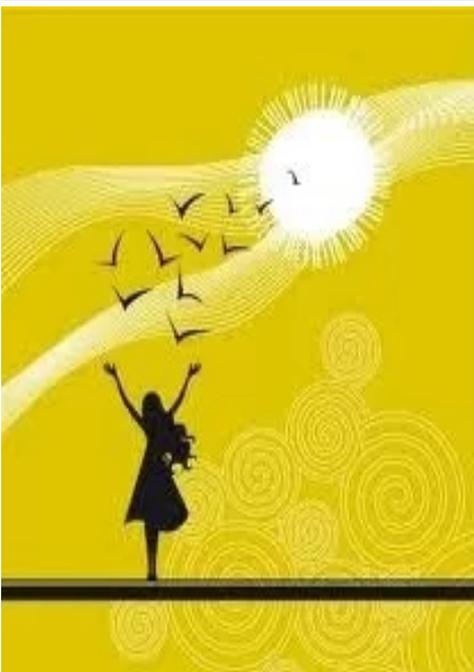
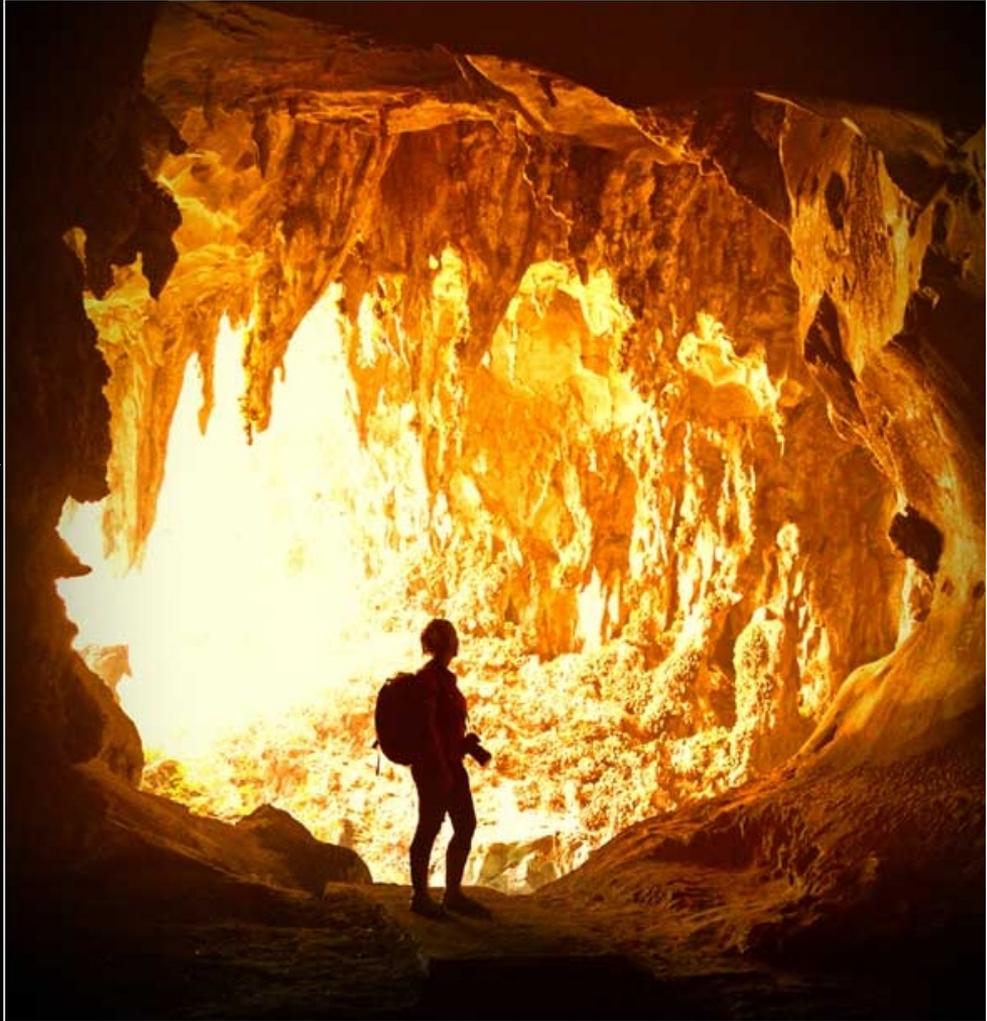


Eldon Career Center

Adult and Community Education
Fall Course Catalog 2017

And Then
I Realized
Adventure
Was The
Best Way
To Learn.



Courses offered, just to name a few.

Microsoft Excel 2016

Love Your iPhone

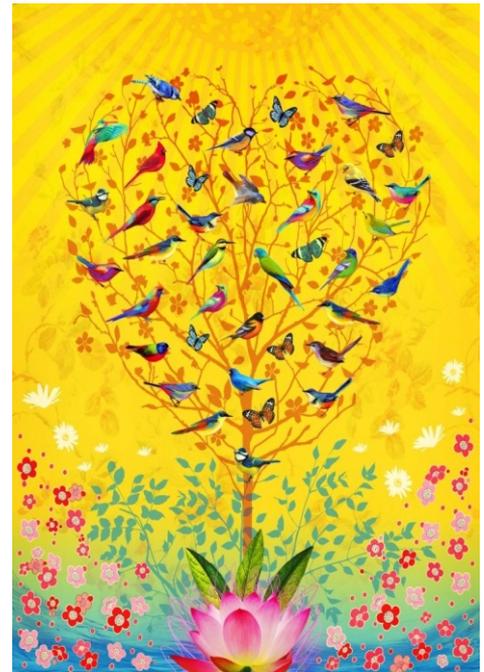
Bee Keeping 101

Certified Nursing Assistant

Certified Medication Technician

Lake Ozark Nature &
History Cruise

Cave Adventure



Continuing Education for Adult Learners



Convenient
Affordable
Effective

Questions About online learning?

Online learning is a fun, enjoyable and very productive way to learn. Millions of people are learning online each year. You will engage with the instructor and other participants. You will get to know your instructor and other participants. You may make friends. It's easy. It's fun.

How the Course Works

It is easy to participate in your online course. After you register, you will be given a web address to go to get into your online classroom. You will have a password and use your email address and password to gain access. Once inside the online classroom, here's what you can expect.

Participate when you want

You can participate any time of day or evening. The online classroom is open 24 hours a day, 7 days a week. There are no live real-time requirements or meetings. You decide when you participate. For the best learning, participants should log into the course on 2-3 different days of the week.

For each Unit, you will:

Access the online readings
Listen to the audio presentation for the Unit and view the slides. Take a self-quiz to see how much you have learned. Engage in written online discussion with your instructor and other participants. For best learning, you should make one or more comments at 2-3 different times each day.

The content (readings, audio lectures, slides) and self quizzes are accessible for the entire course, so you can work ahead, or go back and review again, at your convenience.

Discussion

The Discussion for each Unit lasts one week. All comments are made in writing and can be made at any time of the day or night. Your instructor will log into the Discussion area at least once a day and answer questions, make comments, and respond to comments by you and the other participants. We encourage you to make 2-3 comments each day to maximize your learning and enjoyment of the course.

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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.



Gabe Branstetter
Coordinator,
Adult & Community Ed.

The goal of Community Education is to keep you learning through every stage of life. We offer opportunities for you to do just that, with classes like Sign Language and Excel or experiences like history cruises and special cave tours. Don't forget we still offer career training programs to establish or enhance your career. Contact our office at 392-8060 ext. 1504 to register.

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

Thank you, Gabe

LEAP Discount

Is your child a participant in
Eldon's
after school program,
LEAP?

If so, you could take certain
classes in this
booklet for free or at a discount.

Contact the ECC office for
details.
392-8060 ext. 1504

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: 9/11, 10/9, 11/13, 12/11
Cost: \$35

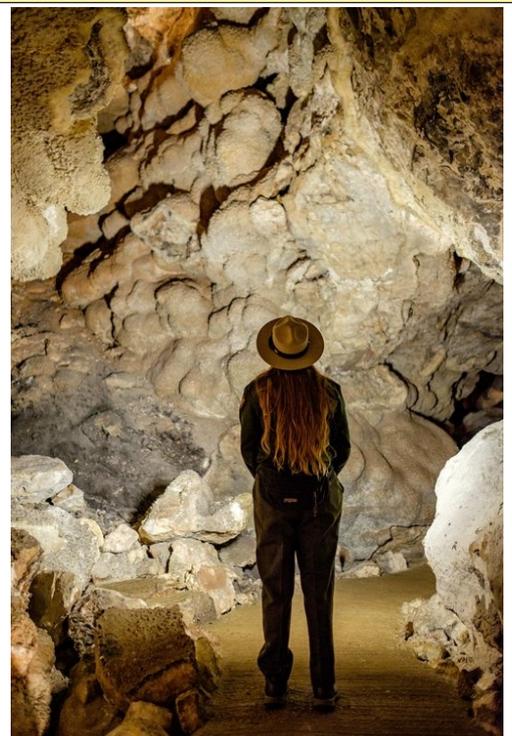
Call Eldon Career Center at 392-8060 to register.

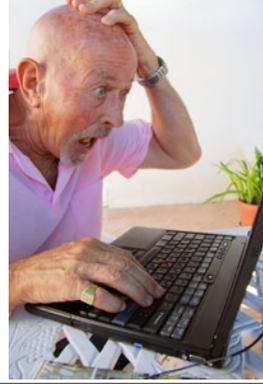
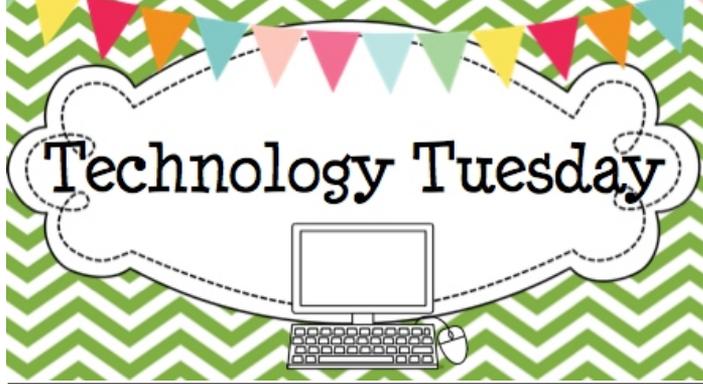
Don't Miss Our Day Trips!

**Day time adventures
await with
Eldon Career Center!**
Page 5 & 6

Cave Adventure
at Stark Caverns

Bagnell Dam History and
Nature Cruise





Eldon Career Center, providing answers to all of your technology questions.

Love Your iPad

Bring your iPad to class and discuss popular apps, iPad settings, iCloud storage, the best way to check email from your device and much more.
 Date: Tues.10/03/17
 Time: 1-2:00 p.m.
 Cost: \$15

Love Your iPhone

Hey Siri, iMessage, Voice memos are just a few of the features of the iPhone. Get the most from your device by taking this class.
 Date: Tues. 10/10/17
 Time: 1-2:00 p.m.
 Cost: \$15

Facebook 101

Discover why so many people enjoy Facebook. Understand who can see what you post, check out the security settings of your account. Ever wonder why the mobile app looks different from your computer? We can answer your questions
 Date: Tues. 10/24/17
 Time: 1-2:00 p.m.
 Cost: \$15



Master the Keyboard

Keyboarding skills are still important. If you hunt and peck then you need to join us. We can improve your typing speed in one hour and send you with the tools to continue improving.
 Date: Tues. 10/31/17
 or by appointment
 Time: 1-2:00 p.m.
 Cost: \$15

Qwerty Keyboard (pronounced kwer-tee)

~	1	@	#	\$	%	^	&	*	()	-	+	Delete
Tab	Q	W	E	R	T	Y	U	I	O	P	{	}	\
Caps	A	S	D	F	G	H	J	K	L	:	"	'	Enter
Shift	Z	X	C	V	B	N	M	<	>	?	/	Shift	
Ctrl		Alt									Alt		Ctrl

It's Tuesday! Invite a friend to go out to lunch. Then come over to Eldon Career Center for a one hour technology class.

Mastering Computer Skills for the Workplace

New Eldon Career Center Online Certificate Program!

Master the most common uses of Microsoft so that you can work faster and more efficiently and can take your computer skills from plain and drab to exciting and engaging. An impressive 67.6% of all middle-skill jobs now request a fundamental knowledge of Microsoft Office, and it's the most widely used software among primary, secondary, and post-secondary students. With that, knowing the features and functionality of this software is becoming increasingly important.

This Value Suite combines three foundational Microsoft Office 2016 courses, teaching you the ins and outs of: Microsoft Word, Excel and PowerPoint 2016

In this program, you'll learn everything from creating impressive letters and documents, to compelling spreadsheets and tables, to persuasive presentations. You will leave class with a set of skills that are a workplace requirement in today's fast paced ever-changing environment and will enable your future career success.

- Introduction to Microsoft Word 2016 begins October 18, 2017
- Introduction to Microsoft Excel 2016 begins November 8, 2017
- Introduction to Microsoft Powerpoint 2016 begins January 18, 2017
- Cost of the three course bundle: \$324 call Eldon Career Center to register at 392-8060 ext. 1504

Microsoft Excel 2016

Do you work with numbers? Then you need to master Microsoft Excel 2016 (now available through Office 365)—and this is the place to do it. Even "non-techie" beginners will find it easy to learn Excel in this fun, step-by-step course.

These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics.

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: Mike Edinger

Date: 10/3 meeting Tuesdays for 4 weeks

Time: 6-8:00 p.m.

Location: Eldon Career Center, Computer Lab

Cost: \$39

Welcome to Google

Google is a California-based, multinational internet company which provides online search and advertising, cloud computing and software. In November 2016, Google was ranked first amongst the most visited multi-platform web properties in the United States with 246 million U.S. visitors and a market share of 63.4 percent among the leading U.S. search engine providers.

Google is much more than a search engine! Google apps such as Drive, Gmail, and Google Calendar were designed to make your life easier. This class allows you to explore the many uses of Google so you can take advantage of this free resource.

Instructor: Stacey Dunham

Dates: 10/16 and 10/23

Time: 6-7:00 p.m.

Location: Eldon High School Library

Cost: \$19

Google Analytics for Business

Nearly every business and non-profit organization has a website, and probably a Facebook page and a YouTube channel. Individuals have them too, to promote ideas, to share a vision, or to educate the public. No matter what brings you to the Web, your hope is that a lot of people see your website, your wall, your tweets, and your videos. Why else go to the trouble of sharing them?

In this Online course, you'll learn to use Google Analytics to make the most of your online traffic. You'll see how you can track not just the traffic to all of your online content, but also 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 step by step, report by report, through the major parts of the Google Analytics interface. 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 learn everything you need to know to get everything you can from the data that Google Analytics provides. You'll even find out about Google AdWords and other tools to enhance your traffic as well as your Google Analytics reporting.

Six Week Online Course, Cost: \$99

Call Gabe to register, 392-8060 ext. 1504



Introduction to Quickbooks 2016

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small- to midsized-business owner who needs a fully functional accounting system that's also easy to use.

In 12 lessons, you'll gain hands-on experience as you master the tools you need set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.

Whether you're new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of the financial accounting for your business.

Six week Online course, begins October 18

Cost: \$119, Call to register 392-8060 ext. 1504



Order tickets by calling
573-392-8060 ext. 1504

Lake of the Ozarks History and Nature Cruise

If you enjoy history and would like to have lunch with friends on a yacht, you will not want to miss this event! Join the Community Education program from Eldon Career Center on the Celebration II Cruise at Bagnell Dam.



Date: Friday, 10-20-17
Board: 12:30 p.m.
Departure: 1:00 p.m.
Return: 2:30 p.m.



Cost: \$45, includes a buffet lunch and narrated historical tour of Lake of the Ozarks and the construction of Bagnell Dam. This informative tour will also provide a relaxing atmosphere to visit with friends and network with colleagues. A cash bar will be available.

The Celebration II Yacht is ADA accessible.

Participants of the Lake Ozark History and Nature Cruise are encouraged to visit the beautiful Willmore Lodge located at #1 Willmore Lane, Lake Ozark, MO 65049 before or after the cruise. The museum of Bagnell Dam is located inside the lodge and the lake views from the deck are beautiful. Willmore Lodge is open to visitors from 9:00 a.m. to 4:30 p.m. on weekdays.



CAVE ADVENTURE

Eldon Career Center has partnered with Stark Caverns and the Ozark Cave Diving Alliance (OCDA) to bring you an exciting cave adventure. You won't go cave diving but you will hear from a real life diver who has!

Stark Caverns is located just outside of Eldon at 125 Cave Drive. A great deal of history is contained inside the passages and caverns of this majestic cave. Join us for a luncheon at the Stark Caverns Visitor Center where we will hear from cave diving enthusiast, Chris Hill. Next you will do some exploring of your own on a guided walking tour of Stark Caverns.

Chris Hill (photo right) is a member of the OCDA, a non-profit organization that promotes conservation, education, and exploration of underwater cave systems in the Ozarks. Chris will be traveling from Springfield, MO to share his adventures of cave diving in Roubidoux Spring in Waynesville, MO, Lewis Cave, south of Van Buren, MO and other interesting underwater sites.



Date: November 17, 2017

Arrive at Stark Caverns for lunch: 11:30 a.m.

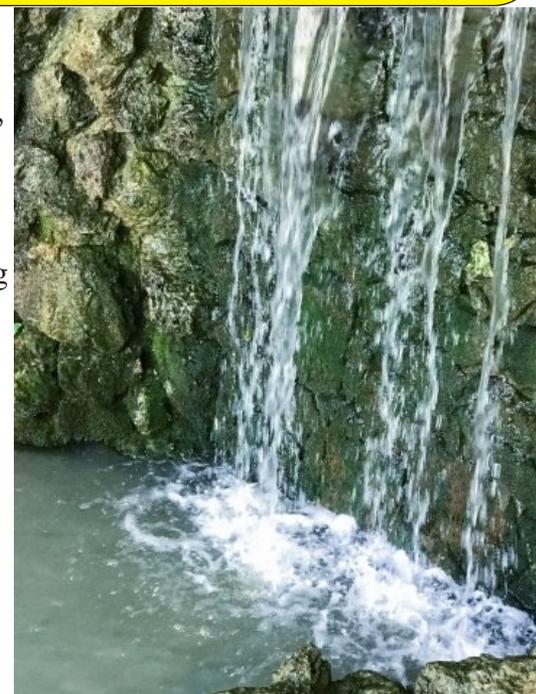
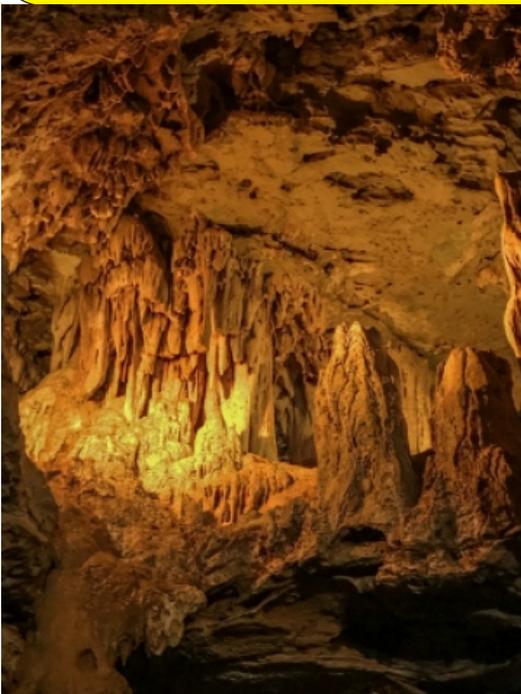
Presentation by Chris Hill: 12:00 p.m.

Tour of Stark Caverns: 1-2:00 p.m.

Cost: \$35

Three easy ways to register!
Complete the Community Ed
registration form and mail it in,
call our office at
573-392-8060 ext. 1504 or
email,
gabe.branstetter@eldonmustangs.org

Eldon
Career
Center



What's

the

buzz

about

??

Beekeeping 101 Class



“Forget about honey, pollen and royal jelly. Just think of a world without beans, tomatoes, onions and carrots, not to mention the hundreds of other vegetables, oilseeds and fruits that are dependent upon bees for pollination. And the livestock that are dependent upon bee-pollinated forage plants, such as clover.” One out of every three bites of food we eat has been pollinated by a bee; they are responsible for about 35% of all food production globally. Educating the public about the importance of bees and encouraging more people to raise bees is one way to sustain the bee population.

Eldon Career Center is hosting a beginning beekeeping class led by members of the MO State Beekeepers Association, with information relevant to anyone interested in keeping bees. This entry level class is beneficial whether you already have a few hives or are just thinking about getting started in beekeeping. Topics to be covered include:

Beekeeping equipment
Pollination
Swarming

How to wire a frame
Honey and wax
Winter Management

Identify the Queen, Drone and Worker Bee
Diseases and Pests
Spring and Summer Management

All of these topics and more will be covered in this one day training course. Trial and error can be an expensive teacher. Take advantage of the experience of local beekeeper's to improve your chances of successful beekeeping.

Beekeeping 101

Saturday, November 4, 2017

Time: 8:00 a.m. to 4:00 p.m.

Cost: \$35, includes lunch and textbook



Three easy ways to register!
Complete the Community Ed registration form and mail it in,

call our office at
573-392-8060 ext. 1504

or email,
gabe.branstetter@eldonmustangs.org

Stress Management Certificate

Stress is at epidemic levels in the world today. It affects every aspect of the body, mind, and spirit, resulting in a wide range of symptoms from headaches or stomach ailments to heart disease and death. Currently, as many as 90% of all visits to health-care providers in the United States are considered stress-related.

You'll explore the physiological, social, and psychological impacts of stress and study modalities to get stress under control. You'll examine the relationship between stress and health, nutrition, and physical activity, and discover how stress can develop in the workplace.

Cost: \$99

Class sessions begin 10/18, 11/08 or 12/13 chose the session that best fits your schedule.

To register call our office at 392-8060 ext. 1504.

Inspired by Nature



Medicinal Herbs & Flowers

Herbs are a great addition to any garden or flower bed. They are easy to grow and many produce beautiful foliage and flowers. Let's dig in to the historical and modern uses of common herbs.

There are simple ways to incorporate herbs and flowers into daily life. We will discuss growing techniques, traditional medicinal benefits and much more.

Don't be afraid to get your hands dirty. This will be a hands on class.

Instructor: Samantha Richardson

Dates: 11-06-17 & 11-13-17

Time: 6-8:00 p.m.

Sessions: 2

Cost: \$29

Eldon Career Center, encouraging creativity through lifelong learning.

Sewing for Beginners

Bring your portable sewing machine to class and learn the basics of sewing. Participants will learn about patterns, different fabrics and how to hem pants. Make a different project at each class session. Projects include pajama pants, capri pants, apron and a pillow.

The goal of this sewing class is to help each participant become confident in making projects and sewing on their own machine.

Supplies to bring to class: portable sewing machine, scissors, tape measure, pins, thread and fabric.



Sewing Class Dates:
10/12, 10/19, 11/02, 11/09

Time: 7:00 to 8:30 p.m.

Cost: \$35

Instructor: Sheryl Evans



Leadership and Business



Rental Property Manager

If you are looking for real adventure, find out what it takes to manage rental property. Are you a Landlord or thinking of becoming one? Increase your understanding of Landlord-Tenant Laws in Missouri by joining us for Rental Property Management class. We will go over lease agreements, deposits, subleasing, verbal agreements and the options for your business.

Experience can be an expensive teacher, collaborate with other landlords in this interactive class. Avoid evictions by improving your application process. However, if you find yourself in a position to evict someone, we will go over the process together.

Learn more efficient ways to track rental income and expenditures to make 2017 a successful year for your business!

Instructor: Gabe Branstetter

Dates: 11-8 and 11-15 Time: 5-6:00 p.m.

Sessions: 2 Cost: \$25



Fundamentals of Supervision & Management

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management.

You will learn how to make a successful transition from employee to manager and you'll learn how to manage your time so that you can deal with the constant demands of a managerial job.

You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.

This six week online course begins Oct. 18, call 392-8060 if you have questions about registering.

Cost: \$99

Certificate in Sales

Are you pumped about your Online business? Whether you sell makeup, nutrition and wellness products or a specialty clothing line, understanding effective sales techniques can make all the difference to the success of your business.

By enrolling in the following Online classes through Eldon Career Center you will earn our Certificate in Sales.

Getting Started in Sales

Finding new clients or customers can be challenging, reaching out to them and actually making a sale is a whole other thing. Understanding the basic steps of sales and freeing your mind of negativity is the foundation to your business success. Save time, money and effort with these tried and true proven sales techniques that are guaranteed to deliver proven results. October 2 - 27

Power Selling

No matter what product or service you represent, there are powerful strategies that will help you become a top-producing sales person. Better understand the importance of the sales function and learn new skills in relationship management, prospecting, customer management, and delivering a compelling sales presentation. Move yourself or your sales team to increased success. November 6 - December 1

Strategic Selling with Social Media

Social media, when understood and leveraged effectively, can enable you to find new clients and motivate these clients to take action in more efficient and strategic ways. Social media sales solutions can help you save time, save money and make money throughout the sales cycle from prospecting to referrals to closing sales.

February 5 - March 2, 2018

Take all three courses and earn a certificate for \$495

Certificate in Accounting & Finance for Non Financial Managers

Every successful person in the workplace utilizes financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career.

Individual Courses included in Certificate:

Cash is King

Cash is arguably the most important factor in business success. D&B reports 90% of all small business failures are due to poor cash flow—more money gets paid out than collected. It is the non-financial manager who really makes a difference in the day-to-day cash activities. Discover how to maximize cash flow, learn the importance of cash and find out your role in cash flow success. Oct. 2 through Oct. 27

Financial Analysis and Planning for Non-Financial Managers

Designed for non-financial managers, business owners, entrepreneurs, and other decision-makers, this advanced course will take the mystery out of money matters. Throughout this course, financial information that drives your organization, as seen on the business's reports, will be assessed and analyzed to understand it. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence. Nov. 6 through Dec. 1

Accounting and Finance for Non-Financial Managers

Every successful person in the workplace utilizes financial information to aid effective decision making. Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance. Feb. 5 through March 2

Cost: \$495

Requirements: Students must have access to a computer with Internet connection.

Contact Eldon Career Center at 573-392-8060 ext. 1504 to register.

Eldon Career Center Digital Marketing Certificate

Get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising.

Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions.

\$495 is the cost of the Digital Marketing Certificate which includes three online courses. Call 573-392-8060 or visit our website to register. Individual course pricing is available.

Boosting Your Web Site Traffic

Acquire the basic skills to boost your web site traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well. Oct. 2 - 27

Online Advertising

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget Adword campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach.

No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.

November 6 - December 1

Improving Email Promotions

Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing.

Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well.

February 5 - March 2

American 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!

The registration fee can be prorated for students joining after the first session. Its not too late to register!

Location: Eldon Career Center

Instructor:

Clinda Miller

Date: 9-14-17

Time: 4-6:00 p.m.

Sessions: 10

Cost: \$65



The Circle of Life

In this two part seminar, speaker Stephanie Witthar from Phoenix Home Care will discuss the circle of life. There are stages of care giving from birth to the end of life. Many challenges are faced by care givers who want only the best for their loved one. You will learn about the services and resources available to those needing care. This seminar will help you plan for long term care needs.

Next, Elder Care Attorney, Amie Coleman will address necessary legal issues and increase your knowledge of medicaid planning. Participants will go over the various legal documents that need to be prepared, depending on your situation.

These documents include:

- Deeds
- Powers of Attorney
- Advanced Directives
- Wills and Trusts - when you need one or both
- Funeral and burial preparations

Defining these terms and understanding if and when you need them, will give you peace of mind.

Join us for this informative seminar.

Dates: Oct. 17 and Oct. 24

Time: 6-8:00 p.m.

Cost: \$15

Location: Eldon Career Center

Certified Medical Administrative Assistant



Certified Administrative Medical Assistants (CMAA's) are versatile and valuable members of the healthcare team who can handle a broad range of duties, including patient registration, telephone, scheduling, medical records, accounts receivable, data entry, and medical claims.

Upon completion of this program you will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by National Healthcareer Association (NHA). The registration fee for this exam is included with this program.

Length of Program: 6 months or 160 classroom hours

Cost of Program: \$1495, includes textbook and exam

Requirements: Students must have a computer with access to the Internet. Call to register 392-8060 ext. 1504



Start a Career in Healthcare

Certified Medication Technician and Insulin Certification

CLASS INFORMATION:

CMT Class: October 9 – December 11, 2017

Class will be held Mondays and Wednesdays from 5:00 p.m. to 9:00 p.m. at ECC

Insulin Certification Class: Approximately December 11, 2017

Contact ECC office or CMT instructor for Insulin Certification Schedule.

COST:

Certified Medication Technician: \$525.00*, (Includes Book)

*A \$100 non-refundable deposit is required as well as a completed application to be considered enrolled. Space is limited to the first twelve received.

Insulin Certification \$75.00 (Includes Book)

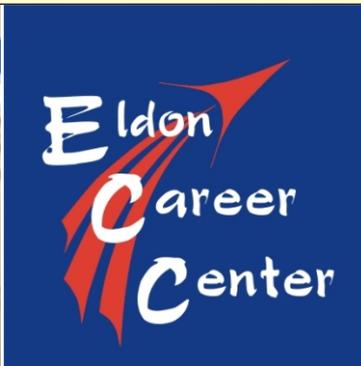
CNA's with 6 months experience, a High School Diploma or GED and passing TABE test scores are eligible for the CMT class.

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

Call our office for more details, 573-392-8060 ext. 1504



Funding Opportunities for these healthcare career courses are available through the Workforce Innovation and Opportunities Act. Contact the MO Job Center in Linn Creek or Jefferson City for more details and to see if you qualify.



Pharmacy Technician

Learn the skills you need to become a pharmacy tech in a hospital or retail setting with the Pharmacy Technician Online Certification Training Program. You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies, and you'll be prepared for national certification.

This program pairs you with an instructor for one-on-one assistance. Upon successfully completing your program, you may qualify for a 40 to 100-hour externship. For more information, view the "Details" section.

All materials are included in the cost of the program. Upon completion of this program, you will be prepared to sit for the National Certification Exam which is the Pharmacy Technician Certification Exam (PTCE), offered by Pharmacy Technician Certification Board (PTCB). The registration fee for this exam is also included with the program.

Cost of Program: \$2,495, includes textbooks and exam voucher.

Length of Program: 12 months

CPC Medical Billing and Coding

This is an ideal program for students new to a medical career. If you're seeking entry into the healthcare industry, this comprehensive program will provide you with all of the information you need to earn a certification in medical billing and coding.

Upon completion of this program, you will be prepared to sit for the Certified Professional Coder (CPC) exam, offered by the American Academy of Professional Coders (AAPC). The registration fee for this exam is included with this program.

Cost: \$2,695, textbooks and certification exam voucher included.

Requirements: students must have access to a computer with Internet.

Call Eldon Career Center to register, 392-8060 ext. 1504

Eldon Career Center

Certified Nursing Assistant Program

This classroom-based, instructor-led program will help you develop the background knowledge and skills you need in preparation for the examination to become a certified nurse assistant.

CNAs work closely with patients and are responsible for basic care services such as bathing, grooming and feeding patients, assisting nurses with medical equipment, and checking patient vital signs. CNAs give patients important social and emotional support and also provide vital information on patient conditions to nurses. This program includes classroom instruction and clinical experience in area skilled care facilities. Classroom instruction in a certified nursing assistant program includes basic nursing skills, anatomy, physiology, nutrition, and infection control. Students also gain hands-on experience during clinical activities.

CNAs work in nursing homes, hospitals, mental health facilities, assisted living facilities and private homes. Job prospects for CNAs are expected to be excellent due to the increasing long-term care needs of an aging population. CNA is an excellent entry into the nursing profession. It is said that the best RN's started as CNAs.



GENERAL PROGRAM INFORMATION

Classes will meet Tuesdays and Thursdays

Time: 4:00-8:00 pm

Class begins October 10, 2017

Class ends December 14, 2017

In addition to classroom time, there will be 100 hours of clinical experience which will be completed during separate hours over the course of the program. We will help you schedule clinical hours.

The Missouri Department of Health and Senior Services requires that any candidate sitting for the CNA Exam must have completed 75 classroom hours and 100 hours of clinical experience. Therefore, you must attend ALL classes and complete ALL clinical hours to successfully complete this course to be eligible for the CNA exam.

The tuition and textbook for the Fall 2017 session will be \$595 if paid in full. Tuition may be paid in 3 installments for a fee of \$50. \$295 (due Oct. 6, 2017), \$175 (due Nov. 3, 2017), and \$175 (due Dec. 8, 2017). Additional costs will be incurred by the student for proper attire to be worn during clinical hours.

ADMISSION CRITERIA

- Accurate completion of the application (available on our website or by request)
- Registration with the Family Care Safety Registry (instruction included in application). Registration fee is \$13 and must be paid with a credit/debit card.
- Letter of Intent
- A Letter of Professional Recommendation from an employer or instructor in support of your application
- Possible Interview (to be held after application deadline)
- TB Testing prior to clinical experience

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.

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

Many classes 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.

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

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



3) Email Gabe.Branstetter@eldonmustangs.org with the course information

Name :		Phone:
Address:		
Email:		
Would you like to be added to our email list?		
<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

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adventures, not
things. Have
stories to tell not
stuff to show*

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