FALL 2019
Continuing Education

New Classes!
Extended Programs!
Look for the *.

CTC. WHO do YOU want to be?

PHONE (573) 334-0826
capectc.org
Advantages

- Purchase training by the hour.
- Personalize your training.
- Optimize Your Time.
- For people who already have a working knowledge of the topic.
- Just $39 per hour for individual training.
  Due to material costs, Welding is $49 per hour.

It’s Easy!

- Contact our office 573.334.0826
- You will be contacted by an instructor to discuss your needs.
- Payment for class is due prior to first class meeting.
- **Refund Policy:** A student who does not come to the first session or does not contact the front office by calling 573.334.0826 to cancel a session will forfeit 50% of the tutoring class fee. A refund of the remaining balance will be processed by the district central office according to the CTC’s regular refund procedure policy.

**Current Classes offered for One on One:**

- MS Excel
- MS Word
- MS Powerpoint
- MS Access
- Using an Android Phone or Tablet
- Using an iPhone or Tablet
- MS Office
- Photoshop
- Introduction to Social Media
- Death & Taxes
- Employment Law
- Photography
- Spanish
- Welding ($49/hour)
- Autocad
- Using Geospatial Data for Businesses

*Most of our Community Education classes can be customized to a 1 : 1 class.*

*If you have a question about a class or do not see what you are looking for, please contact us at 573.334.0826.*
School will be closed on the following dates:

Monday, 9/2/2019
Wednesday, 11/27 – Friday 11/29/2019
Monday, 12/23 – Monday, 1/6/2020

10% Senior Citizen Discount
55 and older

Certain Restrictions Apply

Discount cannot be used in addition to programs that are already discounted. No discounts on books.

To receive the discount you must enroll in person at the CTC or mail a check and include your name, address, phone number and class you are enrolling in. Online enrollment will not apply the discount.

Discounts will not apply to the classes listed below:

• Motorcycle Safety Basic
• All OSHA classes
• ServSafe Training
• 1:1 Classes
• All MS Specialist Program Training
• Any Online Course

Find us on Facebook

Table of Contents

Senior Citizen Discount       1
Online Courses                  8
Adult Education & Literacy (AEL)          9
Career Skills                 10 - 12
Computers                     13 - 15
Medical Technology            16
Personal Enrichment           17 - 24
Trade & Technical             25 - 26
General Information          27
Registration                  27
Refund Policy                 27
Registration Form             28 - 29

If you have a talent, hobby or technical skill you would like to share with others

CONTACT US AT
1080 S. Silver Springs Rd.
Cape Girardeau, MO 63703
or call
573.334.0826
<table>
<thead>
<tr>
<th>COURSE #</th>
<th>NAME</th>
<th>DAY/ TIME</th>
<th>DATE</th>
<th>TIME</th>
<th>COST</th>
<th>LENGTH</th>
<th>PAGE</th>
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<td>206</td>
<td>Med. Coding &amp; Terminology</td>
<td>M &amp; W, 8/19</td>
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<td>6 - 10:00 pm</td>
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<td>810</td>
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<td>T &amp; R, 8/20</td>
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<td>6:00 - 9:00 pm</td>
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Medical Technology

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<th>COST</th>
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<tr>
<td>206</td>
<td>Med. Coding &amp; Terminology</td>
<td>M &amp; W, 8/19</td>
<td>8/19</td>
<td>6 - 10:00 pm</td>
<td>$789</td>
<td>14 weeks</td>
<td>16</td>
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<tr>
<td>806</td>
<td>Emergency Medical Technician</td>
<td>T &amp; R, 8/16</td>
<td>8/16</td>
<td>6 - 10:00 pm</td>
<td>$1,743</td>
<td>20 weeks</td>
<td>16</td>
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<tr>
<td>810</td>
<td>Dental Assisting</td>
<td>T &amp; R, 8/20</td>
<td>8/20</td>
<td>6:00 - 9:00 pm</td>
<td>$679</td>
<td>14 weeks</td>
<td>16</td>
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Career Skills

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<tr>
<td>200</td>
<td>Prepare for HiSET (GED)</td>
<td>T, 9/17</td>
<td>9/17</td>
<td>Day or Evening</td>
<td>FREE</td>
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<td>204</td>
<td>*Career Skills 101</td>
<td>W, 10/23</td>
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<td>6 - 8:00 pm</td>
<td>$59</td>
<td>3 weeks</td>
<td>12</td>
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<tr>
<td>220</td>
<td>ServSafe Training (See Web Site for Dates)</td>
<td>M &amp; T, R</td>
<td>9/16</td>
<td>6 - 9:00 pm</td>
<td>$159</td>
<td>3 nights</td>
<td>10</td>
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<tr>
<td>227</td>
<td>*Presentation, PowerPoint, Sales/Customer Service Skills,</td>
<td>R, 8/15</td>
<td>8/15</td>
<td>6 - 8:00 pm</td>
<td>$99</td>
<td>8 weeks</td>
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<td></td>
<td>*Fundamentals of Energy Management</td>
<td>M &amp; T, R</td>
<td>9/10/10</td>
<td>5 - 10:00 pm</td>
<td>$130</td>
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<td>CUST 10 Hour Training</td>
<td>R, 10/10</td>
<td>10/10</td>
<td>9 - 11 am</td>
<td>$75</td>
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Visit us on-line @ capectc.org
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<th>COURSE #</th>
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<td>122</td>
<td>Computers for Seniors</td>
<td>T, 8/27</td>
<td>3 - 5:00 pm</td>
<td>$99</td>
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<td>126</td>
<td>*MS Specialist: MS Word &amp; Pwrpt.</td>
<td>W, 8/28</td>
<td>6 - 9:00 pm</td>
<td>$339</td>
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<td>158</td>
<td>*Intro to MS Access</td>
<td>R, 10/17</td>
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<td>6 weeks</td>
<td>13</td>
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<td>171</td>
<td>Introduction to Excel</td>
<td>W, 8/28</td>
<td>6 - 8:30 pm</td>
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<td>177</td>
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<td>4 weeks</td>
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<td>178</td>
<td>*Advanced Excel</td>
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<td>179</td>
<td>*Excel Templates for Personal Use</td>
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<td>6 - 8:00 pm</td>
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<td>2 weeks</td>
<td>14</td>
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<td>180</td>
<td>*Excel Templates for Business Use</td>
<td>M, 10/7</td>
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<td>2 weeks</td>
<td>14</td>
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<td>186</td>
<td>*Lightroom/Photoshop</td>
<td>M, 8/26</td>
<td>6 - 9:00 pm</td>
<td>$259</td>
<td>16 weeks</td>
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<td>189</td>
<td>*How the Internet Works &amp; Other Mysteries</td>
<td>W, 9/25</td>
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<td>QuickBooks 2019</td>
<td>T, 10/8</td>
<td>6 - 8:00 pm</td>
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<td>Intro to Photoshop</td>
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## Personal Enrichment

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<th>TIME</th>
<th>COST</th>
<th>LENGTH</th>
<th>PAGE</th>
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<tbody>
<tr>
<td>404</td>
<td>*Organizing 101: A Place for Everything</td>
<td>M, 9/30</td>
<td>6 - 8:00 pm</td>
<td>$59</td>
<td>3 weeks</td>
<td>21</td>
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<tr>
<td>406</td>
<td>Coffee Roasting 101</td>
<td>T, 9/24</td>
<td>6 - 8:00 pm</td>
<td>$59</td>
<td>4 weeks</td>
<td>18</td>
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<tr>
<td>407</td>
<td>Backyard Bee Keeping</td>
<td>M, 8/12</td>
<td>6 - 8:00 pm</td>
<td>$59</td>
<td>3 weeks</td>
<td>17</td>
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<tr>
<td>409</td>
<td>Retirement Planning Today</td>
<td>T 10/15 &amp; 10/22</td>
<td>6:30 - 9:30 pm</td>
<td>$39</td>
<td>2 nights</td>
<td>23</td>
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<tr>
<td>409</td>
<td>Retirement Planning Today</td>
<td>R 10/10 &amp; 10/17</td>
<td>6:30 - 9:30 pm</td>
<td>$39</td>
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<td>412</td>
<td>Painting with Watercolor</td>
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<td>*Paint Pouring</td>
<td>M, 9/9</td>
<td>6 - 8:00 pm</td>
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<td>415</td>
<td>Jewelry Without Heat</td>
<td>M, 11/11</td>
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<td>$59</td>
<td>4 weeks</td>
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<tr>
<td>421</td>
<td>Intro to Drawing on Right Side of Brain</td>
<td>Spring, 2020</td>
<td>6 - 7:30 pm</td>
<td>$69</td>
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<td>Intermediate Drawing on Right Side Brain</td>
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<td>426</td>
<td>*Create Handmade Books</td>
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<td>6 - 8:30 pm</td>
<td>$59</td>
<td>4 weeks</td>
<td>17</td>
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<tr>
<td>427A</td>
<td>*Local Foods for Health</td>
<td>W, 9/11</td>
<td>6 - 8:00 pm</td>
<td>$79</td>
<td>6 weeks</td>
<td>19</td>
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<tr>
<td>427B</td>
<td>*Herbs for Health</td>
<td>W, 10/30</td>
<td>6 - 8:00 pm</td>
<td>$59</td>
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<td>434</td>
<td>Smart Phones: iPhone</td>
<td>T, 9/3</td>
<td>3 - 5:00 pm</td>
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<td>2 weeks</td>
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<td>434</td>
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<td>2 weeks</td>
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<td>441</td>
<td>American Sign Language</td>
<td>T, 8/27</td>
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<td>442</td>
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<td>T, 10/29</td>
<td>6 - 8:00 pm</td>
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<td>445</td>
<td>Advanced Am. Sign Language</td>
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<td>6 - 8:00 pm</td>
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<td>443</td>
<td>Intro to Colored Pencil Drawing</td>
<td>T, Spring, 2020</td>
<td>6 - 8:00 pm</td>
<td>$99</td>
<td>8 weeks</td>
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<td>451</td>
<td>*Basic Investment for Millennials</td>
<td>T, 9/18</td>
<td>6 - 7:30 pm</td>
<td>$59</td>
<td>4 weeks</td>
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<td>453</td>
<td>Effective Grant Writing</td>
<td>W, 9/18</td>
<td>6 - 8:00 pm</td>
<td>$59</td>
<td>5 weeks</td>
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<td>456</td>
<td>Beginner’s Yoga</td>
<td>M, 9/16</td>
<td>6 - 7:30 pm</td>
<td>$49</td>
<td>6 weeks</td>
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<td>Mindful Meditation for Stress</td>
<td>T, 9/17</td>
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<td>$39</td>
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<td>M, 9/19</td>
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<td>$39</td>
<td>5 weeks</td>
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<td>Drawing Concepts</td>
<td>T, 9/3</td>
<td>6 - 8:00 pm</td>
<td>$199</td>
<td>9 weeks</td>
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<td>Tech Class Amateur Radio Course</td>
<td>T, 9/3</td>
<td>6 - 8:00 pm</td>
<td>$39</td>
<td>By Appt.</td>
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<td>334 - 0826</td>
<td>$199</td>
<td>By Appt.</td>
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<td>W, 8/21</td>
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<td>$200</td>
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<td>R, 10/3</td>
<td>6 - 8:00 pm</td>
<td>$79</td>
<td>6 weeks</td>
<td>23</td>
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<td>*Basic Writing &amp; Self Publishing</td>
<td>T, 9/3</td>
<td>6 - 8:00 pm</td>
<td>$79</td>
<td>6 weeks</td>
<td>24</td>
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<td>*Movie Special FX Makeup: 1</td>
<td>W, 8/21</td>
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<td>$159</td>
<td>8 weeks</td>
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<td>$159</td>
<td>8 weeks</td>
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<td>498</td>
<td>*Movie Special FX Makeup: 3</td>
<td>Spring Only</td>
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<td>8 weeks</td>
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<td>*Movie Special FX Makeup: 4</td>
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<td>T, 9/3</td>
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<td>240</td>
<td>*Drone Operator Class</td>
<td>T, 10/8</td>
<td>6 - 8:00 pm</td>
<td>$159</td>
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<td>315</td>
<td>*Small Engine Repair</td>
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<td>$119</td>
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<td>26</td>
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<td>*HVAC/R</td>
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<td>$1,799</td>
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<td>919</td>
<td>STICK Welding</td>
<td>M,T,W, 8/19</td>
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<td>$1,099</td>
<td>16 weeks</td>
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<td>920</td>
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<td>M.T.W, Spring, 2020</td>
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<td>$1,099</td>
<td>16 weeks</td>
<td>26</td>
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<td>927</td>
<td>*Electrical Trades</td>
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<td>6 - 9:00 pm</td>
<td>$1,899</td>
<td>33 weeks</td>
<td>25</td>
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</table>
On-line Course Offerings with ed2go
Convenient, Affordable, and Effective!

www.ed2go.com/cgctc

• Courses start as low as $89.
• Courses run for 6 weeks.

• Some courses may have additional requirements. Visit our Online Instruction Center for access to complete course descriptions, student evaluations, instructor biographies, requirements, and other information.

Check Out Some Course Offerings

Become a Veterinary Assistant
Cost: $89
Online Course: www.ed2go.com/cgctc

Do you love animals? Have you ever thought about a career as a veterinary assistant? This course, taught by a practicing veterinarian and college instructor, will give you the information you need to prepare for work in veterinary hospitals.

Become an Optical Assistant
Cost: $89
Online Course: www.ed2go.com/cgctc

If you think you’d like to become an optical assistant, this is the course for you! We'll take a comprehensive look into the diverse world of optical assisting. You’ll see why optometry is such an interesting field and how rewarding it can be to help people solve their vision problems.

Blogging and Podcasting for Beginners
Cost: $89
Online Course: www.ed2go.com/cgctc

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

Certificate in Pain Assessment and Management
Cost: $149
Online Course: www.ed2go.com/cgctc

Pain assessment and management is a crucial part of compassionate and effective patient care. Many providers, patients, patients' families, and regulatory agencies are requiring health care providers to be more accurate with their pain assessment skills and more effective in their pain management strategies. Scientific advancements in the understanding of the mechanisms of pain, multidisciplinary methods of assessment and management, and the improvement of medications to treat pain have contributed to the wealth of knowledge in this area.

Financial Analyst Suite
Cost: $395
Online Course: www.ed2go.com/cgctc

Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You’ll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We’ll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.
Adult Education & Literacy

The Cape Girardeau Adult Education & Literacy (Cape AEL) serves adult students (ages 17 years and older) in the following areas:

- Prepare for the new Missouri HiSET (High School Equivalency Test) – formerly the GED test
- Prepare for entrance exams like TEAS, ASVAB, ACT
- Learn/improve basic reading, math, or writing skills available at our Cape Adult Learning Center, 409 N. Clark
  Call 334-3669 or 309-255-2288 for more information.

Free classes (day and evening) offered in the following locations:

**Cape** Adult Learning Center
409 N. Clark
Cape Girardeau, MO 63701
573-334-3669

**Advance** Adult Education
19805 State Hwy C
Advance, MO 63730
573-334-3669 (for Information)

**Marble Hill** Adult Education
Bollinger County Regional Library
Marble Hill, MO 63764
573-334-3669 or 573-979-8922

**Charleston** Adult Education
Boden Civic Center
700 Sy Williams Ave.
Charleston, MO 63834
573-334-3669 or 573-233-456

**South Cape** Adult Education
100 Ranney Ave
Cape Girardeau, MO 63701
573-334-3669 or 309-255-2288

**ENGLISH AS A SECOND LANGUAGE & CITIZENSHIP CLASSES**

**Advantages:**

- All services provided are FREE
- Teachers are certified in Adult Education & Literacy
- Flexible class times (morning, afternoon and evening)
- Small classes with personal attention
- Transitions coordinator helps make the next step after HSE (employment or post secondary job training) easier
Career Skills

FUNDAMENTALS OF
ENERGY MANAGEMENT SEMINAR

Instructor: Glenn “Skip” Smallwood
Certified Economic Developer (CEcD),
Certified Manufacturing Technologist
(CMfgT), Certified Energy Manager (CEM),
Certified Business Energy Professional
(BEP), Certified Demand Side Manager
(CDSM), Certified Energy Auditor
(CEA), Certified Manager (CM), Certified
Sustainable Development Professional
(CSDP), Economic Development Finance
Professional (EDFP).

DOES YOUR BUSINESS OR INSTITUTION
KNOW THE REAL COST OF
YOUR ENERGY USAGE?

For most of us, we don’t hear anything about
ergy usage & cost until we get that call
from accounting that the bill has gone up!
Retired from Ameren, Skip Smallwood, will
break down all of the complicated jargon and
help you understand your company’s energy
usage, show you how to plan, prepare and
implement REAL TIME measures that will
impact your bottom line!

Geared toward businesses, hospitals,
schools and other institutions; this seminar
was designed to help you unravel and
understand the complicated web of energy
usage, management, rate tariffs, energy
auditing and conservation measures. We
value your time so this course will be offered
in short “bites”. Information will be focused,
relevant and ready for you to put to use in
your facilities immediately!

Cost: $75 person. If businesses send more
than 1 person, then the price is $50 per
person.

Class Dates: Thursday sessions -
October 10th, 17th & 24th, 2019
Time: 9 a.m. to 11 a.m.
Location: Cape Girardeau Career &
Technology Center (CTC) – Room 112 DLC

ServSafe Training Class  #220
Instructor: Dennis (Doc) Cain

What is it?
A ServSafe certificate is a basic credential for
restaurant and food managers. This training
class is a two day food safety training and
certificate class with an optional third day if
needed to take the exam.

Who has to have it?
All managers employed in food establishments
in Cape Girardeau County are required to
have a valid Food Management Certificate
according to the Cape Girardeau County
Certification is good for 5 years.

When will it take effect?
It became mandatory on January 15, 2012.

Seating Limited, Enroll Early!
Book must be picked up 1 week before
class starts.
Class Meets 3 nights 6:00 - 9:00 p.m.
(Third Night is for Test)
Class Cost
(Includes Book and Exam) $159

Class Dates
9/16, 17, 19

Room 404
OSHA-10 HOUR for CONSTRUCTION
Instructor: Eddie Doss, HSEConsultants

This course covers the requirements of the Occupational Health and Safety Act (OSHA), to provide an entry level construction worker's general awareness on recognizing and preventing hazards on a construction site, specifically regulations contained in OSHA 29 CFR 1926. This course will help you to identify common hazards and the proper methods to reduce the risk to yourself. Upon successful completion of this course, the official OSHA course completion wallet card will be sent to you in the mail after it has been processed by OSHA.

Specific topics are:
• Introduction to OSHA and the OSH Act
• OSHA 1926 Subpart C–General Safety and Health Provisions
• 29 CFR 1910 Subpart Z–HEALTH HAZARDS IN CONSTRUCTION: Hazard Communication
• OSHA 1926 Subpart D—HEALTH HAZARDS IN CONSTRUCTION: Hazardous Materials
• Cranes and Rigging—Basic
• Electrical Safety for Construction
• Struck-By and Caught In Between Hazards
• Fall Protection—Basic
• OSHA 1926 Subpart E–Personal Protective Equipment
• Hand and Power Tools—Basic
• Scaffolds
• Stairways and Ladders

To Register: Contact Kathleen Clayton at 573-334-0826 Ext. 6513 or claytonk@capetigers.com to reserve your seat.

CLASS DATES - You MUST attend BOTH sessions:

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<th>M &amp; T</th>
<th>5:00 p.m. – 10:00 p.m.</th>
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NOTE:
• A MINIMUM of 5 students must enroll.
• Bring pencil & paper to class.

**PAYMENT IS REQUIRED AT THE BEGINNING OF THE FIRST CLASS SESSION. Make checks payable to HSE CONSULTANTS.**
Career Skills

Accounting: In Simple Terms #200
Instructor: LaKenya Taylor
Tuesdays 6:00 - 8:00 p.m. $59
3 weeks 9/17 - 10/6 Room 202

Come and increase your knowledge of accounting in an easy and fun way. The class will highlight the five basic parts of accounting, the debit-credit rules, as well as the basic financial statements which could give you better insight for your personal budget, business, in using QuickBooks and other accounting software, and in understanding business financial statements for possible stock purchases.

Presentation, PowerPoint, Sales/ Customer Service Skills #227
Instructor: Michelle Figg
Thursdays 6:00 - 8:00 p.m. $99
8 weeks 8/15 - 10/3 Room 204

Students will learn effective communication skills for correctly presenting with a PowerPoint presentation (inclusive of a video speech with critique), customer service and sales skills. (Inclusive of utilizing Monroe’s Motivated Sequence to enhance promotional/persuasive/selling techniques.)

NOTE: Small Business owners and members of the Cape and Jackson Chamber of Commerce will receive a 10% discount upon proof of ownership or membership when enrolling 2 or more individuals from their company.

Career Skills 101 #204
Instructor: Kristy Unger
Wednesdays 6:00 - 8:00 p.m. $59
3 weeks 10/23 - 11/6 Room 206

Get ready for your job search in 3 short sessions. Explore careers by industry and learn to articulate your strengths and experiences to an employer by using your personality, resume, and elevator pitch. Over the course of 3, 2-Hour sessions, you will walk away from the program with industry insight and strategies to find your next job!

ENROLL EARLY!
Classes close 2 days before the start date.

Computers for Seniors #122
Instructor: Ken Cook
Tuesdays 3:00 - 5:00 p.m. $99
6 weeks 8/27 - 10/1 Room 204

Never used a computer before and want to learn how? Enroll in this beginning computer course for seniors, designed to make you feel comfortable using the computer. It provides hands-on training in the use of the mouse, the fundamentals of Windows and an introduction to word processing. Learn to browse, search and e-mail family and friends as you become more comfortable with the Internet. No prior experience is required. Find out what you can do with a computer.

If you would like to offer a class, contact us
573.334.0826

Find us on Facebook

Find us @ facebook.com/CAPECTC
Intermediate Excel #177
Instructor: Ken Cook
Wednesdays 6:00 - 8:30 p.m. $89
4 weeks 9/25 - 10/16 Room 204

Intermediate Excel 2016 will help students apply advanced features to real-world business and personal applications. Subjects covered include advanced formulas and functions, charts and graphs, filters and sorting, conditional formatting, groups and subtotals, conditional formatting, tracking changes, comments and pivot tables. If time permits will also cover VLOOKUP, data validation, macros, and tables.

NOTE: Please bring a FLASH DRIVE with you to download the class material.

Introduction to Microsoft Access #158
Instructor: Grady Yount
Thursdays 6:00 - 8:30 p.m. $99
6 weeks 10/17 - 11/21 Room 204

Have you ever wanted to learn to create a database and manage data? Learn the basics to MS Access 2016 in this 6 week introductory class. The course will include instruction to table navigation, entering and removing data, saving and editing records, and modifying a table’s appearance. Students will also learn to create and modify queries. The student will learn to create a simple report using data from a table or query which will include creating, modifying, saving and printing a report.

Prerequisite: Basic Computer Skills.

NOTE: Please bring a FLASH DRIVE with you to download class material.

Introduction to Microsoft Excel #171
Instructor: Ken Cook
Wednesdays 6:00 - 8:30 p.m. $89
4 weeks 8/28 - 9/18 Room 204

Learn to create and manipulate spreadsheets using Microsoft Excel 2016. This is an intro class to help you use Excel in business and personal applications. Subjects covered include creating and opening workbooks, cell basics, formatting cells, number formats, find and replace, spell check, page layout and printing, formulas, functions, filters and sorting. This is an excellent class for those with no experience with Excel.

NOTE: Please bring a FLASH DRIVE with you to download class material.

Check out the newly designed and updated Cape CTC Web Site @ capectc.org

Find information quicker and easier than ever before. Register for your next class online.
Excel Templates for Personal Use  #179
Instructor: Ken Cook
Mondays        6:00 - 8:00 p.m.                 $79
2 weeks            9/9 - 9/16              Room 204

In this two week class learn to take advantage of some of MS Excel’s templates for home/personal applications, such as calendars, home inventory, budgeting, to-do lists, loan tracking, and much more.
Prerequisite: Working knowledge of Excel.
NOTE: Please bring a FLASH DRIVE with you to download the class material.

Excel Templates for Business  #180
Instructor: Ken Cook
Mondays        6:00 - 8:00 p.m.                 $79
2 weeks            10/7 - 10/14             Room 204

This two week course offers students the opportunity to explore templates in Excel that can be used in business applications, such as inventory, project management, invoicing, and time management.
Prerequisite: Working knowledge of Excel.
NOTE: Please bring a FLASH DRIVE with you to download the class material.

How the Internet Works & Other Mysteries  #189
Instructor: Deborah Wright
Wednesdays      3:00 - 5:00 p.m.             $99
6 weeks              9/25 - 10/30        Room 207

Have you always wanted to learn about the World Wide Web and its mysteries? This introductory class will demystify the technical terms and teach basic keyboard and shortcuts along with how to manage your desktop (folders, pictures). Students will learn about the cloud, the dark web, http, and https. Additional topics include email basics and how to manage an account and folders. The last sections cover social media -- set up and how to use it (facebook, twitter, linkedin (business contacts), instagram, -- upload pictures and reply.

Don’t See a Class in our Catalog? Need Training Geared to Your Needs?
Contact Us about 1:1 Training
573.334.0826
Introduction to Adobe Photoshop  #191
Instructor: Randy McWilson
Thursdays 6:00 - 8:30 p.m. $89
4 weeks 10/3 - 10/31 Room 313
Introductory level class where students will learn the basics of working with images, filters, colors and layers. This course is designed to introduce the student to the premier software application for photo manipulation, Adobe Photoshop.

QuickBooks 2019  #190
Instructor: Brandon Guzman-Siars, CPA
Tuesdays 6:00 - 8:00 p.m. $109
6 weeks 10/8 - 11/12 Room 202
Master the fundamentals of QuickBooks with hands-on instruction. Students will learn how to set up a new company, work with lists, process invoices, enter and pay bills and work with bank accounts. In addition, students will learn how to customize forms, create reports, track and pay sales tax, handle payroll and more. Learn expert tips and tricks to fully utilize QuickBooks for your business.

Lightroom/Photoshop  #186
Instructor: Jonathan Bridges
Mondays 6:00 - 9:00 p.m. $259
16 weeks 8/26 - 12/16 Room 313
This class will introduce students to Adobe Lightroom and Photoshop and how the two programs work together.
Prerequisite: Working knowledge of Adobe Photoshop.
NOTE: Students will need to purchase a 16GB thumb drive in addition to the price of the class.

MS Office Specialist: #126
Word & Powerpoint
Instructor: Deborah Wright
Wednesdays 6:00 - 9:00 p.m. $339
16 weeks 8/28 - 12/18 Room 207
The Microsoft Word and PowerPoint program teaches the skills needed for the Microsoft Office Specialist Certification. Students will create and edit documents, create professional-looking reports, newsletters, résumés, business correspondence, and create presentations. Certification exams will be given by instructor upon completion.
NOTE: The price of the class does not include the test fee of $86 per program.
NOTE: The class must have 10 students to run.

You must be 18 years old or older to take these courses.
Medical Technology

Medical Coding and Terminology #206
Instructor: Linda Wooten
M & W 6:00 - 9:00 p.m. $789
14 weeks 8/19 - 11/25 Room 307

This course will prepare students for working in a Health Information Management department of a medical facility. The Medical coding portion of the course will cover ICD-10-CM, International Classification of Disease Tenth Revision Clinical Modification Codes and CPT-4, Current Procedural Terminology Fourth Edition Codes. Topics include evaluation and management, HCPCS coding and procedure modifiers. Students will also study Medical Terminology.

A $100.00 deposit is due upon enrollment and balance paid by first class meeting. This 80 hour class will satisfy the apprentice requirement of taking the AAPP coding exam. NOTE: A $40 deposit will be required for the usage of the ICD-10-CM and CPT-4 books. Students will receive their deposit back if the books are returned within 10 days of the end of class or drop date. If the books are not returned within 10 days the student will be billed the full amount of the books.

Emergency Medical Technician #806
Instructor: Brian Wilcox
T & R 6:00 - 10:00 p.m. $1,743
20 weeks 8/6 - 12/19 Room 311

The EMT Program is a Basic Life Support level program designed to prepare the individual for the application skills in the field environment of an emergency ambulance. The program will cover all areas of Basic Life Support including airway care, oxygen therapy, patient assessment, trauma, medical emergencies, obstetrics, disaster management, and other topics. A minimum of 154 lecture and practical hours, plus 80 hospital/ambulance clinical hours is required. Successful students will be eligible to sit for the National Registry Practical and Written exams. A score of 50 is required on the ATI - TEAS test assessment for admission. Students who are currently enrolled in an EMT or EMT Paramedic class are eligible to enroll in the Emergency Operator 3: Ambulance (CEV03) for FREE.

Dental Assisting #810
Instructor: Carolyn Price, CDA
T & R 6:00 - 9:00 p.m. $679
14 weeks 8/20 - 11/21 Room 309

Experience a long term and people oriented profession as a member of a dental office. Course will cover anatomy, tooth numbering systems, tooth identification, charting, suction tip placement, and working with the dentist over a patient. All forms of dental treatment including cosmetics and temporaries, taking and exposing radiographs, care of equipment, sterilization, materials and cements, as well as model work will be covered. Also included will be spending time at various offices to observe and learn.

A $100.00 deposit is due upon enrollment and balance paid by first class meeting.

MORE EMS COURSES

Courses conducted by the Emergency Medical Services programs not only prepare students to become EMT’s and Paramedics, but also train members of local communities in a number of personal development and certification courses.

We offer a wide range of course offerings including, first aid & CPR, Baby Sitting lessons, Safety Training for teens and parents, CERT, and Wilderness First Aid.

Our professional education courses include courses from the American Heart Association; BLS HCP, ACLS, PALS and PEARs. We also offer CEVO training and courses in EMS Leadership.

For more information about all of the courses offered by the Emergency Medical Services staff at the Career and Technology Center please visit our website at http://www.ctcemss.com

16
573.334.0826
Personal Enrichment

**American Sign Language**  
Instructor: Naida Roscovius  
Tuesdays 6:00 - 8:00 p.m.  
8 weeks 8/27 - 10/15  
Room 301  
$99

This course is designed for students who have little or no previous knowledge of ASL. Readiness for learning will be approached via visual-gestural communication techniques, visual discrimination, and visual memory exercises. ASL questions, commands, and other simple sentence structures are introduced to develop rudimentary conversational skills in ASL. Information about the Deaf Community and Deaf Culture will be introduced.

**Intermediate American Sign Language**  
Instructor: Naida Roscovius  
Tuesdays 6:00 - 8:00 p.m.  
8 weeks 10/29 - 12/17  
Room 301  
$99

This course picks up where the Beginning American Sign Language class ends. Students will focus on grammar, vocabulary, non-verbal aspects of ASL, and deaf culture. Students need to have a basic foundation of American Sign Language or permission of the instructor to attend this class.

**Advanced American Sign Language**  
Instructor: Naida Roscovius  
Tuesdays 6:00 - 8:00 p.m.  
8 weeks Spring 2020  
Room 301  
$99

Students in this class will focus on the structure of ASL and how it is different from English. Students will continue to learn and review vocabulary. Deaf history, culture and the Deaf community will be emphasized. Students will have the opportunity to express themselves and their assignments in ASL. **Prerequisite:** Beginner and Intermediate levels or consent of instructor.

**Backyard Bee Keeping**  
Instructor: TBA  
Mondays 6:00 - 8:00 p.m.  
3 weeks 8/12 - 8/26  
Room 501  
$59

Getting Started in Backyard Beekeeping - Understanding the biology of the honey bee colony and exploring the options, costs and equipment to get started keeping honey bees as a hobby.

**Create Handmade Books**  
Using Pamphlet, Stick and Japanese Stab Binding  
Instructor: Susan Koen  
Wednesdays 6:00 - 8:30 p.m.  
4 weeks 9/25 - 10/16  
Room 506  
$59

Ever dream of creating your own unique book? Learn to create your very own handmade books using materials and tools you may already have at hand. Using multiple variations of the Pamphlet Stitch and Stick binding, you will create two or more books from new, scrap and found materials. Then we will move on to making at least two variations of Japanese Stab bound books with unique closures: one using heat fusible glue and vintage fabric with a ribbon binding and the other a collage of decorative paper, stamping and a multi-level cord binding. **Note:** All supplies will be provided…there is a $10.00 supply fee per student payable to the instructor on the first night of class.

Check out the newly designed and updated Cape CTC Web Site @ capectc.org

Find information quicker and easier than ever before. Register for your next class online.

Visit us on-line @ capectc.org
Coffee Roasting 101                      #406
Instructor: Rennie Phillips
Tuesdays            6:00 - 8:00 p.m.             $59
4 weeks              9/24 - 10/19 Room 404

We will explore the world of coffee from tree to cup examining three distinct variables to a great cup of coffee. Where the coffee is grown, how the coffee is roasted and how the coffee is brewed. We will explore two different ways of roasting coffee using an old fashioned Whirly Bird Popcorn Popper and a modern air popcorn popper. By the end of class you will be roasting your own green coffee beans. Explore how to brew a great cup of coffee using a French Press, an Aero Press and the Clever Coffee Dripper. Next we will examine how to correctly taste coffee so some of the different nuances of the taste profile become apparent. Everyone who attends the class will receive a pound of green coffee beans from somewhere in the world (Ethiopia, Costa Rica, Brazil, Kenya or Mexico). One night during the class we will arrange to meet at a local coffee shop for a “Tasting” to sample a number of different coffees. There will be some home roasted coffee every evening, so bring a coffee cup!

Introduction to Colored Pencil Drawing     #443
Instructor: Helen Towner
Mondays             6:00 - 8:00 p.m.            $59
4 weeks     Room 506

Colored pencils aren’t just for coloring! Learn to create lovely works of art using this versatile medium, which is very easy to work with and doesn’t require any water. It’s great to take when you travel, and colored pencil drawings are sometimes referred to as paintings. Some drawing instruction will be involved.

NOTE: All supplies will be provided....there is a $10 supply fee per student, payable to the instructor the first night of class.

10% Senior Citizen Discount
55 and older

Certain Restrictions Apply
See Page 1 for Details

Introduction to Drawing on the Right Side of the Brain               #421
Instructor: Travis Clayton
Thursdays          6:00 - 7:30 p.m.             $69
6 weeks     Spring 2020 Room 205

Always wanted to be an artist, but convinced you can’t draw? This class will take you from stick figures to portraiture, in steps and language anyone can master. Drawing well is a skill. It can be learned like any other, and you will be amazed at what you are capable of! Bring your sketch pad and pencil, and forget everything you thought you knew about whether or not you can do this. Students are responsible for their own supplies.
Personal Enrichment

Intermediate Drawing on the Right Side of the Brain  #425
Instructor: Travis Clayton
Thursdays  6:00 - 7:30 p.m.  $69
6 weeks  Spring 2020  Room 205

This course builds on the skills learned in Introduction to Drawing on the Right Side of the Brain. Students will work with rudiments of portraiture, light & shadow, and color basics. Bring your sketch pad and pencil, and be prepared to draw.

Students are responsible for their own supplies.

Drawing Concepts  #467
Instructor: Helen Towner
Mondays  6:00 - 8:00 p.m.  $59
4 weeks  9/9 - 9/30  Room 506

Learn the basics of drawing, beginning with basic skills of line, shading, shape and other concepts to help you draw landscapes, portraits, still life and other drawing subjects. Drawing need not be scary, as so much depends on looking and drawing what we see, taking a gentle approach to this skill. Bring a 2H (a regular school type pencil, an eraser and a medium sized sketchbook 8" x 10" or just a little bigger, to class.

Drivers Training  #470
Instructor: Richard Morris
Bob Hathaway
Open entry
Call 334-0826 for Details  $199

This six-hour behind-the-wheel course is on an individual basis with a state certified instructor. A student must be at least 15 years of age and have a valid Missouri Driver’s permit. Study materials for this test are available at no charge at the CTC. Driver’s Training is available all year with appointment. Open Entry.

If you would like to offer a class, contact us
573.334.0826

Local Foods for Health  #427A
Instructor: Spanish Street Farmacy
Wednesdays  6:00 - 8:00 p.m.  $79
6 weeks  9/11 - 10/16
Location: Spanish Street Farmacy
34 N. Spanish St., Cape Girardeau

This is a hands on class. Students will get to learn, sample and then create from locally grown foods these goodies to take home and share with your family and friends. Fermented veggies, Jam, Soup, Pesto, 2 Wraps, and a Small Pizza.

NOTE: All supplies will be provided....there is a $10 supply fee per student, payable to the instructor the first night of class.

Herbs for Health  #427B
Instructor: Spanish Street Farmacy
Wednesdays  6:00 - 8:00 p.m.  $59
6 weeks  10/30 - 11/20
Location: Spanish Street Farmacy
34 N. Spanish St., Cape Girardeau

We will be creating herbal goods for seasonal feasting, gift giving and combating the arrival of cold and flu season. You will get to learn, sample and then create from fresh and dried herbs the following to take home. Herbal Infused Honey, Cold brewed Tea, Custom Tea Herb Blend, and Custom Herbal Seasoning Salt.

NOTE: All supplies will be provided....there is a $10 supply fee per student, payable to the instructor the first night of class.

Effective Grant Writing  #453
Instructor: Tammy Brock
Wednesdays  6:00 - 8:00 p.m.  $69
5 weeks  9/18 - 10/16  Room 206

Sessions will cover all aspects of writing a grant from documenting the need with research, forming the objectives, methods and activities, developing the management plan and budgeting. State and federal grant opportunities will be covered as well as foundations and private funding sources. Students will go through the process of preparing and writing a grant.
Basic Investment Strategies #451
Instructors: Jim Craiglow
Steve Delcambre
Tuesdays 6:00 - 7:30 p.m. $59
4 weeks 9/3 - 9/24 Room 206
This course is recommended for individuals under the age of 40. Learn about investing. Students will learn the difference between stocks, bonds, commodities, and real estate investments. Learn how to utilize the difference in investment and retirement portfolio strategies. Build wealth - Get Rich Slowly!

Jewelry Without Heat #415
Instructor: Helen Towner
Mondays 6:00 - 8:00 p.m. $59
4 weeks 11/11 - 12/2 Room 506
Make earrings, necklaces and other jewelry using metal wire and beads. No soldering required! All supplies will be provided....there is a $10 supply fee per student payable to the instructor the first night of class. In addition some additional supplies will be available for sale at a minimal cost to students who wish to purchase.

Mindful Meditation for Stress Relief #462
Instructors: Steve Essner & Edith Bird
Wednesdays 6:00 - 7:30 p.m. $49
6 weeks 9/18 - 10/23 Room 211
This class will introduce practices of Mindfulness that are used in clinical settings for stress reduction. Mindful breathing, mindful movement, mindfulness of body sensations for use in both stress and pain relief, and more. In addition, students will learn how these practices work and be given tools for integrating mindfulness practices into their daily lives. The class will also discuss the importance of mindful eating habits.

Movie Special FX Makeup: 1 #496
Instructors:
Jonathan Bridges & Douglas Parsons
Wednesdays 6:00 - 9:00 p.m. $159
8 weeks 8/21 - 10/9 Room 403
This class teaches the difference between film and Halloween makeup. Students will learn to make and apply prosthetics along with additional makeup skills and techniques. Students will need to purchase a makeup kit for $75, payable to the instructor.

Movie Special FX Makeup: 2 #497
Instructors:
Jonathan Bridges & Douglas Parsons
Wednesdays 6:00 - 9:00 p.m. $159
8 weeks 10/16 - 12/11 Room 403
This course will teach the student more on prosthetics as how they are made, applied and adding makeup. In addition, this class will cover film makeup sheets. Prerequisite: Completion of Movie Special FX Makeup: 1. Students will need to purchase a makeup kit for $75, payable to the instructor.

Movie Special FX Makeup: 3 #498
Instructors:
Jonathan Bridges & Douglas Parsons
Wednesdays 6:00 - 9:00 p.m. $159
8 weeks Spring 2020 Room 403
This course will teach you some basic SFX hair techniques, how to age people and create fantasy characters. Prerequisite: Completion of Movie Special FX 1 and 2. Students will need to purchase a makeup kit for $100, payable to the instructor.
Personal Enrichment

Movie Special FX Makeup: 4 #499
Instructors: Jonathan Bridges & Douglas Parsons
Wednesdays 6:00 - 9:00 p.m. $159
8 weeks Spring 2020 Room 403

The final class in the 4 part series. Students will learn trauma simulation for film.
Prerequisite: Completion of Movie Special FX 1, 2, 3.
Students will need to purchase a makeup kit for $100, payable to the instructor.

Organizing 101: A Place for Everything #404
Instructor: Lindsey Neels
Mondays 6:00 - 8:00 p.m. $59
3 weeks 9/30 - 10/14 Room 311

How many times have you told yourself, “I’m going to get organized!” only to continue with old habits and old outcomes? This 3 week course will guide you through decluttering each room of your home. We will cover systems for all of your paper clutter, guidelines for purging, how to sell unwanted items, and create organizational systems that work for you and your family. Take back your home and find a place for everything!
NOTE: Students will need to bring a 3 ring binder with tabs.

Paint Pouring #413
Instructor: Bridget Jackson
Mondays 6:00 - 8:00 p.m. $49
4 weeks 9/9 - 9/30 Room 501

Paint pouring is a fun and exciting type of art that anyone can do. In this class students learn how to prepare mediums, basic and advanced pour techniques. Kits will be provided by the instructor.
NOTE: All supplies will be provided…there is a $25.00 supply fee per student payable to the instructor on the first night of class.

Introduction to Photography #500
Instructor: Doug Adams
Tuesdays 6:30 - 9:00 p.m. $99
6 weeks 9/3 - 10/8 Room 205

Learn how to get the most out of your camera and take the best photographs. The basics of Digital Camera, Digital SLR and 35mm adjustable camera operation are presented in this course. Topics covered include exposure, films, lenses and filters, as well as composition and light. Students will also practice taking photographs and critiquing their work. Please bring your camera to class.

Don’t See a Class in our Catalog? Need Training Geared to Your Needs?

Contact Us about 1:1 Training
573.334.0826

Find us @ facebook.com/CAPECTC
Just got a bike and you’re ready to hit the road? 
Or 
Maybe you’re an experienced rider and just want a refresher to brush up on your skills!

Check out the

CAPE GIRARDEAU CAREER & TECHNOLOGY CENTER’S

Motorcycle Safety Classes!

• Classes offered two times per month, starting the first weekend in April & running through October.

• No bike required! Bikes are provided for all participants & we can even loan you a helmet!

• Taking the BRC will often result in a discount with your insurance provider!!

• Scholarships available for qualifying individuals – call Buddy Davis @ 573-335-6621 x. 1095 to apply.

To register on-line or see class schedules go to www.capectc.org and select “Registration”, select “Currently Scheduled Courses”, then select “Personal Enrichment” and the class you want. Or, for more information contact:

Kathleen at 573-334-0826 ext. 6513 
claytonk@capetigers.com

The Basic Rider Course is aimed at beginning or re-entry riders. A minimum of five hours classroom instruction prepares the student for at least ten hours of practical riding in a controlled, off-street environment. Motorcycles are included in your fee and helmets are available on a free loan basis, if needed. Motorcycles used in the course are 500 cc or less, street machines.

The course concludes with a knowledge test and a skill evaluation. The course completion card will assist you in obtaining a motorcycle endorsement on your license, since the skill portion of the exam will be waived. Completion may also qualify the student for reduced insurance premiums on their motorcycle policy.

Class begins promptly at 6:00 p.m. on Friday evening with approximately 3 hours of classroom instruction. It then resumes on Saturday morning at 8:00 a.m. with on-bike exercises and will last until about 5:00 p.m. with a break for lunch. Class will start again on Sunday morning at 8:00 a.m. and will be a mixture of classroom instruction and on-bike exercises until completion. The minimum age for enrollment is 15-1/2 years of age.

The BRC will be offered beginning in April and ending in October. Payment in full is required to secure your place in this class. $100 of the total fee is non-refundable. See page 27 for refund policy concerning this course. Students may not transfer out of the class for which they have enrolled later than one week before the class begins. The student will be required to pick up his/her textbook at the time of enrollment.
Personal Enrichment

Retirement Planning Today  #409
Instructor: Derieck Hodges, CFP

Session I
Thursdays 6:30 - 9:30 p.m. $39
2 nights 10/10 & 10/17 Room 307

OR

Session II
Tuesdays 6:30 - 9:30 p.m. $39
2 nights 10/15 & 10/22 Room 307

It's never too early or too late to start planning your retirement. This course will teach you how to manage investment risks, use new tax laws to your advantage and make informed decisions about your company retirement plan. This course blends financial education with life planning to help you build wealth, align your money with your values and achieve your retirement lifestyle goals.

NOTE: Couples may attend together for a single registration fee.

NOTE: The instructor will have a book available for an additional cost of $25, payable to the instructor.

Smart Phones for Seniors  #434
Instructor: Cara Dirnberger

Do you own a smart phone, but feel like you are just not utilizing it to its potential? Then this is the class for you. Learn the basic skills to make the most of the power, flexibility and functions of your smart phone.

Session I – iPhone
Tuesdays 3:00 - 5:00 p.m. $69
2 weeks 9/3 - 9/10 Room 206

Session II – Android
Tuesdays 3:00 - 5:00 p.m. $69
2 weeks 10/8 - 10/15 Room 206

Self Defense  #463
Instructor: Ralph Hendrickson

Tuesdays 6:00 - 7:30 p.m. $39
5 weeks 9/17 - 10/15 Room 110c

A study in personal safety in today’s world, with an emphasis on physical self defense and fighting technique. This class will teach you to fight, and survive, so you will be more prepared should you need it. This is a comprehensive class emphasizing personal defense, using fighting techniques from traditional martial arts. Students should wear loose fitting clothing. If you need to eat something before class, please eat something light, like a salad or an apple.

Beginners Songwriting & Lyric Structure  #481
Instructors: Ruth & Dean Winstead

If you have ever been interested in writing your own songs and getting them published we have a class for you. Students will learn the difference between songwriters and lyric writers, avoiding pitfalls, when to rhyme and not to rhyme. Students will also learn phrasing, pitch and breath control. Songs will be critiqued.

10% Senior Citizen Discount
55 and older
Certain Restrictions Apply
See Page 1 for Details
Personal Enrichment

Introductory Spanish #472
Instructor: Jose Andrés Miño
Wednesdays 6:00 - 8:00 p.m. $89
8 weeks 8/21 - 10/9 Room 202

In just eight weeks you can learn much of the basic Spanish vocabulary you need for introductions, finding a hotel, shopping, dining out, entertainment and for traveling by plane, train or other public transportation. While this is not a comprehensive or complete language course, it is a basic introductory course that will start you on your way to speaking another language.

Intermediate Spanish #473
Instructor: Jose Andrés Miño
Wednesdays 6:00 - 8:00 p.m. $69
6 weeks 10/30 - 12/11 Room 202

This course will introduce students to the Spanish language and culture. Terminology and grammar will be emphasized. Students will be encouraged to participate with every aspect of Spanish culture.

Technician Class Amateur Radio Course #468
Instructor: Barry Doyle,
President SEMO Amateur Radio Club
Tuesdays 6:00 - 8:00 p.m. $39
9 weeks 9/3 - 10/29 Room 405

Have you thought about becoming an amateur radio user in case of a catastrophic event or just wanted to explore the world through radio? Then we have the class for you. This course covers the information you will need to pass the FCC written test to earn a Technician Class Amateur Radio License. The class will cover all ten elements of the written exam along with instructions on how to operate an amateur radio. It will also cover material on emergency communications and radio safety. The last night of class will be for testing. There is a $15 fee for the test, payable to the instructor. There will be an additional cost for a book, which will be discussed on the first night of class.

Painting with Watercolor #412
Instructor: Helen Towner
Mondays 6:00 - 8:00 p.m. $59
4 weeks 10/14 - 11/4 Room 506

Do you want to learn how to paint in watercolor? Would you like to complete a painting for a gift? In this workshop you can learn some basic fundamentals of this lovely form of painting and complete a painting. You will use watercolors in cake form, but you will also be introduced to tube watercolors in this class. All supplies will be provided....there is a $5 supply fee per student payable to the instructor the first night of class.

Basic Writing & Self Publishing #482
Instructors: Ruth & Dean Winstead
Tuesdays 6:00 - 8:00 p.m. $79
6 weeks 9/3 - 10/8 Room 316

Have you always thought you would like to be a writer? If so, check out this class by local authors Ruth and Dean Winstead. Learn how to get started, organize your thoughts, and how to develop a concept. Learn the “dos and don’ts” and the pros and cons of self-publishing. Weekly assignments will be given and critiqued.

Beginner’s Yoga #456
Instructor: Kristen Roe
Mondays 6:00 - 7:00 p.m. $59
6 weeks 9/16 - 10/21 Citycentre Tanner Drive

Want to increase your strength and flexibility? Yoga focuses on all aspects of the person; physical, emotional, mental to build strength and flexibility. This beginners yoga class will focus on learning 12-15 basic yoga postures, breathing exercises, and relaxation. Students should wear loose fitting clothing and bring a Yoga mat. If you need to eat something before class, please eat something light.
Trade and Technical

**Trade and Technical**

**HVAC-R/Evening #901**

**Instructor:** Phil Berry  
**M, T, W**  6:00 - 9:00 p.m.  $1,799  
**33 weeks**  8/19/19 - 5/13/20  Room 504

The Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) field is part of a growing technical-trades industry. This program is designed to provide the student with a fundamental understanding and working knowledge in the fields of Heating, Ventilation, Air Conditioning, and Refrigeration. Students will study all phases of HVAC-R applications, fundamental circuitry/schematics reading, and troubleshooting electrical, mechanical, and refrigeration systems. Students will be given the opportunity to take the EPA certification testing on site (at an additional fee). Students will train on light commercial systems applications, trouble shooting of circuitry, mechanical, and refrigeration systems. While in training, students will be given the opportunity to learn the practical application of recovery equipment and other service tools specific to the trade.

**A $200.00 deposit is due upon enrollment and balance paid by December 1. Students are responsible for their own supplies. Estimated cost of $50 for supplies.**

**Electrical Trades/Evening #927**

**Instructors:** Greg Watts & Tim Mayfield  
**M, T, W**  6:00 - 9:00 p.m.  $1,899  
**33 weeks**  8/19/19 - 5/13/20  Room 600

This one year certificate program will provide training in electrical trades. Students will learn how to interpret and apply designs and drawings to the electrical field. Instruction will include constructing, calculating, and installing residential and circuits and applicable codes. This course will prepare students for entry level employment as an electrician and in other related areas. Residential includes house wiring, NEC code calculations and blueprint reading. Commercial includes conduit bending, transformers, and motors. Students will learn basic electronics, industrial motor controls and PLC (Programmable Logic Controller). Students will learn how to install, troubleshoot, and maintain motor controls and variable frequency drives.

**A $200.00 deposit is due upon enrollment and balance paid by December 1. Students are responsible for their own supplies. Estimated cost of $50 for supplies.**

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**Specialized Training**

**Does your business have a training need?**

Give the CTC a call! We have highly qualified instructors trained in a variety of areas from computers to industrial maintenance!! We’ll work to put together training for you either on-site or here at our facility. And we have the flexibility to provide training during the daytime, evenings or weekends.

We also have space available for special events & meetings!

**Hourly & Daily rental rates are available for our:**

- Multi-Purpose Room
- Computer Class Rooms
- **Distance Learning Center ~ fully equipped with state of the art technology!**

**For more information call Kathleen**  
(573) 334-0826, ext. 6513

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Trade and Technical

**Drone Operator Class**  #240
**Instructor: Beverly Cleair**
**Tuesdays**  6:00 - 8:00 p.m.  **$159**
3 weeks  10/8 - 10/22  **Room 204**

Learn what you need to know to pass the part 107 test and become an FAA Certificated Remote Pilot. Online study materials will be used and homework is required. Upon the completion of the course, students may register to take the FAA test at the CTC testing center. *Cost of class includes the Gleim Remote Pilot Knowledge Test Prep online and Skybound Aviation key for online access to study material.*

**Check out the newly designed and updated Cape CTC Web Site @ capectc.org**

Find information quicker and easier than ever before.

Register for your next class online.

**Small Engine Repair**  #315
**Instructor: George Graham**
**Thursdays**  6:00 - 8:00 p.m.  **$119**
10 weeks  8/29 - 10/31  **Room 503**

Tired of sending your mower or lawn tractor to someone to work on because you don’t think you have the knowledge to fix or maintain the engine? This course is designed for basic 4 cycle application. Students will learn engine design, troubleshooting, preventive maintenance, and overhaul.  

**You must be 18 years old or older to take these courses.**

**STICK Welding/Evening**  #919
**Instructors: Thomas Young**
**M, T, W**  6:00 - 9:00 p.m.  **$1,099**
16 weeks  8/19 - 12/10  **Room 502**

This session is devoted to Shielded Metal Arc Welding. The student will be taught stick welding in all positions using three different types of electrodes. By the end of this 16 week period students will have the opportunity to become qualified on carbon structural plate according to the AWS D1.1 Code. *A $100.00 deposit is due upon enrollment and balance paid by first class meeting. Students are responsible for their own supplies.*

**MIG and TIG Welding/Evening**  #920
**Instructors: Thomas Young**
**M, T, W**  6:00 - 9:00 p.m.  **$1,099**
16 weeks  1/6 - 4/29  **Room 502**

This *Spring* session will be devoted to Gas Metal Arc Welding (MIG), and Gas Tungsten Arc Welding (TIG). The MIG welding will cover GMAW-S, FCAW, and GMAW-P types. The TIG welding will include learning the basics of welding on carbon steel, stainless steel, and aluminum. *A $100.00 deposit is due upon enrollment and balance paid by first class meeting. Students are responsible for their own supplies.*
General Information

If You Have Questions, Contact Us.

OFFICE HOURS
Monday - Friday
8:00 a.m.- 4:00 p.m.

Location - 1080 South
Silver Springs Road
Cape Girardeau, MO 63703

Registration for Short-Term Courses
Fall registration begins the first week of June for on-line customers each year. Students may register on-line, in person or by mail. Course fees are due at the time of registration. Please be sure to mark your calendar for the time and date your class begins. You are enrolled upon receipt of your class fees. You will not be notified unless your class is canceled. You are encouraged to register early, since classes are filled on a first-come, first-served basis. Early registration also helps prevent the cancellation of a class due to insufficient enrollment. Most classes require a minimum of 10 students. You will be notified if the minimum is not met and the class must be canceled. Many of the classes have limited enrollment. Since we do not currently maintain waiting lists, enroll at your earliest convenience. You must be 18 years of age or older to register for classes.

Smoking/Tobacco
The Career & Technology Center is a tobacco-free campus. Smoking or the use of tobacco in any manner is not allowed in any part of the building or on any school grounds.

Refund Policy: Short-Term Courses
If a course is canceled due to insufficient enrollment or extenuating circumstances, a full refund will be issued. If a student elects to drop a short-term course (courses not eligible for financial aid), the student must make a formal request in writing on the designated form, available at the front office. The student must make the request to drop a course prior to the beginning of the second class meeting to obtain a FULL REFUND. After the second class begins, a REFUND will not be issued.

Refund Policy: Motorcycle Safety Class
The exception to this policy, applies to the Basic Rider Motorcycle Safety course. Payment in full is required upon enrollment, $100 of which is non-refundable. A student may withdraw from this course with a partial ($100) refund until 4:00 p.m. on the Thursday preceding his/her respective class. Students may not transfer out of the class for which they have enrolled later than one week before the class begins.

Refund Policy: 1:1
A student who does not come to the first session or does not contact the front office by calling 573-334-0826 to cancel a session will forfeit 50% of the tutoring class fee. A refund of the remaining balance will be processed by the district central office according to the CTC’s regular refund procedure policy.

Inclement Weather
In the event of inclement weather, please watch KFVS and/or listen to the local radio stations regarding delay of classes or closing.

Books and Supplies
Textbooks may be purchased at the Adult Education office, 1080 South Silver Springs Road, between 8:00 a.m. - 4:00 p.m., Monday through Friday. Supply lists will be distributed at the time of registration for those courses requiring special materials.

Class Cancellation
A minimum number of students is required for each course offered. Courses with insufficient enrollment will be canceled and registrants will be notified by phone 2 days before the class start date or by email.
Cape Girardeau
Career and Technology Center
Enrollment Form—
Adult Short-Term Classes
You must be 18 years of age or older to enroll in courses.

To register by mail, enclose a check made payable to “Adult Education”.
Submit a separate check for each course in which you wish to enroll.

CLEARLY PRINT ALL INFORMATION REQUESTED!

Today’s Date __________________________

Social Security Number __________________________

Name __________________________________________

Home Phone __________________ Work Phone _____________

Home Address ______________________________________

City/State/Zip ________________________________

Course Title ___________________________ Session ___

Course Title ___________________________ Session ___

E-mail Address ________________________________

Senior Citizen (55+) □ YES

Charge to Credit Card Number __________ Expiration Date __________

□ Master Card □ Visa □ Discover

Registration will NOT be processed, if credit card information is incomplete.

Credit Card Customers MUST Sign: __________________________

Please Review Refund Policy on Page 27

High School Completed? □ Yes □ No

Any medical considerations of which we should be aware? □ Yes □ No

This information will be used for statistical reporting purposes only.

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Cape Girardeau Career & Technology Center
1080 S. Silver Springs Road • Cape Girardeau, MO 63703
Cape Girardeau Career and Technology Center

Enrollment Form—Adult Short-Term Classes

You must be 18 years of age or older to enroll in courses.

To register by mail, enclose a check made payable to “Adult Education.” Submit a separate check for each course in which you wish to enroll.

CLEARLY PRINT ALL INFORMATION REQUESTED!

Today’s Date ____________________________

Social Security Number ____________________________

Name __________________________________________

Home Phone ____________________________ Work Phone ____________________________

Home Address __________________________________________

City/State/Zip __________________________________________

Course Title __________________________________________ Session ___

Course Title __________________________________________ Session ___

E-mail Address __________________________________________

Senior Citizen (55+)    □ YES

Charge to Credit Card Number ____________________________ Expiration Date ____________________________

□ Master Card □ Visa □ Discover

Registration will NOT be processed, if credit card information is incomplete.

Credit Card Customers MUST Sign: ____________________________

Please Review Refund Policy on Page 27

High School Completed?    □ Yes    □ No

Any medical considerations of which we should be aware? □ Yes    □ No

This information will be used for statistical reporting purposes only.

Cape Girardeau Career & Technology Center
1080 S. Silver Springs Road • Cape Girardeau, MO 63703
The Cape Girardeau Public School System is committed to the concept of equal opportunity for all individuals, regardless of race, color, national origin, sex or handicap as defined by section 504, P.L. 93-112, in its employment procedures and in its operation of educational programs and activities. The Cape Girardeau Public School System is required by Title IX of the Educational Amendments, Public Law 93-318 not to discriminate on the basis of sex in above mentioned areas. Persons who feel they have been discriminated against in violation of this policy may appeal to the Compliance Official responsible at 301 N. Clark Ave., Cape Girardeau, Missouri 63701, telephone (573) 335-1867.

Americans with Disabilities Act of 1990:
If you have special needs as addressed by ADA, please discuss this with your instructor at enrollment. Reasonable efforts will be made to accommodate your special needs.