Enrich
Explore, Educate, and Express Yourself

FALL 2020
Continuing Education

New Classes!
Extended Programs!
Look for the *

CTC. WHO do YOU want to be?

PHONE (573) 334-0826
CapeCTC.org
Advantages

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

It’s Easy!

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

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

- MS Excel  
- MS Word  
- MS Powerpoint  
- MS Access  
- Using an Android Phone  
- Using an iPhone  
- MS Office  
- Photoshop  
- Death & Taxes  
- Employment Law  
- American Sign Language  
- Photography  
- Spanish  
- Welding ($49/hour)  
- Special EFX

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

*If you have a question about a class or do not see what you are looking for, please contact us at 573.334.0826.*
10% Senior Citizen Discount  
55 and older

_Certain Restrictions Apply_

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

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

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

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

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School will be closed on the following dates:

- Monday, 9/7/2020
- Wednesday, 11/25 – Friday 11/27/2020
- Monday, 12/21 – Monday, 1/1/2021

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**Enrollment**

 Begins June 1, 2020

Contact our office at 573.334.0826.

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**Find us on Facebook**

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

**CONTACT US AT**

1080 S. Silver Springs Rd.  
Cape Girardeau, MO 63703  
or call  
573.334.0826
<table>
<thead>
<tr>
<th>COURSE #</th>
<th>NAME</th>
<th>START DATE</th>
<th>TIME</th>
<th>COST</th>
<th>LENGTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEL</td>
<td>Prepare for Hiset (GED)</td>
<td>(573) 334-3669</td>
<td>Day or Evening</td>
<td>FREE</td>
<td>40 hours</td>
</tr>
<tr>
<td>AEL</td>
<td>English as a Second Language</td>
<td>(573) 334-3669</td>
<td>Day or Evening</td>
<td>FREE</td>
<td>40 hours</td>
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<tr>
<td>AEL</td>
<td>TEAS Math PREP</td>
<td>9/14</td>
<td>M &amp; T, 9/14</td>
<td>$150</td>
<td>2 nights</td>
</tr>
<tr>
<td>200</td>
<td>*Accounting: In Simple Terms</td>
<td>T, 9/15</td>
<td>M, T, R, 9/14</td>
<td>$159</td>
<td>3 nights</td>
</tr>
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<td>204</td>
<td>*Career Skills 101</td>
<td>10/21</td>
<td>W, 10/21</td>
<td>$59</td>
<td>3 weeks</td>
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<tr>
<td>220</td>
<td>ServSafe Training</td>
<td>9/14</td>
<td>M, T, R, 9/14</td>
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<tr>
<td>CUST</td>
<td>OSHA 10 Hour Training</td>
<td>10/8</td>
<td>R, 10/8</td>
<td>$75</td>
<td>3 weeks</td>
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<tr>
<td>CUST</td>
<td>*Fundamentals of Energy Management</td>
<td>(See Web Site for Dates)</td>
<td>M &amp; W, 9/14</td>
<td>FREE</td>
<td>40 hours</td>
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Visit us on-line @ CapeCTC.com
## Computer Courses

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>NAME</th>
<th>START DATE</th>
<th>TIME</th>
<th>COST</th>
<th>LENGTH</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>122</td>
<td>Computers for Seniors</td>
<td>W, 8/26</td>
<td>3 - 5:00 pm</td>
<td>$99</td>
<td>6 weeks</td>
<td>12</td>
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<tr>
<td>158</td>
<td>*Intro to MS Access</td>
<td>R, 10/15</td>
<td>6 - 8:00 pm</td>
<td>$99</td>
<td>6 weeks</td>
<td>13</td>
</tr>
<tr>
<td>171</td>
<td>Introduction to Excel</td>
<td>W, 8/26</td>
<td>6 - 8:30 pm</td>
<td>$89</td>
<td>4 weeks</td>
<td>13</td>
</tr>
<tr>
<td>177</td>
<td>Intermediate Excel</td>
<td>W, 9/23</td>
<td>6 - 8:30 pm</td>
<td>$89</td>
<td>4 weeks</td>
<td>13</td>
</tr>
<tr>
<td>178</td>
<td>*Advanced Excel</td>
<td>W, 10/21</td>
<td>6 - 8:30 pm</td>
<td>$89</td>
<td>4 weeks</td>
<td>13</td>
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<tr>
<td>179</td>
<td>*Formulas and Functions, Excel</td>
<td>R, 9/24</td>
<td>6 - 8:30 pm</td>
<td>$39</td>
<td>1 night</td>
<td>14</td>
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<tr>
<td>180</td>
<td>*Charting &amp; Pivot Tables, Excel</td>
<td>R, 10/8</td>
<td>6 - 8:30 pm</td>
<td>$39</td>
<td>1 night</td>
<td>14</td>
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<td>186</td>
<td>*Lightroom/Photoshop</td>
<td>M, 8/24</td>
<td>6 - 9:00 pm</td>
<td>$259</td>
<td>16 weeks</td>
<td>15</td>
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<tr>
<td>190</td>
<td>QuickBooks 2019</td>
<td>T, 10/6</td>
<td>6 - 8:00 pm</td>
<td>$109</td>
<td>6 weeks</td>
<td>15</td>
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<tr>
<td>191</td>
<td>Intro to Photoshop</td>
<td>R, 10/1</td>
<td>6 - 8:30 pm</td>
<td>$89</td>
<td>4 weeks</td>
<td>15</td>
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<tr>
<td>COURSE #</td>
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<td>START DATE</td>
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<tr>
<td>206</td>
<td>Med. Coding &amp; Terminology</td>
<td>M &amp; W, 8/24</td>
<td>6 - 9:00 pm</td>
<td>$999</td>
<td>16 weeks</td>
<td>16</td>
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<tr>
<td>806</td>
<td>Emergency Medical Technician</td>
<td>T &amp; R, 8/4</td>
<td>6 - 10:00 pm</td>
<td>$1,680</td>
<td>20 weeks</td>
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<tr>
<td>810</td>
<td>Dental Assisting</td>
<td>T &amp; R, 9/1</td>
<td>6:00 - 9:00 pm</td>
<td>$799</td>
<td>14 weeks</td>
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# Personal Enrichment

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<tr>
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<th>TIME</th>
<th>COST</th>
<th>LENGTH</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>400a</td>
<td>*CASA Training</td>
<td>M, 10/19</td>
<td>6 - 9:00 pm</td>
<td>FREE</td>
<td>5 weeks</td>
<td>17</td>
</tr>
<tr>
<td>400b</td>
<td>*CASA Training</td>
<td>M, 10/19</td>
<td>6 - 9:00 pm</td>
<td>FREE</td>
<td>5 weeks</td>
<td>17</td>
</tr>
<tr>
<td>401</td>
<td>*Decorating with Paint</td>
<td>T, 10/6</td>
<td>6 - 8:00 pm</td>
<td>$59</td>
<td>4 weeks</td>
<td>17</td>
</tr>
<tr>
<td>402</td>
<td>*Creating a Healthy, Safe Home</td>
<td>T, 11/10</td>
<td>6 - 8:00 pm</td>
<td>$59</td>
<td>4 weeks</td>
<td>17</td>
</tr>
<tr>
<td>404</td>
<td>*Organizing 101: A Place for Everything</td>
<td>M, 9/28</td>
<td>6 - 8:00 pm</td>
<td>$59</td>
<td>3 weeks</td>
<td>21</td>
</tr>
<tr>
<td>409</td>
<td>Retirement Planning Today</td>
<td>T, 10/20 &amp; 10/27</td>
<td>6:30 - 9:30 pm</td>
<td>$39</td>
<td>2 nights</td>
<td>23</td>
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<tr>
<td>409</td>
<td>Retirement Planning Today</td>
<td>R, 10/15 &amp; 10/22</td>
<td>6:30 - 9:30 pm</td>
<td>$39</td>
<td>2 nights</td>
<td>23</td>
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<td>412</td>
<td>Painting with Watercolor</td>
<td>M, 10/12</td>
<td>6 - 8:00 pm</td>
<td>$59</td>
<td>4 weeks</td>
<td>24</td>
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<tr>
<td>413</td>
<td>*Paint Pouring</td>
<td>M, 9/14</td>
<td>6 - 8:00 pm</td>
<td>$49</td>
<td>4 weeks</td>
<td>21</td>
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<td>415</td>
<td>Jewelry Without Heat</td>
<td>M, 11/9</td>
<td>6 - 8:00 pm</td>
<td>$59</td>
<td>4 weeks</td>
<td>20</td>
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<tr>
<td>426</td>
<td>*Create Handmade Books</td>
<td>W, 9/23</td>
<td>6 - 8:30 pm</td>
<td>$59</td>
<td>4 weeks</td>
<td>18</td>
</tr>
<tr>
<td>434</td>
<td>*Smart Phones: iPhone</td>
<td>T, 9/1</td>
<td>3 - 5:00 pm</td>
<td>$69</td>
<td>2 weeks</td>
<td>23</td>
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<td>434</td>
<td>*Smart Phones: Android</td>
<td>T, 10/6</td>
<td>3 - 5:00 pm</td>
<td>$69</td>
<td>2 weeks</td>
<td>23</td>
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<tr>
<td>441</td>
<td>American Sign Language</td>
<td>T, 8/5</td>
<td>6 - 8:00 pm</td>
<td>$99</td>
<td>8 weeks</td>
<td>18</td>
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<tr>
<td>442</td>
<td>Intermediate Am. Sign Language</td>
<td>T &amp; R, 10/20</td>
<td>6 - 8:00 pm</td>
<td>$99</td>
<td>4 weeks</td>
<td>18</td>
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<tr>
<td>COURSE #</td>
<td>NAME</td>
<td>START DATE</td>
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<tr>
<td>445</td>
<td>*Advanced Am. Sign Language</td>
<td>T &amp; R</td>
<td>6 - 8:00 pm</td>
<td>$99</td>
<td>4 weeks</td>
<td>18</td>
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<tr>
<td>443</td>
<td>Intro to Colored Pencil Drawing</td>
<td>11/17</td>
<td>6 - 7:30 pm</td>
<td>$59</td>
<td>4 weeks</td>
<td>19</td>
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<tr>
<td>451</td>
<td>*Basic Investing</td>
<td>T, 9/1</td>
<td>6 - 8:00 pm</td>
<td>$59</td>
<td>4 weeks</td>
<td>20</td>
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<tr>
<td>453</td>
<td>Effective Grant Writing</td>
<td>W, 9/16</td>
<td>6 - 7:00 pm</td>
<td>$69</td>
<td>4 weeks</td>
<td>19</td>
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<tr>
<td>456</td>
<td>Beginner’s Yoga</td>
<td>M, 9/14</td>
<td>6 - 8:00 pm</td>
<td>$59</td>
<td>4 weeks</td>
<td>24</td>
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<tr>
<td>462</td>
<td>Mindful Meditation for Stress</td>
<td>W, 9/16</td>
<td>6 - 7:30 pm</td>
<td>$59</td>
<td>6 weeks</td>
<td>20</td>
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<tr>
<td>467</td>
<td>Drawing Concepts</td>
<td>M, 9/14</td>
<td>6 - 7:30 pm</td>
<td>$49</td>
<td>4 weeks</td>
<td>19</td>
</tr>
<tr>
<td>468</td>
<td>Tech Class Amateur Radio Course</td>
<td>W, 9/14</td>
<td>6 - 8:00 pm</td>
<td>$39</td>
<td>6 weeks</td>
<td>24</td>
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<tr>
<td>470</td>
<td>Drivers Training</td>
<td>By Appt.</td>
<td>334 - 0826</td>
<td>$199</td>
<td>By Appt.</td>
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<td>472</td>
<td>Introductory Spanish</td>
<td>W, 10/1</td>
<td>6 - 8:00 pm</td>
<td>$89</td>
<td>8 weeks</td>
<td>24</td>
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<td>473</td>
<td>Intermediate Spanish</td>
<td>W, 10/1</td>
<td>6 - 8:00 pm</td>
<td>$69</td>
<td>6 weeks</td>
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<td>475</td>
<td>Motorcycle Safety, BRC</td>
<td>TBA</td>
<td>TBA</td>
<td>$200</td>
<td>3 days</td>
<td>22</td>
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<tr>
<td>481</td>
<td>*Beginning Songwriting &amp; Lyric Structure</td>
<td>R, 10/1</td>
<td>6 - 8:00 pm</td>
<td>$79</td>
<td>6 weeks</td>
<td>24</td>
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<tr>
<td>482</td>
<td>*Basic Writing &amp; Self Publishing</td>
<td>T, 9/1</td>
<td>6 - 8:00 pm</td>
<td>$99</td>
<td>6 weeks</td>
<td>21</td>
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<tr>
<td>500</td>
<td>Introduction to Photography</td>
<td>T, 9/1</td>
<td>6:30 - 9 pm</td>
<td></td>
<td>6 weeks</td>
<td>21</td>
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<tr>
<td>COURSE #</td>
<td>NAME</td>
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<td>TIME</td>
<td>LENGTH</td>
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<tr>
<td>240</td>
<td>*Drone Operator Class</td>
<td>T, 10/6</td>
<td>6 - 8:00 pm</td>
<td>3 weeks</td>
<td>26</td>
<td></td>
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<tr>
<td>315</td>
<td>*Small Engine Repair</td>
<td>R, 8/27</td>
<td>6 - 8:00 pm</td>
<td>10 weeks</td>
<td>26</td>
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<tr>
<td>901</td>
<td>*HVAC/R</td>
<td>M,T,W, 8/24</td>
<td>6 - 9:00 pm</td>
<td>33 weeks</td>
<td>25</td>
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<tr>
<td>919</td>
<td>*Welding</td>
<td>M,T,W, 8/24</td>
<td>6 - 9:00 pm</td>
<td>33 weeks</td>
<td>26</td>
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<tr>
<td>927</td>
<td>*Electrical Trades</td>
<td>M,T,W, 8/24</td>
<td>6 - 9:00 pm</td>
<td>33 weeks</td>
<td>25</td>
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COURSE # 240: *Drone Operator Class
START DATE: T, 10/6
TIME: 6 - 8:00 pm
LENGTH: 3 weeks
COST: $159

COURSE # 315: *Small Engine Repair
START DATE: R, 8/27
TIME: 6 - 8:00 pm
LENGTH: 10 weeks
COST: $119

COURSE # 901: *HVAC/R
START DATE: M,T,W, 8/24
TIME: 6 - 9:00 pm
LENGTH: 33 weeks
COST: $2,299

COURSE # 919: *Welding
START DATE: M,T,W, 8/24
TIME: 6 - 9:00 pm
LENGTH: 33 weeks
COST: $2,499

COURSE # 927: *Electrical Trades
START DATE: M,T,W, 8/24
TIME: 6 - 9:00 pm
LENGTH: 33 weeks
COST: $2,399
On-line Course Offerings with ed2go

Convenient, Affordable, and Effective!

www.ed2go.com/cgctc

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

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

Check Out Some Course Offerings

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

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

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

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

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

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

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

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

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

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

8 Visit us on-line @ CapeCTC.com
FREE
Adult Education and Literacy Classes

Adult Education
High School Equivalency (HiSET)  
(formerly the GED)

Entrance Exams
(TEAS, ASVAB, ACT)

ENGLISH AS A SECOND LANGUAGE

Speaking, Reading, & Writing English

Improve Basic Skills
(Reading, Writing, Math, Language)

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

Find us @ Facebook.com/CAPECTC
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: Thursday sessions - October 8th, 15th & 22nd, 2020
Time: 9 a.m. to 11 a.m.
Location: Cape Girardeau Career & Technology Center (CTC) – Room 112 DLC

ServSafe Training Class #220
Instructor: Dennis (Doc) Cain
What is it?
A ServSafe certificate is a basic credential for restaurant and food managers. This training class is a two day food safety training and certificate class with an optional third day if needed to take the exam.

Who has to have it?
All managers employed in food establishments in Cape Girardeau County are required to have a valid Food Management Certificate according to the Cape Girardeau County Food Code adopted November 20, 2008. Certification is good for 5 years.

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

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

Class Dates
9/14, 15, 17 Room 404

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).

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Class Dates
9/14, 15, 17 Room 404
OSHA-10 HOUR for CONSTRUCTION
Instructor: Eddie Doss, HSEConsultants

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

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

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

CLASS DATES - You MUST attend BOTH sessions:

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NOTE:
• OSHA rules require that a minimum of 3 students must enroll & be present to hold training.
• Bring pencil & paper to class.
Career Skills 101
Instructor: Kristy Unger
Wednesdays 6:00 - 8:00 p.m. $59
3 weeks 10/21 - 11/4 Room 207
Get ready for your job search in 3 short sessions. Explore careers by industry and learn to articulate your strengths and experiences to an employer by using your personality, resume, and elevator pitch. Over the course of 3, 2-Hour sessions, you will walk away from the program with industry insight and strategies to find your next job!

Accounting: In Simple Terms #200
Instructor: LaKenya Taylor
Tuesdays 6:00 - 8:00 p.m. $59
3 weeks 9/15 - 9/29 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.

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

Computers for Seniors #122
Instructor: Ken Cook
Wednesdays 3:00 - 5:00 p.m. $99
6 weeks 8/26 - 9/30 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.

Check out the newly designed and updated Cape CTC Web Site @ CapeCTC.org
Find information quicker and easier than ever before. Register for your next class online.
Intermediate Excel                               #177
Instructor: Ken Cook
Wednesdays        6:00 - 8:30 p.m.               $89
4 weeks                9/23 - 10/14          Room 204
Intermediate Excel 2016 will help students apply advanced features to real-world business and personal applications. Subjects covered include advanced formulas and functions, charts and graphs, filters and sorting, conditional formatting, groups and subtotals, conditional formatting, tracking changes, comments and pivot tables. If time permits will also cover VLOOKUP, data validation, macros, and tables.

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

Introduction to Microsoft Access  #158
Instructor: Grady Yount
Thursdays        6:00 - 8:30 p.m.              $99
6 weeks               10/15 - 11/19           Room 204
Have you ever wanted to learn to create a database and manage data? Learn the basics to MS Access 2016 in this 6 week introductory class. The course will include instruction to table navigation, entering and removing data, saving and editing records, and modifying a table’s appearance. Students will also learn to create and modify queries. The student will learn to create a simple report using data from a table or query which will include creating, modifying, saving and printing a report.

Prerequisite: Basic Computer Skills.  
NOTE: Please bring a FLASH DRIVE with you to download class material.

Introduction to Microsoft Excel         #171
Instructor: Ken Cook  
Wednesdays        6:00 - 8:30 p.m.              $89
4 weeks               8/26 - 9/16           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.

Advanced Excel        #178
Instructor: Ken Cook
Wednesdays        6:00 - 8:30 p.m.               $89
4 weeks                10/21 - 11/11          Room 204
Advanced Excel 2016 will help students use some advanced applications. Subjects covered include complex formulas, VLOOKUP, nested IF formulas, data validation, macros, goal seek, scenario manager, weighted averages, and data analysis.

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

Formulas and Functions, Excel #179
Instructor: Ken Cook
Thursdays 6:00 - 8:30 p.m. $39
1 night 9/24 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 class material.

Charting and Pivot Tables, Excel #180
Instructor: Ken Cook
Thursdays 6:00 - 8:30 p.m. $39
1 night 10/8 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 class material.
Introduction to Adobe Photoshop  
**Instructor:** Randy McWilson  
**Thursdays** 6:00 - 8:30 p.m.  
**4 weeks** 10/1 - 10/22  
**Room 313**  
$89

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

QuickBooks 2019  
**Instructor:** Brandon Guzman-Siars, CPA  
**Tuesdays** 6:00 - 8:00 p.m.  
**6 weeks** 10/6 - 11/10  
**Room 202**  
$109

Master the fundamentals of QuickBooks with hands-on instruction. Students will learn how to set up a new company, work with lists, process invoices, enter and pay bills and work with bank accounts. In addition, students will learn how to customize forms, create reports, track and pay sales tax, handle payroll and more. Learn expert tips and tricks to fully utilize QuickBooks for your business.

Lightroom/Photoshop  
**Instructor:** Jonathan Bridges  
**Mondays** 6:00 - 9:00 p.m.  
**16 weeks** 8/24 - 12/14  
**Room 313**  
$259

This class will introduce students to Adobe Lightroom and Photoshop and how the two programs work together.  
**Prerequisite:** Working knowledge of Adobe Photoshop.  
**NOTE:** Students will need to purchase a 16GB thumb drive in addition to the price of the class.
Medical Technology

Medical Coding and Terminology  #206
Instructor: Linda Wooten
M & W  6:00 - 9:00 p.m.  $999
16 weeks  8/24 - 12/16  Room 202

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 usage of the ICD-10-CM and CPT-4 books. Students will receive their deposit back if the books are returned within 10 days of the end of class or drop date. If the books are not returned within 10 days the student will be billed the full amount of the books.

Emergency Medical Technician  #806
Instructor: Brian Wilcox
T & R  6:00 - 10:00 p.m.  $1,680
20 weeks  8/4 - 12/17  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

Decorating with Paint  #401
Instructor: Marilee Maddox
Tuesdays 6:00 - 8:00 p.m.  $59
4 weeks 10/6 - 10/27  Room 206

Are you wanting to redecorate but not sure where to start? Building a house and overwhelmed? Paint colors can have a big impact on how a house or room looks and feels. This class will take you through the process of how to select paint colors.

We’ll explore current color trends, the feelings certain colors convey, as well as doing some hands on color mixing. You’ll select a space from your home that you want to change and learn how to evaluate that space in order to choose the best paint colors and finishes. *All supplies will be provided.*

Creating a Healthy, Safe Home  #402
Instructor: Marilee Maddox
Tuesdays 6:00 - 8:00 p.m.  $59
4 weeks 11/10 - 12/1  Room 206

We have all become urgently aware of the need to stay healthy and well. But how do we manage this in our homes? What can be done to minimize disease spread when everyone is cooped up together?

Places DO matter when it comes to impacting our health - both physically and emotionally. In this class we will explore the materials and technology that can help create healthy living spaces and discuss how to implement them in your home.

CASA Training Class  400a
Instructor: Mark Hotop
Tuesdays 6:00 – 9:00pm  FREE
5 weeks 8/18 – 9/15  Room 319

Come learn what it takes to be a CASA: *Court Appointed Special Advocate* to give a voice to children in foster care. This intensive 30 hour class explores and discusses the foster care system, various sociological and psychological aspects, investigating a case, and the roles of the Guardian Ad Litem, Juvenile Office and Children’s Division. Between each week’s in-class session is a 3 hour online portion to be completed. All materials are provided. Participants will receive a certificate of completion and have the opportunity to be sworn-in to be a CASA volunteer. **Minimum age: 21.**

CASA Training Class  400b
Instructor: Mark Hotop
Mondays 6:00 – 9:00pm  FREE
5 weeks 10/19 – 11/16  Room 319

Come learn what it takes to be a CASA: *Court Appointed Special Advocate* to give a voice to children in foster care. This intensive 30 hour class explores and discusses the foster care system, various sociological and psychological aspects, investigating a case, and the roles of the Guardian Ad Litem, Juvenile Office and Children’s Division. Between each week’s in-class session is a 3 hour online portion to be completed. All materials are provided. Participants will receive a certificate of completion and have the opportunity to be sworn-in to be a CASA volunteer. **Minimum age: 21.**
Find us on Facebook

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

Create Handmade Books
Using Pamphlet, Stick and Japanese Stab Binding
Instructor: Susan Koen
Wednesdays 6:00 - 8:30 p.m. $59
4 weeks 9/23 - 10/14 Room 506

Ever dream of creating your own unique book? Learn to create your very own handmade books using materials and tools you may already have at hand. Using multiple variations of the Pamphlet Stitch and Stick binding, you will create two or more books from new, scrap and found materials. Then we will move on to making at least two variations of Japanese Stab bound books with unique closures: one using heat fusible glue and vintage fabric with a ribbon binding and the other a collage of decorative paper, stamping and a multi-level cord binding.

Note: All supplies will be provided…there is a $10.00 supply fee per student payable to the instructor on the first night of class.

Intermediate American Sign Language
Instructor: Naida Roscovius
T & R 6:00 - 8:00 p.m. $99
4 weeks 10/20 - 11/12 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.

Advanced American Sign Language
Instructor: Naida Roscovius
T & R 6:00 - 8:00 p.m. $99
4 weeks 11/17 - 12/15 Room 301

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

Prerequisite: Beginner and Intermediate levels or consent of instructor.

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

Introduction to Colored Pencil Drawing  #443
Instructor: Helen Towner
Mondays 6:00 - 8:00 p.m.  $59
4 weeks Spring 2021 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.

Drawing Concepts  #467
Instructor: Helen Towner
Mondays 6:00 - 8:00 p.m.  $59
4 weeks 9/14 - 10/5 Room 506

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

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

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

Effective Grant Writing  #453
Instructor: Tammy Brock
Wednesdays 6:00 - 8:00 p.m.  $69
5 weeks 9/16 - 10/14 Room 206

Sessions will cover all aspects of writing a grant from documenting the need with research, forming the objectives, methods and activities, developing the management plan and budgeting. State and federal grant opportunities will be covered as well as foundations and private funding sources. Students will go through the process of preparing and writing a grant.

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

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

573.334.0826
Basic Investment Strategies #451
Instructors: Jim Craiglow
Steve Delcambre
Tuesdays 6:00 - 7:30 p.m. $59
4 weeks 9/1 - 9/22 Room 206

This course is recommended for individuals under the age of 40. Learn about investing. Students will learn the difference between stocks, bonds, commodities, and real estate investments. Learn how to utilize the difference in investment and retirement portfolio strategies. Build wealth - Get Rich Slowly!

Jewelry Without Heat #415
Instructor: Helen Towner
Mondays 6:00 - 8:00 p.m. $59
4 weeks 11/9 - 11/30 Room 506

Make earrings, necklaces and other jewelry using metal wire and beads. No soldering required! All supplies will be provided....there is a $10 supply fee per student payable to the instructor the first night of class. In addition some additional supplies will be available for sale at a minimal cost to students who wish to purchase.

Mindful Meditation for Stress Relief #462
Instructors: Steve Essner & Edith Bird
Wednesdays 6:00 - 7:30 p.m. $49
6 weeks 9/16 - 10/21 Room 211

This class will introduce practices of Mindfulness that are used in clinical settings for stress reduction. Mindful breathing, mindful movement, mindfulness of body sensations for use in both stress and pain relief, and more. In addition, students will learn how these practices work and be given tools for integrating mindfulness practices into their daily lives. The class will also discuss the importance of mindful eating habits.
Organizing 101: A Place for Everything  #404
Instructor: Lindsey Neels
Mondays 6:00 - 8:00 p.m.  $59
3 weeks 9/28 - 10/12  Room 311

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

Paint Pouring  #413
Instructor: Bridget Jackson
Mondays 6:00 - 8:00 p.m.  $49
4 weeks 9/14 - 10/5  Room 501

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

Introduction to Photography  #500
Instructor: Doug Adams
Tuesdays 6:30 - 9:00 p.m.  $99
6 weeks 9/1 - 10/6  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.
Personal Enrichment

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 run from April & through October. Go to CapeCTC.com 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.com and select “Registration” tab at the top of the page, enter the word “MOTORCYCLE” in the search box, and CLICK on the class you want to REGISTER.

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 completion card will assist you in obtaining a motorcycle endorsement on your license.

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.

Enrolled students MUST bring one of the following forms of I.D. with you to the FIRST NIGHT of class to present to the RiderCoach: Valid/Current Driver’s License (any state), Valid/Current International Driver’s License, Current State Issued Student Driver’s Permit or a State Issued I.D.

**Please Note: According to state statutes Military ID’s cannot be used for this purpose.

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.

QUESTIONS?
GIVE US A CALL
573-334-0826
Personal Enrichment

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

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

Retirement Planning Today #409
Instructor: Derieck Hodges, CFP

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

OR

Session II
Tuesdays 6:30 - 9:30 p.m. $39
2 nights 10/20 & 10/27 Room 317

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

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

Smart Phones for Seniors #434
Instructor: Cara Dirnberger

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

Session I – iPhone
Tuesdays 3:00 - 5:00 p.m. $69
2 weeks 9/1 - 9/8 Room 206

Session II – Android
Tuesdays 3:00 - 5:00 p.m. $69
2 weeks 10/6 - 10/13 Room 206

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

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

10% Senior Citizen Discount
55 and older

Certain Restrictions Apply
See Page 1 for Details

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

Visit us on-line @ CapeCTC.com
Personal Enrichment

Introductory Spanish #472
Instructor: Jose Andrés Miño
Wednesdays 6:00 - 8:00 p.m. $89
8 weeks 8/26 - 10/14 Room 301

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

Intermediate Spanish #473
Instructor: Jose Andrés Miño
Wednesdays 6:00 - 8:00 p.m. $69
6 weeks 10/21 - 12/2 Room 301

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

Technician Class Amateur Radio Course #468
Instructor: Barry Doyle, President SEMO Amateur Radio Club
Tuesdays 6:00 - 8:00 p.m. $39
9 weeks 9/1 - 10/27 Room 405

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

Painting with Watercolor #412
Instructor: Helen Towner
Mondays 6:00 - 8:00 p.m. $59
4 weeks 10/12 - 11/2 Room 506

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

Basic Writing & Self Publishing #482
Instructors: Ruth & Dean Winstead
Tuesdays 6:00 - 8:00 p.m. $79
6 weeks 9/1 - 10/6 Room 316

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

Beginner’s Yoga #456
Instructor: Kristen Roe
Mondays 6:00 - 7:00 p.m. $59
6 weeks 9/14 - 10/19 Room 206

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

**Electrical Trades/Evening**  #927
Instructors: Greg Watts & Jared Snell
M, T, W  6:00 - 9:00 p.m.  $2,399
33 weeks  8/24/20 - 5/11/21  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 April 1. Students are responsible for their own supplies. Estimated cost of $50 for supplies.

**HVAC-R/Evening**  #901
Instructor: Phil Berry
M, T, W  6:00 - 9:00 p.m.  $2,299
33 weeks  8/24/20 - 5/11/21  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 April 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 depending on instructor availability, we may be able to provide training during day, evening or weekend hours.

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 Cleair
Tuesdays 6:00 - 8:00 p.m. $159
3 weeks 10/6 - 10/20 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
Instructor: Thomas Young
M, T, W 6:00 - 9:00 p.m. $2,499
33 weeks 8/24/20 - 5/11/21 Room 502

This new, one year evening program will be offered starting in the Fall of 2020. 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. **Students are responsible for their own supplies. A book is available for an additional cost, if a student wishes to purchase it.**

A $200.00 deposit is due upon enrollment and balance paid by April 1. Students are responsible for their own supplies.

Check out the newly designed and updated Cape CTC Web Site @ CapeCTC.org
Find information quicker and easier than ever before.
Register for your next class online.

Small Engine Repair #315
Instructor: George Graham
Thursdays 6:00 - 8:00 p.m. $119
10 weeks 8/27 - 10/29 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

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.

Welding  EMT
Electrical Trades  Medical Coding
HVAC/R  Dental Assisting

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.

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.

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.

Registration for Short-Term Courses
Fall 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.

Find us @ Facebook.com/CAPECTC 27
To register by mail, enclose a check made payable to “Adult Education”. Submit a separate check for each course in which you wish to enroll.

CLEARLY PRINT ALL INFORMATION REQUESTED!

Today’s Date ________________________________

Social Security Number ________________________________

Name ________________________________

Home Phone __________________ Work Phone __________________

Home Address ________________________________

City/State/Zip ________________________________

Course Title __________________ Session _____

Course Title __________________ Session _____

E-mail Address ________________________________

Senior Citizen (55+) ☐ YES

Charge to Credit Card Number __________________ Expiration Date ______________

☐ Master Card ☐ Visa ☐ Discover

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

Credit Card Customers MUST Sign: ________________________________

Please Review Refund Policy on Page 27

High School Completed? ☐ Yes ☐ No

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

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This information will be used for statistical reporting purposes only.

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

Americans with Disabilities Act of 1990:

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