



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

Most of our Continuing 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
 - ServSafe Training
 - 1:1 Classes
- Any Online Course

Enrollment

Begins November 1, 2020

Contact our office at 573.334.0826.

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Find us on

Facebook

School will be closed on the following dates

**Mon 1/4/2021, Mon 1/18/2021
Mon 2/15/2021, Fri 4/2/2021
Mon 4/5/2021**

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

Career Skills

COURSE #	NAME	START DATE	TIME	COST	LENGTH	PAGE
AEL	Prepare for Hiset (GED)	(573) 334-3669	Day or Evening	FREE	40 hours	9
AEL	English as a Second Language	(573) 334-3669	Day or Evening	FREE	40 hours	9
AEL	Improved Reading Skills	F, 1/29	9:00 am - 1:00 pm	FREE	40 hours	9
AEL	TEAS Math PREP	M & W, 1/25	6:00 - 8:00 pm	FREE	13 weeks	9
AEL	TEAS Science & Language PREP	M & W, 1/25	6:00 - 8:00 pm	FREE	13 weeks	9
200	*Accounting: In Simple Terms	T, 2/2	6 - 8:00 pm	\$60	4 weeks	12
CUST	OSHA 10 Hour Training	M & T	5 - 10:00 pm	\$145	2 nights	11
CUST	*Fundamentals of Energy Management	T, 3/16	9 - 11 am	\$75	3 weeks	10

Medical Technology

COURSE #	NAME	START DATE	TIME	COST	LENGTH	PAGE
206	Med. Coding & Terminology	M & W, 1/20	6 - 9:00 pm	\$1,000	14 weeks	16
806	Emergency Medical Technician	T & R, 1/5	6 - 10:00 pm	\$1,680	20 weeks	16
810	Dental Assisting	T & R, 1/12	6:00 - 9:00 pm	\$800	14 weeks	16

Computer

COURSE #	NAME	START DATE	TIME	COST	LENGTH	PAGE
122	Computers for Beginners	T, 3/2	3 - 5:00 pm	\$100	6 weeks	12
171	Introduction to Excel	W, 3/3	6 - 8:30 pm	\$90	4 weeks	13
177	Intermediate Excel	W, 2/26	6 - 8:30 pm	\$90	4 weeks	13
191	Intro to Photoshop	R, 1/128	6 - 8:30 pm	\$90	4 weeks	15
179	Formulas & Functions	R, 3/25	6 - 8:30 pm	\$40	1 Night	
180	Charts & Pivot Tables	R, 4/8	6 - 8:30 pm	\$40	1 Night	

Personal Enrichment

COURSE #	NAME	START DATE	TIME	COST	LENGTH	PAGE
404	*Organizing 101: A Place for Everything	M, 3/1	6 - 8:00 pm	\$60	3 weeks	21
409	Retirement Planning Today	T 1/26 & 2/2	6:30 - 9:30 pm	\$40	2 nights	23
409	Retirement Planning Today	R 2/4 & 2/11	6:30 - 9:30 pm	\$40	2 nights	23
412	Painting with Watercolor	M, 2/22	6 - 8:00 pm	\$60	4 weeks	24
413	*Paint Pouring	M, 2/22	6 - 8:00 pm	\$50	4 weeks	21

Personal Enrichment

COURSE #	NAME	START DATE	TIME	COST	LENGTH	PAGE
441	American Sign Language	T, 1/12	6 - 8:00 pm	\$100	8 weeks	17
442	Intermediate Am. Sign Language	T, 3/16	6 - 8:00 pm	\$100	8 weeks	17
443	Intro to Colored Pencil Drawing	M, 4/12	6 - 8:00 pm	\$60	4 weeks	18
470	Drivers Training	By Appt.	334 - 0826	\$200	By Appt.	19

Personal Enrichment

COURSE #	NAME	START DATE	TIME	COST	LENGTH	PAGE
472	Introductory Spanish	W, 1/13	6 - 8:00 pm	\$90	8 weeks	24
473	Intermediate Spanish	W, 3/10	6 - 8:00 pm	\$70	6 weeks	24
475	Motorcycle Safety, BRC	TBA	TBA	\$200	3 days	22
482	Basic Writing & Self Publishing	R, 3/18	6 - 8:00 pm	\$80	6 weeks	24
500	Introduction to Photography	T, 2/2	6:30 - 9 pm	\$100	6 weeks	21

Trade & Technical

COURSE #	NAME	START DATE	TIME	COST	LENGTH	PAGE
240	Drone Operator Class	T, 2/23	6 - 8:00 pm	\$160	3 weeks	26
315	Small Engine Repair	R, 2/18	6 - 8:00 pm	\$120	10 weeks	26
901	*HVAC/R	M, T, W, Fall 2021	6 - 9:00 pm	\$2,300	33 weeks	25
919	*Welding	M, T, W, Fall 2021	6 - 9:00 pm	\$2,500	16 weeks	26
927	*Electrical Trades	M, T, W, Fall 2021	6 - 9:00 pm	\$2,400	33 weeks	25

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.

See Sample Course Offerings Below

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.

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

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

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

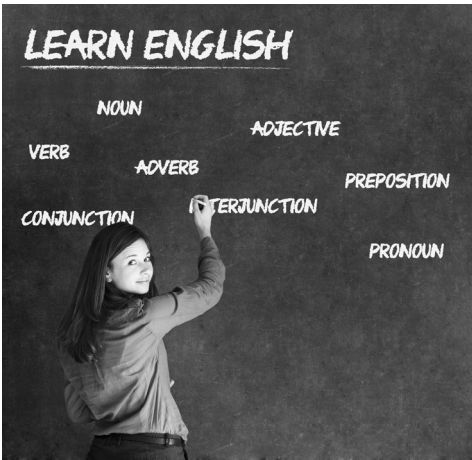
Cape Adult Learning Center
409 N. Clark
Cape Girardeau, MO 63701
573-334-3669

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

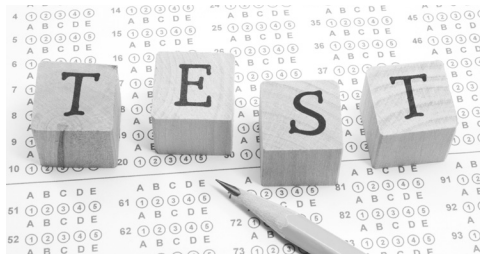
South Cape Adult Education
100 Ranney Ave
Cape Girardeau, MO 63701
573-334-3669 or 309-255-2288



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
- A transitions coordinator will help make the next step after HSE (employment or post secondary job training) easier

ENGLISH AS A SECOND LANGUAGE & CITIZENSHIP CLASSES



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 energy 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: Tuesday sessions
March 16, March 23, March 30

Time: 1 p.m. to 3 p.m.

Location: Cape Girardeau Career &
Technology Center (CTC) – Room 112 DLC



Career Skills

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:

M & T	5:00 p.m. – 10:00 p.m.	\$145.00
<i>2 nights</i>	<i>1/11 & 1/12</i>	<i>Room 204</i>
<i>2 nights</i>	<i>2/8 & 2/9</i>	<i>Room 204</i>
<i>2 nights</i>	<i>3/15 & 3/16</i>	<i>Room 204</i>
<i>2 nights</i>	<i>4/19 & 4/20</i>	<i>Room 204</i>
<i>2 nights</i>	<i>5/10 & 5/11</i>	<i>Room 204</i>

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.**

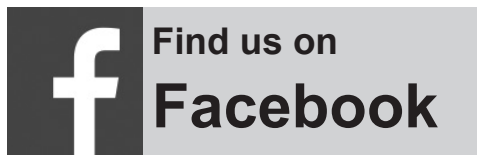
Career Skills

Accounting: In Simple Terms #200

Instructor: LaKenya Taylor

Tuesdays 6:00 - 8:00 p.m. \$59
4 weeks 2/4 - 2/18 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.



Computers

Computers for Beginners #122

Instructor: Ken Cook

Tuesdays 3:00 - 5:00 p.m. \$100
6 weeks 3/2 - 4/6 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.

Introduction to Microsoft Excel #171

Instructor: Ken Cook

Wednesdays 6:00 - 8:30 p.m. \$90
4 weeks 3/3 - 3/24 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.



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

Computers

Intermediate Excel #177
Instructor: Ken Cook
Wednesdays 6:00 - 8:30 p.m. \$90
4 weeks 3/31-4/21 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.

Formulas and Functions, Excel #179
Instructor: Ken Cook
Thursday 6:00 - 8:30 p.m. \$40
1 Day 3/25 - 3/25 Room 204

Formulas will cover basic formula creation and editing, order of operations, use of parentheses, complex formulas and options such as if statements and nested formulas. Functions will cover basic functions, using the function library, common business functions and help files.

Prerequisite: Working knowledge of Excel.
NOTE: Please bring a FLASH DRIVE with you to download the class material. Also, you must be at least 18 years old to enroll in this class.

Charts and Pivot Tables #180
Instructor: Ken Cook
Thursday 6:00 - 8:30 p.m. \$40
1 Day 4/8 - 4/8 Room 204

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 with you to download the class material.

Introduction to Adobe Photoshop #191
Instructor: Randy McWilson
Thursdays 6:00 - 8:30 p.m. \$90
4 Weeks 1/28 - 2/18 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.

NOTE: Students need to have basic computer skills and know how to save and retrieve documents from different sources.

Medical Technology

Medical Coding and Terminology #206
Instructor: Linda Wooten
M & W 6:00 - 9:00 p.m. \$1000
14 weeks 1/11 - 4/22 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 AAPC coding exam.

NOTE: A \$40 deposit will be required for the useage 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.

Dental Assisting #810
Instructor: Carolyn Price, CDA
T & R 6:00 - 9:00 p.m. \$800
14 weeks 1/12 - 4/8 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.

Emergency Medical Technician #806
Instructor: Charity Huff
T & R 6:00 - 10:00 p.m. \$1,680
20 weeks 1/5- 5/18 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.*

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>

Personal Enrichment

American Sign Language #441
Instructor: Naida Roscovius
Tuesdays 6:00 - 8:00 p.m. \$100
8 weeks 1/12- 3/2 Room 301

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 #442
Instructor: Naida Roscovius
Tuesdays 6:00 - 8:00 p.m. \$100
8 weeks 3/16 - 5/4 Room 301

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.*

Introduction to Colored Pencil Drawing #443
Instructor: Helen Towner
Mondays 6:00 - 8:00 p.m. \$60
4 weeks 4/12- 5/10 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.*

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. Open Entry.

Movie Special FX Makeup: 1 #498
Instructors:
Jonathan Bridges & Douglas Parsons
Wednesdays 6:00 - 9:00 p.m. \$160
8 weeks 1/27 - 3/17 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.

Movie Special FX Makeup: 2 #499
Instructors:
Jonathan Bridges & Douglas Parsons
Wednesdays 6:00 - 9:00 p.m. \$160
8 weeks 3/24- 5/12 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.

Personal Enrichment

Organizing 101: A Place for Everything #404

Instructor: Lindsey Neels

Mondays 6:00 - 8:00 p.m. \$60
3 weeks 3/1 - 3/15 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. \$50
4 weeks 2/22 - 3/15 Room 5015

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. \$100
6 weeks 2/2- 3/9 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.*

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 starting in April & running through October. Go to capectc.org to see available classes!

- 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", at the top of the page, enter the word "MOTORCYCLE" in the search box, and CLICK on the class you want to REGISTER.

QUESTIONS?

CONTACT:

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

Personal Enrichment

Motorcycle Safety #475
Basic Rider Course
Instructors: John (Buddy) Davis & Brandon Gross
Friday - Sunday \$200
Scheduled upon enrollment Room 202

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 end in October.

CANCELLATION/REFUND POLICY: PAYMENT IN FULL is required to register for the class and \$100 of your class fee is non-refundable.

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.

Retirement Planning Today #409
Instructor: Derieck Hodges, CFP

Session I
Tuesdays 6:30 - 9:30 p.m. \$40
2 nights 1/26 & 2/2 Room 307

OR

Session II
Thursdays 6:30 - 9:30 p.m. \$40
2 nights 2/4 & 2/11 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.*

Introductory Spanish #472

Instructor: Jose Andrés Miño Lara
Wednesdays 6:00 - 8:00 p.m. \$90
8 weeks 1/13- 3/3 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.

Personal Enrichment

Intermediate Spanish #473

Instructor: Jose Andrés Miño Lara

Wednesdays 6:00 - 8:00 p.m. \$70

6 weeks 3/10- 4/14 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.

Painting with Watercolor #412

Instructor: Helen Towner

Mondays 6:00 - 8:00 p.m. \$60

4 weeks 2/22- 3/15 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

Thursdays 6:00 - 8:00 p.m. \$80

6 weeks 3/18 - 4/22 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.



Trade and Technical

Electrical Trades/Evening #927
Instructors: Joseph Broach
M, T, W 6:00 - 9:00 p.m. \$2400
33 weeks **FALL 2021** 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.

HVAC-R/Evening #901
Instructor: Jeff Ekstam
M, T, W 6:00 - 9:00 p.m. \$2300
33 weeks **FALL 2021** 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. Time will also be spent preparing for industry certification.

A \$200.00 deposit is due upon enrollment and balance paid by December 1. Estimated cost for testing \$25.

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

Trade and Technical

Drone Operator Class #240
Instructor: Beverly Clear
Tuesdays 6:00 - 8:00 p.m. \$160
3 weeks 2/23- 3/9 Room 204

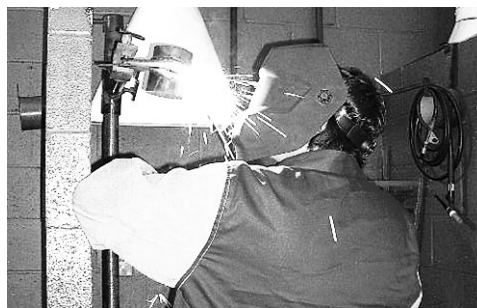
Learn what you need to know to pass the part 107 test and become an FAA Certificated Remote Pilot. Online study materials will be used and homework is required. Upon the completion of the course, students may register to take the FAA test at the CTC testing center. *Cost of class includes the Gleim Remote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

Welding/Evening #919
Instructors: Thomas Young
M, T, W 6:00 - 9:00 p.m. \$2500
33 weeks **FALL 2021** Room 502

This new, one-year evening program is a 33-week certificate class that will meet 3 nights per week. Students will learn Shielded Metal Arc Welding (Stick), Gas Metal Arc Welding (MIG), and Gas Tungsten Arc Welding (TIG). The MIG will cover GMAW-S, FCAW, and GMAW-P types. The TIG welding will include learning the basics of welding and fabrication. This instruction will start students on the path for a successful future in the field of welding. *Students are responsible for their own supplies. A book is available for an additional cost, if a student wishes to purchase it.*

Small Engine Repair #315
Instructor: John Crowe
Thursdays 6:00 - 8:00 p.m. \$120
10 weeks 2/18 - 4/22 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.**

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

Spring registration begins the first week of November. Students may register on-line, in person or by mail. We encourage you to register early; 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 courses require a minimum of 5 students; *you will be notified if the minimum is not met and the class must be canceled.* Course fees are due at the time of registration and you are enrolled upon receipt of your class fees. We do not send out class reminders; please remember to mark your calendar for the time and date your class begins. **You must be 18 years of age or older to register for classes.**

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

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 (i.e., courses not eligible for financial aid), the student must make a formal request either verbally or written at the front office. Students must 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.*

NOTE: Students taking the following classes will not be able to test or receive a certificate in the course, if the class is not paid in full by the start of class or by an assigned due date if other financial arrangements have been made.

<i>Welding</i>	<i>EMT</i>
<i>Electrical Trades</i>	<i>Medical Coding</i>
<i>HVAC/R</i>	<i>Dental Assisting</i>

Refund Policy: Motorcycle Safety Class

See Refund Policy for this program under the course description on page 22.

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:

CAPE GIRARDEAU
CAREER
&
TECHNOLOGY
CENTER



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.