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*Front and back covers
created by Kayley Brock of the
HHS Public Relations Class.*

Stacks Youth HiSET (GED) Prep Classes

Classes will begin January 5, 2015
Harrisonville Library Computer Lab
Monday, Tuesday and Wednesday 5:30-7:30pm

Call Jo Junkin: 816-331-4909
to reserve your place.



MONOPOLY TOURNAMENT

Proceeds to benefit
Jerry Tabb Memorial Scholarship Trust

March 7— 8:30am—2:00pm

at

Cass Career Center

Registration cost—\$25

Go to harrisonvilleschools.org/communityeducation to register

Lunch is included

Sponsored by:

Coffelt Land Title
Harrisonville Kiwanis Club
Cass Career Center



FEATURED TEACHERS

Holly Hilbert

Holly Hilbert has been teaching Medical Terminology at Cass Career Center for 6 years. . Holly began her nursing career as a medic in the Army Medical Corp in 1957, serving 15 years in the Medical Reserves. She advanced from CNA to LPN to RN over a 30-year period and currently works for the State of Missouri. Holly is a mother of four, grandmother to six with two on the way and considers her family and church the loves of her life. She is active in Boy Scouts as a merit badge counselor. Holly enjoys sports, traveling, crafting and working with animals.



Denniele Bohannon

Denniele Bohannon has been a Cass Career Center Adult/Community Education quilting teacher since 2007. She taught in the Harrisonville School District for 24 years. She has been a quilter for almost 40 years and recently co-authored her first book, *Where Poppies Grow*, published by The Kansas City Star. Denniele and her husband Meryl are parents to five grown children, grandparents to three precious grandkids, and owners of two spoiled chocolate labrador retrievers. You can follow Denniele at Louanna Mary Quilt Design. If you follow the laughter at CCC, you can find the quilting class.



REGISTRATION INFORMATION

MAIL: Complete registration form. Mail with course fee

Please write a separate check for each class.

IN PERSON: Adult/Community Education Office

1600 E. Elm St.

Harrisonville MO 64701

Office Hours: Monday-Friday 7:00 AM - 3:00 PM

OFFICE IS CLOSED - December 19—January 6.

Online-harrisonvilleschools.org/communityeducation

NOTE: Registration is complete ONLY upon receipt of registration fees

REFUND POLICY -- PLEASE READ CAREFULLY

1) Full refund if Community Education cancels the class.

2) Full refund, less \$5 processing fee if we receive notification at least 24 hours prior to start of class.

3) NO refund issued if notification received after start of class.

DISCOUNTS

65 years of age or older - eligible for 10% off -

Harrisonville School District employees—eligible for 20% off

Discounts apply to Enrichment, Dance & Fitness only.

NON-DISCRIMINATION POLICY

The Harrisonville Cass R-IX School district does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age or any other characteristic protected by law. For complete policy, please go to website and choose District, click on School Board.

FEES- Classes must be self-supporting. Registration fee does not include cost of books, supplies, or materials unless otherwise stated. **FEES MUST BE PAID before you are considered enrolled.** We accept cash, checks, money orders, VISA and Master Card - you may now pay online with credit or debit card.

WHO MAY ENROLL? - Adult/Community Education courses are designed for adults (18 years of age or older). Under 18 may be permitted to register with prior consent of Instructor and Community Education Coordinator - they may be required to have an adult register with them.

INCLEMENT WEATHER CANCELLATION—If Harrisonville School District schools are closed, adult classes will be cancelled. Cancellation will be on local network TV and radio stations. If in doubt, contact CCC at (816)380-3253 x7223. A recorded message will provide cancellation information. Cancelled classes will be rescheduled.

Registration Form

NAME: _____ Day Phone _____

Address _____ Cell Phone _____

City _____ State _____ ZIP _____

Email Address _____

Birthdate _____

Class Name _____ Fee: _____

Class Name _____ Fee: _____

Class Name _____ Fee: _____

TOTAL: _____

Check: Make check payable to Cass Career Center— mail or drop by office—

Credit/debit card—go online to harrisonvilleschools.org or call 816-380- 3253 x7223

HEALTH SERVICES



C.N.A. CLASSES - Fee \$950 (\$500 at Registration)

MUST have appointment to register— call 816-380-3253 x7223

MEDS C.N.A. TRAINING at CASS CAREER CENTER

REGISTRATION ENDS 1 week before class start. If self-pay must have \$500 down at time of registration. Classes are held at Cass Career Center- Most clinical sites are local - Must be at least 18 years of age by the 1st day of class. Mary LaPlant, RN, MEDS Instructor

Date	Day	Time	Location
3/23-5/18	Mon/Wed	9am -2:30pm	CCC

NO CLASS 4/06 — 16 sessions + 100 clinical hours

PHLEBOTOMY-- Fee \$979 (\$500 at Registration)

MUST have appointment to register- call 816-380-3253 x7223



The demand for Phlebotomy Technicians has increased substantially. Students will learn in a traditional classroom and laboratory setting. Classroom work includes terminology, anatomy and physiology, blood collection procedures and laboratory practice. Students who earn 80% on the classroom portion of this class may then continue on to clinicals. Applicants must pass a drug and alcohol test, a criminal background check and must have completed the Hepatitis B vaccination series before beginning their clinical experience. You will be required to wear scrubs during clinicals. Books and materials are included in the fee. **Class size is limited, please enroll early.** Students will sit for certification exam when all course work is completed. Kristi Jackson, PBT, AMT, DOT, BAT, Instructor

Registration for this class will close on February 4, 2014.

Date	Day	Time	Location
2/19-4/30	Mon/Thurs	6-9pm	CCC

NO CLASS—3/12, 3/16, 4/6 unless needed for snow days

CLINICALS—5/04-6/26

CNA & CMT CHALLENGE EXAMS

(By appointment only - 816-380-3253 x7223)

\$150 + certification fee

For individuals who meet special criteria and want Missouri CNA or CMT Certification. Must have letter of approval from the Missouri Department of Health and Senior Services.



MEDICAL CODING-- Fee \$1,400 (\$500 at Registration)



Must have appointment to register- call 816-380-3253 x7223 (Fee incl. coding books & manuals, membership to AAPC® & pre-exam review)

This class will prepare you to work in a number of healthcare settings, such as physician's offices, and other care centers, as a medical coder. In healthcare, there is a numerical code assigned to every medical procedure and diagnosis. Students will learn the fundamentals of medical coding (CPT®, HCPCS, ICD-9-CM and ICD-10-CM) and dissect medical notes and charts to extract the most relevant information. We use the American Academy of Professional Coders (AAPC®) curriculum that is designed specifically by health care professionals and instructors.

PREREQUISITE: NONE, but knowledge of Medical Terminology and Anatomy and Physiology is STRONGLY recommended, (see course below) This course will prepare students to sit for the Certified Professional Coder (CPC®) exam. Linda Vargas, CPC, CPC-I, CEMC, Instructor

Date	Day	Time	Location
1/22-6/08	Mon/Thurs	6pm-9pm	CCC

NO CLASS 2/16, 3/12, 3/16, 4/6 unless needed for snow days

MEDICAL TERMINOLOGY-- Fee \$90

This course is intended to help prepare you for our Medical Coding class. Focus will be on prefixes, suffixes, root words and diagnostic procedures. We will learn anatomy and standard terminology used in healthcare settings such as physician's offices, outpatient hospitals and other care centers, as well as learning to understand medical record documentation. **This class is limited to 8 students--** No discounts apply. 8 sessions - Holly Hilbert, Instructor

Date	Day	Time	Location
2/03-3/31	Tues.	6:30-8:30pm	CCC

NO CLASS 3/17

MATH REFRESHER-- Fee \$90



This is a prep class for the TEAS V exam, but will work for anyone who needs to refresh their math skills. We will have in-class time on Wednesdays, as well as an online portion to include: instructor questions, class discussions, practice modules, study resources and online assignments. The math portion of the TEAS covers numbers/operations, measurement, data interpretation and algebraic applications. Calculators are NOT allowed on this exam. No discounts apply. 5 sessions - Greta Riffle, Instructor

Date	Day	Time	Location
2/11-3/11	Wed.	6-8pm	CCC



LICENSED PRACTICAL NURSING

Accepting applications for
the class of 2015-2016



Application Process must be completed
by March 31 2015

The entrance test will be given in January, February and March, 2015
YOU MUST BE PRE-REGISTERED for this test — Test Fee \$60
Last testing date is March 27, 2015

Go to www.casscareercenter.com and choose Practical Nursing to request an information packet
request an application by phone or email. 816-380-3253 x7223—marsha.ogden@harrisonvilleschools.org

FITNESS & DANCE

All Dance and Fitness classes are held at
HES (Harrisonville Elementary School) or
ECC (Early Childhood Center)

Notice: Dance & Fitness Students —If you
have any health concerns, please consult with
your physician prior to registering .

TAI CHI/CHI GONG— Fee \$50

Discover improved balance, strength, flexibility and mobility AT ANY AGE with gentle therapeutic Tai Chi/Chi Gong-inspired exercise. Move gently out of your rut with the graceful healing art of Tai Chi. We'll work on easy-to-follow exercises to help prevent falling. With frequent practice this program will help relieve back pain, release frozen joints and restore energy. Great for beginners of all ages including mature adults, those with fibromyalgia and those with arthritis. 10 sessions—Becky Stevens, Certified Tai Chi/Chi Gong instructor

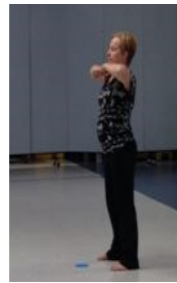
Date	Day	Time	Location
2/25-4/29	Wed.	5-5:45pm	ECC

GENTLE YOGA— Fee \$55

Release built-up tension and relax in a friendly atmosphere. This class teaches stress-busting breathing techniques and will guide you through total body relaxation. Beginners to advanced welcome—all fitness levels can benefit from this class, however you must be able to get down to the floor and back up easily. Please bring a yoga mat. 10 sessions- Becky Stevens, Certified Yoga instructor

Date	Day	Time	Location
2/25-4/29	Wed.	6-7pm	ECC

Becky Stevens



BEGINNER ZUMBA- FREE

This class will take it down a notch for beginners. We will break the moves down at the beginning of the class and practice basic Zumba moves, then we will start the warm-up and do some routines to music. Come with a water bottle and cool, comfortable clothes. Have some fun and burn some calories! 1 session- Cheryl Schifferdecker, Instructor

Date	Day	Time	Location
3/30	Mon.	7:15-8:30pm	HES

COUPLES DANCING -- Fee \$40 (per couple)

This beginner's class covers basic couple dances including various holds and basic turns. No experience necessary. Wear comfortable shoes and clothes. Easy to moderate intensity level. Couples only-4 sessions- Karen Rawlins, Instructor

Date	Day	Time	Location
2/02—3/02	Mon.	7-8:30pm	HES

NO CLASS 2/16

STEP 'N STOMP LINE DANCE—Fee \$30

Learn the basics of Line Dance, it's not just country anymore! Class will cover 10 or more basic line dances while learning basic Line Dance terms. Took this class last fall? REPEAT IT—the dances are all different! No experience necessary. Wear comfy shoes & clothes, bring water to stay hydrated. Easy to moderate intensity level. 6 sessions-Karen Rawlins, Instructor

Date	Day	Time	Location
3/23-5/04	Mon..	7-8:30pm	HES

NO CLASS 3/16, 4/06



PERSONAL ENRICHMENT

QUILTING - POSITIVE SIGNS CLASS— Fee \$50

During class, we will be piecing 5" blocks and practicing mitered borders. Basic sewing supplies needed. Fabric requirements will be emailed to students after enrollment. 6 sessions- Denniele Bohannon, Instructor



Date	Day	Time	Location
1/27-3/03	Tues.	6:30-8:30pm	CCC

BEGINNING QUILTING... Make a Rag Quilt— Fee \$50

Come and learn the basics about fabric, tools, cutting, batting and stitching. By the end of class, new quilters should have completed a throw size rag quilt. Come join the fun! 6 sessions-Denniele Bohannon & Ginger Friesz, Instructors

Needed for class: sewing machine you are comfortable with, scissors, pins. Sewing machines will not be needed the 1st night of class. Fabric requirements will be emailed to students after enrollment.

Date	Day	Time	Location
1/28-3/04	Wed.	6:30-8:30pm	CCC

T-SHIRT QUILT -- Fee \$50

Do you have a drawer full of memories in the form of T-shirts? Why not get them out of your drawer and onto your bed in the form of a quilt? It's easier than you think! We will be using the Eleanor Burns: Quilt in a Day t-shirt quilt pattern, available the first night of class for \$9. 6 sessions-Ginger Friesz, Instructor



Needed for class: sewing machine, interfacing and basic sewing supplies. A supply list will be sent once you register for this class.

Date	Day	Time	Location
3/25-4/29	Wed.	6:30-8:30pm	CCC

CROCHETING-- Fee \$50

Don't know one end of the crochet hook from the other? Join this class—we will cover hook sizes and types of yarn as well as basic stitches and increases & decreases. Learn how to read a pattern & the abbreviations you need to know when reading patterns. Handouts will be provided. Please bring an H hook & one ball of Peaches & Cream cotton yarn in any color (both can be bought at Wal-Mart in the craft section) to the first class. You will get a list of the needed yarns for the remainder of the projects at the 1st class. If you took this class last spring, come join us again—we will have new projects. 5 sessions - Karen Hagstrom, Instructor

Date	Day	Time	Location
1/13-2/10	Tues.	6:30-8:30pm	CCC

SIMPLE SEWING FOR BEGINNERS--Fee \$45 Held HHS FACS room

Join this class to learn basic sewing techniques while making TWO projects: Basic Utility Apron and Grab Bag. Students have the option to either bring your own sewing machine or use one of the school's machines. 4 sessions—Jennifer Vellenga, Instructor



Project 1—Basic Utility Apron. Learn basic techniques: sewing in a straight line, attaching binding/bias tape, pressing, seams, attaching ribbon for the waistband and following a pattern

Project 2: Grab bag. Cutting and marking fabric from a pre-printed pattern will be added to skill set, along with pressing, basic sewing, incorporating batting, and attaching a pocket.



A supply list will be provided at enrollment. All supplies are available at WalMart in the Craft section.)

Date	Day	Time	Location
2/04-2/25	Wed.	6-8pm	HHS

BYOB -GLASS BOTTLE CRAFTS -- Fee \$45



This 4-part series will take you step-by-step through upcycling an empty wine or other glass bottle into the following "make and take" crafts: a classy tiki torch, a beautiful bird feeder, a decorative hanging vase, and the final class will be a bottle decoration of your choice. (You will be given some ideas for inspiration, but will be free to be as creative as you like for this craft.) All of these sessions will be taught in a relaxed and fun atmosphere where you can get as much personalized help or have as much freedom for creativity as you need! You can bring your own supplies or the instructor will provide bottles and supplies for each craft for a fee of \$5-\$10 per class. 4 sessions - Ivy Nelson, Instructor

Date	Day	Time	Location
4/07-4/28	Wed.	6-7pm	CCC



GRILLING WITH KRIS—Fee \$30 Held at Kurzweil's Meats (Garden City)

Improve your grilling expertise! Learn the secrets to grilling different kinds of meats from an expert! 1st night-chicken & ribs, 2nd night-steak and 3rd night- pork chops. 3 sessions—Kris Kurzweil, Kurzweil's Country Meats (Garden City), Instructor

Purchase meats for each class from instructor—cost per serving—average \$10 per night.

Date	Day	Time	Location
4/13-4/27	Mon.	6-8pm	Kurzweil's Meats

ENRICHMENT CONT'D



INTRODUCTION TO SPANISH- Fee \$60

Are you planning a trip to a Spanish-speaking country? Do you have contact with Hispanics in your workplace? If so, this class will help you be able to understand and respond to simple, everyday situations in proper Spanish. In addition to learning fundamental words and phrases, you will learn about the grammatical structure of the language and get help in using phrase books, dictionaries and other resources to continue your language study after the class ends. 6 sessions— Donna Reynolds, Instructor

Date	Day	Time	Location
3/5-4/9	Thurs	6-8pm	CCC

INTRODUCTION TO SPANISH II -- Fee \$60

This course will allow you to pick up where Spanish I left off. No new materials are needed for this class as we will continue in the workbook used in Spanish I. 6 sessions— Donna Reynolds, Instructor

Date	Day	Time	Location
4/16-5/21	Thurs.	6-8pm	CCC

BEGINNING GENEALOGY- Fee \$50



Do you want to know how to begin a family tree or start a family history research? Learn step-by-step basics of tracing your family history, how to organize and keep records and data. Discover how to use the internet to find more! Class will cover how and where to begin, where to find records, internet resources, terms and tips. 4 sessions-Karen Rawlins, Instructor

Date	Day	Time	Location
4/30-5/21	Thurs.	7-8:30pm	CCC

YOU WILL NEED A FLASH DRIVE FOR THIS CLASS



WRITING FUNDAMENTALS—Fee \$50

“A refresher for those headed to college”

Thinking about going back to college but unsure that your writing skills are up to par? This course is designed for people of all ages who are preparing to enter college (or are already there) and need a refresher on how to write academically. The course will focus on essay structure, style, types of essays, research, and all the fun applications that are online that can help your writing process go smoothly. 4 sessions—Melissa Arenson, Instructor

Date	Day	Time	Location
2/17-3/10	Tues.	5-6:30pm	CCC

DOG TRAINING BASICS — Fee \$ 75

Held -At the Park at Claircrest



This introductory class will cover dog training for sit, down, stay, wait, come, and walking on leash without pulling. Learn the basics on how to communicate with your dog and how to prevent confusion. Learn to recognize dog language and potential aggression. **Dogs must have** up-to-date vaccinations and an owner who is capable of physically restraining the dog. 4 sessions—**Choose your dates**—Nickie Hertzog, Instructor

Supplies needed: 6' leash with a nylon or chain choke collar and treats

REQUIREMENTS: Dog must be 4 months or older. Younger dogs would only be permitted with permission from the instructor. Aggressive dogs permitted only with permission from the instructor. If your pet has bitten someone or if you are wanting to learn how to deal with dog's aggression, you will need to meet privately with the instructor before class begins.

Date	Day	Time	Location
2/02-2/23	Mon.	5:45-6:30pm	Claircrest
4/06-4/27	Mon.	5:45-6:30pm	Claircrest



TOXIN FREE LIVING—WEIGHT LOSS, ENERGY & PREVENTION— Fee \$45

Are you SICK & TIRED of being TIRED & SICK? Do you desire WEIGHT LOSS and/or increased ENERGY? Would you like to learn how to make quick, easy KID FRIENDLY meals that are HEALTHY and AFFORDABLE? Overwhelmed on how to get going? This 4 week class will give you HANDS ON TRAINING so you are fully equipped to start making good life-long changes in your home. Join me as I help you break it down into a simple, strategic process that will set you up for SUCCESS! Some of the topics covered are: foods to avoid and why, family meal planning, toxins in and around the home, alternative medications and beauty products, how to eat better on a tight budget, where to shop for the best deals, online resources, and hands-on training in the kitchen. \$7 additional fee to cover cost of food samples and supplies payable to the instructor the first night of class. 4 sessions—Misty Terrell, Instructor.

Date	Day	Time	Location
2/02-3/02	Mon.	6:30-8:30pm	CCC

NO CLASS 2/16

AVOID CLASS CANCELLATION REGISTER TODAY!!

**You are “officially” registered when
REGISTRATION FEES are received!!**



PHOTOGRAPHY

INSTRUCTOR : JIM BRASWELL-ShowMe Nature Photography

DIGITAL PHOTOGRAPHY- (Point & Shoot)-- Fee \$60

Explore the world of digital photography. We will start by discussing the various camera controls and features available, & which ones are important for you to know. Learn the basics of downloading, editing, emailing, and printing your pictures. This is an entry-level class. Bring your camera and user's manual to class. 6 sessions

Date	Day	Time	Location
1/13-2/17	Tues	6:30-8:30pm	CCC

COMPOSITION IN PHOTOGRAPHY—Fee \$18

Not sure how to compose an image? Looking for ways to enhance your photographs? This class will cover various compositional tools and techniques that will help take your photography to a new level. We will cover composing through the viewfinder, as well as cropping an image in the editing process. You are welcome to bring 3 of your own images (this is optional; if you bring some, please have them on a flash drive) and we will review/discuss compositional possibilities. 1 session

Date	Day	Time	Location
1/15	Thurs.	6:30-8:30pm	CCC

FLOWER PHOTOGRAPHY - Fee \$18

Do you like photographing flowers? This class is designed to help you make better photographs of flowers. Using wildflowers as examples, we'll learn what equipment works for photographing them and how to control our camera for creative images. We'll talk about photographing large fields of flowers, as well as macro (close-up) images of single flowers. 1 session

Date	Day	Time	Location
1/22	Thurs.	6:30-8:30pm	CCC

NATURE PHOTOGRAPHY— Fee \$18

Enjoy photographing outside? This 2-night class is for you!! We will discuss techniques and equipment for making images of wildlife and even pets! We'll discuss techniques and equipment for photographing a couple of outdoor favorites, butterflies and wildflowers. Finally we will go over techniques and equipment for photographing landscapes. This class is a more advanced class and the student should have either attended the “Point & Shoot or Digital SLR class or be very familiar with operating his/her camera and making manual settings. Please bring your camera and manual to class.

Date	Day	Time	Location
2/24-2/25	Tues./Wed.	6:30-8:30pm	CCC

FINANCIAL



PREPARING A GRANT-WRITING PROPOSAL PLAN- Fee \$35

Calling all those interested in grant writing! Grant programs can offer supplementary funding for schools, small businesses, community organizations and nonprofits. During this course, you'll learn best practices for pursuing grant programs, and you'll be introduced to several steps necessary to establish and execute your grant proposal plan: identifying funding objectives, finding grant programs, writing proposal content, creating a project budget and complying with post-award guidelines. Through instruction and hands-on exercises, this workshop will prepare you to develop a grant-writing plan that leads to successfully funded projects. 1 session—Alice Roach, Instructor

Date	Day	Time	Location
3/07	Sat	9am—12NOON	CCC



FINANCIAL WELLNESS—Fee \$40

Learn how to live responsibly today and plan wisely for tomorrow to improve your financial well-being! In this class, you will: receive a personal “check-up” (financial plan), learn how to set financial goals, and learn to change your behavior in order to achieve those goals. Topics covered: Money management basics, investment fundamentals, retirement planning, education funding, estate conservation, legacy planning, charitable giving, long-term care options, retirement income strategies, and tax strategies. 10 sessions—Kevin Wood, Instructor

Date	Day	Time	Location
2/17-4/28	Tues.	6:30-8pm	CCC

NO CLASS—3/17



QUICKBOOKS 2010 FOR BUSINESS- Fee \$55 (Held at HHS)

Learn the basic beginning steps to set up a QuickBooks accounting system such as, but not limited to, chart of accounts, vendors, customers, invoicing and accounts payable, classifications and other essential functions. **Please note:** This course is not designed to teach accounting principles or payroll functions. Items needed for the class: External hard drive or flash drive, a desired accounting plan (type of business with possible 2-3 business bank statement examples. If an example is not available, one can be provided upon request.) 4 sessions - Nickie Hertzog, Instructor

Date	Day	Time	Location
2/03-2/24	Tues.	6-8pm	HHS



ONLINE CLASSES
32 categories-over 300 courses

Too busy to attend class? Online classes may be the answer! Choose from hundreds of exceptionally affordable programs that are comprehensive and self-contained. Learn in the comfort of your own home with the support of knowledgeable and caring instructors. Go to:

www.ed2go.com/casscc

for a complete class list and description and enrollment information. Courses begin monthly- you may pay online up to the start date of class or by check or credit card at Cass Career Center (no later than 10 days prior to start date). All courses run for six weeks. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

For more information call Marsha
816-380-3253 x7223

FEATURED ONLINE CLASSES:

Accounting and Finance

Business

College Readiness

Computer Applications

Design and Composition

Health Care and Medical

Language and Arts

Law and Legal

Personal Development

Teaching and Education

Technology

Writing and Publishing

<Beginning Writers Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively

<BECOME A VETERINARY ASSISTANT

Practicing veterinarian prepares you to work in a veterinary office or animal hospital

<START YOUR OWN SMALL BUSINESS

Stop dreaming and learn how to start your own successful small business

To see a complete schedule of classes and prices just go to our Ed2go website above.