



Community Education 2015 Fall Classes



1600 E. Elm St.
Harrisonville MO 64701
Office hours - 7:00am - 3:00pm
Monday - Friday
816-380-3253 x7223

www.harrisonvilleschools.org/communityeducation

Use your smart phone to register for classes! Scan below!



CASS CAREER CENTER/COMMUNITY EDUCATION FALL 2015

REGISTRATION INFORMATION
3 WAYS TO REGISTER!!!

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

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

If you are 65 years of age or a veteran (with appropriate veteran identification) - eligible for 10% off
Harrisonville School District employees—eligible for 10% off
Discounts apply to Enrichment, Dance & Fitness classes only. Discounts cannot be combined or used on 1-session classes.

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 harrisonvilleschools.org and choose About Us, 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 - the student 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/communityeducation or call 816–380–3253 x7223

CASS CAREER CENTER/COMMUNITY EDUCATION *FALL 2015*

COMPUTER CLASSES



COMPUTER 101

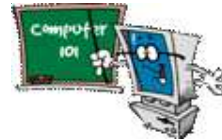
If you would like to learn more about computers and how they work, how to use a keyboard and mouse, what Windows is all about, how to search the internet, join us at the library as these things and much more will be covered.

1 session - 3 dates to choose from - Held at Cass County Library Harrisonville Branch

Instructor- Nikki Hertzog

Cost- \$20

Tuesdays - Sept. 1, Nov. 3 or Dec. 1 - 1:00-3:00pm



INTRO TO WINDOWS 8.1

This course will provide a broad introduction to Microsoft's latest operating system, Windows 8.1. Learn to use apps, touch screen and other features of Windows 8.1 on a touch screen computer, laptop, tablet or phone. Topics include File Explorer, setting up a Microsoft account, One Note and adapting software to Windows 8.1. Bring your own device. **1 session - 4 dates to choose from - Held at Cass Career Center**

Instructor- Nikki Hertzog

Cost- \$20

Tuesdays - Sept. 1, Oct. 6, Nov. 3 or Dec. 1 - 6:00-8:00pm

EMAIL BASICS

Are you new to email? Perhaps you're wondering how people communicate online. This class will teach you the basics of email, including understanding how email works, where you get email service from, and how you communicate properly and safely online. **1 session - 4 dates to choose from - Held at Cass County Library Harrisonville Branch**

Instructor - Nickie Hertzog

Cost - \$20

Tuesdays - Sept. 8, Oct. 13, Nov. 10 or Dec. 8 - 1:00-3:00pm

ONE-ON-ONE COMPUTER TUTORING

Call us to schedule an appointment to meet one on one with a highly-qualified computer instructor. If you need help learning basic computer skills or just have questions about internet, email, Facebook, etc., give us a call at 816-380-3253 x7223. These sessions meet at the library every Wednesday ***by appointment only*** beginning Sept. 2 through Dec. 16 (excluding Sept. 30 and Nov. 25) from 1:00-3:00pm

Instructor - Nickie Hertzog

Cost - \$50 per session



EXPLORING MICROSOFT WORD

In this course, you will learn how to use Word 2010 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. **6 sessions - Held at CCC**

Instructor - Theresa Bynam

Cost - \$65

Wednesdays - Sept. 16 - Oct. 21 - 6-8pm



EXPLORING MICROSOFT EXCEL

In this course, students will use Excel 2010 to create spreadsheets and workbooks that they can use to store, manipulate, and share data. Students will: *Get started with Microsoft Office Excel 2010, *Perform Calculations, *Modify a worksheet, *Format a worksheet, *Print workbooks, *Manage workbooks. **6 sessions - Held at CCC**

Instructor - Theresa Bynam

Cost - \$65

Wednesdays - Nov. 4 - Dec. 16 - 6-8pm

(Excludes 11/25)



CUSTOMER SERVICE TRAINING

Would you or your employees like to learn how to respond professionally to clients and customers, while improving your business and telephone demeanor? This class is taught by business consultant Nickie Hertzog who has 20 years of improving and implementing customer service and telephone standards. She will also cover possible options to enhance your telephone system and/or customer service IT options. **1 session - 2 dates to choose from - Held at Cass Career Center**

Cost - \$20

Tuesdays - Oct. 27 or Nov. 24 - 6:00-8:00pm

ADOBE PHOTOSHOP LIGHTROOM

Go to Photography page for information regarding this new class!



HISET (GED) PREP. CLASSES

Contact Jo Junkin, Instructor at 816-331-4909

Crystal Keim, Executive Director

816-401-0564

stacksyouthproject@yahoo.com

TRADE AND TECHNICAL

BASIC AUTO MAINTENANCE FOR BEGINNERS

Receive hands-on experience checking and changing your oil as well as performing a basic tune-up consisting of changing the air filter, spark plugs, plug wires, distributor cap and rotor. Rubber parts, such as drive belts and radiator hoses, will be checked and replaced, if needed. Learn how to check your tire pressure and how to clean brake dust off your wheels. Learn how to check your antifreeze/coolant level, transmission, brake and power steering fluid levels. All you DIYers, come discover the basics of auto maintenance. **2 sessions- Held at CCC**

Instructor - Don Dickerson

Cost - \$50

Tuesdays - Sept. 22 - Sept. 29 - 6:00-9:00pm



BASIC SMALL ENGINE REPAIR



Fix small engines on your own! Save money and get the convenience of doing your own repairs on equipment, including lawn mowers, weed eaters, chain saws and leaf blowers. The best part?

You can even bring your own small engine for small repair projects - **4 sessions - Held at CCC**

Instructor - Lynn Dines

Cost - \$60

Wednesdays - Sept. 16 - October 7 - 6:00-8:00pm

FUNDAMENTALS OF RESIDENTIAL WIRING

Learn the fundamentals of in-home wiring in this introductory class while gaining the techniques to do the job safely & effectively. Topics include switching, receptacle, ground fault circuit interrupters, 3-and 4-way switches, ceiling fans, and other helpful wiring tasks. The first session of this class is MANDATORY and will cover safety, including OSHA materials. All supplies are included in the cost of the course. **8 sessions - Held at CCC**

Instructor - Mark Hollingshead

Cost - \$225

Thursdays - Oct. 1 - Nov. 19 - 5:30-8:00pm

BASIC WELDING

This class is for beginning welders only. NO PROJECTS will be built. Students will learn oxy-fuel cutting and welding, running beads with shielded metal arc and gas metal arc. Time will be spent in the shop with these 4 processes only.



Beads will be ran in all 4 positions on flat plate. Each student must bring safety glasses, helmet, cutting goggles, long sleeve shirt, jeans (with no holes), welding gloves, flint striker, wire brush, chipping hammer and boots. NO TENNIS SHOES ALLOWED IN SHOP. All gear must be brought the 1st night of class. BE READY TO WELD!! No discounts apply. **6 sessions - Held at CCC**

Instructor - Stewart Hendrickson

Cost - \$225

Tuesdays - Oct. 13 - Nov. 17 - 6:00-9:00pm

SAFETY

HUNTER SAFETY

If you were born after January 1, 1967 you must have an approved hunter education certification card to purchase a hunting license. The following sessions are both skills sessions--you must go online to do the education part or you can self study. Must bring paperwork with you to class. Contact Missouri Department of Conservation with any questions. Certification is limited to those 11 years of age or older. Students under 16 - bring proof of age to class.



YOU MUST CONTACT Missouri Department of Conservation @ 816-655-6250 or go online to mdc.mo.gov to register for a class. 1 session - you choose the date - Held at CCC - This class is free of charge and taught by the Missouri Department of Conservation
Saturday - Oct. 24 - 8am - 12 Noon **or** Tuesday - Nov. 3 - 6:00-10:00pm

AARP DRIVER SAFETY

MUST call or email to register for this class

This is a defensive driving class for seniors. The classroom refresher course is designed for drivers age 50 and over. Course participants may be eligible to receive an insurance discount.

Consult your insurance agent for further details. **1 session, you choose which date to attend - Held at CCC**

Instructor - Alvin Poisal

Cost - \$15 (for AARP members) \$20 (for non-members)

Thursday - Sept. 24 - 1:00-5:00pm **or** Friday - Oct. 16 - 8:30am - 12:30pm





HEALTH SERVICES



AVOID CLASS CANCELLATION
REGISTER TODAY!!

*You are "officially" registered when
REGISTRATION FEES are received!!*

MEDICAL TERMINOLOGY

This class will focus 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 recommended for those planning to take the Medical Coding class.

This class is limited to 8 students -- No discounts apply. 8 sessions - Held at CCC

Instructor - Holly Hilbert

Cost - \$90

Tuesdays - Sept. 22 - Nov. 10 - 6:30-8:30pm

CERTIFIED NURSE ASSISTANT (C.N.A.)

(MEDS C.N.A. TRAINING AT CASS CAREER CENTER)

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.

Registration ends 1 week before class starts. 75 classroom hours - Held at CCC + 100 clinical hours

Instructor - Mary LaPlant, RN - MEDS Instructor

Cost - \$950 (Must have \$500 down at time of registration)

Mondays - Oct. 5 - Dec. 14 - 8am - 3:30pm

CNA & CMT CHALLENGE EXAMS

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

\$150 + certification fee

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



Are you interested in the field of Nursing?

Licensed Practical Nursing Program

Enrollment for the 2016-2017 Practical Nursing class starts September 1. The 10 1/2 month program consists of theory classes at Cass Career Center and clinical experiences at area hospitals, nursing centers and other community agencies. Upon satisfactory completion of the program, graduates are eligible to apply to the Missouri State Board of Nursing for permission to take the licensing examination. A passing score on the exam qualifies the graduate for Licensed Practical Nursing (LPN) status in Missouri.

Financial Aid is available to qualified students. Individuals wishing to apply to the program must have a high school diploma or GED and obtain a satisfactory score on a general knowledge entrance exam. (TEAS V exam) A \$60 **non-refundable** testing fee must be submitted to reserve a testing spot for the TEAS V exam. Due to limited testing space and class size, potential students are advised to test early. Please go to www.casscareercenter.com - choose Practical Nursing Program to download application, reference forms and sign up for the TEAS V exam.

Applicants must take a TEAS V exam to be eligible for consideration to the PN program. **-PRE-REGISTRATION FOR TESTING A MUST!!!-** Exams are given at Cass Career Center.. You can test 2 times, you MUST allow 21 days between tests. ***You will not be officially registered until we receive the testing fee.***

All applications, reference forms and testing must be completed by March 31, 2016.



PERSONAL ENRICHMENT

GENTLE YOGA

If you think that Yoga is only for certain body types, give us an hour to show you that it can be modified to meet the needs of all people. It blends balance, strength and flexibility, all in a fitness format. Come have fun and relax with us. Give your mind a break and your body a boost! Please bring a mat. Blocks will be furnished. **8 sessions - Held at CCC**

Instructor - Magen Hayes

Cost - \$50

Thursdays - Sept. 24 - Nov. 12 - 6:00-7:00pm



Janice McClain



Michelle Grey



Darlene DeLuca



CREATIVE WRITING - A NOVEL APPROACH

Whether you're an aspiring novelist with a "work in progress" or someone with a story to tell, this class will give you the framework to get your words on paper. Learn to differentiate between telling and showing a story, creating memorable characters, and understand the nuts and bolts of preparing your work for publication. Local author Janice Richards (aka Janice McClain) will provide a hands-on approach to understanding what makes a compelling story. 2 sessions will be taught by guest authors, Michelle Grey and Darlene DeLuca. For more information on these authors, go to www.threewritersofromance.com. **6 sessions-Held at Cass County Library Harrisonville Branch**

Instructor - Janice McClain

Cost - \$60

Tuesdays - Sept. 8 - Oct. 13 - 6:30-8:30pm

THANKSGIVING DECOR AND DINING

Join us as we prepare for Thanksgiving! In this one night class, learn how to create a beautiful home and table for Thanksgiving, decorating with items you can gather from your yard and home. Cricket and Norma will also share delicious recipes with you for your Thanksgiving meal. You'll receive tips for arranging the perfect buffet table, complete with desserts! Come for a fun time of learning how to entertain! Bring a container of your choice that can be used as a table centerpiece. \$10 supply fee payable to instructor the night of class. **1 session - Held at Marquette Cottage Space is limited to 8**

Instructors - Cricket Kroenke and Norma Keltner

Cost- \$20

Thursday - Nov. 5 - 6:30-8:30pm



CROCHETING 101

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 and decreases. Learn how to read a pattern and 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 have taken this class before, come join us again--we will have new projects. **5 sessions - Held at CCC**

Instructor - Karen Hagstrom

Cost - \$50

Tuesdays - Oct. 6 - Nov. 3 -

6:30 - 8:30pm



KNIT ONE, PURL WHO?

Master four basic knitting skills: knit stitch, purl stitch, casting on and binding off. We will also explore pattern reading, why gauge matters and what it means, and different tools knitters use. Bring one set of US 7 or 8 knitting needles and one skein of Peaches & Cream cotton yarn (can be purchased at WalMart) **6 sessions - Held at CCC**

Instructor - Stacy Schrock

Cost - Cost - \$60

Wednesdays - Oct. 7 - Nov. 11 - 6:30-8:30pm

KNOTTED NECKLACE JEWELRY CLASS

Create a longer necklace with jute or leather string and various shapes & sizes of beads, separated and held in place by knots. Fun & easy to make! \$10 supply fee payable to instructor the night of class. **1 session - Held at CCC**

Instructor - Gina Smith

Cost - \$20

Wednesday - Sept. 23 - 6:30-8:30pm

CASS CAREER CENTER/COMMUNITY EDUCATION *FALL 2015*

MEMORY WIRE BRACELET JEWELRY CLASS

Come join us and have fun! The memory wire bracelet holds its form and can be made to wrap around your wrist multiple times. Make it with the colors and beads of your choice! \$7 supply fee payable to instructor the night of class. **1 session - Held at CCC**

Instructor - Gina Smith

Cost - \$20

Wednesday - Sept. 30 - 6:30-8:30pm



CAKE DECORATING BASICS

Learn the basics of cake decorating. We will be making various borders, roses, and other flowers, along with tips on icing. A supply list will be made available at registration. **4 sessions - Held at CCC**

Instructor - Judy Schrock

Cost- \$40

Tuesdays - Sept. 8 - Sept. 29 - 6:30-8:30pm

CUPCAKES & COOKIES COUTURE

Cupcakes and decorated sugar cookies are quickly becoming a party staple these days, from birthdays and showers to holidays and weddings. They may be the perfect party WOW factor! Come and learn the basics of how to make your own treats for these special occasions. These classes are designed to be simple, fun and will send you home with cupcakes and cookies to share with your family! \$15 supply fee will be collected by the instructor the night of class. **1 session - Held at CCC**

Instructor- Nicole Branham

Cost- \$20

Thursday - Oct. 1 - 6:00-9:00pm



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YIPES!! STRIPES! QUILTING CLASS

Stripes...come and see how they can add some crazy movement to your quilt. Random stripes offer wilder combinations, but any stripe will work. There will be two versions offered in class. Basic sewing supplies needed. **6 sessions - Held at CCC**

Instructor - Denniele Bohannon

Cost - \$50

Tuesdays - Aug. 18 - Sept. 29 - 6:30-8:30pm
(Excludes Sept. 15)



BEGINNER'S QUILTING- LEARN THE BASICS

If you'd like to become more confident about stitching with your machine while making a beautiful quilt, we have just the class for you! Using Anita Grossman Solomon's Monkey Wrench pattern, you will create a quilt top and improve your stitching skills at the same time! **6 sessions - Held at CCC**

Instructor - Dennielle Bohannon & Ginger Freisz

Cost - \$50

Wednesdays - Aug. 19 - Sept. 23 - 6:30-8:30pm

BEGINNERS'S QUILTING - CROOKED PATH QUILT

Crooked Path- come wander through this pattern with Ginger and Denniele. While it looks complex and people will wonder how you did it, this class is designed for beginners. Two options will be offered in class. This will be the perfect follow-up class to the previous Monkey Wrench beginner's quilt class.

6 sessions - Held at CCC

Instructor - Denniele Bohannon & Ginger Freisz

Cost - \$50

Wednesdays - Oct. 7 - Nov. 18 - 6:30-8:30pm

Excludes Oct. 14

DIY FURNITURE REFINISHING

Do you have a piece of furniture that's special to you but needs to be refinished? Would you like to save money making the piece look new again just by learning a few DIY tips? In this class, you'll learn the step by step process to enable you to refinish and restore your piece. You'll get hands-on experience as you learn to strip, sand, and finish a piece of your own or a piece we provide for your practice. \$10 supply fee payable to instructor the first night of class. **2 sessions - Held at Marquette Cottage**

Instructors - Cricket Kroenke and Norma Keltner

Cost - \$40

Thursdays - Sept. 17 - Sept. 24 - 6 - 8pm

AVOID CLASS CANCELLATION REGISTER TODAY!!

*You are "officially" registered when
REGISTRATION FEES are received!!*

Fall 2015

CASS CAREER CENTER/COMMUNITY EDUCATION *FALL 2015*

DOG GROOMING BASICS

This course will teach you how you can meet all of your dog's grooming needs. From bathing and brushing to nail clipping, we will provide step by step instructions for making sure you get the job done right. Despite what you may think, grooming a dog isn't that difficult to do; all you need are a few basic supplies, some patience and a handful of treats! **1 session - 2 dates to choose from - Held at The Park at Claircrest**

Instructor - Nickie Hertzog

Cost - \$60

Saturday- Sept. 19 or Oct. 10 - 10:00am - Noon



DOG SHOWING BASICS

If you think you would enjoy showing your dog, this class is for you! If you'd like to find out more about what is required to show your dog, any necessary training for handling your dog, grooming, and other rules, join us for an enjoyable afternoon learning the basics! **1 session - 2 dates to choose from - Held at The Park at Claircrest**

Instructor - Nickie Hertzog

Cost - \$60

Saturday - Sept. 19 or October 10 - 12:30 - 3:30pm

DOG TRAINING BASICS

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. This class also includes how to trim nails, bathe, clean ears, etc.

Dogs must have up-to-date vaccinations and an owner who is capable of physically restraining the dog.

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

REQUIREMENTS: Dog must be 6 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.

4 sessions - 3 dates to choose from Held at The Park at Claircrest

Instructor - Nickie Hertzog

Cost - \$65

Mondays - Oct. 5 - Oct. 26 - 4-6pm

Mondays - Nov. 2 - Nov. 23 - 4-6pm

Mondays - Dec. 7 - Dec. 28 - 4-6pm



ATTRACTING & ENJOYING BIRDS

Do you enjoy birds? Want to attract them to your yard? In this class, we'll learn the most common birds in our area that we can attract. We'll talk about food sources and other needs, so that we can attract and keep them in our yard. We'll also talk about nesting and what they need. We'll also cover bird identification. If you are interested in attracting and keeping birds at your house, this class was developed for you. **1 session - Held at CCC**

Instructor - Jim Braswell, Master Gardener

Cost - \$20

Wednesday - Oct. 7 - 6:30-8:30pm



PHOTOGRAPHY



ADOBE PHOTOSHOP LIGHTROOM

Adobe Photoshop Lightroom is one of the most popular editing programs for photographers. Developed by the same people who developed the popular Adobe Photoshop, Lightroom is much simpler to learn and use, and the cost for the software is only a fraction of the cost of Photoshop! Another strong point is that any editing you do in Lightroom is non-destructive...that is, you can always revert back to your original image! In this class, you will learn how to quickly edit and process your photos, including image sizing, color corrections, exposure corrections, etc. You should bring some of your own images to the first class (we will import these into Lightroom and you will be able to work on them). **4 sessions - Held at CCC**

NOTE: CCC does not currently have Lightroom on their computers. If you do not already own Lightroom, you can either download the software onto your laptop (Adobe gives you a free, 30-day trial with the software), or you can let CCC know (at time of registration) that you will need to have them download a 30-day trial software for you, on one of their desktop computers.

Instructor - Jim Braswell

Cost - \$60

Mondays - Oct. 5 - Oct. 26 - 6:30-8:30pm

DIGITAL PHOTOGRAPHY--SLR

Learn how to add mood and uniqueness to your photos through simple lighting and exposure controls and how to make better in-camera compositions. Discuss additional means of photo controls, such as special functions/controls found on many cameras today and the use of filters. It is an entry-level course and is appropriate for digital SLR cameras (film camera users will also find most of the class information relevant). Be familiar with your camera and bring it and the user's manual to class. **6 sessions - Held at CCC**

Instructor - Jim Braswell

Cost - \$70

Tuesdays- Oct. 6 - Nov. 10 - 6:30-8:30pm

CAMERA LENSES

Need information on lenses for your digital or film SLR camera? (side, angle, telephoto, "normal", macro, etc) What's available and how do they work? We will learn what features make some lenses better than others. This is an entry level class, focusing only on the lens. **1 session - Held at CCC**

Instructor - Jim Braswell

Cost - \$20

Wednesday - Oct. 21 - 6:30-8:30pm

MACRO PHOTOGRAPHY

Macro Photography--photographing small objects to obtain life-size images. We will learn basic techniques, equipment & how some of the pros get their macro images. We will be discussing intermediate to advanced techniques, the student should be well-versed in how his/her camera operates, and the basic principles behind achieving correct exposures (aperture, shutter, ISO)

1 session- Held at CCC

Instructor - Jim Braswell

Cost - \$20

Wednesday - Oct. 28- 6:30-8:30pm