

# *Eldon Career Center*

*Adult and Community Education  
Spring Course Catalog 2016*



*To be educated is not to be informed but to find illumination in informed living.*  
*Eduardo Christian Lindeman*

*Find Illumination at Eldon Career Center*

*Adult Course Offerings*  
*Love Your iPad*  
*Cooking My Way*  
*Auto Maintenance*

[www.eldoncareercenter.org](http://www.eldoncareercenter.org)  
112 S. Pine Street  
Eldon, MO 65026  
573-392-8060 ext. 1504

*Adult Course Offerings*  
*Invoicing with Quickbooks*  
*Coloring Club*  
*Wooden Sign Shop*

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



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### 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.*

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





Gabe Branstetter  
Coordinator,  
Adult & Community Ed.

Adult and community educators provide opportunities for adults to rekindle that spark of creativity which fuels the desire for lifelong learning. Eduardo Christian Lindeman is the author of, *The Meaning of Adult Education* and it is from that book that I found the quote on the front cover of this brochure. It says, To be educated is not to be informed but to find illumination in informed living.

At Eldon Career Center we hope you will find illumination in one of our courses. From short term personal enrichment classes to career training certificate programs, we offer something for everyone. 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 on 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: 1/11, 2/8, 3/14, 4/11, 5/09  
Cost: \$35

Call Eldon Career Center at 392-8060 to register.

### Explore a Healthcare Career:

Meet the Instructors \* Apply for Financial Aid \* Enroll  
Healthcare Careers Open House

January 26, 2016

112 S. Pine St.



4-6:00 p.m.

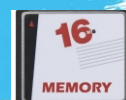
Room 107C

CNA, CMT, Phlebotomy  
Medical Billing and Coding  
Pharmacy Technician

Is your technology out of date?



Let Eldon Career Center Help!



We will update your knowledge so you can take advantage of modern technology

# 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: 2-09-16

Approximate End Date: 4-14-16

Cost: \$595

Applications are due 2-02-16

## CMT Certified Medication Technician

*with 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 4-8:00 p.m.  
on Tuesdays and Thursdays

Start Date: 02-09-16

Approximate End date: 4-14-16

\$525

Applications are due 02-02-16

*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 6-8:30 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  
New Program  
Coming Soon!*

## Phlebotomy Technician

Phlebotomy I: 8 week Course

Phlebotomy II: 8 week Course

Tuition for I & II \$750

Anticipated Start Date: 02-17-16

Class meeting Wednesdays, 6-8:30 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





## Explore a Healthcare Career:

Meet the Instructors \* Apply for Financial Aid \* Enroll  
Healthcare Careers Open House

January 26, 2016

112 S. Pine St.



4-6:00 p.m.

Room 107C

CNA, CMT, Phlebotomy  
Medical Billing and Coding  
Pharmacy Technician

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

This is a beginners American Sign Language course. The course will include worksheets, puzzles and other illustrative tools. Learn to sign the alphabet, a song and a children's story book.

Instructor: Clinda Miller

Date: 3/10

Time: 4-6:00 p.m.

Sessions: 10 Cost: \$65

## 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.

# 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 Burkhart  
Date: 2/8, meeting Mondays 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 Burkhart  
Date: 2/11 meeting Thursdays for 6 weeks  
Time: 6-8:00 p.m.  
Cost: \$79

## 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)

# Computer Skills:

## Payroll with Quickbooks

This class provides fundamental payroll training that goes beyond Quickbooks. The instructor, Jason Blankenship is a CPA who can explain the legalities of payroll. Then he will help you understand how Quickbooks can help you process payroll more efficiently.

Instructor: Jason Blankenship  
Date: 5/2 & 5/5  
Time: 4:30 to 6:30 p.m.  
Sessions: 2  
Cost: \$115

## Invoicing with Quickbooks

Do you currently use Quickbooks as your accounting software? Learn to better manage the money owed to your business with this class. Get the most out of the Quickbooks software that you paid for by taking advantage of all of its features.

Instructor: Jason Blankenship  
Date: 5/9 & 5/12  
Time: 4:30 to 6:30 p.m.  
Sessions: 2  
Cost: \$115

Register Today!



392-8060 ext. 1504

Are you getting your computer training from a Child?



Let Eldon Career Center Help

Register today!  
392-8060

## Introduction to Personal Computer Troubleshooting

Don't spend your hard-earned cash on expensive PC repairs! The vast majority of the problems people experience with their computers are completely avoidable, and most can be solved with nothing more than a few minutes of your time. So what are you waiting for? Let's troubleshoot - and fix - some PCs!

6 week online class \$99  
[www.ed2go.com/eldon](http://www.ed2go.com/eldon)

## Creating WordPress Websites

Want to build an attractive, sophisticated blog or website—without having to learn any special coding? WordPress.com is the answer! WordPress.com is one of the world's most popular Web design tools. It's free and easy to use, and it produces professional results.

In these lessons, you'll get hands-on experience with this powerful tool as you create your own WordPress.com site and blog. You'll find out how to use WordPress to create pages and posts, add images and videos, change a site's look and feel, and include user-friendly features. You'll discover the ease of using WordPress design themes to express your creativity, and you'll see how much fun it is to be part of the vibrant WordPress online community.

Online Class \$99  
[www.ed2go.com/eldon](http://www.ed2go.com/eldon)

# *It's Kind of A BIG Deal!*

## Blogging and Podcasting for Beginners

If you're thinking of starting a blog or just beginning one, this course is for you. Perhaps you'd like to try out podcasting too. You can and it's easy. In this course, you'll learn how to create, manage, and promote your own blog and audio and video podcast using tools that you already have on your computer—no paid software or equipment is needed.

Through hands-on exercises, you'll discover the benefits of using free web tools like Blogger, WordPress, Audacity, and YouTube.

Online Class \$99

## Love Your iPad

Do you have an iPad and want to learn its many functions? Bring your iPad to class and discuss popular apps, iPad settings, iCloud storage, how to set up an email account on your iPad and much more.

Instructor: Stacey Dunham  
Date: 2/22 & 2/29  
Time: 6-8:00 p.m.  
Sessions: 2  
Cost: \$39



*Grandma,  
If you take  
this class we  
can Facetime,  
Snapchat and  
share pictures.*

*Love you!*



## 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 has 25+ years experience as a western dance instructor.

Instructor: Wayne Kittel  
Date: 03-03-16  
Time: 6-7:00 p.m.  
Sessions: 4  
Cost: \$35, per person



## 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: 03-03-16  
Time: 7-8:00 p.m.  
Sessions: 4  
Cost: \$49 per couple



*"Cadillac, Black Jack Baby  
Meet Me Out Back We  
Gonna Boogie -  
Boot Scootin' Boogie"*

Bring your family and friends To Dance the night away and share the dance moves you learned in class

April 1, 2016; 7-10:00 PM

Eldon High School

Old Gymnasium

\$5 Adults

Kids under 12 Free

## I'm A Fool for You

## April Fool's Day

## Dance

Sponsored by

## Community Education

## Eldon Career Center





## Basic Digital Photography



Bring your digital camera to class and discover its basic functions. After learning how to take great photos, you will upload the pictures to a computer, perform basic photo edits and discuss options for having the pictures printed.

Never leave pictures on your phone or digital camera again!

Instructor: Rebecca Herren  
Date: 02-09-16  
Time: 6-8:00 p.m.  
Sessions: 3  
Cost: \$35

## Introduction to Digital Scrapbooking

Photoshop Elements is an affordable photo editing software. Learn to use digital editing techniques to show off your photos and memorabilia in Introduction to Digital Scrapbooking!

Using Photoshop Elements 11, 12, or 13, this course will teach you how to make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking.

Online Class \$99  
Instructor Led, 6 Week Course  
[www.ed2go.com/eldon](http://www.ed2go.com/eldon)

## Intermediate Digital Photography

Do you have a basic understanding of your digital camera but want to enhance your photography skills? This class will take you to the next level of your digital photography training.

Join an experienced photographer Rebecca Herren, to set up poses and arrange professional shots. Learn the features and benefits of your digital camera.

Instructor: Rebecca Herren  
Date: 03-01-16  
Time: 6-8:00 p.m.  
Sessions: 3  
Cost:\$35

*Capturing Nature with your camera is harder than it looks!*



*Learn the tips and tricks in Eldon Career Center's Photographing Nature, Online class.*

## Mastering your Digital SLR Camera

Get control of your digital SLR camera! Break through the technology barrier and learn how to use your DSLR to take beautiful photos.

You'll start out by learning the many features and controls of your DSLR and look at the lenses you need for the kind of photography you enjoy. Next, we'll explore exposure controls. You'll learn about metering, exposure compensation, managing aperture, shutter speed, and ISO. You'll find out how to use these features to get the right exposure for every shot.

Online Class \$99

## Photographing Nature With Your Digital Camera

Nature photography can be a fun, relaxing, and exciting hobby! In this course, you'll learn about the many aspects of outdoor photography as well as how to master your digital camera's controls and features. With the knowledge you gain in this course, you'll be taking exceptional nature photos in no time.

We'll explore composition and lighting issues, and you'll find out how to take beautiful photos of landscapes, flowers, trees, and water.

Online Class \$99  
Instructor Led  
6 Week Course  
[www.ed2go.com/eldon](http://www.ed2go.com/eldon)

## 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

### The Courage To Lead

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.

This course will utilize the short books, *Lead Simply*, *smile & move*, and *Love Your People*, all by leadership expert, Sam Parker. Come for lunch and leave with techniques and thoughts to motivate and inspire others to move toward being the leader and people we all aspire to be.

Class dates: Thursdays in February 4, 11, 18, 25  
Time: 12:00 to 1:00 p.m.

Location: Central Bank Community Room, Eldon  
Cost: \$99, which includes books and 4 lunches



### The Knowledge to Succeed



## 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)

## 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.

## 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

## Auto Upkeep

Increase your confidence as a car owner by learning basic maintenance and care required of every vehicle. Learn how to check your fluids and how often they should be changed. Practice how to change a tire and use jumper cables.

Attn: Parents, Don't send your young adult off to college without bringing them to this class first!

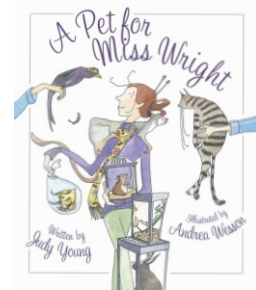
Instructor:  
Emery Evans  
Date: 3/10  
Time: 6-8:00 p.m.  
Sessions: 1  
Cost: \$29



Ask about the "How to Adult" Bundle. If you take Auto Upkeep and one Cooking class, You can take 50% off a third class of your choice!



# So, You Wanna Be An Author?



A Writing Workshop with Judy Young at Eldon Career Center

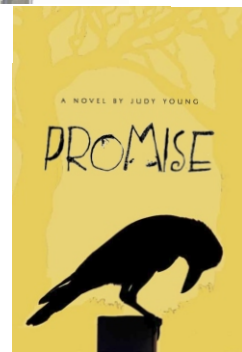
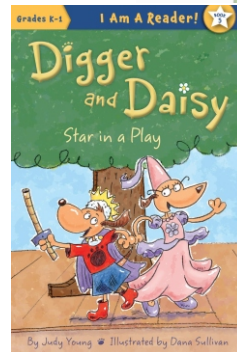
Do you dream of writing for children? Would you like to get published but don't know where to start?

Join Judy Young, award-winning author of 23 children's fiction, poetry and nonfiction books as she shares myths, truths and what you need to know about writing and publishing children's books.

Thursday, 03-10-16

6:00 to 7:30 p.m.

Cost: \$39, Register with a friend, Save \$5 Each!



## 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.

### 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: Jan. 20 \* Feb. 17 \* March 16 \* April 20 \* May 18

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.

### Introduction to Journaling

If you've ever wanted to try journaling, this course will provide answers to your every question. You'll discover the different types of journaling (including dream journaling), and sample a buffet of journaling techniques, exercises, tools, and resources. We'll cover everything you need to know about journaling, including a seven-step process that will ease you into writing a journal, even if you've never journaled before. You'll get detailed instructions on developing, decorating, and customizing your journal, and you'll learn exciting new ways to express yourself and develop your creativity.





# Cooking My Way



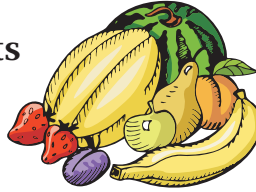
Prepare family meals on a budget during busy times

If you are looking for meal time solutions you won't want to miss, Cooking My Way. What can I do with all these left-overs? How many ways can I use a chicken, ham, roast, etc.? How do I cook on a budget? Find the answers to all these questions and more, when you join Michelle Robinett for these fun cooking demonstration classes.

### Quick and Easy: for those busy week nights

begins, 02-02-16 Time: 6-8:00 p.m.

4 Tues. class sessions included in cost: \$49



### Completely Comfort Food

begins, 03-01-16 Time: 6-8:00 p.m.

4 Tues. class sessions included in cost: \$49

### Oh Those Left Overs

begins, 04/05 Time: 6-8:00 p.m.

4 Tues. class sessions included in cost: \$49

Ask about the "How to Adult" Bundle. If you take one Cooking class, and Auto Upkeep or Tea Time Etiquette you can take 50% off a third class of your choice!



# 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 so much more.

Don't forget to wear a hat!

Instructors: Chuck and Trish Vernon

Date: 04-12-16

Time: 6-7:30 p.m.

Session: 1

Cost: \$25



# Discovering Essential Oils

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 class.

We have designed a class as a fun and educational look into the history, products and benefits of the oils. Students will learn how to use the oils topically, aromatically and internally. Students will learn what carrier oils to use, how the vitaflex techniques are used and the most popular everyday oils and uses for each.



Instructor: Lori Loth

Date: 02-18-16

Time: 6-8:00 p.m.

Sessions: 1

Cost: \$25



# Essential Oils for Everyday

We will take a quick look at how to use a wide variety of popular oils to improve the well-being of your health and home. Students will learn the uses of popular oils. After taking this class you might be inspired to try an all natural alternative to some of the chemicals we find in our home.

Instructor: Lori Loth

Date: 3-10-16 Time: 6-8:00 p.m.

Cost: \$25

# Arts and Crafts

## Wooden Sign Shop

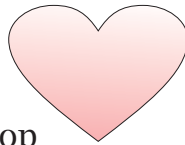
Hand painted wooden signs make great gifts and home decorations. Join us as we sand and paint custom wooden signs. Add your personal touch and take your sign home. You will learn a fun new hobby and enjoy an evening of learning something new!

Instructor: Michaelyn Hutzler

Valentine Theme Sign Shop  
2/11, 6-8:00 p.m. \$29

Easter/Spring Theme Sign Shop  
3/17, 6-8:00 p.m. \$29

Beach/Summer Theme Sign Shop  
4/14, 6-8:00 p.m. \$29



## 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  
which come in a variety of sizes.

Scissors

Notepad and pen for taking notes

Instructor: Christine Durrill

Date: 02-01-16

Time: 4-6:00 p.m.

Sessions: 4

Cost: \$39

*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



## Coloring Club for Adults

Coloring is relaxing, and enjoyable. Coloring books for adults are becoming very popular.

Meet at ECC on the 2nd Monday of each month for snacks, music and all the supplies you need to color a mandala and other beautiful images.

Leader: Sandra Scheiderer

Dates: 2/8, 3/14, 4/11

Time: 6-7:30 p.m.

Cost: \$29

Instructor: Chris Durrill

Date: 02-01-16

Time: 6-8:00 p.m.

Sessions: 4

Cost: \$39

Find us on 



# 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.

## 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.

## 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.

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"

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:	

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

PRSRT STD  
ECRWSS  
U.S. POSTAGE  
PAID  
EDDM RETAIL

Postal Customer  
ECRWSS



Is your technology out of date?



Let Eldon Career Center Help!



We will update your knowledge so you  
can take advantage of modern technology

Explore a Healthcare Career:

Meet the Instructors \* Apply for Financial Aid \* Enroll  
Healthcare Careers Open House

January 26, 2016

112 S. Pine St.



4-6:00 p.m.

Room 107C

CNA, CMT, Phlebotomy  
Medical Billing and Coding  
Pharmacy Technician



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