



**Kirksville Area Technical Center  
Community Education**

1103 South Cottage Grove  
Kirksville, MO 63501  
(660) 665-2865

[www.kirksville.k12.mo.us/Tech\\_Center/index.html](http://www.kirksville.k12.mo.us/Tech_Center/index.html)

**Community Education  
Spring 2010**

**Kirksville Area Technical Center  
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# General Information

**Enrollment:** Must be 18 years of age to enroll in Community Education Courses unless otherwise indicated in class description or by the following symbol. ☺

**Minimum Enrollment:** Classes MUST have at least 6 people enrolled to make. If the class does not form due to low enrollment, the Community Education office will notify you before 12:00 noon of the first day of class to inform you of class cancellation.

**Tuition:** Tuition amounts for evening classes are listed with each course. Textbooks and materials are in addition to the tuition listed unless otherwise stated. Textbooks and materials may be picked up in the Community Education Office.

**Course locations:** Please check in at the Community Education Office or check the signs posted at each door before your first class meeting for room number assignments.

**Student Records:** A permanent record is established for each student and is available from the Community Education Office upon request. Completion Certificates will be awarded in technical classes for students maintaining an 80 percent attendance record. Continuing Education Units are awarded for each 10 hours of technical instruction.

**Inclement Weather:** If Kirksville R-III School District is either not in session or school is dismissed early, evening classes will not be held. Class cancellations for evening classes will be aired on KIRX, KRXL, and KTUF Radio Stations and KTVO Television Station from 4:00—6:00 p.m.

**The Kirksville R-III School District** does not discriminate on the basis of sex, race, creed, color, national origin or disability in the recruitment, selection, treatment or promotion of employees; in the admission and participation of students in the educational program or activities; in vocational opportunities; or in the treatment, counseling, and placement of students. For further information concerning Title IX, ADA, Section 504 and Title VI, please contact Assistant Superintendent for Business Affairs, Kirksville R-III School District, 1901 East Hamilton Street, Kirksville, MO 63051.

**Sexual Harassment:** The Kirksville R-III School District is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited. For more information, contact Assistant Superintendent, 1901 East Hamilton Street, Kirksville, MO 63501.

**Disclaimer:** Every effort has been made to make this publication accurate as of the publication date; however, all policies, procedures, tuition/fees, and curriculum are subject to change any time by appropriate action of instructors and administration of the Kirksville R-III School District. This publication is not intended to be a contract, explicit or implied, and the School reserves the right to make changes regarding the information contained herein.

## **COMMUNITY EDUCATION STAFF**

**Sharon Tuttle, Community Education Secretary**  
**Dana Amidei, Community Education Evening Secretary**  
**Sheryl Ferguson, Community Education Coordinator**

**For information, call us at 660-665-2865**  
**or e-mail [Sheryl\\_F@kirksville.k12.mo.us](mailto:Sheryl_F@kirksville.k12.mo.us)**

# Computers

## Absolute Beginner's Computer Class

If you are new to computers, this class is for you!  
Learn to create a document, access the internet  
and much more!



**301a 4 sessions**                      **3/16, 18, 23, 25**  
**Tuesday & Thursday**                **5—7 p.m.**  
**Instructor: Jeff Overturf**            **Tuition: \$39**

## Microsoft Office 2007

Instructor: Sheryl Ferguson \$15 per session 5:30—7:30 p.m.

*You must know the computer basics of using a mouse and keyboard  
before enrolling in these courses!*

*Special Pricing:  
3 classes for \$35*

<b>MS Word 2007 Level I</b>	<b>Monday 2/22</b>	Covers the basics including opening and saving new and existing files; copying, cutting and pasting text; setting margins for all or part of the document; formatting paragraphs; changing fonts; and using help.
<b>MS Word 2007 Level II</b>	<b>Tuesday 2/23</b>	Assumes you know the basics of using Word 2007 covered in Level I. Covers inserting, using and modifying tables; inserting clip art and pictures; and printing!
<b>MS Word 2007 Level III</b>	<b>Thursday 2/25</b>	Assumes you know the basics of using Word 2007 covered in Level II. Covers inserting, using and modifying bullet lists, number lists and multi-level lists. Also covers how to use mail merge to create individualized form letters and mailing labels.
<b>MS Excel 2007 Level I</b>	<b>Monday 3/22</b>	Covers the basics of using Excel 2007 including opening and saving new and existing files; entering text and numbers; formatting cells, rows, and columns; and adding or deleting rows and columns.
<b>MS Excel 2007 Level II</b>	<b>Tuesday 3/23</b>	Assumes you know the basics of Excel 2007 covered in Level I. It covers writing formulas, using the fill command, and using functions.
<b>Ms Excel 2007 Level III</b>	<b>Thursday 3/25</b>	Assumes you know the basics of Excel 2007 covered in Level II. It covers sorting, the paste special command, printing, and hiding rows and columns.
<b>PowerPoint Level I</b>	<b>Monday 3/29</b>	Covers the basics including creating, opening, and saving new and existing files; inserting text and artwork
<b>PowerPoint Level II</b>	<b>Tuesday 3/30</b>	Assumes you know the basics of PowerPoint 2007 covered in Level I. It covers editing and setting up presentation and inserting slide transitions and animations,
<b>PowerPoint Level III</b>	<b>Thursday 4/1</b>	Assumes you know the basics of PowerPoint 2007 covered in Level II. We will add finishing touches, project your presentation, and discuss unanswered questions!

# Technical

**¡Clases ofrecidas en Español!**



## Basic Food Sanitation

Complete this 3-hour course and receive the Basic Sanitation Certificate, which fulfills the basic education portion required by the Adair County Food Ordinance. This course was developed and is endorsed by the Adair County Health Department.

<b>Tuesday</b>	<b>2/23</b>	<b>3:30—6:30 p.m.</b>
<b>Thursday</b>	<b>3/25</b>	<b>3:30—6:30 p.m.</b>
<b>Tuesday</b>	<b>4/27</b>	<b>3:30—6:30 p.m.</b>
<b>Thursday</b>	<b>5/20</b>	<b>3:30—6:30 p.m.</b>

**Instructor: Jeff Overturf**  
**Tuition: \$15**

## Español

<b>Thursday</b>	<b>1/28</b>	<b>2—5 p.m.</b>
<b>Thursday</b>	<b>3/25</b>	

**Instructor: Nancy Cruz**  
**Tuition: \$15**

## ServSafe Food Safety

ServSafe is a food safety and sanitation certification program for managers and employees. This class provides review of food safety certification information and culminates with a written exam for certification by the National Restaurant Association.



**Mondays & Wednesdays**    **2/1, 2/3, 2/8 & 2/10**    **3:30—6:30 p.m.**  
**Instructor: Sheryl Ferguson**    **Tuition: \$70**    **Textbook: \$75**

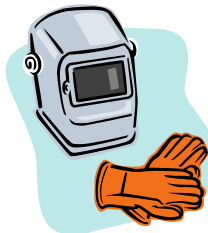
## Basic Welding

Learn basic welding skills with hands-on experience in arc and MIG welding, plasma cutting, and torch use. A combination of classroom instruction and hands-on welding experiences in the shop will be used.

<b>712</b>	<b>6 sessions</b>	<b>2/25—4/8</b>
	<b>Thursdays</b>	<b>6—8 p.m.</b>

**Instructor: Jason Dimmitt**

**Tuition: \$180 (Includes safety equipment & all materials)**



## Testing Services at tKirksville Area Technical Center!

**LaserGrade, Castle Worldwide, IsoQuality Testing, PearsonVUE, and pan certified testing center. Take your next certification exam at the Kirksville Area Technical Center**  
**Call today! (660) 665-2865**

# Health Occupations



## Pharmacy Technician

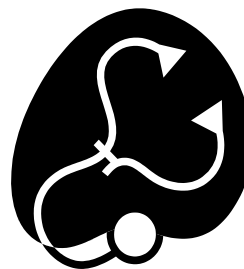
As our aging population needs help moving around, they also require unprecedented assistance managing their medication. Pharmacies rely on technicians to count pills, label bottles, and reduce the workload of licensed pharmacists. You can learn how to play a critical role on a pharmacist's team

This program prepares students for entry-level pharmacy technician positions. Medical and pharmaceutical terminology will be introduced, and basic anatomy related to the pharmacology of medications will be a major component of the coursework along with pharmaceutical calculations. This program provides students the necessary information required to pass the National Certification Exam offered by the Pharmacy Technician Certification Board.

**620 28 sessions Tuesdays & Thursdays 2/16—5/27 6—9 p.m.**  
**Instructor: Carol Stites Tuition: \$429 + textbooks and exam fee**

## Certified Nurse Assistant

The CNA training program prepares individuals for employment in a long-term care facility. The program teaches skills in resident care under the direct supervision of a licensed nurse. The program consists of 91 classroom hours and 100 on-the-job training hours. Some of the topics covered include: basic nursing skills; fire safety; disaster training; resident safety and rights; and social and psychological problems of residents and the methods of caring for the mentally confused residents, such as those with Alzheimer's disease.



**630 1/26—3/5 Tuesday—Friday 8 a.m.—noon**  
**Instructor: Joy Yantis, RN**  
**Tuition: \$350 (includes textbook, certificate & pin)**

## Phlebotomy

Most areas of medicine rely on diagnostic testing, often on blood. Phlebotomists collect the blood necessary for testing; allowing the healthcare provider to make informed decisions. Skilled phlebotomists can find hidden veins, introduce a needle into the vein, and extract blood with little or no discomfort to the patient.



Learn the skills necessary to become a skilled Phlebotomist by enrolling in this class! Upon completion of this class, you will have performed at least 300 positive sticks. The class will consist of 84 classroom hours and 100 clinical hours.

**28 sessions 2/17—6/2 Mondays and Wednesdays 6—9 p.m.**  
**NOTE: Clinical hours are in addition to the classroom hours; the clinical schedule will vary depending on student's and laboratory schedules.**  
**Instructor: Scott Parish Tuition: \$429 + textbooks**

Admission Requirements: At least 18 years of age, good physical health, good verbal communication skills, criminal background check, TB test documentation. Must complete Northeast Regional Medical Center hospital orientation before performing clinical hours.

# Personal Enrichment

## KNITTING

Instructor: Joan Minner

Tuition: \$29 + supplies for each class

### Beginning Knitting I

You are never too old to learn to knit! This class will teach you the basics from casting on, knit, purl, and binding off. You will be taught to recognize errors and correct them. You can choose to complete a scarf or spacloth. The class will provide you the support to become a competent and confident knitter-ready to try new challenges. Supply list will be provided the first class but should cost no more than \$3-\$10 depending on the yarn and pattern you choose.

**101a 4 sessions 2/9—3/2 Tuesdays 6—7:30 p.m.**

### Beginning Knitting II

If you can cast on, knit and purl, then this is the class for you. This class will teach you how to increase stitches, decrease stitches, and read a basic pattern. You will complete a baby sweater perfect for gift giving. Supply list will be provided the first class but should cost no more than \$8-\$20 depending on yarn choice.

**101b 4 sessions 3/16—4/6 Tuesdays 6—7:30 p.m.**

### Learn to Knit in the Round

Socks, hats and mittens are so much fun to knit and not really difficult. You should already know the basics of knitting and feel confident with your knitting and purling. The new challenge will be knitting in the round with double pointed needles. You can choose your project and work at your own pace. Supply list will be provided the first class but should cost no more than \$20 depending on project and yarn choice.

**101c 3 sessions 4/13—4/27 Tuesdays 6—8 p.m.**



### Let's Learn to Quilt!

Learn the basics of quilting! You will learn the following while creating your own quilting project: measuring, cutting and piecing squares; sashing; assembling and adding borders; adding batting and backing; and quilting techniques. You will apply learned principles to other ideas! You will receive a supply list on the first night.

**124 9 sessions Thursdays 2/25—4/29 6—8 p.m.**

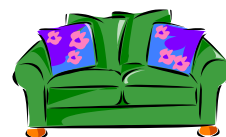
**Instructor: Susan Chidester Tuition: \$79 + supplies**

### Interiors for You

Learn the basics of interior design while creating beautiful accessories for your home! You will create a basic pillow, simple valance, and a throw. You will receive a supply list on the first night of class.

**103 6 sessions Wednesdays 3/17—4/21 6—8 p.m.**

**Instructor: Susan Chidester Tuition: \$59 + supplies**



# Personal Enrichment

## Basic Conversational Spanish I

A beginning course in everyday Spanish. Learn to communicate in common situations including restaurants, shopping, and travel. After this class, you will be able to have a Spanish conversation.

**818a 6 sessions 2/24 – 4/6 Wednesdays 5:30—7:30 p.m.**  
**Instructor: Sarah Merida Tuition: \$69**



## Spanish for Law Enforcement

This class is designed to help those involved in law enforcement learn the basic conversational skills necessary to be more effective when working with those who speak limited English.

**818C Dates will be announced**  
**Instructor: Sarah Merida**



## Beginning Guitar



Learn basic chords in popular keys, strum patterns, and basic note reading while accompanying folk songs and hymns. Bring your guitar and join in on the fun!

**845 6 sessions Mondays 2/22—4/5 6—7:30 p.m.**  
**Instructor: Wes Belling Tuition: \$49 + textbook**

## Yoga

An introductory course in yoga. In this class you will exercise the body as you move through various postures designed to stretch and strengthen the muscles. You will also learn some basic relaxation techniques. Persons of all health and fitness levels are welcome. Please wear comfortable clothing.

**803 6 sessions 2/25—4/8 or 4/15—5/20**  
**Thursdays 6—7 p.m.**

**Instructor: Sarah Merida Tuition: \$69**



## Dutch Oven Cooking

What's old is new again! The Dutch oven cooking craze is sweeping the country! Discover how much fun it can be to cook in cast iron. You will learn the history of Dutch oven cooking, proper use and care of equipment, cooking techniques and how to prepare a variety of meals. Participants will enjoy the food prepared during the class!

**156 1 session 5/1 (rain date 5/8)**  
**Saturday 3—6 p.m.**

**Instructors: Jerry and Becky Krueger Tuition: \$25 each**

## Cake Decorating

Learn how fun and easy cake decorating can be! In just a few short weeks, you will amaze your family and friends with your new cake decorating talents! Learn to create beautiful cakes for parties, holidays, weddings, and other special occasions. Instruction includes leaves, borders, flowers, lattice, and more. You will receive your supply list during the first night of class.

**126 6 sessions 3/16—4/20**  
**Tuesdays 6—8 p.m.**

**Instructor: Jill Overturf Tuition: \$59 + supplies**



# Youth Classes

## Stranger Safety ☺

Nothing is more important to you than the safety of your children. How do you teach your children to be safe? In this class, learn how to teach your children to evaluate situations, what to do when they are lost, what to do when a stranger approaches them, and how to establish safeguards while they are in someone else's care. Parents and children (minimum age—5) are invited to attend; children will watch Stranger Safety video while parents learn the safety precautions to use with their children in day-to-day situations as well as internet. Students will participate in role plays and discussion with Sara Holzmeier, Kirksville Police Officer.



**860 1 session 4/6 Tuesday 6:30—8 p.m.**  
**Instructor: Sara Holzmeier Tuition: \$14**



## Internet Safety ☺

Take a kid-friendly trip through the world of E-mail, downloads, pop-ups and chat rooms that looks at the serious issues that can arise if kids don't rely on their Safe Side adults. Learn important safety tips for parents and kids when exploring the virtual world of the internet. Parents and children (minimum age—5) are invited to attend.

**861 1 session 4/15 Thursday 6:30—8 p.m.**  
**Instructor: Sara Holzmeier Tuition: \$14**

**These classes are ideal for Girl Scouts, Boy Scouts, 4-H, etc!!**

## ACT Preparation Seminar ☺

ZAPS/RMASS Educational Seminars has developed a new seminar to assist students and help them prepare for the ACT. Participants gain valuable insight into the ACT through a close examination of each type of question. The seminar teaches students the strategies necessary for attacking the types of questions the new tests will cover as well as providing general test taking tips. It also provides suggestions for post-seminar test preparation.



Doing well on the ACT is important and is often used as a requirement for gaining admittance to the college or university of their choice. The ZAPS/RMASS seminar will help students prepare for and do their best on the new ACT.

- First hand familiarity with the form and content of the new ACT test, including practice on the new writing section.
- A battery of tactics and strategies for dealing with each section of the test.
- A detailed study guide, which provides detailed explanation of the correct answer for each practice question and 27 practice workouts.

Bring two pencils and calculator to the seminar.

**859 3/17 & 3/18 Wednesday and Thursday 6:30—9 p.m.**  
**Tuition: \$75 To enroll: [www.zaps.com](http://www.zaps.com) or call 1-877-927-8378**

**Kindermusik®**

## Kindermusik

Music and movement classes for children!  
Classes start February 6.  
Call 665-0578 for enrollment information



Learn More

**Choose from over 250 online courses  
in the following categories! 😊**

- Business
- Start Your Own Business
- Grant Writing
- Career Ideas
- Career Development
- Personal Enrichment
- Test Prep
- Digital Photography
- Entertainment
- Languages
- Art, History, Math & More
- Family & Friends
- Law & Legal Careers
- Personal Finance
- Health Care
- Teaching
- Writing
- Basic Computer Literacy
- Computer Applications
- Web Programming
- Web Design
- Computer Programming

### **What is ed2go?**

You can take ed2go online courses from the comfort of your home or office at the times that are most convenient for you.

**Classes begin:**

**January 20, February 17, March 17, April 21, May 19, June 16, July 21, and August 18**

How to enroll in ed2go:

1. [www.ed2go.com/katc](http://www.ed2go.com/katc)
2. Click "Browse courses by Department"
3. Select the course and click
4. Click on "Enroll Now"
5. Click on the date that you will begin training
6. Complete the registration form

Try the first two class lessons for **FREE**. If you would like to try out an online course before actually buying it, do not pay online. Enroll in the class and complete the first two lessons. If you like it, bring payment to the Community Education office before your next lesson!



Learn More



## **Gatlin Online Certificate Programs**

### **Outstanding Online Non-Credit Career and Workforce Training Programs Open for Immediate Enrollment!**

Our online career-training certificate programs' content and materials are provided by Gatlin Education Services—the leader in online certification programs. These programs prepare students for developing expertise in their desired career fields and/or prepare them for industry certification exams. Although each course is self-study, each online course has an instructor assigned to answer student questions and help solve problems. Each program has specific learning outcomes related to industry standards.

Choose from the following Career-Training Certificate areas:

**Healthcare and Fitness Programs**  
**Business & Professional Programs**  
**IT and Software Development Programs**  
**Management and Corporate Programs**  
**Media and Design Programs**  
**Hospitality Programs**  
**Skilled Trades and Industrial Programs**

Call or get online today for more information on how you can advance your career in just one semester! To register, log onto [www.gatlineducation.com/kirksville](http://www.gatlineducation.com/kirksville) or call 660-665-2865 or e-mail [sheryl\\_f@kirksville.k12.mo.us](mailto:sheryl_f@kirksville.k12.mo.us)



# **The eLearning Center**

**from Kirksville Area Technical Center**

**Kirksville Area Technical Center now has thousands of online courses from the world's greatest authors and companies on nearly every subject imaginable! Visit the KATC eLearning Center to find the largest selection of self-study online courses available. Enroll anytime you like— study when you want!**  
**[www.kirksville.theelearningcenter.com](http://www.kirksville.theelearningcenter.com)**

# Enrollment

Enrolling is **FAST** and **EASY!**

## By Mail



Complete the enrollment form found on page 19 and mail with your tuition to:

**Community Education**  
**Kirksville Area Technical Center**  
**1103 South Cottage Grove**  
**Kirksville, MO 63501**

Please write a separate check for each class, and make checks payable to Kirksville Area Technical Center.

## In Person



Come to the Community Education Office at the Kirksville Area Technical Center, 1103 South Cottage Grove, Kirksville, MO, between the hours of 8:00 a.m. and 3:30 p.m. Monday through Friday.

## By Phone



Register by telephone (660)665-2865 with Visa, MasterCard, or Discover. Please have the following information ready: name, address, home and work phone numbers, social security number, credit card number and expiration date, course name and tuition.

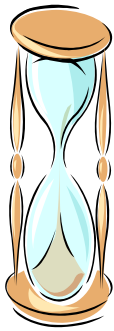
## By Fax



You can register by fax 24 hours a day! Complete the registration form, including your credit card information and your signature and fax it to us at (660)626-1478.

**Note:** Registration is complete when your check or credit card information is received. You acknowledge that you have read and understand the refund policy.

## Don't Wait Too Long!



- Register early! Each class has a minimum and maximum enrollment.
- If you find a course that you would like to take, encourage a friend to join you. Sometimes one or two people can make the difference between “go” and “cancel.”
- Many of our courses fill early.
- Excellent classes are canceled when too many people wait until the last minute to register. Don't delay, enroll today! Call (660) 665-2865.

# Enrollment <sup>12</sup>

## Community Education Enrollment Form

Please mark your calendar with your class information! You are enrolled as soon as we receive this form and your tuition fee. You will not be notified unless difficulty is encountered. Complete the form below, enclose tuition fees, and mail or fax today! Please write a separate check for each class.

Name: \_\_\_\_\_

Last Four Digits of Social Security No.: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Course Title	Course #	Tuition

### Method of Payment:

\_\_\_\_ Cash    \_\_\_\_ Check    \_\_\_\_ Money Order  
\_\_\_\_ VISA    \_\_\_\_ MasterCard    \_\_\_\_ Discover

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**REFUND POLICY:** 1) Each class must have 6 to enroll. If a class is cancelled, a full refund is made immediately. 2) If an individual chooses not to attend any of the sessions and notifies the Community Education Office prior to the first class session, a cash refund is issued for the amount of the tuition fee paid. 3) If an individual attends one class session and elects not to return, a credit memorandum will be issued for one-half the tuition amount and must be used within one year of the date of issuance. 4) No credit refund will be given after the second class session. 5) **NO REFUNDS OF ANY KIND FOR ONLINE CLASSES.**

I have read and understand the above refund policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Kirkville Area Technical Center**  
1103 South Cottage Grove  
Kirkville, MO 63501  
(660) 665-2865  
(660) 626-1478 (FAX)

*Office Use Only*

\_\_\_\_ CA    \_\_\_\_ CK  
\_\_\_\_ VI    \_\_\_\_ MC  
\_\_\_\_ DI  
PAID \_\_\_\_\_ DATE  
BILL TO \_\_\_\_\_