

OPPORTUNITY

CTC - a great start to a better future!



2021-2022

**ADULT TRAINING
CATALOG**

Enrollment Begins April 1, 2021

CAPE GIRARDEAU

CAREER

**TECHNOLOGY
CENTER**



573.334.0826

CapeCTC.com

1 YEAR EVENING PROGRAMS

Are you looking to gain skills for a challenging and rewarding new career, or seeking to enhance your training to qualify for job promotions and better pay? Call today about these existing programs.

ELECTRICAL TRADES

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 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.

HVAC/R

The Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) field is part of a growing technical-trades industry. This one year certificate 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.

Welding

This 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 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. During this evening program students will also learn measurements, blueprint reading 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.*

Seating is limited.

See Pages 15-16 for more information.

Call: 573.334.0826

CONTACT INFORMATION

If you have a specific question about one of our programs, please call one of the departments below to expedite response.

General Course Information: 573.334.0826
Fax 573.334.5930

Healthcare Career Courses: 573.334.0826, x6723
e-mail: hitth@capetigers.com

Technical Career Courses: 573.334.0826
x6550 & x6551
e-mail: ungerk@capetigers.com
e-mail: crowleyb@capetigers.com

Business & Industry Training: 573.334.0826, x6513
e-mail: claytonk@capetigers.com

Community Education: 573.334.0826, x6558
e-mail: cased@capetigers.com

Adult Education & Literacy (HSE): 573.334.3669
e-mail: riehnp@capetigers.com

Financial Aid Information: 573.334.0826
x6510 & 6515
e-mail: lohmanj@capetigers.com
e-mail: essexl@capetigers.com

Testing: 573.334.0826, x6509
e-mail: keysc@capetigers.com
guffeyl@capetigers.com

Cape Girardeau College Center: 573.332.0516

OFFICE HOURS

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

Main Location:
1080 South Silver Springs Road
Cape Girardeau, MO 63703

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Fall 2021 Healthcare Careers

Most Programs listed require a background check – minimum \$65.25.

Tuition and Fees Subject to Change.

***Additional Course Work is Required to Complete a degree through Three Rivers College.**

Course	Start Date	Days	Session	Estimated Tuition, Fees, Books	Financial Aid Eligible
Dental Assisting	8/17/2021	T & R	6:00 - 9:00 pm 14 weeks	\$800	NA
Medical Coding & Terminology	8/9/2021	M & W	6:00 - 9:00 pm 16 weeks	\$1,065	NA
Medical Assistant	8/25/2021	M-F	8:00 am - 3:30 pm 26 weeks	\$5,484	Yes
*Certified Nurse Assistant	5/24/2021, 9/2021, Spring 2022 TBA	M-R(F)	8:00 am - 3:00 pm 9 weeks	\$915	NA
Practical Nursing 1 Yr Day Program	9/27/2021	M-F	8:30 am - 3:30 pm 48 weeks	\$9,574	Yes
Practical Nursing 2 Yr Evening Program	9/28/2021	T,W,R	4:00 pm - 10:30 pm 75 weeks	\$9,589	Yes
EMT Paramedic	8/2/2021	M & R	11:00 am - 5:00 pm 46 weeks	\$7,777	Yes
Emergency Medical Technician	8/3/2021	T & R	6:00 pm - 10:00 pm 20 weeks	\$2,025	NA
Emergency Operator 3: Ambulance (CEV03)	TBA	F & S	8:00 am - 5:00 pm 2 days	\$125 (FREE to EMT Students)	NA
*Physical Therapist Assistant	8/30/2021	M-F	8:00 am - 4:00 pm 48 weeks	\$10,739	Yes
*Respiratory Therapy 2 Year Program	8/11/2021	M-F	8:00 am - 4:00 pm 80 weeks	\$17,520	Yes

Spring 2022 Healthcare Careers

Most Programs listed require a background check – minimum \$65.25.

Tuition and Fees Subject to Change.

Course	Start Date	Days	Session	Estimated Tuition & Fees	Financial Aid Eligible
Dental Assisting	1/11/2022	T & R	6:00 - 9:00 pm 14 weeks	\$800	NA
Medical Coding & Terminology	1/10/2022	M & W	6:00 - 9:00 pm 16 weeks	\$1,065	NA
Medical Assistant	1/12/2022	M-F	8:00 am - 3:30 pm 26 weeks	\$5,535	Yes
Certified Medication Technician	March 2022	T & R	8:00 am - 2:00 pm 8 weeks	\$451	NA
Certified Nurse Assistant	May 2022	M-R	8:00 am - 3:00 pm 9 weeks	\$915	NA
Emergency Medical Technician	1/4/2022	T & R	6:00 pm - 10:00 pm 20 weeks	\$2,025	NA
Emergency Operator 3: Ambulance (CEV03)	TBA	F & S	8:00 am - 5:00 pm 2 days	\$125 (FREE to EMT Students)	NA

Dental Assisting

#810

Experience a long term and people oriented profession as a member of a dental office. Students will be taught the basic skills to enable them to be employed with a dental office as a dental assistant. 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.

NOTE: *In the case of a large enrollment the clinical portion of the class may be separated into two distinct sections with one meeting on Monday and Wednesday and the other section meeting on Tuesday and Thursday. Students will be allowed to choose which clinical section they would prefer to attend.*

Medical Coding and Terminology

#206

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.

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

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 or 10 days after student drops the class, the student will be billed the full amount of the books of approximately \$300.00.

Healthcare Careers

Medical Assistant

#217

Medical assistants work alongside physicians and other healthcare professionals, primarily in medical offices and clinics. Medical assisting is a fast growing career with increased local demand due to new healthcare regulations. 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, drawing blood, administering medications, preparing lab specimens, and educating patients about treatment procedures, medications, or special diets. Students who successfully complete the program will receive a certificate of completion. These students will also have the opportunity to receive a national certification by taking the Certified Clinical Medical Assistant exam.

Nursing

Certified Medication Technician

#801

The Medication Technician course is designed for Certified Nurse Assistants in nursing homes who would like to increase their skills and learn to administer medications. This challenging course meets Missouri Department of Health & Senior Services guidelines. Successful graduates receive state certification in administration of non-parenteral medications. Practice in administering medications is provided through classroom labs, as well as supervised experience in the student's own facility. Applicants must be Certified Nurse Assistant in Missouri, must pass the TABE test (given at The Career and Technology Center), and be a high school graduate or equivalent prior to the start of the course. *Must be active on the Missouri State Registry for 6 months prior to class.*

Nursing

Certified Nurse Assistant

#800

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 a 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. **Must be 18 years old.** *A score of 4 on the Work Keys AM, WD, and GL assessments is required for admission. Documentation of immunizations is also required.*

Practical Nursing

1-year Day Program

#915

2-year Evening Program

#926

The Cape Girardeau CTC Practical Nursing program prepares entry-level practical nurses with the required knowledge, skills, and professionalism. This competence is attained through classroom theory instruction and supervised clinical experiences. Program completers function as collaborating members of the health care team in meeting the changing health needs of individuals, families and cultural groups in the community.

Graduates are eligible to apply to take the national computerized licensure exam (NCLEX-PN). Cape Girardeau CTC has had over 900 practical nursing graduates with a 98% pass rate on the NCLEX-PN. LPNs work in a variety of health care settings including hospitals, long-term care facilities, clinics, physicians offices, schools, surgical centers, and home health agencies.

Steps to apply to the LPN program:

- Achieve a minimum score of 58% on the pre-entrance test (TEAS)
- Submit application with \$20 processing fee
- Provide official educational transcripts
- Provide names & addresses for 3 work references

For information about the pre-entrance test, admission criteria, curriculum plan, please visit www.capectc.org

Healthcare Careers

Emergency Medical Services

TOO MANY EMS COURSES TO LIST!

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

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

Our professional education courses include courses from the American Heart Association including BLS HCP, ACLS, PALS and PEARS. We also offer CEVO training and courses in Emergency Services 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>

Emergency Medical Technician #806

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 TEAS 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.*

Paramedic

#807

The student applying for admission into the Paramedic program must be an EMT and have completed Anatomy and Physiology I (45 hour course) prior to starting the medic program. A Math for Paramedics course is also required. The program is designed to review the basic skills learned in the EMT program plus provide instruction in the subject of advanced life support. The course will present advanced topics such as physiology, pharmacology, I.V. therapy, patient assessment, airway management, cardiology and trauma. Certification in ACLS, PALS, NRP, PHTLS, PEPP, and Pediatric BTLS is available. The student will receive a minimum of 536 lecture/lab hours and approximately 600 hours of hospital and pre-hospital internship. This program will prepare the student to sit for the *National Registry Certification Exam*. *Students are responsible for their own test fees. Applications are available at the school.*

The CTC is a Tobacco Free Campus

The Emergency Operator 3: Ambulance (CEV03)

#809

The program includes classroom and practical exercises geared to EMS operators who realize that getting to the scene safely is just as important as the care given at the location of the emergency.

While not all collisions occur during emergency operations the CEV03 program emphasizes safe driving techniques that can be utilized in emergency as well as non emergency driving situations.

The program requires participation and contributions from all participants for it to be successful. Students will observe video presentations and apply what they have learned to exercises in their response book, classroom interactions and during practical skills application during the second day of the program. Incorporating the skills learned in your daily driving will reduce your chances of being involved in a collision. *Current EMT students will be allowed to use the CTC's ambulance, but those not currently enrolled at the CTC must bring their own ambulance.*



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Healthcare Careers

Physical Therapist Assistant

2-year A.A.S Degree

Physical Therapist Assistants (PTAs) treat patients under the direction of a Physical Therapist. PTAs use therapeutic modalities such as exercise, joint and soft tissue mobilization, endurance training, neuromuscular re-education, and therapeutic application of heat, cold, ultrasound and electrical stimulation to assist patients to move and perform functional activities with the greatest amount of independence possible. Work as a PTA might include teaching patients how to use orthotics, crutches, canes, walkers or other devices to increase independence. Physical Therapist Assistants are employed by hospitals, schools, skilled nursing facilities, outpatient clinics, and home care agencies.

The Physical Therapist Assistant program is offered at the Cape Girardeau Career & Technology Center through a partnership with Mineral Area College and results in an Associate of Applied Science Degree. The core PTA courses, taught by CTC faculty, are 12 months. Core classes meet from 8:00 to 4:00 daily with clinical rotations including 8-10 hour shifts. Students must also complete a total of 24 – 26 credit hours of general education courses. Once students have graduated from the accredited PTA program, they may sit for the national board exam and pursue licensure in the state of their choosing.



#11SCHC914

To apply for the PTA program:

- Complete an application with the \$20 processing fee
- Achieve a minimum score of 55% on the pre-entrance test (TEAS)
- Complete the pre-requisite courses
- Submit official educational transcripts
- Provide three work references
- Schedule interview with selection committee

Admission Process:

The Admission Committee reviews the applicant's folder using a standard scoring guide. Higher pre-entrance test scores and positive work references increase the applicant's probability of being selected for the program. FINAL ACCEPTANCE is contingent upon a criminal background check.

Pre-requisite general education courses:

A grade of C or above is required.

- Medical Terminology/Intro to Pathology
- General Biology with a lab
- English Composition
- Intermediate Algebra

Additional general education course requirements:

- Oral Communications course
- Human Development/Psychology course
- History/Political Science course
- Computer Literacy course

Information on specific Mineral Area College courses or acceptable substitutions available upon request.

Students are strongly encouraged to complete ALL general education courses before beginning the 12 month PTA core curriculum.

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

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

Healthcare Careers

Respiratory Therapy

Advanced Level 2-year A.S. Degree

Respiratory Therapists are in high demand for positions in hospitals, sleep labs, home care agencies, medical sales, and skilled nursing facilities. This healthcare specialty involves the evaluation and treatment of patients with heart and lung diseases. RT duties include placing devices on patients to deliver oxygen for them to breathe, administering medications to relieve respiratory distress, and attaching and monitoring complex ventilators to assist or support breathing.

The Respiratory Therapy program is offered at the Cape Girardeau Career & Technology Center through a partnership with Mineral Area College. The core RT courses, taught by CTC faculty, are 21 months beginning in August each year. The didactic and clinical phases are integrated. Core RT classes meet from 8:00 to 4:00 daily with clinical rotations including 8-12 hour shifts (day, evening or night).

The RT program at the Cape CTC leads to an Associate of Science degree in Medical Technology through Mineral Area College. In addition to the core RT courses, students must also complete a total of 24 credit hours of general education courses. Upon successful completion of all degree requirements, students are "registry eligible" allowing them to test for credentialing as a Certified Respiratory Therapist (CRT) or Registered Respiratory Therapist (RRT).



To apply for the RT program:

- Complete an application with the \$20 processing fee
- Pre-entrance assessment (TEAS) - No minimum score
- Complete the prerequisite courses with a C or higher
- Submit official educational transcripts
- Provide three work references
- Schedule interview with RT faculty
- Complete required shadowing
- Interest in RT paper (1-2 pages)
- FINAL ACCEPTANCE is contingent upon a criminal background check

General Education Requirements:

Prerequisite general education courses:

A grade of C or above is required

- Medical Terminology/Intro to Pathology
- General Psychology
- English Composition
- Intermediate Algebra

Additional general education course requirements:

- Oral Communications course
- Human Development/Psychology course
- History/Political Science course
- Computer Literacy course

Information on specific Mineral Area College courses or acceptable substitutions available upon request.

Students are strongly encouraged to complete ALL general education courses before beginning the 21 month RT core curriculum.

For more information visit our web site at

capectc.org

or call the office at

573.334.0826.

Customized & Contract Training

TRAINING



WHAT ARE YOUR COMPANY'S TRAINING NEEDS?

The Cape Girardeau Career & Technology Center (CTC) offers the business and industry sector options for providing training to upgrade skills of your present or future workforce in order to meet the changing demands of today's world economy.

The CTC will work with your company to put together training that will meet your company's unique requirements. Training can be as basic as a one-day refresher course in MS WORD, EXCEL or Email Etiquette or maybe your staff requires more complex hard and soft skills training conducted over several days or weeks. Either way, the CTC can work with you to design a program to meet your needs!

Costs vary according to your needs, instruction time, areas covered, essential materials & supplies, as well as expertise of instructors. Training can be done here at the CTC, on-site at your facility or even at a third party location.

Many area companies turn to the Cape Girardeau Career & Technology Center (CTC) for assistance with training their workforce. Take a look around our website or give us a call & see what we can do for you. You can reach Kathleen Clayton, Workforce Development Coordinator, at 573.334.0826 ext. 6513. If you prefer email, drop Kathleen a line at claytonk@capetigers.com

TRAINING OFFERINGS for AREA COMPANIES

Don't see what you need? Tell us what you're looking for & we'll work to match you with training options!

OSHA & SAFETY TRAINING COURSES

- OSHA-10 & 30 HOUR, HAZWOPER, MSHA

INDUSTRIAL MAINTENANCE TRAINING

- MECHANICAL & ELECTRICAL MAINTENANCE training vendor for the SOUTHEAST REGIONAL INDUSTRIAL TRAINING GROUP (SRITG)

COMPUTER SKILLS TRAINING

- MICROSOFT OFFICE PROGRAMS including Word, Excel, Access, PowerPoint & Publisher.
- QUICKBOOKS, ADOBE PHOTOSHOP & Geo-Spatial Technology for Businesses.

MOTORCYCLE SAFETY TRAINING

- BASIC RIDER COURSE (BRC) for beginner & seasoned riders.

CONTACT US TODAY!
573.334.0826

FREE

Adult Education and Literacy Classes

Adult Education

High School Equivalency (HiSET)
(formerly the GED)

Entrance Exams Preparation
(TEAS, ASVAB, ACT)

Improve Basic Skills

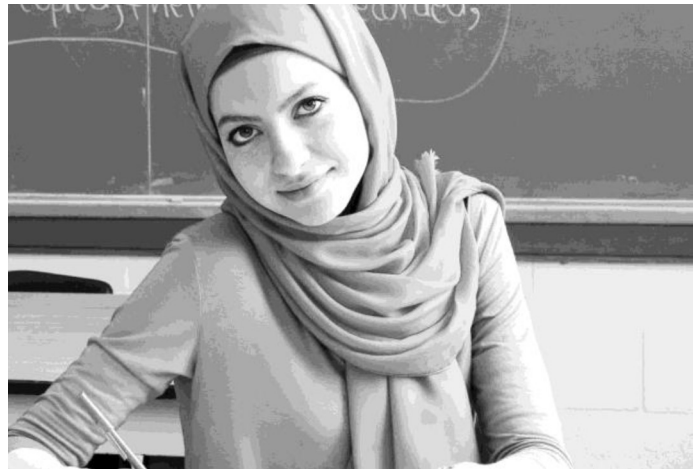
(Reading, Writing, Math, Language)



ENGLISH AS A SECOND LANGUAGE

Speaking, Reading, & Writing English

Citizenship Class



We serve adult students, age 17 and over.

We offer morning, afternoon, and evening classes.

Classes are small and allow for individual attention.

Teachers are certified in Adult Education and Literacy.

Classes offered in Cape, Advance, Marble Hill, Perryville, Sikeston, Kennett & Caruthersville

For More Information:

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

2021 - 2022 Technical Careers

Courses Listed below require completion of the Work Keys Test, unless otherwise noted.

ENROLLMENT FOR FALL 2021 SEMESTER: April 1 - JULY 31, 2021

Courses 9-Month, Daytime	Start Date	Session a.m. or p.m.	Estimated Tuition & Fees	Financial Aid Eligible
Auto Collision	8/25/2021	a.m. or p.m. *72 weeks	\$5,400	Yes
Automotive Technology	8/25/2021	a.m. or p.m. *72 weeks	\$5,400	Yes
Computer Coding & Programming	8/25/2021	a.m. only *72 weeks	\$5,400	Yes
Computer Networking & Security	8/25/2021	a.m. or p.m. *72 weeks	\$5,400	Yes
Construction Technology	8/25/2021	a.m. or p.m. *72 weeks	\$5,400	Yes
Culinary Arts	8/25/2021	a.m., p.m. or all day 36 or *72 weeks	\$5,400/\$2,700	Yes
Digital Media Production	8/25/2021	a.m. or p.m. *72 weeks	\$5,400	Yes
Electrical Trades	8/25/2021	a.m. or p.m. *72 weeks	\$5,400	Yes
Graphic Design	8/25/2021	a.m. or p.m. *72 weeks	\$5,400	Yes
HVAC/R	8/25/2021	a.m. or p.m. *72 weeks	\$5,400	Yes
Landscape Horticulture	8/25/2021	a.m. only *72 weeks	\$5,400	Yes
Precision Machining	8/25/2021	a.m. only *72 weeks	\$5,400	Yes
Marketing	8/25/2021	a.m. or p.m. *72 weeks	\$5,400	Yes
Welding	8/25/2021	a.m. or p.m. *72 weeks	\$5,400	Yes

***72 weeks indicates two school years from August until May.**

Additional Course Work is Required to Complete a degree through Three Rivers College.

Technical Careers

Fees may change annually, pending Board of Education Approval.

Financial Aid Information on Page 19.

Courses are offered in the morning and afternoon.

Students may elect to enroll in the a.m. or p.m. session.

Students attend two (36 week) terms to complete those programs.

A \$100 deposit is due upon enrollment—balance paid in full or financial aid on file at least one week prior to the first class meeting to avoid possible forfeiture of deposit, and removal from the course roster.

Competency Certificate Available



Automotive Technology

#902

36 Hrs of community college credit available.

Students are introduced to automotive power plants and steering suspension systems including theory, construction, and diagnosis and much more in this 2 year program. Diagnosis will be aided by student operation of the computerized diagnostic center. Much emphasis is placed on Automotive Service Excellence (ASE) certification. Principles of brake, automotive electrical, engine performance, and air conditioning systems are stressed. In-depth book work along with theory and shop work is expected. Much emphasis is placed on Automotive Service Excellence (ASE) certification.

Interview Required.

Current, valid Driver License Required.

**Students who complete both years of the Automotive Technology program may earn up to twelve (12) hours of advanced standing credit from Lincoln College of Technology (formerly Nashville Auto Diesel College in Nashville, TN).*

Auto Collision

#899

36 Hrs of community college credit available.

This program provides training in auto collision repair; straightening sheet metal with hand and power tools, dent filling with plastics, sanding and masking techniques. Basic instruction in mig welding is given for panel replacement. Painting is primarily with base coat/clear coat paint system. Students will complete projects on late model vehicles. Multiple chapters are covered in the first semester followed by shop learning projects. Second semester will be spent in the classroom as well as the shop with the majority of the time spent in the shop. The focus of this semester is to improve on basic skills sets which are applied toward year two of Auto Collision Technology. The second year provides advanced training in all phases of the occupation including air conditioning, estimation, spraying urethane finishes of all types, color blending, and paint matching. Students will complete projects on a variety of vehicles.

Interview Required.

Current, valid Driver License Required.

Check out our newly designed and updated Cape CTC Web Site @

capectc.com

Find information quicker and easier than ever before

Technical Careers

Computer Coding & Programming I

#916

This course introduces students to coding fundamentals through an approachable, block-based programming language where they will have early success in creating usable apps. As students sharpen their computational thinking skills, they will transition to programming environments that reinforce coding fundamentals by displaying block programming and text based programming style side-by-side. Students will learn the power of text-based programming as they are introduced to HTML, CSS, and JavaScript to create and build various websites.

This course introduces students to coding fundamentals

Computer Coding & Programming II

This course is a continuation of Computer Coding and Programming 1. Students will complete training in WordPress to create and maintain various websites. Year two focuses on User Interface Design, as well as career readiness in the Computer Science industry. Students are responsible for transportation to internship locations.

Computer Networking & Security

#907

13 Hrs of community college credit available.

Students will study the first two semesters of the Cisco Academy CCNA Routing and Switching curriculum covering basic computer technician/ networking fundamentals and skills. Courses include IT Essentials, Introduction to Networks, and Part 1 of Routing and Switching Essentials. Students will develop skills in computer repair and maintenance, hardware and software troubleshooting, data networks and the Internet, layered communications, advanced IP addressing, router and switch protocols and configurations, operating system installations, and designing and building small to medium sized networks. Students will be encouraged to test for the CompTia A+ and CCENT certifications. In addition students will study advanced computer networking concepts. During semesters three and four of the Cisco Academy CCNA Routing and Switching curriculum, students will study and Part 2 of Routing and Switching Essentials Scaling Networks and Connecting Networks. Students will develop skills in repairing networks and server infrastructure hardware, router and switch configurations for advanced functionality in larger and more complex networks, monitoring and troubleshooting wide area network operations, and building medium to large sized networks. Students will also be exposed to Microsoft Server Operating Systems, and Active Directory Administration, as well as virtualization (VMware concepts). Students will be encouraged to test for the CCNA certification.

Construction Technology

#914

36 Hrs of community college credit available.

Students will receive instruction and hands-on experience in hand and power tool safety, site prep and layout, footing and foundation forming, floor and wall framing, sheathing, window and exterior door installation and exterior wall finishes. The students will participate in various projects around the school district. Besides the hands on training, there will be extensive classroom work including math and communication arts. The students will also spend time being tested for basic job skills. Second year students will cover areas of residential interior finish carpentry. This will include energy conservation, insulation, drywall, interior wall and ceiling finishes, interior doors and trim, flooring, cabinet installation, fixture installation, residential wiring and plumbing. Besides the hands on training, there will be extensive classroom work including math and communication arts. Students will also spend time being tested for basic job skills.

The CTC is a
Tobacco Free Campus



Technical Careers

Culinary Arts

#910

36 Hrs of community college credit available.

Want to be part of an award winning program? This program of study is the basic principles of the food service industry. Food safety, sanitation, personal safety, food handling skills, knife skills, nutrition, customer service and cooking techniques highlight this program. Students learn what the nation's largest employer expects them to know and the wide range of opportunities available in the food service industry. Hands-on experience is an integral part of the program featuring working lab sessions on a large variety of kitchen equipment. Students learn tasks involved in front of the house operations, back of the house operations and receive their food handler's card from the local regulatory agency. The second year provides history and depth of knowledge of the industry and allows the student to understand the concept of proven and varied cooking techniques used worldwide. Students learn about food costing, menu planning and profitability. Students meeting the qualification and with the recommendation of the instructor will have the opportunity to compete in culinary competitions on the state and national level. Students will take lead roles in the operation of our campus restaurant and further their experience in the real world food service operations. Second year students have the opportunity to become ServSafe Certified and earn certification for the National Restaurant Association ProStart Program.

Adult students are encouraged to attend all day and complete program in one year.

Digital Media Production

#903

36 Hrs of community college credit available.

Are you a creative person looking for an exciting career making movies, television shows, or other forms of visual and audio information? If so, then Digital Media is the program for you. With access to the latest high-tech cameras and state-of-the-art software, you will jump start your future in Digital Media. Get training involving cameras, lighting, microphones, editing software, special effects, and more while working on projects such as: TV commercials, PSAs, news, music videos, live sports, and even short films. Take your creativity and turn it into a career with Digital Media. In the second year students will build upon the basics of digital media, moving into advanced software and techniques. New genres of production will be explored including news production, film shorts, and industrial video production. Successful completion of this program could qualify students for entry-level employment at local radio and television stations.



Electrical Trades

#927

36 Hrs of community college credit available.

This 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. In the first year, residential and commercial are the two subjects taught. Residential includes house wiring, NEC code calculations and blueprint reading. Commercial includes conduit bending, transformers, and motors. In the second year students will focus on industrial motor controls and PLC (Programmable Logic Controller). Students will learn how to install, troubleshoot, and maintain motor controls and variable frequency drives. Upon completion of the second year, the student will be able to read and write Programmable Logix. The different types of PLC's are: Micrologix 1100, PLC 5, Compact Logix.



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Technical Careers

Graphic Design

#912

36 Hrs of community college credit available.

This program, gives students the opportunity to learn the Macintosh computer. Programs such as Adobe, Photo-shop Illustrator and InDesign will be studied. These programs will enable students to design letterhead, business cards, forms, brochures, t-shirts and much more. Students will also learn the basics of darkroom procedures. Students will learn the screen printing process and the basic skills of the offset press. If you are creative, this class is one that you should consider! In the second year, concepts of basic offset printing are reviewed. Students will have the opportunity to master entry level competencies introduced in the first year program. Under the guidance of the instructor, second year students will operate the CTC in-house print shop.

Landscape Horticulture

#906

8 Hrs of community college credit available.

This program is designed to provide knowledge and practical experience in the care and identification of ornamental plants (flowers, trees, and shrubs). Activities include starting plants from seeds and vegetative plant parts, green house operation, drawing landscape plans, floral design, pruning practices, and lawn establishment and care. Upon completion of this course, students may choose to be tested for certification as a Level 1 Missouri Certified Nursery and Landscape Professional. A testing fee is required. Second year students may specialize in areas such as greenhouse operations, nursery management, landscape maintenance, landscape installations and floral arrangements. Those students who maintain a "C" average or better and a good attendance record may be released for work/study program in the fourth quarter of their second year. Upon completion of this course, students may choose to be tested for certification as an Advanced Level Missouri Certified Nursery and Landscape Professional. A testing fee is required.

**The CTC is a
Tobacco Free Campus**

HVAC/R

#901

36 Hrs of community college credit available.

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) as well as testing for field certification in residential, light commercial, and heat pump application. Students will train on light commercial systems applications, in-depth 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. Students will also be allowed to choose specific areas of training, such as building energy management, sheet-metal design and fabrications, estimating and layout. Time will also be spent preparing for industry certification.

Precision Machining

#924

25 Hrs of community college credit available.

This program is designed to prepare students for entry-level manufacturing jobs in the precision machining trades. Students will learn to operate a power saw, drill press, lathe, mill, and surface grinder. Fabrication and resurfacing of cutting tools will be taught. Students will interpret design specifications and technical drawings from which items will be reproduced. Quality control data will also be analyzed. The second year students will learn to set up and operate CNC milling machines and ONL lathes. They will also learn to program using G-code and CAD/CAM software. Students may also have the opportunity to complete an approved internship.

**FAST
AFFORDABLE
RELEVANT**

Technical Careers

Marketing

13 Hrs of community college credit available.

This program is designed to provide students with an overview of the activities associated with the marketing of goods and services to customers. Students will gain an understanding of the role of retailing within a free-enterprise society, and the concepts and practices necessary for successfully carrying out the retail functions. This is an ideal course for those students who have a career interest in marketing or management. Students will gain an in-depth understanding of the many elements of marketing, business management, and selling. Activities include the development, pricing, promotion, and distribution of various types of goods and services. Students enrolled in this course will also participate in the Marketing Internship program for paid, on-the-job training in a marketing occupation.

#917 Welding

36 Hrs of community college credit available.

Students enrolling in the first year Welding receive approximately 450 hours of intense welding instruction by a certified welding instructor in Oxyacetylene Welding and Cutting, Shielded Metal Arc Welding, Gas Metal Arc Welding and Gas Tungsten Arc Welding based on guidelines set forth by the American Welding Society and the American Society of Mechanical Engineers. This instruction will start students on the path for a successful future in the field of welding. The second year of Welding solidifies everything learned in the first year of Welding and allows time for more in-depth training. By demonstrating advanced levels of skill performance, the student can complete the 2 year Welding program as a certified welder.

#905

2021 - 2022 Evening Technical Careers

Tuition and Fees Subject to Change.

A \$200.00 deposit is due upon enrollment and balance paid by April 1.

Course	Start Date	Days	Session am or pm	Estimated Tuition/Book Fee	Financial Aid
Welding No Entrance Test	8/25/2021	M,T,W	6:00 - 9:00 pm 33 weeks	\$2,500	NA
Electrical Trades No Entrance Test	8/25/2021	M,T,W	6:00 - 9:00 p.m. 33 weeks	\$2,400	NA
HVAC/R No Entrance Test	8/25/2021	M,T,W	6:00 - 9:00 p.m. 33 weeks	\$2,300	NA

Evening Technical Careers

Welding/Evening

#919

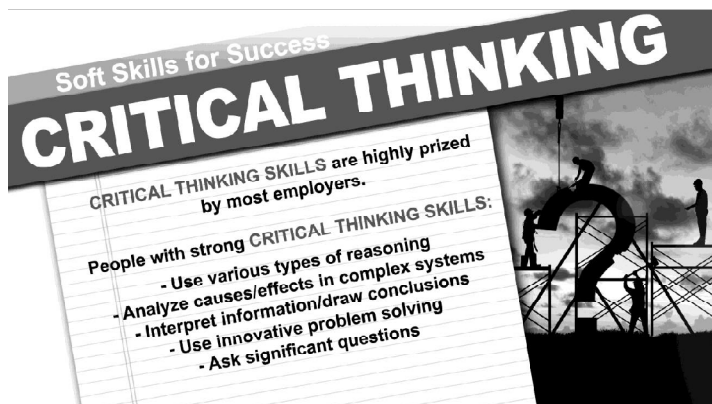
This is a 33 week certificate class that will meet 3 nights per week. Students will learn Shielded Metal Arc Welding (STICK), Gas Metal Arc Welding (MIG), and Gas Tungsten Arc Welding (TIG). The MIG welding will cover GMAW-S, FCAW, and GMAW-P types. The TIG welding will include learning the basics of welding on carbon steel, stainless steel, and aluminum. During this evening program students will also learn measurements, blueprint reading and fabrication. This instruction will start students on the path for a successful future in the field of welding.

A \$200.00 deposit is due upon enrollment and balance paid by April 1.

Students are responsible for their own supplies. A book is available for an additional cost, if a student wishes to purchase it.



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HVAC/R Evening

#901E

The Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) field is part of a growing technical-trades industry. This one year certificate 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 April 1.

Estimated cost for EPA test is \$25 and is additional to class cost.

Electrical Trades/Evening

#927E

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 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 April 1.

Students are responsible for their own supplies. Estimated cost of \$50 for supplies.



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General Information

MISSION

The Cape Girardeau Career and Technology Center will provide high quality educational programs, resources, and practical experiences to meet the evolving needs of secondary students, post-secondary students, and area industry. Our Center will be a vital contributor to the continued economic development of the region.

VISION

The Cape Girardeau Career & Technology Center will provide an environment for students to make career connections through education and training.

VALUES

Design real-world experiences that allow students to achieve their highest potential.

Enable students to achieve 21st century skills through hands-on learning.

Stimulate the development of leadership qualities and team-building.

Foster the development of problem solving and continuous learning.

Encourage work standards of the highest ethics and integrity.

Develop and utilize appropriate occupational safety practices.

Provide direction for further education and employment.

Accident Disclaimer

The Cape Girardeau CTC is not responsible for medical expenses incurred as a result of an accidental injury that occurs during participation in a course.

School will be closed on the following dates:

FALL 2021

Monday, 9/6/2021

Friday, 10/1/2021

Wednesday, 11/24/21 – Friday, 11/26/2021

Monday, 12/20/21 – Friday, 12/31/2021

SPRING 2022

Monday, 1/17/2022

Monday, 2/21/2022

Friday, 4/15/22 - Monday, 4/18/2022

Monday, 5/30/2022

SUMMER 2022

Monday, 7/4/2022

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.

Registration & Admission

Application Requirements:

All long-term programs (16 weeks or more) require applicants to:

- Complete the appropriate application.
- Provide proof of high school diploma or equivalent.
- Provide a valid government issued photo ID.
- Complete an entrance assessment with required scores.
- Submit to a background check (criminal history may prohibit an individual from being admitted).
- Pay the required deposit or application fee (varies by program).
- Interview with faculty.

Admission Requirements:

Additional requirements for admission vary by program; please see the specifics listed under each program.

For many healthcare programs, the number of students accepted is limited. Selection is based upon an evaluation of all the admission criteria.

Students in nine-month technical careers programs are co-mingled with secondary students. Enrollment of secondary students is given priority with remaining openings available to qualified adults. Therefore, some technical careers programs have very limited adult enrollment. Qualified adult applicants may be placed on a waitlist in the order in which all required documents are received.



Enrollment Dates:

Nine-Month Technical:

April 1 – August 1, 2021

Medical Assistant:

Fall 2021: May 1 - August 15, 2021

Practical Nursing (September 2021class):

Enrollment ends May 9, 2021

Paramedic:

Enrollment ends May 1, 2021

Physical Therapist Assistant:

Enrollment ends May 1, 2021

Respiratory Therapy:

Enrollment ends May 1, 2021

Shorter-Term Programs: Varies

Contact Us



Financial Aid & Payments

Financial Aid:

The Cape Girardeau CTC accepts and assists students with the following types of financial aid.

- Pell Grant
- Direct Federal Loans
- Access MO Grant
- Missouri A+ Scholarship
- Veterans Benefits
- Private Scholarships
- Agency Sponsorship

Financial Aid Eligible Programs at CTC:

In order for a student to receive financial aid, both the students AND the program in which they plan to enroll have to meet specific qualifications. Qualifying CTC programs include:

- Medical Assistant
- Paramedic
- Practical Nursing
- Physical Therapist Assistant
- Respiratory Therapy
- Nine Month Technical programs

How to apply for federal & state financial aid:

- Complete your 2021-2022 FAFSA at www.studentaid.gov
- Enter the Cape CTC **school code (005532)** to ensure we receive your results.
- Use the IRS Data Retrieval Tool to import your **2020** tax information from the IRS. You will be given this option as you work through the FAFSA. *If you are unable to use the IRS Data Retrieval Tool, you can input the information from your 2020 tax return to your FAFSA.*

How to apply for the Access MO Grant:

Complete the FAFSA by April 1, 2021 – no other application is required. *Students must be enrolled full time to qualify.*

Student's Obligation for Payment:

Registration constitutes a financial contract between students and the school. Students are ultimately responsible for payment of all fees owed to the school (tuition, books, fees, & other related expenses) including instances where anticipated financial aid becomes unavailable. If a balance is due to the school, the school has the right to cancel students' registration, to withhold grades, transcripts, or certificates, and to refuse admittance to final exams/clinicals.

Refund Policy:

For all programs, a deposit is to be made at the time of enrollment to reserve a seat for the applicant. If a student withdraws before the start of the program, a refund of the deposit will be made minus any expenses incurred by the school on the student's behalf. Processing of a refund check could take up to 45 days. If CTC cancels a class, the applicant's deposit will be refunded in full.

For Long-term programs (those eligible for financial aid), during the first 60% of a payment period, tuition due will be prorated based upon the days completed. After 60% of the payment period has elapsed, no tuition will be deducted. Students will always be responsible for the payment of textbooks and fees that have been used or cannot be returned. If a student cancels enrollment before classes begin, the deposit will be refunded minus any expenses incurred by the CTC on the student's behalf.

For short-term programs (those not eligible for financial aid), if a student elects to drop a course, the student must complete the designated form available at 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. After the second meeting, a refund will not be issued.

Contact Information:

For additional information regarding financial aid or payment information, please contact:

CTC Financial Aid Advisor:

573.334.0826, x 6510 & 6515
lohmanj@capetigers.com
essexl@capetigers.com

CTC Assistant Director:

573.334.0826, x6551
crowleyj@capetigers.com

Assessment Center

The Assessment Center offers a variety of pre-entrance, pre-employment, licensure, and certification assessments. Below is a list of assessments provided through the Assessment Center:

Certification/Licensure/Pre-employment/ Pre-entrance/Placement Exams

- Accuplacer
- ACT Workkeys Assessments
- ATI TEAS
- Comira
- EPA
- FAA
- NLN NACE I, and A&P
- PAN
- Pearson Vue Authorized Center
- PSI

Please call the Assessment Center for information on the assessment needed.

Career & Technology Center Student Assessments

- ACT WorkKeys
- Technical Skills Attainment

Registration

Registration procedures and price vary by assessment. Inquiries regarding registration may be made directly to the Assessment Center at 573.334.0826, extension 6509.

Payment for assessments must be made in advance of the testing date. Payment can be made:

- in person with check, cash, or debit/credit card,
- by mail with personal check, or
- by phone with a debit/credit card.

Refunds

Notice of cancellation must be received at least 24 hours prior to the testing date for a full refund. The testing fee is non-refundable past the testing date.

The **Career & Technology Center** is an authorized test center for the following:



College Information



CAPE COLLEGE CENTER

1050 S. Silver Springs Road, Cape Girardeau, MO 63701 • (573) 332-0516

Academic advisor

(573) 332-0516

tortega@semo.edu

www.semo.edu/cc/



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The CTC is a
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Mineral Area College

Serving Communities Since 1922

For assistance contact

Cape Career & Technology Center
at (573) 334-0826
for Advising Appointment

At MAC Contact

MAC Director of Admissions (573) 518-2249
MAC Financial Aid Director (573) 518-2249
Billing, MAC Business Office
(573) 518-2232

Students are Required to Complete the Following before Enrollment can be Processed.

1. Make application to Mineral Area College online at MineralArea.edu and pay a \$15 application fee.
2. Have official high school or GED transcript and any college transcript(s) forwarded to: Mineral Area College, Attn: Admission Office, P.O. Box 1000, Park Hills, MO 63601
3. Forward ACT or Accuplacer test scores to MAC.

Cape Girardeau
Career & Technology Center
1080 S. Silver Springs Rd.
Cape Girardeau, MO 63703

