

# *Eldon Career Center*

*Adult and Community Education  
Fall Course Catalog 2016*



Disc Golf  
p. 8



Computers p. 5



Tea Time Etiquette p. 3



Leadership p. 9



## **A Book of Possibilities.**

6 week Online courses \* 2 lessons released each week  
 \* Over 300 course titles \* Prices starting at \$99

# ed2go.com/eldon

Local residents speak highly of the online classes they have taken.

"I enjoyed this course [**Accounting Fundamentals**] very much. It was very informative yet not overwhelming."  
 Ronda Routon, Olean, MO

"I really enjoyed the information in this course [**Genealogy Basics**] which has helped me in my family history journey with new options that I was not aware of."  
 Lesa, Eldon, MO



Are you getting  
 your computer  
 training  
 from a Child?



Let Eldon Career  
 Center Help

Register today!  
 392-8060

Eldon Career Center is located at 112 S. Pine Street in Eldon, MO. If you have any trouble finding us please call 392-8060.

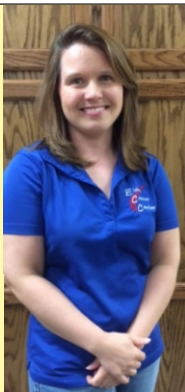
## Table of Contents

Children & Divorce . . . . .	2
Essential Oils . . . . .	3
Etiquette . . . . .	3
Arts & Crafts . . . . .	4
String Art . . . . .	4
Computers . . . . .	5
Google HOW . . . . .	5
Travel . . . . .	6
Dance . . . . .	7
Sign Language . . . . .	8
Spanish . . . . .	8
Recreation . . . . .	8
Business Marketing . . . . .	9
Leadership . . . . .	9
Online Technical Careers . . . . .	10
Get Published! . . . . .	11
Local History . . . . .	11
Healthcare Careers . . . . .	12
Online Healthcare Careers . . . . .	13
Registration Form . . . . .	14

## Class Cancellation Policy

If Eldon Schools cancel due to inclement weather community education classes are also cancelled.

If minimum enrollment numbers aren't met classes may be cancelled prior to starting date.



Gabe Branstetter  
Coordinator,  
Adult & Community Ed.

Thank you for picking up the Fall 2016 edition of the Community Education Course Catalog. Inside you will find some exciting new classes and activities for you to get involved in. I am excited to bring back Tea Time Etiquette at Maple Street Café. New to Community Ed is a Baton Twirling team, disc golf lessons and be sure to check out our day trips.

Is your schedule too busy for evening classes? You can enroll in one of over 300 online classes at [www.ed2go.com/eldon](http://www.ed2go.com/eldon)  
If you have any questions my email address is [gabe.branstetter@eldonmustangs.org](mailto:gabe.branstetter@eldonmustangs.org)

Thank you, Gabe

*Your Mind is like a gift*



*It can only be enjoyed  
when its opened.*

## Children and Divorce

This is a court mandated program for parents of minor children, who are seeking divorce. The objective of the program is to enlighten parents as to the effects of divorce or separation of children and enforce practices which lead to the child's emotional and physical adjustment and well being.

Adults must attend a one night workshop in order to meet the court requirement. Sessions are offered the second Monday of each month.

Time: 6-9:00 p.m. Session: 1

Dates of classes this semester: 9/8, 10/10, 11/14, 12/12

Cost: \$35

Call Eldon Career Center at 392-8060 to register.



## Don't Miss Our Day Trips!

**Travel in style  
with Eldon Career Center**

Page 6

National Churchill Museum Tour

Jefferson Barracks Tour  
includes  
MO Civil War Museum &  
Powder Magazine Museum





## Now Hiring Teachers for the Spring Semester!

Do you have a course idea or a talent to share?  
Are we missing a class in this brochure that you would love to see us offer?

Contact Gabe at Eldon Career Center to ask about teaching opportunities. We are looking for instructors who are passionate about a subject and like sharing information with others.



For teaching opportunities contact  
[gabe.branstetter@eldonmustangs.org](mailto:gabe.branstetter@eldonmustangs.org)

573-392-8060 ext. 1504

Eldon Career Center  
112 S. Pine Street  
Eldon, MO 65026



## *Tea Time Etiquette*

Bring your daughter, niece, granddaughter or friend to a real tea party!

Class will meet at Maple Street Café where loose leaf tea, cucumber sandwiches and scones will be served. A presentation will be given on proper use of the napkin, how to set a table, correct use of the knife and fork and some of the history behind tea and its traditions. Don't forget to wear a hat!

Instructors: Chuck and Trish Vernon

Date: 10-11-16

Time: 6-7:30 p.m.

Session: 1

Cost: \$25 for adults,  
Kids under 16, \$15



## Essential Oils

### Sniffles and Sneezes? There's an Oil for that!

What are essential oils? How can essential oils benefit me and my family? The answers to these and many other important questions will be answered during our introductory Oils class.

We will make a Fall scented room spritzer to freshen your home and sooth your senses. You will learn how to use Essential Oils in practical ways.

Prepare for cold season by making a DIY vapor rub, and an immune booster roll-on. See how Essential Oils can improve your health with these great products you will take home and put to good use.



Instructor: Lori Loth

Date: 10-18-16

Time: 6-8:00 p.m.

Sessions: 1

Cost: \$25

## Essential Oils for the Holidays

In this Make-and-Take workshop you will make your own room spritzer that will have you reminiscing of Christmas' past. Next make a hand/body scrub that will sooth your dry winter hands. Then make a DIY bubble bath that you can enjoy later.

Instructor: Lori Loth

Date: 11-08-16 Time: 6-8:00 p.m.

Cost: \$25

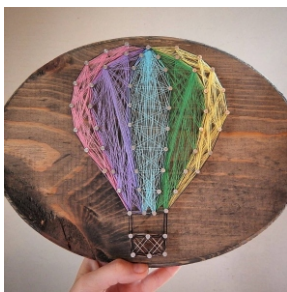


# Arts and Crafts

## String Art

Check out Pinterest for great String Art ideas! Any design you can imagine can be mounted onto a board and made into string art. Prior to class you will be contacted via email so the instructor can cut your board and know what design you want to make.

When you arrive to class be ready to hammer nails into a template on your board. Once the nails are in place the stringing can begin. In class you will have time to gather with friends and get creative. And pounding those nails sure is therapeutic!



Instructor: Cassandra Juliano  
Date: 11-01-16  
Time: 6:00 p.m. - finish  
Sessions: 1  
Cost: \$35, includes supplies

## Knitting for Beginners

Imagine wearing your very own hand made scarf on a blustery day. When you take this class you will leave with your ownhandmade scarf. Students learn the basics of knitting which include, knit and purl, as well as cast-on and cast-off techniques.

### Supplies to bring to class:

One skein, worsted weight yarn  
a light color is best, no black  
One pair of size 8 knitting needles  
Scissors  
Notepad and pen for taking notes

Instructor: Christine Durrill  
Date: 09-15-16  
Time: 6-8:00 p.m.  
Sessions: 4  
Cost: \$35

**Let's Face it: Not all things can be learned from the Internet!  
Register today and our friendly instructors will help.**

## Crochet

Crochet is fast, fun and easy to learn! You will learn basic crochet stitches including chains, double, single and slipstich. Use these new skills to make a simple scarf.

### Supplies to bring to class:

One skein, worsted weight yarn  
a light color is best, no black  
A packet of crochet hooks  
which come in a variety of sizes.  
Scissors  
Notepad and pen for taking notes

Instructor:  
Chris Durrill  
Date: 09-13-16  
Time: 6-8:00 p.m.  
Sessions: 4  
Cost: \$35



## Simple Weaving

Have you always wanted to learn how to weave but were intimidated by the cost and the extra work involved in setting up a traditional heddle loom? Don't worry, you can still weave beautiful, useful things such as tote bags and afghans using a simple potholder loom!

In this class we will learn how to weave the basic squares from yarn on a potholder loom and then assemble them. No prior experience necessary.

Instructor: Chris Durrill  
Date: 10-11-16  
Time: 6-8:00 p.m.  
Sessions: 4  
Cost: \$35

### Supplies to bring to Weaving class:

Two skeins, worsted weight yarn  
contrasting light colors are best  
A metal potholder loom  
A packet of crochet hooks (variety of sizes)  
A tapestry needle  
Scissors  
Notepad and pen for taking notes



# Computer Training

## **Intro to Computers**

This course includes basic hardware and software, Windows and the Internet. Students will practice typing in a word processor and working with email. No previous computer experience is required! A hands on approach will be utilized as you learn.

Instructor: Robin Burkhardt  
Date: 9/12, meeting Monday for 6 weeks  
Time: 6-8:00 p.m.  
\$79



Robin has a Master's Degree in Accounting and uses her Excel expertise as the Director of Accounting at DESE.

## **Microsoft Excel 2013**

Excel is a spreadsheet used for applications in accounting, budgeting, and expense tracking. This course will cover Excel basics, changing the appearance of a worksheet, formulas, sorting data, using templates and much more.

Instructor:  
Robin Burkhardt  
Date: 9/15 meeting  
Thursdays for 6 weeks  
Time: 6-8:00 p.m.  
Cost: \$79

## **Intermediate Microsoft Excel 2016**

Take your Microsoft Excel 2013 skills to the next level as you master charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Excel functions in this Online class.

In these hands-on lessons, you'll learn how to create informative, eye-catching charts and graphs and harness the power of Excel's data analysis tools and AutoFilter commands. In addition, you'll find out how easy it is to create macros that let you manipulate data with the push of a button. You'll also discover how to use Goal Seek and Solver and apply them to real-world problems. And you'll set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and Excel's other time-saving functions to your repertoire. [www.ed2go.com/eldon](http://www.ed2go.com/eldon) cost \$99

## **Buy and Sell Online**

eBay, Craigslist, Letgo, Etsy are just a few of the Online sites helping you to sell your stuff. The Internet has become a popular marketplace for buying and selling. Before you post your first antique, let Eldon Career Center walk you through the process. In this class you will discuss Internet safety and security along with everything you need to know to make money selling products and services Online.

Instructor: Ray Shadow  
Date: 10-04-16  
Time: 6-8:00 p.m.  
Sessions: 4  
Cost: \$39



## **Keyboarding**

Tired of hunt and peck typing? Learn to touch type or improve your existing typing skills with Keyboarding Pro 5. The most important part of improving your typing skills is to practice. This Online course releases two lessons each week for 6 weeks keeping you on schedule with your goal.

[www.ed2go.com/eldon](http://www.ed2go.com/eldon)  
\$95

## **Accounting Fundamentals**

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You'll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities.

6 week online class, Register at [www.ed2go.com/eldon](http://www.ed2go.com/eldon)

Jump! A whole new world awaits.



## **Google HOW Hands On Workshop**

Google is a free resource that you should be taking advantage of! Come to class with your Google username and password and you will learn the basics of Google Drive, Gmail, Google Maps, and more! You will upload a video to your Youtube channel, create a blog with Blogger, the possibilities are endless.

Instructor: Jaime Wright  
Date: 10-06-16  
Time: 6-8:00 p.m.  
Sessions: 3  
Cost: \$29



## Jefferson Barracks Civil War Museum Tour

Jefferson Barracks was a U.S. Army post from 1826 to 1946. Today it is home to the Missouri Civil War Museum, the Powder Magazine Museum and the Jefferson Barracks National Cemetery. Our tour group will leave Eldon Career Center at 7:00 a.m. and board a tour bus from Central Missouri Transportation. There will be a stop for a quick breakfast on the way to St. Louis, then we'll tour the Missouri Civil War Museum. Next we'll have lunch at Café Telegraph which is highly recommended by the museum staff. Following lunch we will drive through the National Cemetery, and visit the Powder Magazine Museum before returning home.



Date: 10-19-16

Leave Time: 7:00 a.m.

Cost: \$59, includes bus fare, and entrance to museums.  
Bring money for meals.



## National Churchill Museum Tour

Our group will board a tour bus and travel to the campus of Westminster College visit the National Churchill Museum. This museum commemorates and celebrates the life, times, and distinguished career of Sir Winston Churchill. We will enter the magnificent Christopher Wren-designed Church of St. Mary the Virgin. Dating back to the 17th Century, the Church was painstakingly moved from London to Fulton and lovingly reconstructed, stone-by-stone, on the Westminster College campus. The Church features a hand crafted tracker organ which will be played for our tour group.

Before returning to Eldon Career Center we will stop at Beks Restaurant for lunch, located in the Brick District of historic downtown Fulton, MO.

Date: 11-16-16

Leave Time: 9:00 a.m.

Cost: \$39, includes bus fare, admission to museum and organist performance. Bring money for lunch.



Leave the driving  
to us, don't worry  
about parking,  
relax and enjoy  
the day.

Seating is limited.

Register Today!

392-8060 ext. 1504





## Country Line Dance



Grab your boots and bring a friend, you won't want to miss this fun and active class! You will start with the electric slide and learn several new line dances. Many of the dances are choreographed by instructor, Wayne Kittel who has 25+ years experience as a western dance instructor.

Instructor: Wayne Kittel  
Date: 09-15-16  
Time: 6-7:00 p.m.  
Sessions: 4  
Cost: \$35, per person



Put your dance skills to good use by dancing the night away at Whittle's Pub and Grub, Country Dance Party!

## Country Partner Dance

Never sit at the table while your friends dance again. Learn some simple dance moves that will keep you and your partner on the dance floor all night. We will cover the 2 step, triple step, 10 step and much more.

This is a great way for you and your sweetie to have a date night and get some exercise at the same time.

Remember to wear boots or slick soled shoes. No tennis shoes please.



Instructor: Wayne Kittel  
Date: 09-15-16  
Time: 7-8:00 p.m.  
Sessions: 4  
Cost: \$49 per couple

Whittle's Pub and Grub  
108 S. Maple Street, Eldon

October 8, 2016, 8:00 p.m.



Dance like no one is watching,  
Sing like no one is listening,  
Live like its heaven on Earth.

Mark Twain



## Disc Golf: Get in the Game!

There is a new hobby that many area residents are getting into! Disc Golf is fun & enjoyed by all ages. This class will cover rules, throwing techniques and game strategies.

Join experienced disc golfers, Miachel Smith and Tony Roberts as you have fun while you learn. All equipment will be provided for participants to learn with.



Instructor:  
Miachel Smith  
Dates and Times:  
10/11, 6-8:00 p.m.  
& 10/15, 9-11 a.m.  
Sessions: 2  
Cost: \$19



The Spangled Twirling Team is new to the ECC Community Education program! Participants will learn baton twirling and balance, concentration, rhythm and marching skills. They will perform basic twirling techniques to kid friendly music. After seven weeks of class, the Spangled Twirling team will perform in the Eldon Christmas Parade.

Spangled Twirling is best for ages 6 and up. Each participant must bring their own baton, a Sparp #10 Smooth 3/8 inch shaft is recommended.

Date: October 1, meeting each Saturday until 11/19/16  
Sessions: 8  
Time: 9 - 10:00 a.m.  
Location: EHS, Old Gym  
Instructor: Christy Admire  
Cost: \$39, plus the cost of baton

**Sign Language:** for the hearing impaired and those who care for them

American Sign Language class is for beginners and those who want to practice their Signing skills. The course will include worksheets, puzzles and other illustrative tools. Learn to sign the alphabet, a song and a children's story book. This group has a lot of fun, you won't want to miss this class!

Instructor:  
Clinda Miller  
Date: 9/15  
Time: 4-6:00 p.m.  
Sessions: 10  
Cost: \$65



## Spanish for Beginners

Are you planning a vacation or mission trip to a Spanish speaking country? Would you like to converse with a native Spanish speaker? Participants in Spanish for Beginners, will be taken through the pronunciation of Spanish by learning the alphabet, numbers, colors and how to tell time.

Grammar will be addressed, but this class will focus on getting the students ready to verbally communicate in Spanish and to understand a native Spanish speaker.

Instructor: Enrique Muruato  
Date: 09-28-16  
Time: 6-8:00 p.m.  
Sessions: 6  
Cost \$79, includes book

## talk to the hands



## Effective Selling

The goal of Effective Selling is not to teach you how to make a sale today, but to help you discover how you can easily convert a potential customer into a long term asset. Effective Selling will help you lay the groundwork for repeat business and your future success. In sales, there are no quick fixes. However, with the knowledge, planning skills, communication techniques, and the understanding of human nature that you will gain from this course, your sales will grow as if by magic.

Online Course \$99

## Small Business Marketing on a Shoestring

When it comes to marketing for small businesses, money isn't everything! Build your own customized marketing plan step-by-step, you'll discover how to attract your target audiences, entice customers to buy your product or service, and keep buyers coming back for more. In addition, you'll find out how to generate the referrals that are crucial to your company's success. You'll get tips on evaluating your tactics, tracking your results, and fine-tuning your approach so it gets better every year. Best of all, the small business marketing strategies you'll learn will fit into any budget—and some are even free!

Online Course \$99

## Intro to Google Analytics

With Google Analytics you can track the traffic to all of your online content, and determine which content is the most appealing, where your visitors came from, what devices they used, how long they stayed, which links they clicked, and where they went when they left.

The course guides you, from setting up your Google Analytics account and getting the all-important code you'll need to add to your website's pages to begin tracking your visitors. You'll even find out about Google AdWords and other tools to enhance your traffic as well as your Google Analytics reporting.

Online Course \$99

## Leadership, Lunch & Learn

### Becoming A Leader

All successful organizations have not only an incredible leader, but a team of professionals who can recognize each other's strengths in order to accomplish more. Whether you are an entrepreneur with a small staff, a manager of many, or a middle man who wants to lead more where you are, this course will grow you as a leader.

Becoming a Leader: What does it take to be a great leader others want to follow? What are the key traits a person needs to truly be a leader and can you cultivate these traits? These four classes will focus on purpose, vision, recognition, and connection to make you the kind of leader you want to be.

Instructor: Colleen Abbott

Class dates: October 6, 20, 27 & Nov 3

Time: 12:00 to 1:00 p.m.

Location: Central Bank Community Room, Eldon

Cost: \$99, includes 4 lunches

Can't make every session? Enroll in a single session for \$30 each.

## All New Leadership Training Series





## Home Inspection Certificate

The Home Inspection Online Training Program covers the principal components of home inspection procedures and processes. You'll learn how to create a home inspection report that will detail the home's condition, including the heating and cooling systems, the plumbing and electrical systems, the roof and siding, and the framing and foundation.

Validate your skills with a certificate and start or strengthen your inspection business.



Cost: \$2295  
200 classroom hours  
[www.careertraining.ed2go.com/eldon](http://www.careertraining.ed2go.com/eldon)

## AutoCAD 2015 Certified User

In this online program, you'll master basic and advanced design skills, as you gain hands-on practice in using the 2D tools in AutoCAD 2015. After gaining mastery in using basic tools you'll advance to explore efficiency tools, complex objects, use of external reference and image files, advanced plotting, and customization.

With Autodesk certified curriculum, you'll learn all of the skills needed to prepare for the Autodesk AutoCAD 2015 Certified Professional and User exams. Upon successful completion of your program, you'll receive a paid voucher to take the Autodesk AutoCAD 2015 Certified User exam, free of charge.

[www.careertraining.ed2go.com/eldon](http://www.careertraining.ed2go.com/eldon)  
155 Classroom Hours Cost: \$2595

## HVACR Certified Technician

Enroll today to begin building a foundation of knowledge on heating, ventilation, air conditioning, and refrigeration. Embark on the path to nationally recognized certifications that will prepare you to enter the industry as a vetted working professional.

An industry certification in the air conditioning specialty combined with an EPA 608 Refrigerant Handler's License is key to gaining HVACR workforce credentials and will distinguish you as a motivated technician.

In summation, the program will prepare for the following credentials:

EPA 608 Refrigerant Handling Exam (EPA)  
R-410A Refrigerant Handling Qualification

Stage 1 Exams: HVAC Excellence Work Ready Exams or NATE Service Core (Your choice when it reaches the Excellence/Specialty point in the program)

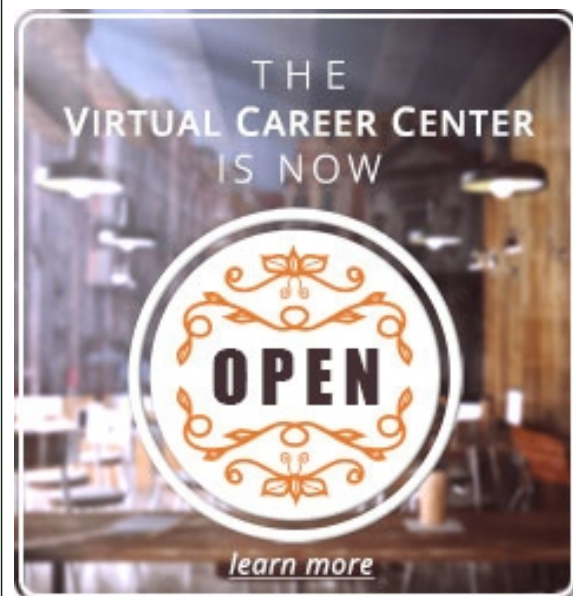
Stage 2 Certification Exams: HVAC Excellence AC (specialty exam) or NATE AC Service Level (EPA specialty exam)

[www.careertraining.ed2go.com/eldon](http://www.careertraining.ed2go.com/eldon)

Cost: \$3795, includes certification exam fees and 265 classroom hours  
Contact our office to see if you qualify for tuition funding.



Give Online Learning A Try!



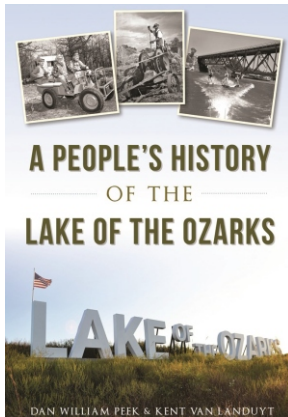
# Author's Speaking Series

## Local History

If you enjoy history and want to learn more about the Lake of the Ozarks region you will not want to miss this class! Local authors will share an overview of their books and discuss the history of Lake of the Ozarks.

Join the discussion of two books with local authors Dan Peek author of, *Live! At the Opry*, next *A People's History of the Lake of the Ozarks*, by co-authors Dan Peek and Kent Van Landuyt will be discussed.

Date: 10-20-16  
Time: 6-8:00 p  
Sessions: 1  
Cost: \$19



## Get Published!



Join co-authors Dan Peek & Kent Van Landuyt as they share how to get your ideas written in acceptable form to submit to a publisher. Whether you write articles, short stories or novels there are presentation requirements that you are expected to follow. Let's get together and go through the steps to help you get published!

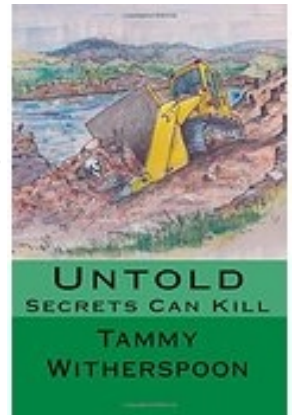
Date: 10-27-16  
Time: 6-8:00 p.m.  
Sessions: 1  
Cost: \$19

## Self-Publishing

Tammy Witherspoon, author of *Untold Secrets Can Kill* will share her experience of self-publishing a book through Amazon. Every writer has a story to tell and every experience of getting published is a bit different. If you are interested in getting published you won't want to miss this presentation.

Topics will include the pros and cons of self-publishing and other platforms for getting published.

Date: 10-12-16  
Time: 6-8:00 p  
Sessions: 1  
Cost: \$19



**Attend  
All Three  
\$45**

## On-line Writing Courses

### Writeriffic: Creativity Training for Writers

Who doesn't know the fear of the blank page? How can we transform our visions into written words? Is it really possible to become a terrific writer? You'll find the answer to these and more of your questions in *Writeriffic*. In this high-energy class you'll learn lots of tricks from the published writer's toolbox. Whether you're at work now or hoping to write a novel, a nonfiction book, a memoir, short stories or articles, *Writeriffic* liberates the imaginative, inventive bolts of genius that are inside everyone. If you've ever dreamed of hearing your writer's voice and writing what's in your heart and head, this class will make it happen.

register at [www.ed2go.com/eldon](http://www.ed2go.com/eldon)

### Write Effective Web Content

Do you manage a web-site or write a blog? Learn how to write Web content and produce multimedia elements to make your website or blog a must-visit site on the Internet.

### Write Your Life Story

Everyone has a story to tell. Get yours on paper so generations to come can read your story. This class will guide you in creating and distributing an inspirational and professional autobiography for family, friends, and others.

Register at [www.ed2go.com/eldon](http://www.ed2go.com/eldon)  
Start Dates: Sept. 21 \* Oct. 19 \* Nov. 16 \* Dec. 21  
Two lessons are released each week for 6 weeks.  
That's 12 Writing lessons for \$99!

### Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. It's fun, it's easy and a great source of extra income.

### The Craft of Magazine Writing

Have you ever thought about writing for magazines? If you're a determined new writer, this class will provide you with the skills you need to get published.



# Start a Career in Healthcare

## CNA Certified Nursing Assistant

CNA's work closely with patients and are responsible for basic care such as bathing, grooming, feeding patients, assisting nurses with medical equipment and checking patient vital signs. CNA's work in nursing homes, hospitals and home healthcare.

This program includes 75 hours of classroom time and 100 hours of clinical experience at a long term care facility.

Classes meet from 4-8:00 p.m.  
on Tuesdays and Thursdays

Start Date: 10-18-16

Approximate End Date: 12-14-16

Cost: \$595

Applications are due 10-11-16

## CMT Certified Medication Technician

### Insulin Administration

CNA's with 6 months experience, a High School Diploma or GED and passing TABE test scores are eligible for the CMT class.

CMT's qualify to distribute medication to patients in long term care facilities.

Classes meet from 1-5:00 p.m.  
on Mondays and Wednesdays

Start Date: 09-12-16

Approximate End date: 11-14-16

\$525 CMT \$75 Insulin Certification

Applications are due 09-07-16

With CNA and CMT you can get your certification and start your career  
within 10 weeks!

Where else can you do that so quickly?

Phlebotomists draw blood from patients or blood donors for medical testing, they work in hospital laboratories, medical clinics and blood donor facilities. This two part course will prepare you for the nationally recognized ASCP, Phlebotomy Technician exam.

Students will attend lecture on wednesdays from 5:30-8:00 p.m. with instructor Michelle Noblitt and get hands on experience from one of our affiliate sites.

Increase your career potential by starting a career in Phlebotomy or adding this certification to your medical training.



## Phlebotomy Technician

Phlebotomy I: 8 week Course

Phlebotomy II: 8 week Course

Tuition for I & II \$750

Anticipated Start Date: 02-08-2017  
Class meeting Wednesdays, 5:30-8:00 p.m.

Students must submit a phlebotomy application packet  
successfully complete a drug screen

submit inoculation records

Pass a criminal background check including FCSR & EDL

Contact Eldon Career Center to get started 392-8060 ext. 1504



## Certified Personal Trainer

This program blends the best of academic and hands-on training, offering:  
15 hours of online theory in the comfort of your own home  
15 hours of practical “hands-on” training over a four-day period  
30 hours of internship to give you real-world experience



In these lessons, you'll master the fundamentals of biomechanics, exercise physiology, fitness testing, equipment use, and health assessment. When you successfully complete all of your course requirements and the necessary CPR/AED first aid training, you'll receive your nationally recognized World Instructor Training School (W.I.T.S.) Personal Trainer Certification, a certification that can open the door to a great career in the fitness field.

Visit [www.careertraining.ed2go.com/eldon](http://www.careertraining.ed2go.com/eldon) to learn more and enroll.

Cost: \$995 includes books and certification exam



## Medical Education

### Pharmacy Technician

This online program will prepare you for entry-level pharmacy technician positions by teaching you medical and pharmaceutical terminology, basic anatomy related to the pharmacology of medications, and pharmaceutical calculations.

You'll learn what information is necessary to process prescriptions and physician orders and apply that knowledge to fill mock prescriptions. The curriculum also includes the ethics of pharmacy practice and education about prescription medications, patient care and interaction.

Ed2Go has partnered with CVS and Walgreens to provide students with hands on experience in retail pharmacy procedures. You'll learn everything you need to know to pass the National Certification Exam offered by the Pharmacy Technician Certification Board.

[www.careertraining.ed2go.com/eldon](http://www.careertraining.ed2go.com/eldon)

Open enrollment - begin when you are ready

Cost: \$1,995

Contact our office to see if you qualify for financial aid.

### Medical Billing and Coding

Medical Billing and Coding is a nationally-recognized online program that will prepare you for the rewarding field of healthcare. Medicine is more than patient care, it is also a business. Medical practices rely on medical billers and coders to provide the cash flow that keeps their doors open. Positions are also available with ambulatory care centers, medical equipment suppliers, insurance companies, public health agencies and consulting firms.

Upon completion of this program, you will be prepared to take the Certified Billing and Coding Specialist (CBCS) exam, offered by National Healthcareer Association NHA), and will receive the study guide materials, access to practice exams, and exam registration fees. You will also be prepared to sit for the Certified Professional Coder (CPC) exam, offered by the American Academy of Professional Coders (AAPC).

[www.careertraining.ed2go.com/eldon](http://www.careertraining.ed2go.com/eldon)

Cost: \$1795

Open Enrollment

WIOA Approved! Call to see if you qualify.



# Policies and Procedures

## 3 Easy Ways to Sign Up

### Disclosure Statement

It shall be the policy of the Eldon Public Schools to provide equal opportunities for employment, promotion, and education without regard to sex, age, race, color, creed, national origin or disability.

### Age Limit

Classes are designed for adults; however, in some classes students under age 16 may enroll if accompanied by another registered adult. Ask for details.

1) Complete and cut out this registration form mail to: 112 S. Pine Street Eldon, MO 65026

2) Call the ECC Office at 392-8060 ext. 1504 to pay with credit card.



3) Visit our web-site at [www.eldonmustangs.org/eldon-career-center](http://www.eldonmustangs.org/eldon-career-center) select Community Ed then "Register On-line"

### Class Cancellation Policy

Weather conditions may cause school cancellation. If Eldon Public Schools cancel or close early, community education classes will also be cancelled. A make-up day will be scheduled with your instructor.

Watch KRCG Channel 13 and/or listen to KS95 for the official Eldon Career Center cancellation.

### Certificates of Completion

Certificates of Completion are awarded to students who successfully complete vocational classes. Students who receive a grade of "C" or better and attend at least 80% of the class will receive a certificate. Certificates will be given at the last class. If you are entitled to a certificate, but are unable to attend the last class, your certificate will be available in the ECC office.

Name :		Phone:
Address:		
Email:		
Would you like to receive our e-newsletter once a month?		
<input type="checkbox"/> Yes, sign me up! <input type="checkbox"/> No, Thanks		
Course Title	Start Date & Time	Cost
Notes:	Total Due:	

### Refund Policy

A full refund will be made if class is cancelled due to insufficient enrollment.

Refund will be made if a class is filled before your registration is received.

Any class may be dropped and a refund will be issued if you notify our office at least 3 working days prior to its start.

Refunds cannot be made once a class begins. However, dissatisfied customers will be given refunds.

Eldon Career Center  
112 S. Pine Street  
Eldon, MO 65026

PRSR STD  
ECRWSS  
U.S. POSTAGE  
**PAID**  
EDDM RETAIL

Postal Customer  
ECRWSS



Find us on



**Start your Healthcare Career  
at Eldon Career Center.  
CNA, CMT and Phlebotomy  
classes are available on-site.**

**Call For Details  
573-392-8060**



[www.eldonmustangs.org/eldon-career-center](http://www.eldonmustangs.org/eldon-career-center)