

ADULT & COMMUNITY EDUCATION



CASS CAREER CENTER

Create · Discover · Explore

Adult & Community Education

816.380.3253 Ext. 7223

www.harrisonvilleschools.org/communityeducation



Like us! Cass Career Center Community Education



FALL 2023

Our Mission

Cass Career Center Community Education offers lifelong learning opportunities that enhance the lives of those we serve by educating people through creation, discovery, and exploration.



TEACH WITH US

DO YOU HAVE AN INTERESTING CRAFT, HOBBY, OR A PASSION THAT YOU WOULD LIKE TO SHARE WITH OTHERS?

EARN UP TO \$25 PER HOUR AND SET YOUR OWN CLASS SCHEDULE AS AN ADULT/COMMUNITY EDUCATION INSTRUCTOR! CLASSES AVERAGE ANYWHERE FROM ONE DAY SESSIONS TO 8 WEEK SESSIONS!

**CONTACT EMILY DAVIS FOR MORE INFORMATION
ON TEACHING AN ADULT & COMMUNITY EDUCATION CLASS.
emily.davis@harrisonvilleschools.org | 816-380-3253**

In Loving Memory

Veronica Johnson

April 7, 1944 - January 24, 2023

Veronica Johnson was a friend to all who were involved in the Adult & Community Education program at Cass Career Center. She taught many classes for the program, including sewing classes for kids. The kids in those classes learned many sewing skills from Veronica and loved her gentle, patient heart. Veronica also enrolled in all of our quilting classes, where you could find her frequently making jokes and laughing with everyone in the class. Veronica loved traveling with her friends to quilting events and always had the best stories to share when she returned. She always made it her goal to make everyone feel welcome, and she did just that! Veronica is missed by so many here at Cass Career Center. We are so grateful to have gotten the opportunity to know Veronica and to have spent the time we did with her.





CERTIFICATION COURSES

Fire Science/Firefighting

\$1750 (Payment plan available)

January - May (exact dates TBD)

Mondays & Wednesdays | 5:30pm - 9:30pm

Every other Saturday | 9am - 5pm

Certification Exam Date: TBD

This Firefighter I & II course will prepare students to take the MO Division of Fire Safety certification exams in order to become certified firefighters. Additionally, students will be trained to take the state exam in Hazardous Materials Incident Response at both the Awareness and Operations levels.

Tuition - \$1750.00

- \$875 down-payment due at registration.

**Your spot in the class will not be reserved until we receive your down-payment.*

- 3 month payment plan of \$291.67/month for the remaining balance

Tuition assistance may be available from the Full Employment Council.

Please contact our office at (816) 380-3253 ext. 7223 for more information.

Registration Requirements

Visit our website for more information

To Register

Call our office: 816-380-3253 x 7223

Email: Kay.Freeman@harrisonvilleschools.org

Registrations due by December 15, 2023

Emergency Medical Responder • \$600

September 11, 2023 - October 30, 2023

Mondays & Wednesdays | 6pm - 10pm

This 64 hour EMR course will prepare students to take the National Registry EMR Certification Exam. Emergency Medical Responders have the knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS resources to arrive. Students will receive a certificate of completion upon successfully completing the course, making them eligible to sit for the certification exam within two years of completion.

Out-of-Pocket Expense

- CPR Certification \$60 (if needed)

Tuition - \$600.00

- \$100 down-payment due at registration.

**Your spot in the class will not be reserved until we receive your down-payment.*

- Remaining balance due by first day of class

Registration Requirements

Visit our website for more information

Registrations due by August 28, 2023

Nursing Assistant/Aide & Patient Care Assistant/Aide

\$550 + Fees

April 2, 2024 - May 24, 2024 | Hybrid

Classroom Schedule: Apr. 2 - May 16 • Tues & Thurs • 5pm - 9pm

Lab Schedule: May 20 - May 24 • Mon - Fri • 8am - 4pm

Clinical Hours will vary

This hybrid CNA program prepares students to perform basic nursing skills for individuals in long-term care facilities, adult daycare centers, hospitals or homes. The course consists of a min. of 75 hrs of classroom instruction & a min. of 100 hrs of on-the-job training in a long-term care facility (approved by DHSS). Clinicals will start after student has completed 18 classroom hrs.

Certification Exam Date: TBD

Out of Pocket Fees

\$125 certification exam, \$20 certification fee, \$15 background check. Student required to bring their own gait belt to clinicals.

Tuition & Registration

- \$100 non-refundable deposit due at registration.
- Remaining tuition due in full before first day of class.
- Visit our website for eligibility requirements.

Instructor: Crystal Peebles, RN, MSN

CPR Certification • \$60

November 16, 2023 • Thursday • 5:00pm - 9:00pm

This BLS Course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED. In this course, students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS Instructor to complete BLS skills practice and skills testing. Students also complete a written exam. **Student will receive certification card upon successful completion of the course.** *Instructors: Angie Diggs & Crystal Peebles*

Licensed Practical Nursing Program

July 29, 2024 - Jun 20, 2025 • Mon - Fri • 8:00am - 4:00pm

Upon satisfactory completion of the program, graduates are eligible to apply to the MO State Board of Nursing for permission to take the licensing examination. A passing score on the exam qualifies the graduate for Licensed Practical Nursing (LPN) status in Missouri.

Go to:

www.casscareercenter.com/practicalnursing to view the application and eligibility requirements.

Applications open annually on November 1.

LIFELONG LEARNING



Quilting: Paper Piecing • \$30

August 21 & August 28 • Mondays • 5:30pm - 8:30pm

Learn the basics of paper piecing. All patterns will be provided. Students will need to bring the supplies sent to them upon registration, a working sewing machine that they are able to sew on and basic sewing supplies.

Kit fee: \$8 payable to instructor at 1st class.

Supply list and pre-cutting info will be provided in confirmation email after registration.

Instructor: Denniele Bohannon

Kids Class: Pajama Pants • \$45

November 11 • Saturday • 9:00am - 2:00pm

Students will be learning to sew pajama pants, using their choice of fabric to choose from! If student's finish early, another surprise project will be available! All supplies, including the sewing machine, snacks and lunch are included! **Online pre-registration required. This class fills fast - enroll early!**

Instructor: Ginger Friesz

Instant Piano for Hopelessly Busy People • \$59

September 25 • Monday • 6:30pm - 9:30pm

Class held via ZOOM. In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. Learn to play piano the way professionals do-using chords. This course includes an online book and online follow up video lessons, so you will be able to continue your practice and study on your own. An optional periodic online question and answer session is also included. A recording of the class is included as well. The course is partly lecture/demonstration and partly hands on instruction.

Topics include:

- How chords work in a song
- How to get more out of sheet music by reading less of it
- How to form the three main types of chords
- How to handle different keys and time signatures
- How to avoid "counting"
- How to simplify over 12,000 complex chords

Instructed by: Craig Coffman, Chords Are Key

Instant Guitar for Hopelessly Busy People • \$59

September 26 • Tuesday • 6:30pm - 9:30pm

Class held via ZOOM. In just a few hours, you can learn enough about playing the guitar to give you years of musical enjoyment, and you won't have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. This class includes an online book and online follow-up video lessons, so you will be able to continue your practice and study on your own. An optional periodic online question and answer session is also included. A recording of the class is included as well. Class limited to 15 students. For ages 13+.

Topics include:

- How chords work in a song
- How to form the three main types of chords
- How to tune your guitar
- Basic strumming patterns
- How to buy a good guitar (things to avoid)
- How to play along with simple tunes

Instructed by: Craig Coffman, Chords Are Key

Gentle Flow Yoga • \$75 • 6 Sessions

Choose a class below:

Class 1: Sept. 6 - Oct. 11 • Wednesdays • 6pm - 7pm

Class 2: Nov. 1 - Dec. 13 • Wednesdays • 6pm - 7pm

No class November 22

Class held at Embrace Movement Studio

105c Wall St. Harrisonville, MO 64070

This beginner style yoga has been paced down significantly to accommodate slow, safe and deliberate movements. Gentle Flow Yoga is sequenced to link the breath to the movement and adds small, subtle movements in-between postures allowing the student to get through the sequence at their own pace. This creates a safe space to allow the nervous system to stay regulated and for the body to feel leisure and at ease.

Instructor: Andrea Cruwell, Embrace Movement Studio

Restorative Yoga • \$75 • 6 Sessions

Choose a class below:

Class 1: Sept. 6 - Oct. 11 • Wednesdays • 7pm - 8pm

Class 2: Nov. 1 - Dec. 13 • Wednesdays • 7pm - 8pm

No class November 22

Class held at Embrace Movement Studio

105c Wall St. Harrisonville, MO 64070

A passive style yoga that is focused on deep relaxation. Beginner friendly and takes place entirely on the ground. Restorative Yoga is sequenced to utilize props that hold the body into modified yoga postures for longer periods of time. The instructor gently guides you through relaxation techniques, verbal cues and breathing prompts to help you feel at ease. *Instructor: Andrea Cruwell, Embrace Movement Studio*

AARP Driver Safety

\$20 for AARP Members or \$25 for Non-Members

Class 1: September 12 • Tuesday • 8:30am - 12:30pm

Class 2: October 19 • Thursday • 12:30pm - 4:30pm

This is a defensive driving class for seniors. This classroom refresher course is designed for drivers age 50 and over. Course participants may be eligible to receive an insurance discount! Consult your insurance agent for further details.

Instructor: Alvin Poisal

Medicare Simplified • Free

Class 1: September 19 • Tuesday • 6:00pm - 7:30pm

Class 2: September 27 • Wednesday • 6:00pm - 7:30pm

Class 3: December 11 • Monday • 6:00pm - 7:30pm

Class 3: December 19 • Tuesday • 6:00pm - 7:30pm

This workshop is designed for those who are nearing or contemplating Medicare enrollment. The info presented is strictly for educational purposes and no carrier specific plan info will be discussed. This is not a sales event. Topics discussed include the four parts of Medicare, enrollment time frames, prescription drug coverage, avoidance of costly life-time enrollment penalties, assistance programs for low-income participants, continuing active employment past age 65, Medicare Advantage and Medicare Supplement. Workshop content is not approved nor endorsed by the Centers for Medicare & Medicaid Services (CMS).

Instructor: Lori Hocker

ENRICHMENT

Intro to Bees and Beekeeping (Online) • \$50

Choose a class below:

Class 1: September 9 • Saturday • 9:00am - 12:00pm

Class 2: October 14 • Saturday • 9:00am - 12:00pm

Class held online. Considering beekeeping, but want to learn more before you invest? Just bought your bees and equipment, now what? Have some experience in beekeeping but not quite confident in what you're doing? Then this class is for you! Introduction to Bees and Beekeeping will focus on the principles of beekeeping. Learn the history of beekeeping, honeybee biology, plant and pollinator relationships, and essential equipment & requirements. By the end of this class, you will be ready to work your own colony the first year and be able to help experienced beekeepers with their hives. Video series includes a main video and 3 show and tell videos.

Instructor: Midwest Missouri Beekeepers Association

Apprentice Beekeeper (Online) • \$50

November 18 • Saturday • 9:00am - 12:00pm

Class held online. This beekeeping class is for individuals that are starting their second year of beekeeping or who want a little more information than the basics before they get started. It has more details on honeybee biology, pests, diseases, economics, and management. An e-book is included in the class fee. This class also prepares individuals for the third class, Journeyman Beekeeping, for third year beekeepers.

Instructor: Midwest Missouri Beekeepers Association

FOOD ENTHUSIASTS

Pies & Sides for Holiday Meals • \$30

October 17 • Tuesday • 6:00pm - 8:00pm

Class held at the home of Cricket Kroenke

Work with Cricket Kroenke as she teaches you how to make a variety of pies and sides for the upcoming holiday meals. After cooking, you'll learn how to set the table the class will get to sit down as a group and enjoy the meal they have created!

Cost of class goes towards instruction and cost of food.

Instructor: Cricket Kroenke

Breads and Soups • \$30

November 7 • Tuesday • 6:00pm - 8:00pm

Class held at the home of Cricket Kroenke

Join Cricket Kroenke and Glenetta Carpenter as they teach you how to make a variety of breads and soups. Enjoy the meal together as a class after cooking! Each

Cost of class goes towards instruction and cost of food.

Instructors: Cricket Kroenke and Glenetta Carpenter

SUBSTITUTE TEACHING CERTIFICATION

**WANT TO HELP SUPPORT OUR DISTRICT?
BECOME A SUBSTITUTE TEACHER AND
EARN UP TO \$110 PER DAY!**

STOP BY THE HARRISONVILLE SCHOOLS
ADMINISTRATION OFFICE TO PICK UP AN
APPLICATION PACKET AND LEARN
HOW TO BECOME A SUBSTITUTE TEACHER.

503 S LEXINGTON HARRISONVILLE, MO 64701

TEACH WITH US

**DO YOU HAVE AN INTERESTING CRAFT,
HOBBY, OR A PASSION THAT YOU WOULD
LIKE TO SHARE WITH OTHERS?**

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ON TEACHING AN ADULT & COMMUNITY
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emily.davis@harrisonvilleschools.org
816-380-3253

LIFELONG LEARNING



ONLINE COURSES

Many more online courses are available through Ed2Go and CareerStep.
For a complete list of online classes, please visit the websites below:

ed2go: <https://www.ed2go.com/casscc/>
CareerStep: <https://www.careerstep.com/lp/partner/ap/cass-career-center/>



Computer Skills for the Workplace • \$115

Instructor-Led or Self-Paced

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. This course will focus on practical application for software most common to the workplace. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.

Please visit [ed2go.com/casscc](https://www.ed2go.com/casscc) for more information.

Introduction to Quickbooks Online • \$115

Instructor-Led or Self-Paced

Manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. This course will give you hands-on experience recording income and expenses; entering checks and credit card payments; tracking your payables, inventory, and receivables; and much more.

Please visit [ed2go.com/casscc](https://www.ed2go.com/casscc) for more information.

Contracts for Business Owners • \$95

Self-Paced

The course will teach you how to work with contract law as a paralegal. Key topics include contract case law examples, uniform commercial code and more.

Please visit [ed2go.com/casscc](https://www.ed2go.com/casscc) for more information.

Secrets of Better Photography • \$100

Instructor-Led or Self-Paced

Secrets of Better Photography will teach you how to take outstanding photos. Whether you use a DSLR, a point-and-shoot camera, or your phone for your photography, you will learn how to get the best results from your camera.

You can take your camera out of auto mode after learning about lighting, motion, aperture, shutter speed, and ISO settings. You will also explore common photography topics, including portraiture, children's photography, pet photography, and digital editing.

Please visit [ed2go.com/casscc](https://www.ed2go.com/casscc) for more information.

GED Preparation • \$115

Instructor-Led

Discover the areas you need to work on in order to pass the GED Test. This course will help you analyze your strengths and weaknesses in all four areas of the GED, so that you can focus your studying on the areas you need most.

Please visit [ed2go.com/casscc](https://www.ed2go.com/casscc) for more information.

Medical Coding and Billing • \$3899

Our in-depth training covers reimbursement methods, biomedical sciences, and current code sets (CPT, HCPCS, ICD-10-CM, and the optional ICD-10-PCS-Foundation). You'll get priceless hands-on experience with actual medical records and the industry-standard 3M encoding software. Please visit partner.careerstep.com/cass-career-center for more information.

Veterinary Assistant • \$2699

Our web-based course makes it super doable. The training you'll receive is current and comprehensive because it's developed by industry professionals with years of real-world experience. Visually rich course materials include lots of images and videos, learning games, and practical exercises to help you rapidly learn new concepts and gain the knowledge and skills needed to work confidently alongside veterinarians and veterinary technicians. Please visit partner.careerstep.com/cass-career-center for more information.

Dental Assistant • \$3999

Our online dental assistant training delivers on all fronts: skills-based instruction, in-depth knowledge, and unparalleled certification prep. Everything you need to start your dental assistant career. Please visit partner.careerstep.com/cass-career-center for more information.

EKG Technician • \$1899

Ready to get certified for one of the most widely hired roles in healthcare? This program was designed to help you pass the Certified EKG Technician (CET) exam and set you up for success as part of a fast-paced cardiology team. Please visit partner.careerstep.com/cass-career-center for more information.

Phlebotomy Technician • \$1899

Our program's comprehensive training infuses you with the knowledge and simulation experience you need to be prepared to pass the test and add the prestigious credential to your resume. Rich and visual course materials include lots of images, learning games, and highly interactive simulations to help you quickly comprehend—and succeed.

Please visit partner.careerstep.com/cass-career-center for more information.

Cost of online courses are subject to change.



REGISTRATION AND INFORMATION

HOW TO REGISTER

REGISTER BY MAIL

Send completed form and payment to:
Cass Career Center
Attn: Community Ed
1600 E Elm
Harrisonville, MO 64701

**REGISTRATION IS
NOT COMPLETE
UNTIL PAID**

REGISTER ONLINE

www.casscareercenter.com
Click *Community Education*

REGISTER BY PHONE

816.380.3253 ext. 7223

REGISTER IN PERSON

1600 E Elm
Harrisonville, MO 64701
M - F 7:30am - 3:00pm

Scan to Register!



REGISTRATION FORM

Student Name _____

Address _____

City _____

State _____ Zip _____

Phone Number _____

Email Address _____

Class Name	Class Date	Fee
Total \$		

Check # _____ Cash Amount _____

You will not be notified unless class is cancelled.

**If Harrisonville School District classes are cancelled,
adult education classes will also be cancelled.**

REFUND POLICY

- Full refund if Cass Career Center cancels the class.
- Full refund, less \$5 cancellation fee if Cass Career Center is notified at least 24 hours prior to start of class. ***Excludes: CNA, Fire I & II, & EMT**
- No refunds given if the class is dropped on or after the start date of class.

DISCOUNT POLICY

- 10% Senior Discount (*must be age 65 or older*)
- 10% Veteran Discount (*with appropriate ID*)
- 10% Harrisonville Schools Employee Discount

***Discount valid for enrichment classes only**
Excludes: 1 session classes and Metal Art/Sign Making

Why was my class cancelled?

Each class needs a minimum enrollment in order to meet our expenses. If this minimum is not met three days before the start date, the class may be cancelled. Sometimes a great class gets cancelled because people wait to register until the last minute. Sign up early! If you have a change of heart or life gets busy, just call and we will be happy to refund* your course fee, provided we hear from you at least 24 hours prior to the start of class. So you really have nothing to lose!

***We cannot issue a refund for
cancellations received the day of class.***

****Classes paid for with a credit card will receive a full refund
less a 3.65% processing fee.***

So you want to teach?

If you would like more information on how to become a community education teacher, visit
www.harrisonvilleschools.org/communityeducation

Click on the link under "Teach With Us"
to complete a course proposal.



Serving Cass County, Missouri with branches in Harrisonville,
Belton, Pleasant Hill, Garden City, Archie, Drexel,
a Genealogy Branch in Harrisonville, and a Bookmobile.

Borrow new bestsellers, audiobooks, children's books, DVDs, CDs, and more.
Access free high speed Internet in any branch. Access information databases
from our website. Come to story time. Join a book club.

400 E Mechanic Street, Harrisonville, MO 64701 • Phone: 816-884-3483

Branch Manager: Karen Allen allenk@casscolibrary.org

Children's Specialist: Sara Steinmentz steinmetzs@casscolibrary.org



FIT SCHOOL AROUND YOUR LIFE NOT THE OTHER WAY AROUND!

Online career training gives you the
flexibility to study on your schedule.

With the flexibility offered by the online career
training programs available through Cass Career
Center, you can go back to school and get the
training you need for a new career. Choose your
new career today:

- MEDICAL TRANSCRIPTION EDITOR (WORK FROM HOME)
- PROFESSIONAL MEDICAL CODING AND BILLING W/PCS
- PHARMACY TECHNICIAN
- MEDICAL ASSISTANT
- ELECTRONIC HEALTH RECORDS

CareerStep.com/cass-career-center

apinfo@careerstep.com

1-877-225-7151

ONLINE LEARNING

ed2go.com/casscc



Too busy to attend class?
Online classes may be
the answer! Choose from
hundreds of exceptionally
affordable programs that
are comprehensive and
self-contained. Learn in
the comfort of your own
home with the support of
knowledgeable and car-
ing instructors. Courses
begin monthly and run for
six weeks. Courses are
project oriented and in-
clude lessons, quizzes,
hands-on assignments,
discussion areas, supple-
mentary links & more!

SELF-PACED TUTORIALS

- Build skills or earn continuing education credits
- Start anytime
- Most tutorials completed in a few hours
- Quick self study on demand
- Supported independent study
- Certificate of completion awarded with passing score

INSTRUCTOR-LED COURSES

- Professional development and personal enrichment
- Sessions start monthly
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course
- Award of completion with passing score

To Register, please visit www.ed2go.com/casscc



For More Information

816.380.3253 ext. 7223

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