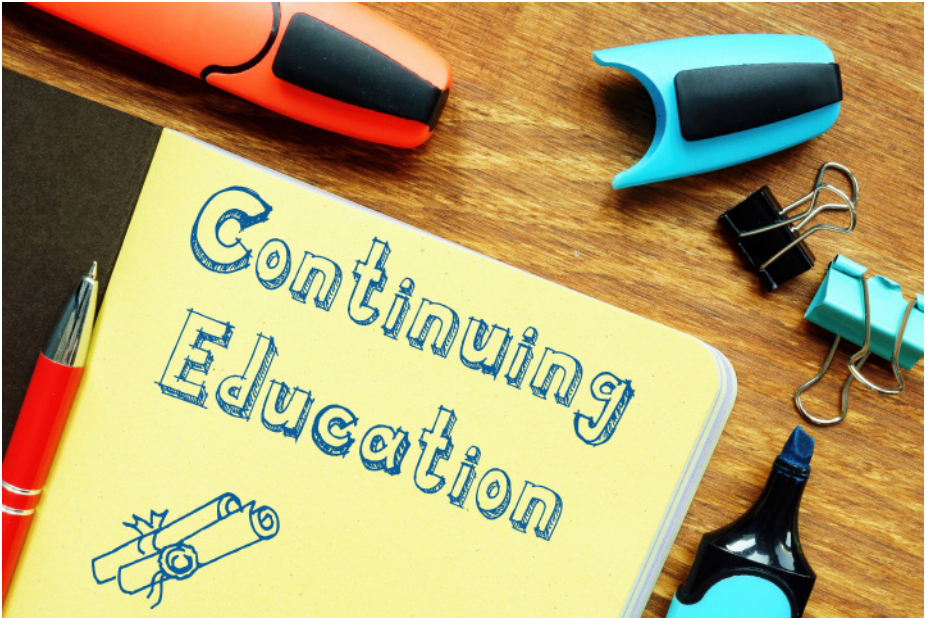


# Enrich

*Explore, Educate, and Express Yourself*

**SPRING 2024**

*Professional & Community Education*



**WHO do YOU want to be?**



PHONE (573) 334-0826

[capectc.org](http://capectc.org)



## Advantages

- *Purchase training by the hour.*
- *Personalize your training.*
- *Optimize Your Time.*
- *For people who already have a working knowledge of the topic.*
- *Just \$45 per hour for individual training.*
- *Due to material costs, Welding is \$55 per hour.*

## It's Easy!

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

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

- |                          |                 |                          |
|--------------------------|-----------------|--------------------------|
| • Photoshop              | • MS Office     | • Using an Android Phone |
| • Introduction to Social | • MS Excel      | or Tablet                |
| Media                    | • MS Word       | • Using an iPhone        |
| • Welding (\$55/hour)    | • MS Access     | or Tablet                |
| • Spanish                | • MS Powerpoint | • Photography            |

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

***If you have a question about a class or do not see what you are looking for, please contact us at 573.334.0826.***

# 10% Senior Citizen Discount 55 and older

## *Certain Restrictions Apply*

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

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

### **DISCOUNTS WILL NOT APPLY TO THE CLASSES LISTED BELOW**

- Motorcycle Safety Basic
  - 1:1 Classes
- All MS Specialist Program Training
  - Any Online Course

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

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

**Monday, 1/15/2024**

**Tuesday, 1/16/2024 Professional  
Development Day ( Evening Classes Are In  
Session)**

**Monday, 2/19/2024**

**Thursday, 3/28/2024 Professional  
Development Day ( Evening Classes Are  
In Session)**

**Friday, 3/29/24 - Monday, 4/1/2024  
Monday, 5/27/2024**

# Enrollment

Enroll online or Contact our office at  
573.334.0826.

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### **FIND US ON FACEBOOK:**

<https://www.facebook.com/CAPECTC/>

### **FOLLOW US ON INSTAGRAM:**

<https://www.instagram.com/capectc2/>

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

## **CONTACT US AT**

**1080 S. Silver Springs Rd.  
Cape Girardeau, MO 63703  
or call**

**573.334.0826**

# Adult Education & Literacy

COURSE #	NAME	Call for Information	TIME	COST	LENGTH	PAGE
AEL	Prepare for Hiset (GED)	(573) 334-3669	Day or Evening	FREE	40 hours	6
AEL	Prepare for TEAS	(573) 334-3669	Call to Register	FREE	40 hours	6
AEL	English as a Second Language	(573) 334-3669	Day or Evening	FREE		6

# Career Skills & Computer

COURSE #	NAME	START DATE	TIME	COST	LENGTH	PAGE
122	Computers for Beginners	T, 3/12	3:00 - 5:00 pm	\$100	6 weeks	7
171	Microsoft Excel - I	T, 3/12	6:00 - 8:30 pm	\$100	5 weeks	7
177	Microsoft Excel - II	T, 4/23	6:00 - 8:30 pm	\$100	5 weeks	7
179	Formulas & Functions, Excel	R, 4/4	6:00 - 8:30 pm	\$40	1 session	7
180	Charting & Pivot Tables, Excel	R, 4/11	6:00 - 8:30 pm	\$40	1 session	7

**\*\* New Classes \*\***

# Personal Enrichment

COURSE #	NAME	START DATE	TIME	COST	LENGTH	PAGE
315	Small Engine Repair	W, 2/21	6:00 - 8:00 pm	\$120	10 weeks	11
404	Organizing 101: A Place for Everything	M, 4/8	6:00 - 8:00 pm	\$60	3 weeks	11
409	Retirement Planning Tuesdays	T 1/30 & 2/6	6:30 - 9:00 pm	\$40	2 nights	13
409	Retirement Planning Thursdays	R 2/1 & 2/8	6:30 - 9:00 pm	\$40	2 nights	13
411	Mixed Media Arts	M, 4/15	6:00 - 8 :00 pm	\$50	4 weeks	12
412	Painting with Watercolor	M, 2/26	6:00 - 8:00 pm	\$60	4 weeks	12
441	Intro American Sign Language	T, 1/16	6:00 - 8:00 pm	\$100	8 weeks	10
442	Intermediate Am. Sign Language	T, 3/19	6:00 - 8:00 pm	\$100	8 weeks	10
443	Intro to Colored Pencil Drawing	M, 4/8	6:00 - 8:00 pm	\$60	4 weeks	12
470	Drivers Training	By Appt.	334 - 0826	\$200	By Appt.	10
472	Introductory Spanish	W, 1/17	6:00 - 8:00 pm	\$90	8 weeks	11
473	Intermediate Spanish	W, 3/20	6:00 - 8:00pm	\$70	6 weeks	11
401	Seasonal Art	M, 1/22	6:00 - 8:00 pm	\$50	4 weeks	12
194	**Drawing the Human Figure**	T, 3/5	6:00 - 8:00 pm	\$60	4 weeks	13
196	**Drawing in Japanese Anime/ Manga Style**	T, 4/9	6:00 -8:00 pm	\$60	4 weeks	13

# Personal Enrichment

COURSE #	NAME	START DATE	TIME	COST	LENGTH	PAGE
475	Motorcycle Safety, NRC	April-Oct	Call for times	\$235	3 days	15
500	Introduction to Photography	T, 3/5	6:30 - 9:00 pm	\$100	6 weeks	11
510	Introduction to Sewing	T, 1/9	6:00 - 8:00 pm	\$70	6 weeks	14
419	Intermediate Sewing	T, 2/27	6:00 - 8:00 pm	\$70	6 weeks	14
593	Advanced Sewing	T, 4/16	6:00 - 8:00 pm	\$70	6 weeks	14
608	Beginning Ballroom Dancing	W, 2/21	6:30 - 8:30 pm	\$100	6 weeks	10
456	**Chair Yoga**	R, 5/9	6:00 - 7:00 pm	\$40	4 weeks	10

## Enrollment Date For **Healthcare Courses** November 1, 2023

*Tuition and Fees Subject to Change*

COURSE #	NAME	START DATE	TIME	COST	LENGTH	PAGE
206	Med. Coding & Terminology	M & R 8/12/2024	6:00 - 9:00 pm	\$1,065	16 weeks	8
800	Certified Nurse Assistant	M-R TBD	8:00 am - 3:00 pm	\$915	9 weeks	8
806	Emergency Medical Technician	T & R, 8/6/2024	6:00 - 10:00 pm	\$1,743	20 weeks	9
810	Dental Assisting	T & R, 8/20/2024	6:00 - 9:00 pm	\$807	14 weeks	9

# On-line Course Offerings with ed2go

Convenient, Affordable, and Effective!

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

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

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

## Check Out Some Course Offerings

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

**Cost: \$89**

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

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

### **Administrative Assistant Fundamentals Cost: \$89**

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

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

### **Medical Transcription**

**Cost: \$89**

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

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

## Specialized Training

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

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

### **We also have space available for special events & meetings!**

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

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

*For more information call Katie*

**(573) 334-0826, ext. 6552**

# Finish Your High School Education For FREE

## Adult Education & Literacy

The Cape Girardeau Adult Education & Literacy (Cape AEL) serves adult students (ages 16 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
- Learn/improve basic Reading, Math, Writing skills, Social Studies and Science

English Language Learners  
Free Classes

1. Learn to speak English
2. Develop English listening skills
3. Learn to converse with others in English
4. Develop English reading and writing skills

### Free Classes (Day and Evening)

### Offered in the following locations:

**Cape Adult Learning Center**  
409 N. Clark  
Cape Girardeau, Mo 63701

**Caruthersville Pin Building**  
711 W. 3rd St  
Caruthersville, Mo 63830

**Kennett Semo**  
1230 1st St  
Kennett, Mo 63857

**Marble Hill  
Bollinger County Library**  
207 Mayfield  
Marble Hill, Mo 63764

**Perryville Mac**  
108 S Progress Rm 207  
Perryville, Mo 63755

**Sikeston 3 Rivers CC**  
1400 S. Main Room 108  
Sikeston, Mo 63801



### Advantages:

- All services are FREE
- Teachers are certified in Adult Education
- Small classes with personal attention
- Transitions coordinator helps make the next step after HSE (employment or post secondary job training) easier

### WE ALSO OFFER ENGLISH AS A SECOND LANGUAGE





# Career Skills & Computers



## **Computers for Beginners #122**

**Instructor: Ken Cook**

*Tuesdays 3:00 - 5:00 p.m. \$100*  
*6 weeks 3/12 - 4/16*

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.

**NOTE:** Please bring a FLASH DRIVE.

## **Microsoft Excel - I #171**

**Instructor: Ken Cook**

*Tuesdays 6:00 - 8:30 p.m. \$100*  
*5 weeks 3/12 - 4/9*

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

**NOTE:** Please bring a FLASH DRIVE.

## **Microsoft Excel - II #177**

**Instructor: Ken Cook**

*Tuesdays 6:00 - 8:30 p.m. \$100*  
*5 weeks 4/23 - 5/21*

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

**NOTE:** Please bring a FLASH DRIVE.

## **Formulas & Functions, Excel #179**

**Instructor: Ken Cook**

*Thursdays 6:00 - 8:30 p.m. \$40*  
*1 session 4/4*

Introductory level class where students will learn the basics of working with images, filters, colors and layers. This course is designed to introduce the student to the premier software application for photo manipulation, Adobe Photoshop.

**NOTE:** Please bring a FLASH DRIVE.

## **Charting & Pivot Tables, Excel #180**

**Instructor: Ken Cook**

*Thursdays 6:00 - 8:30 p.m. \$40*  
*1 session 4/11*

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.

***Ask about a \$5.00 discount  
when taking a subsequent  
course after full payment***

# Healthcare Courses

## Medical Coding and Terminology #206

Instructor: Amy Bell

M & R 6:00 - 9:00 p.m. \$1,065  
16 weeks 1/18 - 5/9

The Medical coding portion of the course will cover ICD-10-CM, International Classification of Disease Clinical Modification Codes and CPT-4, Current Procedural Terminology Codes. Topics include evaluation and management, HCPCS coding and procedure modifiers. Students will also study Medical Terminology.

**A \$100.00 deposit is due upon enrollment and must be paid in full by the first night of class. Enrollees must sign up for a mandatory orientation at the time of registration.**

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

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

For more information visit our  
web site at **capectc.org**  
or call the office at  
**573.334.0826**

## Emergency Medical Technician #806

Instructor: Charity Huff

T & R 6:00 - 10:00 p.m. \$1,660  
20 weeks 1/16 - 5/30

The course 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. Must be Paid in full by the first night of class.*

## 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.capectc.org>



# Healthcare Courses

## Dental Assisting

#810

Instructor: Wendy Newell

T & R 6:00 - 9:00 p.m.

\$807 14 weeks 1/16 - 4/18

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 must be paid in full by the first night of class. Enrollees must sign up for a mandatory orientation at the time of registration.**



## Certified Nurse Assist.

#800

Instructor: TBA

M-R

8:00 a.m. - 3:00 p.m.

\$915

9 weeks TBD

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



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

For more information visit our  
web site at **capectc.org**  
or call the office at  
**573.334.0826**

# Personal Enrichment

## Introduction to American Sign Language #441

**Instructor: Naida Roscovius**

Tuesdays 6:00 - 8:00 p.m. \$100  
8 weeks 1/16 - 3/5

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 3/19 - 5/7

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



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

## Beginning Ballroom Dancing #608

**Instructor: Sarah Estes**

Wednesdays 6:30 - 8:30 p.m. \$100  
6 weeks 2/21 - 3/27 per couple

Grab your dance shoes and partner for a six week series to learn the basics of the East Coast Swing, the Salsa, the Rumba, and the Foxtrot. Feel confident on the dance floor at parties, weddings, and reunions. If your toes tap to music, this class is for you.

## Drivers Training #470

**Instructor: Bob Hathaway**

Open entry  
Call 334-0826 for Details \$200

This six-hour behind-the-wheel course is on an individual basis with a state certified instructor. A student must be at least 15 years of age and have a valid Missouri Driver's permit. Study materials for this test are available at no charge at the CTC. Driver's Training is available all year with appointment. The Driver Training course completion may or may not result in lower insurance cost. Any policy reduction is the decision of the insurance company. Open Entry.

## Chair Yoga #456

**Instructor: Helen Towner**

Thursdays 6:00 - 7:00 p.m. \$40  
4 weeks 5/9 - 5/30

In this yoga class, the only prop that is needed is a chair without arms that will be provided. We will explore various postures such as stretches, twists and other fundamental yoga movements, while mostly seated. This class is for everyone, although it is especially for those who have limited knee mobility. FYI: Chair Yoga can be done while sitting in an office seat as well, during breaks and such. Mostly, this can be a fun way to get "gently" flexible.

# Personal Enrichment



## **Introductory Spanish #472**

**Instructor: Razan Roumany**

*Wednesdays 6:00 - 8:00 p.m. \$90*  
*8 weeks 1/17 - 3/6*

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

## **Intermediate Spanish #473**

**Instructor: Razan Roumany**

*Wednesdays 6:00 - 8:00 p.m. \$70*  
*6 weeks 3/20 - 4/24*

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.



## **Small Engine Repair #315**

**Instructor: George Graham**

*Wednesdays 6:00 - 8:00 p.m. \$120*  
*10 weeks 2/21 - 4/24*

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.

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

**Instructor: Lindsey Neels**

*Mondays 6:00 - 8:00 p.m. \$60*  
*3 weeks 4/8 - 4/22*

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.*

## **Introduction to Photography #500**

**Instructor: Doug Adams**

*Tuesdays 6:30 - 9:00 p.m. \$100*  
*6 weeks 3/5 - 4/9*

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.*



# Personal Enrichment

## Mixed-Media Arts

**Instructors:** Bridget Jackson

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

**4 weeks** 4/15 - 5/6

**#411**

**\$50**

## Seasonal Art

**Instructor:** Bridget Jackson

**Mondays**

**4 weeks**

6:00 - 8:00 p.m.

1/22 - 2/12

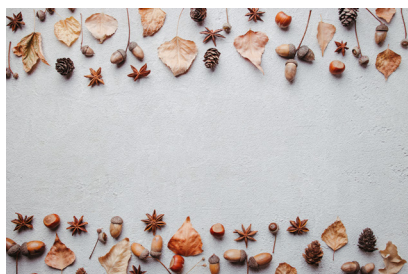
**#401**

**\$50**

Are you confused by the different types of paints, mediums, inks, and the other mixed media options? This course will teach and guide you how to infuse different media to create your own unique style. **NOTE:** Please bring an old book with you the first night of class that will be turned into an art journal.

In this class you will have the opportunity to create your own unique decorations for Valentines, St. Patrick's Day and Easter using various artistic mediums that will make you the envy of your family, friends and neighbors. **Note:** There is a \$30 Material Fee paid to the instructor the 1st night of class. You must be at least 18 years old to take this class.

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



## Painting with Watercolor

**Instructor:** Helen Towner

**Mondays**

**4 weeks**

6:00 - 8:00 p.m.

2/26 - 3/18

**#412**

**\$60**

## Introduction to Colored Pencil Drawing

**Instructor:** Helen Towner

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

**4 weeks** 4/8 - 4/29

**#443**

**\$60**

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:** There is a \$10 fee for supplies, payable to the instructor the first night of class.



# Personal Enrichment

## Drawing the Human Figure Instructor: Ramielle Felicia

Tuesdays 6:00 - 8:00 p.m. \$60  
4 weeks 3/5- 3/26

Students will learn the basics and fundamentals of drawing the human anatomy and be introduced to the variety of art materials and tools that can help them create a masterpiece.

**Note:** The students will be expected to purchase a materials kit of \$15 which will be paid directly to the instructor the first night of class.

## Drawing in Japanese Anime/Manga Style

Instructor: Ramielle Felicia  
Tuesdays 6:00 - 8:00 p.m. \$60  
4 weeks 4/9 - 4/30

Students will be introduced to Japanese Manga style of drawing along with the art materials commonly used in this field. Additionally, will create and design their own Anime character and a 2-page short Manga.

**Note:** The students will be expected to purchase a materials kit of \$15 which will be paid directly to the instructor the first night of class.

#194

## Retirement Planning Today Instructor: Derieck Hodges, CFP

#409

Tuesdays 6:30 - 9:00 p.m. \$40  
2 nights 1/30 & 2/6

Thursdays 6:30 - 9:00 p.m. \$40  
2 nights 2/1 & 2/8

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

**NOTE:** Couples may attend together for a single registration fee. The instructor will have a book available for an additional cost of \$25, payable to the instructor.



Find us on  
**Facebook**

# Personal Enrichment

## **Introduction to Sewing** #510

**Instructors:** Connie Cossou

*Mondays* 6:00 - 8:00 p.m. \$70

*6 weeks* 1/9- 2/13

Students will be trained in the basics of thread, thread quality, types of needles, threading a machine, sewing of buttons, zippers, snaps, hooks and repairing of clothing. The course will conclude with each student making their own apron utilizing all of their skills acquired in the course.

NOTE: Students must bring their own sewing machines and manual also. A \$38.00 Materials Fee is due and payable to the instructor the first night of class. The kit will include all equipment and supplies including the fabric for the apron project and pincushion projects.



## **Intermediate Sewing** #419

**Instructors:** Connie Cossou

*Mondays* 6:00 - 8:00 p.m. \$70

*6 weeks* 2/27 - 4/2

Learn how to make a rag quilt. Students will need a sewing machine in good running condition, thread, a ruler, rotary cutter and a cutting board for the rotary cutter. All cotton fabric will be needed for the project and flannel for the backing.



## **Advanced Sewing** #593

**Instructor:** Connie Cossou

*Mondays* 6:00 - 8:00 p.m. \$70

*6 weeks* 4/16-5/21

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





## MOTORCYCLE SAFETY TRAINING

### READY TO HIT THE ROAD?

Learn to ride or brush up on your skills!

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

The course is certified through the **Motorcycle Safety Foundation (MSF) & the Missouri Motorcycle Safety Program (MMSP)**. Our instructors are trained and certified and you'll train on 500cc/specially equipped Harley-Davidson training motorcycles!

**- Classes run from April - October -  
Limited seats available - Register Early!!**

**To Register:** Go to [CapeCTC.org](http://CapeCTC.org), scroll down and click the REGISTRATION tab on the left side of the page. Type **MOTORCYCLE** in the search box to find all available classes. Click the class you want and register with your credit or debit card. You may also call or stop by the Cape CTC to register by phone or in person. **NOTE:** The minimum age to enroll is 15 1/2 years of age.

**Questions? Enrollment/Cancellation/Transfer**  
Call CTC Front Office at 573-334-0826

**COURSE QUESTIONS?** Call Buddy Davis at 573-334-7716 Ext. 6423

**Scholarships to help cover tuition are available for qualifying individuals.** Contact Buddy Davis at 573-334-7716 Ext. 6423 to apply.

**Motorcycle Safety Training #475  
Harley- Davidson RIDING ACADEMY  
New Rider Course (NRC)  
Instructors: John (Buddy) Davis & Danny Yarbrough  
Saturday and Sunday \$235  
Scheduled upon enrollment  
Cape CTC/Lawless H-D**

**The New Rider Course/Basic Rider Course (NRC/BRC)** is aimed at beginning or re-entry riders.

**The course consists of:**

- **A 5-Hour on-line training program that MUST be completed before your scheduled class weekend** of hands on training
- A combination of guided instruction and practical riding exercises in a controlled, off-street environment.
- An on-bike skills test and written exam.

Motorcycles are provided for you to use during the class and helmets are also available on a first-come/ first served, free loan basis, if needed. Because loaner helmets are limited, we strongly suggest you bring your own undamaged (no previous accidents or crashes) D.O.T. approved 3/4 OR full faced helmet.

Upon successful completion of the course you will receive a course completion card which will assist you in obtaining a motorcycle endorsement on your license. Course completion may also qualify you for reduced insurance premiums on your motorcycle insurance. Please check with your individual insurance provider for details.

**NOTE: You must attend all sessions and pass the exam and skills test to receive the completion certification card.** The Missouri Department of Revenue will waive both the written test and the riding skills portion of the motorcycle endorsement process when you present your completion card at the DMV.

**CLASS BEGINS** promptly on Saturday Morning at 7:30 am on the campus of the **Cape Girardeau Career and Technology Center (CTC) located at 1080 S. Silver Springs Road, Cape Girardeau, MO 63703**. On Saturday and Sunday, plan on being in class from 8 am - 5 pm. Your instructor set aside time for a lunch break and other breaks. **NOTE:** Stated class end times may vary according to instructor and according to the individual needs and characteristics of each class. Please talk with your instructor if you have any questions.

**PAYMENT/CANCELLATION REFUND POLICY:** **PAYMENT IN FULL** is required to register for the class and **\$135** of your class fee is nonrefundable. Requests to change your class dates must be made a minimum of 14 calendar days prior to the start date of your class. You are eligible to 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 cancelled by the CTC, you will receive a full refund. Failure to complete the required 5-hour online course prior to your class start time, or failure to complete the hands-on skills portion of the course for any reason or inability to successfully complete the course, does not entitle you to ANY refund.

# General Information

## If You Have Questions, Contact Us.



## OFFICE HOURS

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

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

## Registration for Short-Term Courses

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

## Books and Supplies

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

## Class Cancellation

A minimum number of students is required for each course offered. Courses with insufficient enrollment will be canceled and registrants will be notified by phone 2 days before the class start date or by email.

## Smoking/Tobacco

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

## Refund Policy: Short-Term Courses

For short-term programs (those not eligible for financial aid), if a student elects to drop a course, the student must 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.

## Refund Policy: Motorcycle Safety Class

### WITHDRAWAL & CANCELLATION REFUND POLICY:

**PAYMENT IN FULL is required at the time of registration. \$110 of the (\$210) class fee is non-refundable.** Requests to change your class date must be a minimum of 14 calendar days prior to the start date of your class. **You may 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.

## 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

### FIND US ON FACEBOOK:

<https://www.facebook.com/CAPECTC/>

### FOLLOW US ON INSTAGRAM:

<https://www.instagram.com/capectc2/>



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



Accredited by



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

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#### **Americans with Disabilities Act of 1990:**

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