams for licensure.

Instructor: Candace McClain Dates: Dec 7 & 8, 2024 Time: Sat/Sun 8 am-8 pm

Fee: \$180

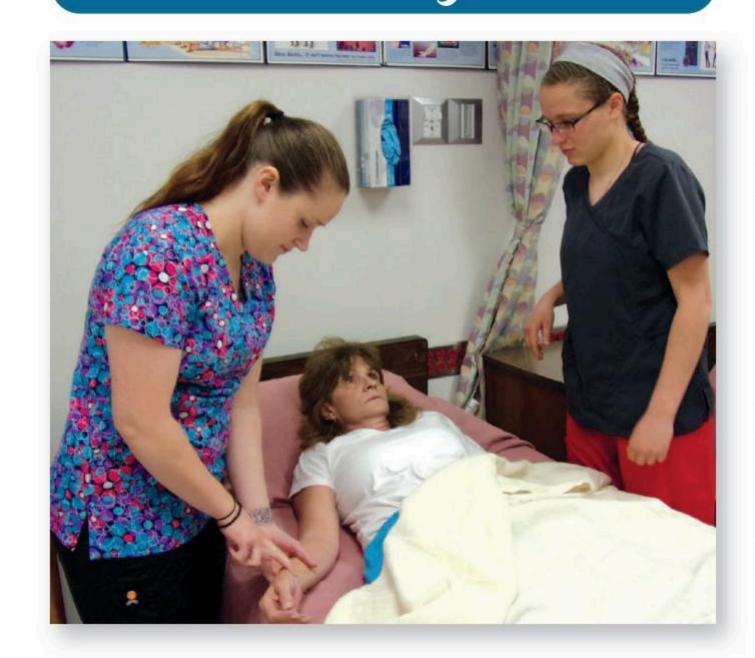
PARAMEDIC REFRESHER (48 HOUR)

This 48-hour paramedic refresher course is designed to fulfill the course requirements of the National Standards of EMT Refresher Curriculum (DOT). It meets or exceeds the standards of the National Registry of EMT and MoBEMS requirements for students seeking renewal of their EMT license or to retake certification exams for licensure.

Instructor: Asst. Chief John Potter Dates: Feb 3&4 and 10&11, 2024 Time: Sat/Sun 8 am-8 pm

Fee: \$375

Emergency & Healthcare Career Programs



CERTIFIED NURSE ASSISTANT (CNA)

Start your medical career as a certified nurse assistant CNA, and become highly employable in this rapidly growing healthcare field. Taught by a registered nurse and following state requirements, this training program combines a minimum of 75 hours of classroom learning and 100 hours of handson training in a medical care environment to prepare students to work closely with patients in long-term care facilities, hospitals, adult day care, and homes. Upon successful completion of this course students are prepared to take the state board examination (written and skills) for certification as a certified nurse assistant. Tuition includes textbooks. Note: State exam and licensing fees and background check costs are not included in the tuition fee. Students must be legally employable in a long-term care facility. See Missouri Department of Health and Senior Services Code of State Regulations - 19-CSR 30-84-010. (20-22 sessions)

Instructor: TBA
Start Date: TBA
Time: T/Th 5-9 pm

Fee: \$1,000 (\$350 non-refundable deposit due

at enrollment)

CERTIFIED MEDICATION TECHNICIAN (CMT)

The purpose of the Certified Medication Technician (CMT) training program is to prepare individuals for employment as a CMT in an intermediate care or skilled care nursing facility. The program is designed to teach skills in administration of nonparenteral medications that will qualify students to perform this procedure to assist licensed practical nurses or registered professional nurses in medication therapy. The course consists of at least 60 classroom hours of instruction and a minimum of 8-hours of clinical practice under the direct supervision of an instructor. The class consists of instruction in these areas: basic review of body systems and medication effect on

each system; medical terminology; infection control; and medication classifications. An individual must successfully complete a final written examination and a minimum two-hour final practicum exam before a certificate can be issued and that individual's name placed on the Missouri State **Certified Medication**

Technician (CMT) Registry.

Student Qualifications: High school diploma or equivalency, six (6) months of employment as an approved CNA and listed as active on the Missouri CNA registry before applying to become a CMT and recommendation letter from administrator or director of nursing.

Instructor: TBA
Start Date: TBA

(17 sessions plus clinical training)

Time: M/W 5-9 pm

Fee: \$700 (\$250 non-refundable deposit due at

enrollment)

OSHA 10 TRAINING

Do you need OSHA 10 hour training to get on the job site in Kansas City MO? OSHA 10 Hour training courses are perfect for getting workers up to speed on basic health and safety hazards in the workplace. This will ensure that workers are able to identify, predict, prevent and stop potential hazards in the workplace. When a student successfully completes an OSHA 10 hour training course, they will receive an OSHA wallet card for construction. The OSHA wallet cards are accepted in MO and in all 50 states.

Instructor: Justin McBee Date: Mar 12&14, 19&21, 2024

Time: T/Th 6-9 pm

Fee: \$85. Card is included in the price

Personal Enrichment

PHOTOSHOP CLASS FOR BEGINNERS

A four-week course designed to make the beginner feel at home with the most used features in Photoshop. Class will be conducted on Photoshop CC, on iMacs (Apple) and the knowledge and techniques will be transferable to PCs, and some applications will also work in previous versions of Photoshop, including the forerunner, Photoshop CS.

Session 1: Masking, Selecting, and Compositing, including the new Select and Mask workspace; Session 2: Workspace setup and Keyboard

Shortcuts;

Session 3: Retouching and Filters, including the new Neural Filters;

Session 4: Blend Modes, Blend If, and removing unwanted objects;

Students need to have no prior experience with PS. Students will be expected to furnish a thumb drive (minimum 8GB, larger to save work done in class) to receive class materials, including the documents with instructions, practice materials, handouts, and brush

and texture files for use in projects.

Instructor: Marty Williams
Dates: Feb 28, 2024 (4 sessions)

Time: Wed 6-8 pm

Fee: \$49

PHOTOGRAPHY-BEGINNER TO INTERMEDIATE

Students will gain an understanding of the camera settings and manipulations necessary in making properly exposed images in any lighting situation. There will be extensive instruction in the relationship between shutter speed aperture and ISO settings for proper exposure of images in digital photography. Student Requirements:digital camera-preferably dSLR; dedicated memory card for class use; notebooks and note-taking materials. Also, bring the manual to your camera if available.

Instructor: Marty Williams
Dates: Apr 3, 2024 (4 sessions)

Time: Wed 6-8 pm

Fee: \$49

AMERICAN SIGN LANGUAGE -BEGINNER

For a fun, engaging, educational experience, join us, learn to speak with your hands, and listen with your eyes! Students will learn elements of conversational American Sign Language. By the end of the course, students will be able to: fingerspell words, count to one hundred, offer and exchange greetings, introduce themselves, ask and answer questions, seek and give clarification, engage in everyday conversation and even tell jokes, all without using their voice.

Instructor: Lord Invictus
Dates: Jan 30, 2024 (8 sessions)

Time: Tues 6-8 pm Fee: \$85 (includes book)



AMERICAN SIGN LANGUAGE-INTERMEDIATE

A follow-up course to conversational American Sign Language. Students should have taken the conversational course, or have some familiarity with the language and, at least rudimentary expressive and receptive skills (the ability to ask and answer simple questions, read and express fingerspelling.) This course will further develop students' skills in

Personal Enrichment

conversing in American Sign Language. Classes will be largely, "voices off" as we focus on developing expressive and receptive skills in this visual language. Students will practice incorporating adjectives in grammatically correct sentences, utilizing directional verbs. Students will be able to incorporate time and tense measurements including time reduplication (much easier than it sounds) into expressions. The class will also touch on verb inflection and adjective modulation. All of this just means that you'll learn to use sign language more naturally, and more comfortably, the way the deaf use it! Class is conducted in a fun and welcoming environment. The instructor believes that it is important not just to learn, but to enjoy learning!

Instructor: Lord Invictus

Dates: Apr 9, 2024 (6 sessions)

Time: Tues 6-8 pm

Fee: \$65



ASTRONOMY: MYSTERIES OF THE NIGHT SKY

The sky is full of deep mysteries! Look at the nightly wonders through a 20" Dobsonian telescope to take a ride around the solar system viewing deep sky objects and to learn more about constellations. Also, learn what to look for when purchasing a telescope to start your fascinating hobby. Bring a lawn chair and binoculars if you have them. Dress comfortably for the weather conditions. Children 8-15 must be accompanied by an adult. Class may need to be rescheduled if weather interferes with viewing the skies. *Class meets at Wilderness Camping and Retreat Center, 34030 W. 204th St., Lawson, MO

Instructor: Dawn Grant Date: Apr 9, 2024

(Note: If sky viewing on that date has poor visibility, you will be notified and rescheduled for Wed. April 10, 2024)

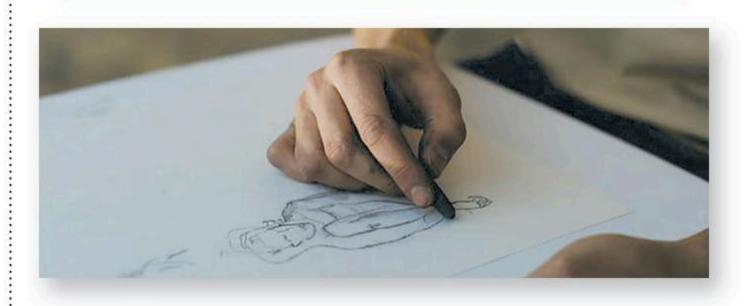
Date: Apr 30, 2024

(Note: If sky viewing on that date has poor visibility, you will be notified and rescheduled for Wed. May 1, 2024)

Time: Tues 7-10 pm

Fee: \$25

Arts / Crafts



BASIC DRAWING

Supply cost of \$10 includes a sketchbook and pencils to take home. This class is for beginners and those who want to brush up on drawing. Students will learn about shading, source of light and perspective among others. Students will complete one full drawing and samples of the techniques taught.

Instructor: Marla Di Benedetto

Date: Feb 10, 2024 Time: Sat 12-4 pm

Fee: \$30

AWESOME SPRING ACRYLICS

Supply cost of \$20 includes canvas and acrylics, brushes Come try your hand at acrylics. We will be painting our own version of Vincent Van Gogh's Sunflowers. Students will complete one painting during this class. Step by step instruction will be provided so come and join me in a fun afternoon of joyful painting.

Instructor: Marla Di Benedetto

Date: Feb 24, 2024 Time: Sat 12-4 pm

Fee: \$30

CELEBRATE SPRING PASTEL

Supply cost of \$20 includes a variety of papers, pastels and other tools required. Students will explore using pastels and how to achieve effects required for a successful Winter scene piece. We will do several sample pieces in order to explore how to do pastels.

Instructor: Marla Di Benedetto

Date: Mar 2, 2024 Time: Sat 12-4 pm

Fee: \$30



SPRING HAS SPRUNG WATERCOLORS

Supply cost of \$15 includes paper, paints, brushes and includes some supplies to take home. Spend the

Classes fill quickly - enroll today!

afternoon with me exploring a variety of watercolor techniques. We will be doing a spring themed project and complete one painting using those techniques. Hope to see you there.

Instructor: Marla Di Benedetto

Date: Mar 9, 2024 Time: Sat 12-4 pm

Fee: \$30

BIRDS, BEES, BUTTERFLIES AND BATS

Supply cost of \$20 includes all supplies to make all the projects. Explore doing some projects for our garden and tree friends. We will make a bee house, a birdfeeder, a butterfly and other pollinator water station, and a bat house. All the projects are fun and easy. We will be using wood, environmentally friendly paints, concrete and recycled materials to do these quick but important projects for our little friends. I hope to see you there, I can't wait to share these projects with you.

Instructor: Marla Di Benedetto

Date: Apr 6, 2024 Time: Sat 12-4 pm

Fee: \$30

RECYCLED METAL CAN ART FOR YOUR GARDEN

Supply cost of \$20 includes all supplies paint, sealant, pole' rivets to make one art piece Don't throw it away, make it into art. I will provide 3 samples of recycled steel can projects, of which students will pick one to complete. Basic skills dealing with metal such as drilling, and riveting will be used to complete the project. You will have a choice to just seal the project or paint when finished. A pole will be provided to mount your project. Really fun and simple. Please bring garden type gloves to wear.

Instructor: Marla Di Benedetto

Date: Apr 20, 2024 Time: Sat 12-4 pm

Fee: \$30

METAL GARDEN WALL ART

Supply cost Of \$25 includes metal, paint, rivets and more. Enjoy a pleasant afternoon making sculptural pieces of art to hang on a fence, garden wall etc. I will provide patterns and three projects the student can choose from, all garden themed. Students will learn about sculpture, riveting, cutting metal, texturing etc. to create one piece of metal art and painting it. I make it easy with step by step instruction. Please wear gloves that metal cannot cut through like garden gloves. I hope to see you there.

Instructor: Marla Di Benedetto

Date: Apr 27, 2024 Time: Sat 12-4 pm

Fee: \$35

Arts / Crafts

MOSAIC WOODEN TRAYS FOR PATRIOTIC SUMMER PARTY

Supply fee of \$25 includes wood tray, assorted glass and mosaic tiles and grout. You will create a mosaic serving tray to use this summer and for years to come. Design ideas and step by step instructions will be provided. So come and join me for an afternoon of fun and create a tray you'll be proud to use for years to come.

Instructor: Marla Di Benedetto

Date: May 4, 2024 Time: Sat 12-4 pm

Fee: \$30



COOKIE DECORATING CLASS FOR BEGINNERS; TWO DIFFERENT CLASSES WITH HOLIDAY THEMES!

Learn and practice the basics of decorating sugar cookies with royal icing. Sign up with a friend or come on your own and make some new, sweet friends! This class is geared towards introductory cookie decorating. We will be using different icing consistencies and practicing beginner details and techniques. This class will provide you with everything you need to decorate delicious masterpieces plus packaging to transport them safely home.

Instructor: Elizabeth Smith

Date: Valentine's Day Edition Feb 10, 2024

Time: Sat 9 am-11 am

Fee: \$10 (\$65.00 supply fee, pay to Elizabeth

Smith)

Instructor: Elizabeth Smith

Date: St. Patrick's Day Edition Mar 9, 2024

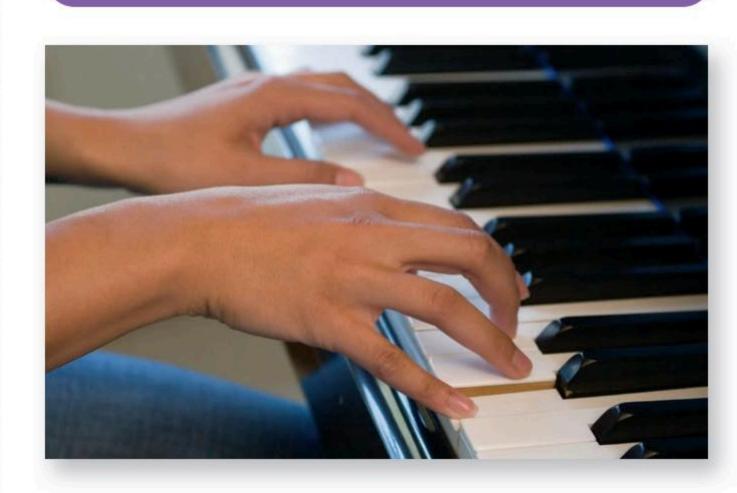
Time: Sat 9 am-11 am

Fee: \$10 (\$65.00 supply fee, pay to Elizabeth

Smith)

Cookies and royal icing are prepared and baked with the utmost care in a home kitchen not subject to state or local licensing or inspection. I take special care to maintain a clean and sterile kitchen so I don't cross contaminate, but baked items are made in the presence of common food allergens including but not limited to tree nuts, peanuts, eggs, soy, wheat, milk, and may contain artificial colorings and/or flavorings.

Zoom Course



INSTANT PIANO FOR HOPELESSLY BUSY PEOPLE

In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. Learn to play piano the way professionals dousing chords. Since this class is being held online with ZOOM you will be able to sit at your piano or keyboard at home and take this course with no pressure at all. And since this course includes an online book and online follow up video lessons, you will be able to continue your practice and study on your own. An optional, periodic online question and answer session is also included. A recording of the class is included as well. The course is partly lecture/demonstration and partly hands on instruction.

Topics include:

How chords work in a song

How to get more out of sheet music by reading less of it

How to form the three main types of chords How to handle different keys and time signatures

How to avoid "counting"

How to simplify over 12,000 complex chords

Instructor: Craig Coffman Date: Apr 22, 2024 Time: Mon 6:30-9:30 pm

Fee: \$69 this includes material fee



INSTANT GUITAR FOR HOPELESSLY BUSY PEOPLE

Have you ever wanted to learn the guitar but simply find it difficult to find the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment, and you won't have to take private lessons to do it. This crash course will

teach you some basic chords and get you playing along with your favorite songs right away. Since this class is being held online with ZOOM, you will be able to sit at home with your guitar and take this class without any pressure at all. And since the class includes an online book and online follow-up video lessons, you will be able to continue your practice and study on your own. An optional, periodic online question and answer session is also included. A recording of the class is included as well. Class limited to 15 students. For ages 13+.

Topics include:

How chords work in a song

How to form the three main types of chords

How to tune your guitar
Basic strumming patterns

How to buy a good guitar (things to avoid)

How to play along with simple tunes

Instructor: Craig Coffman Date: Apr 23, 2024 Time: Tues 6:30-9 pm

Fee: \$69 this includes material fee



Introduction to Bees & Beekeeping

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

Instructor: Moneen Jones
Date: Feb 10, 2024
Time: Sat 8 am-12 pm

Fee: \$49 or

Instructor: Moneen Jones

Date: Mar 9, 2024 Time: Sat 8 am-12 pm

Fee: \$49

Life Planning

ABC'S OF MEDICARE

Are you or a loved one turning 65 or becoming eligible for Medicare due to a disability? This is a fun and relaxed way to learn about Medicare Part A and B. What is Plan G, Plan N? And, let's not forget the Part D prescription drug plan. Learn about Medicare supplement plans that fill coverage gaps, and Medicare PPOs and HMOs. This two-hour class will help you master the ABC's of Medicare. (This event is only for educational purposes and no plan specific benefits or details will be shared).

Instructor: Jeff David
Date: Mar 19, 2024
Time: Tues 6:30-8:30 pm
Fee: \$15 (Couples \$20)

1,2,3 OF SOCIAL SECURITY

About 174 million workers are paying into Social Security. How do you qualify for retirement benefits and when is the best age to start receiving Social Security retirement benefits? What are benefits for spouses, divorced spouses, and survivor

benefits? Can you work and get Social Security? If you postpone Social Security how do you start Medicare? Where do I find my retirement estimator? This will be a relaxed class that will make the fundamentals of Social Security as easy as 1,2,3.

Instructor: Jeff David
Date: Apr 4, 2024
Time: Thurs 6:30-8 pm
Fee: \$15 (couple \$20)

ABCs of ESTATE PLANNING: PROTECTING ASSETS, POWERS OF ATTORNEY, WILLS, TRUSTS, PROBATE

Peace, Control, Hope and Comfort – Four things a "well drafted" estate plan can provide families. Avoid probate. Stay in charge and independent. Eight (8) helpful tools that provide a comprehensive, engaging seminar for those folks wanting to control their property while they're alive and able, take care of themselves and their loved ones if they become disabled, and give what they have to whom they want, the way they want, and when they want, while saving every tax dollar, professional fee and court cost possible. You will find a sense of peace in "getting it done." Remember: You don't know what you don't know. Learn from the interdisciplinary professionals of a Life Care Planning Law Firm.

Classes fill quickly - enroll today!

Instructor: P. Glen Smith, Attorney, Lifescape

Law & Development, LLC

Date: Apr 16, 2024
Time: Tues. 5:30-6:45 pm
Fee: \$15 (couples \$20)

SPECIAL NEEDS AND DISABILITY PLANNING

Learn how to give (gift) assets and money to a person with intellectual and developmental disabilities without disqualifying them from government benefits. This program will help you understand the various elements of special needs planning, such as transitions, the benefits of establishing a special needs trust and care management. Learn about Supported Decision Making as a viable alternative to court appointed guardianship. Learn from the interdisciplinary professionals of a Life Care Planning Law Firm and Hulme Resources.

Instructor: P. Glen Smith, Special Needs Attorney, Lifescape Law & Development, LLC

Date: Apr 22, 2024
Time: Mon. 5:30-6:45 pm
Fee: \$15 (couples \$20)

ADVANCED CAREER TRAINING ONLINE ANYTHE, ANYWHERE...

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and selfpaced Advanced Career Training course.

You can begin these courses at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges all materials, workbooks, and software are included in the course fee
- Payment plans available

Freight Broker/Agent Training

Learn the skills to be a successful Freight - Load Broker Agent.

Tutorials and projects will teach the you the practical application of Freight Broker skills.

Medical Coding and Billing

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting.

Medical Transcription

This nationally recognized medical transcription online course prepares you to start a new career as a medical transcriptionist.

Paralegal

This course will prepare you to be successful in the fast growing paralegal career field. The paralegal course includes free access to the official NALA Campus certification exam prep and Westlaw.

Pharmacy Technician

This nationally recognized Pharmacy Technician online course teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

Project Management

This course will provide you with a solid introduction to the understanding of project management and help you comply with the minimum 35 hours of training as required by the Project Management Institute (PMI) before you take the Project Management Professional (PM) exam.

Six Sigma Black Belt

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

Veterinary Assistant

Students in this course learn about the care of animals as well as how to recognize signs of illness and disease. This online course also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. And much more!

More courses are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development

VISIT OUR SITE TO LEARN MORE!

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614 Tiger Drive Excelsior Springs, MO 64024



614 Tiger Drive, Excelsior Springs, MO 64024. Look for us between the Excelsior Springs High School and the sports stadium.

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

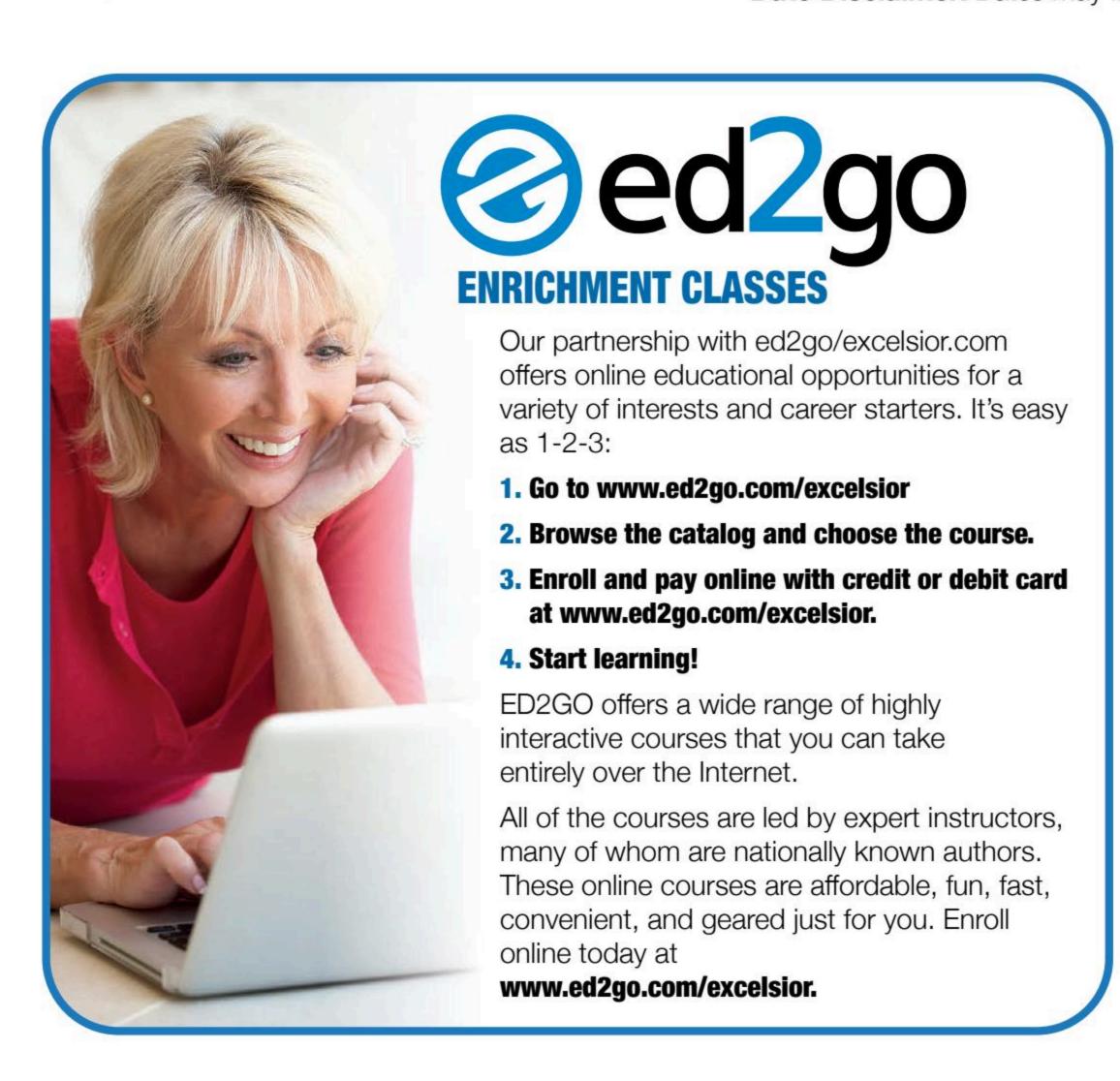
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Date Disclaimer: Dates may fluctuate due to weather,

other school district building needs, or calendar conflicts, and the off-site clinical and field experience training schedules where applicable.

Inclement Weather Cancellation: All efforts will be made to contact students if classes are cancelled. Cancelled classes will be rescheduled as soon as possible. If it is not feasible to reschedule due to weather, your tuition will be returned. Decisions to cancel class are made by 2:30 p.m. If you are wondering if your class is cancelled, call the adult education office at 816.630.9240, ext. 1. We are concerned about everyone's safety. Weather cancellations will be made as soon as possible and relayed via email. It is the registrant's responsibility to ensure an active, up-to-date email and phone number are on file.

Notice of non-discrimination: Excelsior Springs School District #40 is an equal opportunity institution. No person shall, on the basis of race, sex, creed, color, disability, be subject to discrimination in employment or in admission to any educational program or activity of the school.





Enroll today and save! If you're **age 60 or above** and live in Clay County, take advantage of **up to \$30 savings per semester** for a class taken through the Excelsior Springs Area Career Center. Funds are limited, so sign up early before funds are gone. Clay County Senior Services provides this savings opportunity to qualifying senior citizens. This is a great opportunity to learn something new and meet others with similar interests. Learn more about computers, arts and crafts, cooking classes and more. Enroll in one of our enrichment classes today!

Call Today: **816.630.9240 Ext. 1** or Enroll Online

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