

# Eldon Career Center

Adult and Community Education  
Spring Course Catalog 2017



*Teamwork divides the task  
& multiplies the success. Author unknown  
Business & Leadership Development classes, p. 9*

Courses offered, just to name a few.

Don't be this guy



Enroll in Electricity Basics p. 13

Buying & Selling Locally

Introduction to Computers

Love Your iPad

Graphic Design

Certified Nursing Assistant

Phlebotomy Certification

Essential Oils: Spring Fling!

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

Living Gluten Free p. 11



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

## Achieve Your New Year's Resolutions with an Online Course!



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

Eldon Career Center partners with Ed2go to offer over 300 Online courses. Subject areas cover the following topics:

**Accounting & Finance**  
**Business**  
**College Readiness**  
**Computer Applications**  
**Teaching & Education**  
**Technology**  
**And More...**

In most of our Online courses two lessons are released each week for six weeks. That's 24 hours of instruction for just \$99. Visit [www.ed2go.com/eldon](http://www.ed2go.com/eldon) to browse our Online course offerings and register. Classes begin on the third Wednesday of each month.

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.

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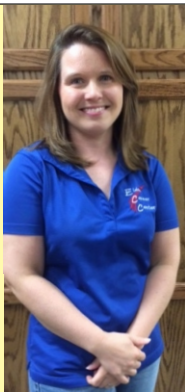
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### Class Cancellation Policy

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 day trips and tea parties. 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](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

# 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: 2/13, 3/13, 4/10, 5/08  
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 5 & 6

Independence, MO  
Covered Wagon Tour

Bagnell Dam Tour  
Courtesy of Ameren

Beauty & The Beast  
at the Lyceum Theatre



# FAST FACT FRIDAY



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: Fri. 2/03/17

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: Fri. 2/10/17

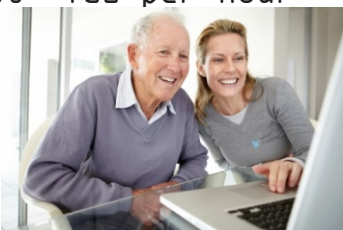
Time: 1-2:00 p.m.

Cost: \$15

## Computer Training 1 on 1

Do you have some specific questions about using your computer that you would like someone to answer? Do you need help getting on the Internet or creating a document? Give us a call at 573-392-8060 ext. 1504 to schedule a 1 on 1 training session custom tailored to meet your needs.

Cost: \$50 per hour



## 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: Fri. 2/17/17

Time: 1-2:00 p.m.

Cost: \$15

## Twitter, Beginner to Pro

Wondering what everyone is tweeting about? Bring your laptop/tablet or use one of ours & we will help you get started.

Date: Fri. 2/24/17

Time: 1-2:00 p.m.

Cost: \$15

## Explore Google

Google is an invaluable free resource. Learn the benefits of Chrome, Gmail, Google images, Maps and Youtube.

Date: Fri. 3/3/17

Time: 1-2:00 p.m.

Cost: \$15

## Explore Even More Google

This session will cover Google Drive, Docs, the Calendar as well as Google Forms and Groups.

Date: Fri. 3/10/17

Time: 1-2:00 p.m.

Cost: \$15

## 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: Fri. 3/31/17

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: Fri. 4/21/17

Time: 1-2:00 p.m.

Cost: \$15

## Qwerty Keyboard (pronounced kwer-tee)

~	!	@	#	\$	%	^	&	*	(	)	-	+	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

## Talk QWERTY To Me

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: Fri. 3/22/17

or by appointment

Time: 1-2:00 p.m.

Cost: \$15

Fast Fact Friday classes will be held in classroom 107C at Eldon Career Center.

### 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:

Jaime Wright

Date: 3/14 meeting

Tuesdays for 3 weeks

Time: 6-8:00 p.m.

Cost: \$39

### 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.

Instructor:

Gabe Branstetter

Date: Wed. 3/8/17

Time: 3:30-5:00 p.m.

Cost: \$15

### Excel Pivot Tables

Wouldn't it be great to learn how to effectively use all the advanced Excel pivot table features? In this practical and information-packed course, you'll see how to maximize this program's functions and capabilities.

Most organizations rely heavily on Microsoft Excel pivot tables to analyze and report financial information.

Online Course, \$99

Register here:

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

### 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: Jaime Wright

Date: 2/23, meeting

Thursdays

for 3 weeks

Time: 6-8:00 p.m.

\$39

### 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.

Online Course, \$99

Register here:

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

Call ECC with questions, 392-8060 ext. 1504

### 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: Tues. 2/21/17

Time: 6-8:00 p.m.

Sessions: 3

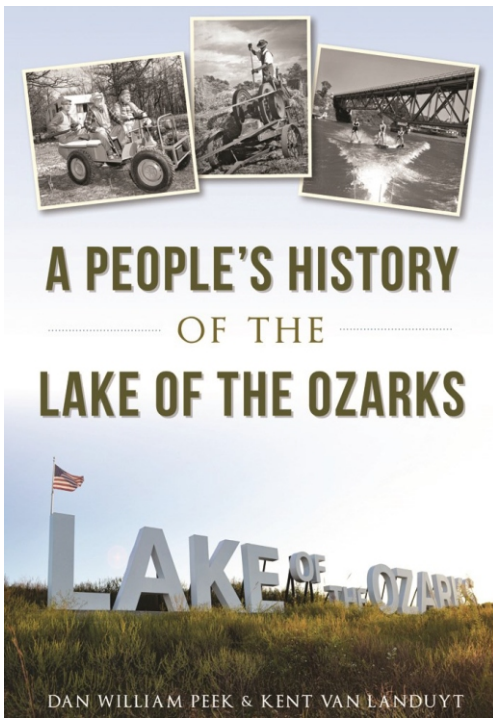
Cost: \$39

### Intermediate Excel 2016

Take your Excel skills to the next level! Master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2016, and discover how this powerful MS Office program can boost your productivity.

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





# Read and Go!

## Bagnell Dam Historical Tour

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. First get your copy of, *A People's History of the Lake of the Ozarks*, by co-authors Dan Peek and Kent Van Landuyt. Next, meet with other classmates on March 21 to learn more about local history and discuss the book. Then, the class will meet for lunch and enjoy a guided tour of Bagnell Dam on March 24.

Date: 3-21-17 Time: 6-8:00 p

Date: 3-24-17 Time: Noon to 2:30 p

Sessions: 2

Cost: \$39, includes 3-21 class, as well as lunch and tour of Bagnell Dam on 3-24

Now is the perfect time to schedule a day trip with Eldon Career Center. Here are some interesting facts about traveling in retirement.

### General Travel Insights from AARP

Top 2017 Boomer travel trends show that almost all will travel for leisure with about half traveling internationally.

Travel in 2017 looks very similar to what was anticipated in 2016

Most Boomers (99%) will take at least one leisure trip in 2017, with an average of five or more trips expected throughout the year.

Most (51%) expect to only travel domestically, but a significant portion are hoping to travel both domestically and internationally (43%).

The majority of travel is anticipated in the Spring and Summer of 2017, and to a lesser degree in the Fall, regardless of destination.

Research by Vicki Gelfeld, Patty David, AARP Research, November 2016



Featured sites on Independence, Day Trip

- The Truman Home
- The Noland Home, Truman's headquarters when courting his Bess
- Truman's Masonic Lodge
- Crisscrossing Independence's two Civil War battlefields
- Cannon Hill scene of a furious Civil War combat
- A home still scarred with Civil War Bullets
- Where future outlaw Cole Younger uniquely spied on Union troops
- Hear the history of the boarder wars and Quantrill's guerrillas.
- The Rise of the notorious James Brothers
- The church where Harry and Bess first met

## Pioneer Trails Adventure

Independence, MO is home to a beautiful town square near two Civil War battlefields and the Harry S. Truman home. Our tour group will leave Eldon Career Center at 9:00 a.m. and board a tour bus bound for Independence!

Upon arrival you will be greeted by a team of mules pulling a covered wagon. You will see the 1859 jail where Frank James once stayed and learn all about the notorious James Bros.

Hear the history of the boarder wars and Quantrill's guerrillas. There is so much history to see in Independence and this covered wagon tour shows it all. The group is expected to return to Eldon at approximately 5:00 p.m.

Date: 4-7-17

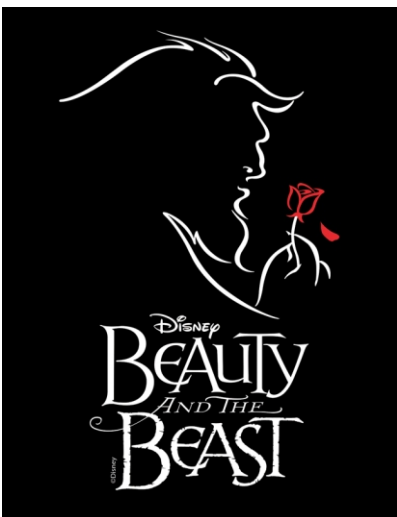
Leave Time: 9:00 a.m.

Cost: \$99, includes bus fare, wagon tour and lunch.



## Beauty & the Beast at the Lyceum

A Lyceum Premiere! Step into the enchanted world of Broadway's modern classic, Disney's Beauty and the Beast. Based on the Academy Award-winning animated feature, the stage version includes all of the wonderful songs written for the film, along with new songs by Alan Menken and Tim Rice. The classic story tells of Belle, a young woman in a provincial town, and the Beast, who is really a young prince trapped under the spell of an enchantress. If the Beast can learn to love and be loved, the curse will end and he will be transformed into his former self. But time is running out. If the Beast does not learn his lesson soon, he and his household will be doomed for all eternity. MUSICAL RATED G



Join a tour group from ECC as we travel to Arrow Rock, MO to watch a live musical. The shuttle bus will leave Eldon at 11:00 a.m. arriving at Arrow Rock for lunch served family style at J Huston Tavern. Then we will make our way to The Lyceum Theatre for, Beauty And The Beast.

Date: 6-7-17

Leave time: 11:00 a.m.

Cost: \$99, includes bus fare, lunch and ticket to the show.

ADA Accessible

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: 03-02-16  
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: 09-15-16  
Time: 7-8:00 p.m.  
Sessions: 4  
Cost: \$49 per couple



## Graphic Design Using Photoshop

Photoshop is the world's most popular photo-editing program. Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for image creation and editing.

Have you ever seen a terrific-looking brochure or newsletter and wondered how it was made? Chances are the designer used Adobe InDesign CC, the industry-standard desktop publishing software now available through the Creative Cloud. Discover the fastest and most effective ways to use Photoshop from an experienced graphic designer.

Janet Conner is a freelance writer, editor, graphic designer, photographer and writing coach. She is excited to share her expertise through Eldon Career Center's Community Education program.

Date: 3-7-17  
Sessions: 4  
Time: 6-7:30p  
Cost: \$49

## Now Hiring Teachers for the Fall 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



# Publishing and Creative Writing

## 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!

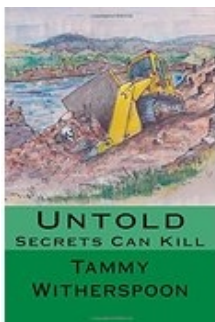
Date: 4-4-17  
Time: 6-8:00 p.m.  
Sessions: 1  
Cost: \$19

## 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: 4-14-17  
Time: 6-8:00 p  
Sessions: 1  
Cost: \$19



## Short Story / Playwriting Workshop

Use your imagination to engage in creativity as you improve your creative writing skills. This hands on workshop will coach participants in writing a short story or a 10 minute play of their choosing.

Class lecture will be minimal and the bulk of face-time will be spent writing, reviewing and revising work completed outside of class. In-class writing exercises will also be included in the course work to get your creative ideas flowing.

Instructor, Janet Conner is an award winning author. Her one act play, "Cleaning House" was selected for the 2006 KC Playwrights Festival. Don't miss this opportunity!

Date: 4-4-17-  
Time 6-7:30 p.m.  
Sessions: 6  
Cost: \$49



## 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: 02-23-17  
Time: 6-8:00 p.m.  
Sessions: 6  
Cost \$79, includes book

## talk to the hands



Learning American Sign Language will open up a whole new world

**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: 3-2-17  
Time: 4-6:00 p.m.  
Sessions: 10  
Cost: \$65



# Leadership and Business



## Rental Property Manager

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. Avoid evictions by improving your application process. Learn more efficient ways to track rental income and expenditures to make 2017 a successful year for your business!

Instructor: Gabe Branstetter  
Date: 02-14-17 Time: 1-3:00p  
Sessions: 3 Cost: \$49

## Business Plan Development

Whether you are starting a new business or looking to expand an existing business, you need a business plan. Carve out some time from your day that you can devote to setting goals and planning the future of your business.

Developing a business plan causes you to consider the strengths, weaknesses, opportunities and threats of your idea. Use our template to create your business plan with ease.

Instructor: Gabe Branstetter  
Date: 04-04-17 Time: 1-3:00 p.m.  
Sessions: 3 Cost: \$49

## Leadership Lunch & Learn Team Works!

Build & strengthen your team for a successful 2017. Often times, minor adjustments within the workplace can improve morale and increase productivity. These interactive workshops will offer new management skills that can be put to work as soon as you return to the office.

Consider how you communicate with those you work with. Discover how improved communication skills can impact how we resolve conflicts, motivate each other and serve customers better.

Instructor: Gabe Branstetter  
Date: 03-07-17  
Time: 12-1:00 p.m.  
Sessions: 4  
Cost: \$99, includes 4 lunches  
Location: Central Bank Community Room, Eldon



## Selling Local Foods in MO

Selling is as important to fruit & vegetable growers as a high yield. There is no reason to plant a crop if you have no market lined up for selling. Consider every aspect of your agriculture business by signing up for, Selling Local Foods in MO class. These four sessions are packed with quality information and led by Patricia Barrett of the MU Extension.

### Session 1

Farmer's Markets and Community Supported Agriculture (CSA's)  
Date: 2-06-17 Time: 6:30-8:00p

### Session 2

Customer Service  
Kitchens & Local Foods  
Date: 2-13-17 Time: 6:30-8:00p

### Session 3

Food Safety  
(covering lots of new rules and regulations)  
Product Sampling  
Date: 2-27-17 Time: 6:30 to 8:00p

### Session 4

Selling to Restaurants & Grocery  
Produce Auctions  
Date: 3-06-17 Time: 6:30-8:00p

Cost: \$59 or \$19 per session

UNIVERSITY OF MISSOURI  
**M Extension**  
an equal opportunity/ADA institution



## Your Class Idea Could Be Here.



Do you have a class idea that isn't included in this course catalog? We are always looking for new classes to offer.

Perhaps you have a talent that you would be willing to share with other adults in the community. We hire people who are passionate about their subject to teach community education classes.

Call the Eldon Career Center office at 392-8060 ext, 1504. or [gabe.branstetter@eldonmustangs.org](mailto:gabe.branstetter@eldonmustangs.org)

Achieve Your  
New Year's  
Resolutions  
with an  
Online Course!



Find Your  
Course

## Eldon's College and Career Fair



2-24-17

10:00 to 1:00 p.m.



Eldon High School Gymnasium

Looking to hire employees soon?  
Contact Eldon Career Center about  
setting up a booth to visit with over 400  
high school students.

Booth sponsors must be registered in  
advance, email for more details.

[gabe.branstetter@eldonmustangs.org](mailto:gabe.branstetter@eldonmustangs.org)



### SkillsUSA Fundraiser BBQ

Benefitting Eldon Career Center's SkillsUSA High School  
Students who Qualify for National Competition in Louisville, KY.

**April 28, 2017**

**\$10 Meal**

**Chicken Leg Quarter or Pork Steak & Sides**

**Place Pre-Orders or Walk-In at the Eldon Career Center**

Contact Erin Rohwer @ 573-392-8060 Ext. 1503 or  
[Erin.Rohwer@eldonmustangs.org](mailto:Erin.Rohwer@eldonmustangs.org)





## Living Gluten Free

**It can be delicious!**

Living gluten free can be challenging. Together we will explore reasons why the gluten free diet is needed and discover solutions. Participants will exchange recipes, learn alternative ingredient choices and enjoy tasting samples. This experience will show how gluten free living can taste so good!

Instructors: Trish Vernon & Della Hemminger

Date: 2-09-17 & 2-16-17

Time: 6:30 - 8:30 p.m.

Sessions: 2

Cost: \$29

Class location: Maple Street Cafe

# Inspired by Nature



## All About Herbs & Edible 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: 3-07-17 & 3-14-17

Time: 6-8:00 p.m.

Sessions: 2

Cost: \$29

## Spring Fling with Essential Oils - Part I

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.

You will learn how to use Essential Oils in practical ways. There are all natural, healthy ways to support your health during the spring season. Utilize therapeutic essential oils to feel better this spring. Get hands-on with some awesome recipes you can "make and take" home with you!

See how Essential Oils can improve your health with great products you will take home and put to good use.



Instructor: Lori Loth

Date: 03-02-17

Time: 6-8:00 p.m.

Sessions: 1

Cost: \$25

## Spring Fling with Essential Oils Part II

In this Make-and-Take workshop you will continue the fun of utilizing Essential Oils in your daily life by making household products with Essential Oils. This is a great follow up class to Part I but you do not have to enroll in Part I to get the most out of part II. All supplies are included in the price of the Oils classes.

Instructor: Lori Loth

Date: 04-06-17 Time: 6-8:00p

Sessions: 1 Cost: \$25





# 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: 02-07-17

Approximate End Date: 04-13-17

Cost: \$595

Applications are due 01-31-16

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

## 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 5-9:00 p.m.

on Mondays and Wednesdays

Start Date: 02-6-17

Approximate End date: 3-29-17

\$525 CMT \$75 Insulin Certification

Applications are due 01-30-17

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.

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



## 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

## Electricity Basics

New Course Offering!

We are excited to add a basic electricity course to the Community Education schedule. After covering the basics of electricity and safety you will learn basic circuitry such as how to replace and wire a light switch, understand how to control a light switch from two locations and wire a switch loop. Students in electricity basics will learn about wiring diagrams and wiring whole room circuits.

Instructor: Jason Twenter

Date: 5-02-17

Time: 6-8:00 p.m.

Sessions: 5

Cost: \$79





# 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 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](mailto:Gabe.Branstetter@eldonmustangs.org) with the course information

### 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 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:	

### 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.

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

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EDDM RETAIL

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