

# Enrich

*Explore, Educate, and Express Yourself*

**FALL 2022**

***Professional & Community Education***



**WHO do YOU want to be?**



**PHONE (573) 334-0826**

**[capectc.com](http://capectc.com)**



## Advantages

- *Purchase training by the hour.*
- *Personalize your training.*
- *Optimize Your Time.*
- *For people who already have a working knowledge of the topic.*
- *Just \$40 per hour for individual training.*  
*Due to material costs, Welding is \$50 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:

*Photoshop*  
*Introduction to Social*  
*Media Welding (\$50/hour)*  
*Spanish*

*MS Office*  
*MS Excel*  
*MS Word*  
*MS Powerpoint*

*Using an Android Phone or*  
*Tablet Using an iPhone or Tablet*  
*Photography*

***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.***

# 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
  - 1:1 Classes
- All MS Specialist Program Training
  - Any Online Course

*Ask about a \$5.00 discount  
for subsequent courses after  
full payment of initial course.*

**School will be closed  
on the following dates:**

**Monday, 9/5/2022**

**Wednesday, 11/23-Friday 11/25/2022**

**Monday, 12/19-Monday, 01/02/2023**

## **Enrollment**

Enroll online or Contact our office at  
573.334.0826

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**Find us on  
Facebook**

**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**

# Adult Education & Literacy

COURSE #	NAME	Call for Information	TIME	COST	LENGTH	PAGE
AEL	Prepare for Hiset (GED)	(573) 334-3669	Day or Evening	FREE	40 hours	7
AEL	Prepare for TEAS	(573) 334-3669	Call to Register	FREE	40 hours	7
AEL	English as a Second Language	(573) 334-3669	Day or Evening	FREE		7

# Career Skills & Computer

COURSE #	NAME	START DATE	TIME	COST	LENGTH	PAGE
CUST	OSHA 10 Hour Training	M & T	5:00 - 10:00 pm	\$145	2 nights	8
122	Computers for Beginners	T, 8/23	3:00 - 5:00 pm	\$100	6 weeks	9
171	Microsoft Excel - I	W, 8/24	6:00 - 8:30 pm	\$100	5 weeks	9
178	Microsoft Excel - II	W, 9/28	6:00 - 8:30 pm	\$100	5 weeks	9
179	Formulas & Functions, Excel	M, 9/12	6:00 - 8:30 pm	\$40	1 session	9
180	Charting & Pivot Tables, Excel	M, 10/3	6:00 - 8:30 pm	\$40	1 session	9
190	Principles of Bookkeeping/ Quickbooks Online	T, 10/4	6:00 - 8:00 pm	\$100	6 weeks	8
191	Intro to Adobe Photoshop	R, 10/6	6:00 - 8:30 pm	\$90	4 weeks	8

# Personal Enrichment

COURSE #	NAME	START DATE	TIME	COST	LENGTH	PAGE
315	Small Engine Repair	W, 9/14	6:00 - 8:00 pm	\$120	10 weeks	12
404	Organizing 101: A Place for Everything	M, 9/26	6:00 - 8:00 pm	\$60	3 weeks	13
408	Personal Finance & Credit is King	T, 8/2	6:00 - 8:00 pm	\$60	4 weeks	13
409	Retirement Planning Today Tuesdays	T 10/4 & 10/11	6:30 - 9:00 pm	\$40	2 nights	15
409	Retirement Planning Today Thursdays	R 10/6 & 10/13	6:30 - 9:00 pm	\$40	2 nights	15
412	Painting with Watercolors I	M, 9/12	6:00 - 8:00 pm	\$60	4 weeks	16
413	Painting with Watercolors II	M, 10/17	6:00 - 8:00 pm	\$60	4 weeks	16
441	Introduction Am. Sign Language	T, 8/16	6:00 - 8:00 pm	\$100	8 weeks	12
442	Intermediate Am. Sign Language	T, 10/18	6:00 - 8:00 pm	\$100	8 weeks	12
447	Investing In Real Estate	R, 9/1	6:00 - 7:00 pm	\$75	6 weeks	15
470	Drivers Training	By Appt.	334 - 0826	\$200	By Appt.	12
472	Introductory Spanish	W, 8/10	6:00 - 8:00 pm	\$90	8 weeks	15
473	Intermediate Spanish	W, 10/12	6:00 - 8:00 pm	\$70	6 weeks	15
481	Beginners Songwriting & Lyric Structure	R, 10/6	6:00 - 8:00 pm	\$90	6 weeks	16
482	Basic Writing & Self Publishing	R, 8/18	6:00 - 8:00 pm	\$90	6 weeks	16
500	Introduction to Photography	T, 9/6	6:30 - 9:00 pm	\$100	6 weeks	13

## Newly Added Enrich Options

COURSE #	NAME	START DATE	TIME	COST	LENGTH	PAGE
237	Small Business Startup	R, 9/1	6:00 - 7:30 pm	\$40	4 weeks	19
411	Beginning Mixed-Media: Journals	M, 8/8	6:00 - 8:00 pm	\$50	4 weeks	17
414	Intermediate Mixed-Media: Canvas	T, 9/6	6:00 - 8:00 pm	\$50	4 weeks	17
416	Advanced Mixed-Media: 3D Animals	M, 10/3	6:00 - 8:00 pm	\$50	4 weeks	17
424	Seasonal Art Halloween, Thanksgiving, Christmas	T, 10/25	6:00 - 8:00 pm	\$50	4 weeks	17
510	Introduction to Sewing	M, 7/25	6:30 - 8:30 pm	\$70	6 weeks	18
419	Intermediate Sewing	M, 9/12	6:30 - 8:30 pm	\$70	6 weeks	18
593	Advanced Sewing	M, 11/7	6:30 - 8:30 pm	\$70	6 weeks	18
607	Beginning Ballroom Dancing	T, 8/23	6:30 - 8:30 pm	\$100	6 weeks	19
609	Beginning Ballroom Dancing Continued	T, 10/11	6:30 - 8:30 pm	\$100	6 weeks	19
620	Basic Auto Maintenance	W, 9/7	5:30 - 7:30 pm	\$100	7 weeks	19

**Enrollment Date For**      **Healthcare Careers**      **November 1, 2022**  
*Tuition and Fees Subject to Change*

COURSE #	NAME	START DATE	TIME	COST	LENGTH	PAGE
206	Medical Coding & Terminology	M & W 1/9/23	6:00 - 9:00 pm	\$1,065	16 weeks	10
216	Medical Assistant <b>Enrollment Open Now</b>	M-R 8/25/22	8:00 am - 3:30 pm	\$5,665	26 weeks	11
800	Certified Nurse Assistant	M-R Sept 2022 May 2023	8:00 am - 3:00 pm	\$915	9 weeks	11
806	Emergency Medical Technician	T & R, 1/5/23	6:00 - 10:00 pm	\$1,677	20 weeks	10
810	Dental Assisting	T & R, 1/10/23	6:00 - 9:00 pm	\$807	14 weeks	11

# On-line Course Offerings with ed2go

Convenient, Affordable, and Effective!

**Fundamentals:** [ed2go.com/cgctc](http://ed2go.com/cgctc)

**Career Training:** [careertraining.ed2go.com/cgctc](http://careertraining.ed2go.com/cgctc)

• 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

### **Introduction to Natural Health & Healing**

**Cost: \$89**

**Online Course:** [www.ed2go.com/cgctc](http://www.ed2go.com/cgctc)

Would you like to learn more about natural health but don't know where to start? In this course, you'll learn about the various stages of health and illness and discover that true health means wholeness of the mind, body, and spirit.

### **Administrative Assistant Fundamentals**

**Cost: \$89**

**Online Course:** [www.ed2go.com/cgctc](http://www.ed2go.com/cgctc)

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics.

### **Medical Transcription**

**Cost: \$89**

**Online Course:** [www.ed2go.com/cgctc](http://www.ed2go.com/cgctc)

In this course, you will learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. This knowledge will help prepare you to work almost anywhere in the medical field—doctors' offices, clinics, public health facilities, and hospitals. With this foundation, you will be set to advance your education so you can work as a subcontractor for a company that outsources transcription, or you can eventually even take on your own clients—all from the comfort of your own home. You will go through each of the nine main report types—their formatting requirements, the components of each one, and how they are used in the clinical setting. By the end of this course, you will know the basic report types, have clinical knowledge of major diseases, be able to correct grammar from dictated reports on the fly, and know the next steps you will need to take!

## 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**

# Finish Your High School Education For FREE

## 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; Cape Girardeau, MO

**Call 334-3669 or 309-255-2288  
for more information.**



### 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

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



# Career Skills & Computers

**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.

NOTE: A minimum of 5 students must enroll.  
Payment is due at the beginning of the 1st class.  
Make checks payable to HSE Consultants.

**You MUST attend BOTH sessions:**

M & T	5:00 - 10:00 p.m.
9/12 & 9/13	10/17 & 10/18
11/14 & 11/15	12/12 & 12/13



**Principles of Bookkeeping/Quickbooks Online** **#190**  
**Instructor: Lakenya Taylor**  
*Tuesdays 6:00 - 8:00 p.m. \$100*  
*6 weeks 10/4 - 11/8*

This course will provide a foundation of the Online Quickbooks skills that will allow you to keep the books for a company, whether you are in accounting, bookkeeping, or a business owner. You will learn how to maneuver through Quickbooks Online by setting up a company, include bank accounts, entering sales and expenses, and including customers, contractors, vendors, and more.

**OSHA Register: Contact Kathleen Clayton**  
**573-334-0826 Ext. 6513 or**  
***claytonk@capetigers.com***

Specific topics are:

- \*Introduction to OSHA and the OSHA Act
- \*OSHA 1926 Subpart C-General Safety & 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



**Introduction to Adobe Photoshop** **#191**  
**Instructor: Randy McWilson**  
*Thursdays 6:00 - 8:30 p.m. \$90*  
*4 weeks 10/6 - 10/27*

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.

# Career Skills & Computers

## Computers for Beginners #122

**Instructor: Ken Cook**

*Tuesdays 3:00 - 5:00 p.m. \$100*  
*6 weeks 8/23 - 9/27*

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. *Please bring a Flash Drive.*



## Microsoft Excel - I #171

**Instructor: Ken Cook**

*Wednesdays 6:00 - 8:30 p.m. \$100*  
*5 week 8/24 - 9/21*

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, multiple worksheets, cell basics, formatting cells, number formats, find and replace, spell check, page layout and printing, formulas, functions, filters and sorting, charting and use of tables. This is an excellent class for those with no experience with Excel. *Bring a Flash Drive.*

## Microsoft Excel - II #178

**Instructor: Ken Cook**

*Wednesdays 6:00 - 8:30 p.m. \$100*  
*5 weeks 9/28 - 10/26*

Advanced Excel 2016 will help students apply advanced features to real-world business and personal applications. Subjects include complex formulas and functions, more on charts and graphs, pivot tables, advanced filters, conditional formatting, groups and subtotals, tracking changes and comments, worksheet protection and locking cells, goal seek, scenario manager, weighted averages, data analysis, VLOOKUP, data validation, intro to macros, and tables. *Bring a Flash Drive.*

## Formulas & Functions, Excel #179

**Instructor: Ken Cook**

*Mondays 6:00 - 8:30 p.m. \$40*  
*1 session 9/12*

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.

**NOTE:** *Please bring a Flash Drive.*

## Charting & Pivot Tables, Excel #180

**Instructor: Ken Cook**

*Mondays 6:00 - 8:30 p.m. \$40*  
*1 session 10/3*

Charting will cover basic chart selection, chart layout and style, and moving charts. Pivot Tables and Pivot Charts will cover basic pivot tables, adding and changing rows and columns, filters, slicers and creating pivot charts.

**Prerequisite:** *Working knowledge of Excel.*

**NOTE:** *Please bring a Flash Drive.*

# Healthcare Careers

## Medical Coding and Terminology #206

Instructor: Linda Wooten

M & W 6:00 - 9:00 p.m. \$1,065  
16 weeks 1/9/23 - 5/8/23

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 Clinical Modification Codes and CPT-4, Current Procedural Terminology 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 half of balance paid by first class.**

**Enrollees must sign up for a mandatory orientation at the time of registration.**

*This 96 hour class will satisfy the apprentice requirement of taking the AAPC coding exam.*

**NOTE:** A \$65.00 non-refundable rental fee will be required for the usage of the ICD-10-CM, CPT-4 and HCPC books. If these reference books ARE NOT returned within 10 days after the course ends, the student will be billed the full amount of the books of approximately \$300.00.

*For more information visit our web site at **capectc.org***

*or call the office at  
**573.334.0826***



## Emergency Medical Technician #806

Instructor: Brian Wilcox

T & R 6:00 - 10:00 p.m. \$1,677  
20 weeks 1/5/23 - 5/23/23

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.*

## MORE EMS COURSES

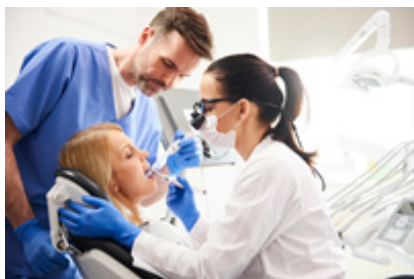
Courses conducted by the Emergency Medical Services programs not only prepare students to become EMT's and Paramedics, but also train members of local communities in a number of personal development and certification courses.

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.ctcems.com>

# Healthcare Careers



## **Medical Assistant #216**

**Instructor: Michelle Stoverink**

*M-R 8:00 a.m. - 3:30 p.m. \$5,675  
26 weeks 8/25/22 - 6/2/23*

Students will be trained to perform administrative and clinical duties. Administrative training will include computer applications, maintaining patient medical records, coding, billing, and filing insurance forms, greeting patients, scheduling appointments, arranging for lab services and hospital admissions, bookkeeping, and general correspondence. Clinical training will include taking medical histories preparing patients for exams, assisting the physician during exams, administering medications, preparing lab specimens, and educating patients about treatment procedures, medications, or special diets. This is a 6 month course consisting of 740 hours of classroom work and 160 hours of internship.



## **Dental Assisting #810**

**Instructor: Wendy Newell**

*T & R 6:00 - 9:00 p.m. \$807  
14 weeks 1/10/23 - 4/14/23*

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 half of balance paid by first class. Enrollees must sign up for a mandatory orientation at the time of registration.***

## **Certified Nurse Assistant #800**

**Instructor: TBA**

*M-R 8:00 a.m. - 3:00 p.m. \$915  
9 weeks September 2022 and May 2023*

Do you enjoy caring for people? Are you considering a career in healthcare? The Certified Nurse Assistant program is the place to begin. Students will be prepared to provide basic health care for patients. This is an nine-week entry level program requiring 90 hours of classroom instruction and 110 hours of hands-on practice in the clinical setting. All clinical experience takes place in a long-term care facility. *Documentation of immunizations is required.*

# Personal Enrichment

**Intro to American Sign Language #441**  
**Instructor: Naida Roscovius**  
*Tuesdays 6:00 - 8:00 p.m. \$100*  
*8 weeks 8/16 - 10/4*

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.

***Ask about a \$5.00 discount  
for subsequent courses after  
full payment of initial course.***

**Intermediate American Sign Language #442**  
**Instructor: Naida Roscovius**  
*Tuesdays 6:00 - 8:00 p.m. \$100*  
*8 weeks 10/18 - 12/6*

This course picks up where the Introduction to 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.*



**Drivers Training #470**  
**Instructor: Richard Morris  
Bob Hathaway**  
*Open entry*  
*Call 334-0826 for Details \$200*

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. The Driver Training course completion may or may not result in lower insurance cost. Any policy reduction is the decision of the insurance company. Open Entry.

**Small Engine Repair #315**  
**Instructor: George Graham**  
*Wednesdays 6:00 - 8:00 p.m. \$120*  
*10 weeks 9/14 - 11/16*

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.

# Personal Enrichment

## **Introduction to Photography #500**

**Instructor: Doug Adams**

*Tuesdays 6:30 - 9:00 p.m. \$100*  
*6 weeks 9/6 - 10/11*

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.*



**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**

## **Personal Finance & Credit is King #408**

**Instructor: Lakenya Taylor**

*Tuesdays 6:00 - 8:00 p.m. \$60*  
*4 weeks 8/2 - 8/23*

Every aspect of Money from start to finish will be discussed in this course. Some students have become debt free, were confident enough to purchase a home, have a great credit score, and more with the financial insight gained from this course. Financial vision & goals, budgeting & saving for your future, increasing your credit score, investing, and more will be covered. The main goal is to guide you towards mastering your money to obtain financial success. *\$10 course book, payable to the instructor the first night of class.*

## **Organizing 101: A Place for Everything #404**

**Instructor: Lindsey Neels**

*Mondays 6:00 - 8:00 p.m. \$60*  
*3 weeks 9/26 - 10/10*

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.*



**Motorcycle Safety Training** #475  
**Harley-Davidson RIDING ACADEMY**  
**New Rider Course (NRC)**  
**Instructors: John (Buddy) Davis,**  
**Brandon Gross, Danny Yarbrough**  
**Friday - Sunday** \$200  
*Scheduled upon enrollment Lawless H-D/CTC*

The H-D RA New Rider Course (NRC) 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. 500cc/specially equipped Harley-Davidson training bikes are utilized in the training for your comfort and safety.

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 at Lawless Harley-Davidson on Friday evening promptly at 5 p.m. with approximately 3 hours of classroom instruction. It then resumes on Saturday morning at the Cape Girardeau Career & Technology Center (CTC) 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 at CTC on Sunday morning at 8:00 a.m. with a combination of classroom instruction and on-bike exercises until completion.

**FRI. EVE. Class location:** Lawless H-D, 2100 E. Outer Road, Scott City, MO 63780

**SAT/SUN Class location:** Cape CTC, 1080 S. Silver Springs Road, Cape Girardeau, MO 63703  
Students must wear a ¾ or full-faced DOT approved helmet & appropriate clothing & full-finger gloves to participate in the course.

**CANCELLATION/REFUND POLICY:** PAYMENT IN FULL is required to register for the course and \$100 of your class fee is nonrefundable.

Requests to change your class date must be made a minimum of 14 calendar days prior to the start date of your class. You can receive a partial (\$100) refund, if you contact us to withdraw from a class with 14 or more calendar days' notice. If a class is canceled by the CTC, you will receive a full refund. Failure to complete the course for any reason or inability to successfully complete the course, does not entitle you to a refund.

**~Classes run from April thru October~**  
**Limited Availability**  
**Seats are filling up fast.**

## **MOTORCYCLE SAFETY TRAINING**

### **READY TO HIT THE ROAD?**

*Learn to ride or brush up on your skills!*

**CTC is now partnering with  
LAWLESS HARLEY-DAVIDSON of Scott  
City to offer MOTORCYCLE SAFETY  
TRAINING through the  
HARLEY-DAVIDSON RIDING ACADEMY  
NEW RIDER COURSE (NRC).**

*The course is still certified through Motorcycle Safety Foundation (MSF) & Missouri Motorcycle Safety Program (MMSP) and you'll have the same expert instructors, but you'll now train on NEW Harley-Davidson motorcycles!*

### **TO REGISTER:**

Go to [CapeCTC.com](http://CapeCTC.com) & click the REGISTRATION tab at the top of the homepage.

Search MOTORCYCLE in the search box to find all available classes.

Click the class you want & register with credit/debit card.

**NOTE:** The minimum age for enrollment is 15-1/2 years of age.

### **QUESTIONS?**

#### **Enrollment/Cancellation/Transfer Questions?**

Call CTC Front Office at 573-334-0826

#### **Course Questions?**

Call Buddy Davis at 573-334-7716 ext. 6423



Scholarships are available for qualifying individuals. Contact Buddy Davis at 573-334-7716 ext. 6423 to apply.

# Personal Enrichment

## **Retirement Planning Today #409** **Instructor: Derieck Hodges, CFP**

*Tuesdays 6:30 - 9:00 p.m. \$40*  
*2 nights 10/4 & 10/11*

*Thursdays 6:30 - 9:00 p.m. \$40*  
*2 nights 10/6 & 10/13*

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

## **Investing In Real Estate #447** **Instructor: Antoinette Minnis**

*Thursdays 6:00 - 7:00 p.m. \$75*  
*6 weeks 9/1 - 10/6*

This course is designed to teach you the positives and negatives of investing in foreclosed properties. You will learn the process of foreclosure purchasing/investment in this highly competitive field in order to make a sound investment.

## **Introductory Spanish #472** **Instructor: Jose Mino Lara**

*Wednesdays 6:00 - 8:00 p.m. \$90*  
*8 weeks 8/10 - 9/28*

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.

***Ask about a \$5.00 discount  
for subsequent courses after  
full payment of initial course.***

## **Intermediate Spanish #473** **Instructor: Jose Mino Lara**

*Wednesdays 6:00 - 8:00 p.m. \$70*  
*6 weeks 10/12 - 11/16*

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.

**If you would like to  
offer a class,  
contact Darin**

**573.334.0826 Ext. 6558**

# Personal Enrichment

## Painting with Watercolors I

#412

**Instructor:** Helen Towner

*Mondays 6:00 - 8:00 p.m.*

\$60

*4 weeks 9/12 - 10/3*

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.*

***Ask about a \$5.00 discount for subsequent courses after full payment of initial course.***

## Painting with Watercolors II

#413

**Instructor:** Helen Towner

*Mondays 6:00 - 8:00 p.m.*

\$60

*4 weeks 10/17 - 11/14*

If you have taken watercolor before, this is for you! Bring your watercolor paints, brushes, and anything else you have that you feel is needed for class. Bring photos you would like to paint. The teacher will give instruction as needed. Paper will be provided.



## Beginners Songwriting & Lyric Structure

#481

**Instructors:** Ruth & Dean Winstead

*Thursdays 6:00 - 8:00 p.m.*

\$90

*6 weeks 10/6 - 11/10*

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.*



## Basic Writing & Self Publishing

#482

**Instructors:** Ruth & Dean Winstead

*Thursdays 6:00 - 8:00 p.m.*

\$90

*6 weeks 8/18 - 9/22*

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.*

# Newly Added Enrich Options

**Beginning** #411  
**Mixed-Media: Journals**  
**Instructor: Bridget Jackson**  
*Mondays 6:00 - 8:00 p.m. \$50*  
*4 weeks 8/8 - 8/29*

Are you confused by the different types of paints, mediums, inks, and the other mixed media options? This course will teach and guide you how to infuse different media to create your own unique style. Learn the basics of mixed media while creating your own mixed media journal. NOTE: Please bring an old book with you the first night of class that will be turned into an art journal. The instructor suggests a child's story book with hard covers. Ideally, something with 10-12 pages (perhaps a Golden Story Book). It does NOT have to be new. The pages will be covered with gesso or absorbent ground to create an art journal. There will be a \$30 material fee payable directly to the instructor on the first night of class.

***Ask about a \$5.00 discount for subsequent courses after full payment of initial course.***

**Intermediate** #414  
**Mixed-Media: Canvas**  
**Instructor: Bridget Jackson**  
*Tuesdays 6:00 - 8:00 p.m. \$50*  
*4 weeks 9/6 - 9/27*

In this class, you will learn intermediate level techniques using canvases, canvas boards, and other materials as a base layer. There will be a \$30 material fee payable directly to the instructor on the first night of class.

**Advanced** #416  
**Mixed-Media: 3D Animals**  
**Journals**  
**Instructor: Bridget Jackson**  
*Mondays 6:00 - 8:00 p.m. \$50*  
*4 weeks 10/3 - 10/24*

During this class, each participant will select an animal to create using paper mache and mixed media techniques. Each week's class will build on the previous class. There will be a \$30 material fee payable directly to the instructor on the first night of class.



**Seasonal Art** #424  
**Halloween, Thanksgiving, Christmas**  
**Instructor: Bridget Jackson**  
*Tuesdays 6:00 - 8:00 p.m. \$50*  
*4 weeks 10/25 - 11/15*

In this course you will have the opportunity to create your own unique decorations for Halloween, Thanksgiving and Christmas using various artistic mediums that will make you the envy of your family, friends and neighbors. There will be a \$30 material fee payable directly to the instructor on the first night of class.



# Newly Added Enrich Options

<b>Introduction to Sewing</b>	<b>#510</b>	<b>Intermediate Sewing</b>	<b>#419</b>
<b>Instructor: Connie Cossou</b>		<b>Instructor: Connie Cossou</b>	
<i>Mondays 6:30 - 8:30 p.m.</i>	<i>\$70</i>	<i>Mondays 6:30 - 8:30 p.m.</i>	<i>\$70</i>
<i>6 weeks 7/25 - 8/29</i>		<i>6 weeks 9/12 - 10/17</i>	

Students learn the basics of thread, thread quality, types of needles, threading a machine, sewing of buttons, zippers, snaps, hooks and repairing of clothing. Students will make an apron utilizing aquired skills.  
**NOTE:***Students must bring a sewing machine in good working condition. There is a \$38 apron & pincushion materials fee payable to the instructor the first night of class.*

Learn how to make a rag quilt. Students must bring a sewing machine in good working condition, thread, ruler, rotary cutter & cutting board for the rotary cutter. All cotton fabric & flannel for backing will be needed. The first session will start at the CTC and then the group will go to a local retail fabric store in order to select and purchase material for the class project.



<b>Advanced Sewing</b>	<b>#593</b>
<b>Instructor: Connie Cossou</b>	
<i>Mondays 6:30 - 8:30 p.m.</i>	<i>\$70</i>
<i>6 weeks 11/7 - 12/12</i>	

In this course the students will learn how to construct a clothing item using a retail clothing pattern. Each student must bring a sewing machine in good working condition. The first session will start at the CTC and then the group will go to a local retail fabric store in order to select and purchase a pattern for the class project. In addition to the course fee, each class member will be responsible for selecting and purchasing all fabric and supplies for this class. The entire class will select the same clothing pattern, in order to make the instruction more efficient.

# Newly Added Enrich Options



## **Beginning Ballroom Dancing #607**

**Instructor: Sarah Estes**

*Tuesdays 6:30 - 8:30 p.m. \$100*  
*6 weeks 8/23 - 9/27*

Grab your dance shoes and a partner for a six week series to learn the basics of the Cha Cha, Waltz, Tango, and Night Club Two Step. Feel confident on the dance floor at parties, weddings, and reunions. A partner is not required to take this class, but it is helpful. If your toes tap to music, this class is for you.

***Ask about a \$5.00 discount  
for subsequent courses after  
full payment of initial course.***

## **Ballroom Dancing Continued #609**

**Instructor: Sarah Estes**

*Tuesdays 6:30 - 8:30 p.m. \$100*  
*6 weeks 10/11 - 11/15*

This class will build on the first six week series, but is a stand alone class. If your toes tap to music, this class is for you. Grab your dance shoes and a partner for a six week series to learn the basics of the Cha Cha, Waltz, Tango, and Night Club Two Step. Feel confident on the dance floor at parties, weddings, and reunions. A partner is not required to take this class, but it is helpful.

## **Small Business Startup #237**

**Instructor: Jakob Pallesen**

*Thursdays 6:00 - 7:30 p.m. \$40*  
*4 weeks 9/1 - 9/22*

You will be taken you through the steps of sketching a business idea, make you aware of the common challenges of startups, business planning, financial forecasting, startup checklist and how to get ready for a bank loan. The instructor for this class will be Jakob Pallesen, MBA, SBDC Director at SEMO.

## **Basic Auto Maintenance #620**

**Instructor: Michael Blyzes**

*Wednesdays 5:30 - 7:30 p.m. \$100*  
*7 weeks 9/7 - 10/26*

This course is intended for individuals who would like a basic understanding of vehicle maintenance. This course is recommended for first time vehicle owners, young drivers, and anyone who is interested in beginning performing their own vehicle maintenance. Course will cover general safety, the reading of owner's manuals, changing oil in your vehicle, jacking, spare tire changes, replacement of bulbs, air filters, wiper blades, etc. Basic tools, tool safety,

and equipment will be discussed as well as their proper usage. Individuals who complete this course will be able to perform basic maintenance, light repairs, and perform a safety check of their vehicles.



# 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.**

### 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.

### 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

For short-term programs (those not eligible for financial aid), if a student elects to drop a course, the student must notify the CTC office. If the request is made prior to the second class meeting, a full refund minus any expense to the CTC (background check fee, course supplies) will be issued. In addition, tuition adjustments may be considered on an individual basis depending on percentage of attendance.

### 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.



When you think  
**TRAINING**

**CAREER SKILLS  
COMPUTER  
MEDICAL TECHNOLOGY  
PERSONAL ENRICHMENT  
SMALL BUSINESS  
TRADE & TECHNICAL  
BUSINESS & INDUSTRY  
1 : 1 TRAINING**

**THINK:**



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.

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#### **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.