



Adult & Community Education Class Offerings WINTER 2008



- * On-line and Underage
- * Sign Language for Kids
- * Personal Training
- * Basic Sign Language
- * Community Spanish
- * Appetizer Exchange
- * Low-fat, Quick Meals
- * Simple Home Repairs
- * Motorcycle Repair & Maintenance



Scholarships are available for Clay and Platte County Senior Citizens.

See page 3 for detailed information.



NORTHLAND CAREER CENTER

Call to Enroll (816) 858-5505 or Visit

www.northlandcareercenter.com

Arts & Crafts

1102 STAINED GLASS

This class will cover all aspects of construction, design, theory, color selections, pattern making, leading, soldering, copper foil techniques and glass cutting. Beginning students will learn the basic skills needed to create stained glass projects. Advanced students will learn the Tiffany and Leaded methods and work on difficult design techniques. Tools and glass may be purchased during class at a 10% discount. Approximate cost of supplies ranges from \$15.00 - \$35.00 depending upon project chosen.

Time: Mondays, 7:00 - 9:00 p.m.
Fee: \$79.00 for 7 sessions
Starts: January 14
Instructor: Susie Harris

1105 BOB ROSS "JOY OF PAINTING"



This class is for all painters, beginning to advanced, and is an experience guaranteed to enrich your life. What a feeling of

accomplishment you'll have when you leave class with a completed ready-to-hang painting! *Bring a paint shirt to class.* Supply fee is \$35 (payable to instructor). Must be a minimum of 8 students for enrollment by one week prior to start date.

Time: 6:30 - 9:30 p.m.
Fee: \$19.00 for 1 session
Meets: Thursday, January 31 or Tuesday, February 19
Instructor: Bev Macafee

1103 AQUARIUM EXCELLENCE

Learn to have fun and success with your aquatic display. Instead of just telling, this interactive class will demonstrate the fundamentals of home aquatic environments including safety, heating, filtering, lighting, plants, aquarium and fish selection and care. Ease of maintenance and long-term success are the goals of this interesting course. This is a perfect opportunity for parents and older children to learn as a family.

Time: Tuesday, 6:00 - 9:00 p.m.
Fee: \$15.00 for 1 session
Starts: February 12
Instructor: Steve Noble

Did you know your company can send you to class? Select the class you need and give us a call at (816) 858-5505 to check its availability.

Send our enrollment form and a company check or we'll invoice your company.

Call for more information.

Computer Technology

105 INTRODUCTION TO WORD

Learn the basics of Word in this hands-on class. Accomplish writing a letter and saving it on a disk in this simple and practical class. You will learn to create, edit and format and to create envelopes and labels. *Enrollment limited to 12.*

Time: Tuesdays, 4:00 - 6:00 p.m.
Fee: \$39.00 for 4 sessions
Starts: February 19
Instructor: Vicki Kimzey

100 NEW! ON-LINE AND UNDERAGE

Online social networking sites have exploded on the Internet in recent years, but are they safe for your kids? This class informs parents about the advantages and possible dangers of web sites like MySpace, Facebook, Xanga, Bebo and instant messaging programs. The class explores safety features built into these programs. These features are designed to keep clients safe if used appropriately. The class will also discuss general Internet safety tips.

Time: Monday, 6:00-8:30 p.m.
Fee: \$19.00 for 1 session
Starts: \$25.00 couple fee
Instructor: January 28
 Heidi Mick

LEARN TO BUY AND SELL ON EBAY - ED TO GO ON-LINE CLASS!

Online auctions match buyers with sellers in a global marketplace for almost any item. If you've ever dreamed of working from home or just earning extra income by buying and selling goods online, our experienced instructors will guide you every step of the way. You'll learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. You'll also learn how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free. If you're a buyer, you'll learn how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders. Sign up by calling us or registering on-line at www.ed2go.com/northlandcc.

106 INTRODUCTION TO THE INTERNET

Do you want to know what the Internet is all about, how e-mail works, and how to find specific information on the Internet? This class will teach you how to access the Internet, send and receive e-mail, and "surf the world-wide web" to research topics of interest. Prerequisite: basic knowledge of computers or Intro to Computers.

Time: Tuesdays, 4:00 - 6:00 p.m.
Fee: \$35.00 for 3 sessions
Starts: March 25
Instructor: Vicki Kimzey

102 INTRODUCTION TO THE COMPUTER

Does your child or grandchild know more about using a computer than you do? You've never even turned on a computer? Then this class is for you! Learn the basics of computers in this hands-on class and become familiar with computer technology (A mouse isn't something you try to trap!).

Time: Tuesday, 4:00 - 6:00 p.m.
Fee: \$15.00 for 1 session
Starts: February 5
Instructor: Vicki Kimzey

Fitness

1204 CARDIO DANCE

With this fast-paced dance workout, you are going to move and have fun doing it! Combine traditional cardio dance moves with NYC dance, salsa and jazz into non-stop routines that will have you push, spin, pump and shake your body. Class finishes with core conditioning exercises to improve torso strength and posture. Before you know it, you'll be dancing strong to any beat!

Time: Mondays, 7:00 - 8:00 p.m.
Fee: \$29.00 for 5 sessions
Starts: 1204A - January 28,
 No class February 18
 1204B - March 31
Instructor: Marsha Futch, MS, CSCS

1202 YOGA

Hatha Yoga attempts to balance the mind and body and awaken a sense of well-being and vitality. This class is a vigorous fitness-based approach to the yoga poses. An intense constant flowing style with emphasis on building heat, stimulating the cardiovascular system and challenging one's self to a new degree of strength and flexibility. Students should bring a mat.

Time: Tuesdays, 5:00 - 6:00 p.m.
Fee: \$29.00 for 5 sessions
Starts: 1202A - January 22
 1202B - March 4
 No class March 18
Instructor: Julie Walters
 IM=X Pilates Studios

1203 IM=X PILATES

IM=X stands for Integrated Movement Xercise and is an elite fitness formula that marries the muscle toning and lengthening benefits of pilates with elements of strength training. This class will introduce a combination of strengthening and lengthening exercises designed to develop long, lean muscles, improve posture, and add flexibility to the spine. IM=X Pilates changes body composition (muscle to fat ratio) and attacks excess bulk in the hips and thighs and tightens the body's core muscles for rock-hard abs. Students must provide their own mats; instructor will provide all other materials.

Time: Tuesdays, 6:15 - 7:00 p.m.
Fee: \$29.00 for 5 sessions
Starts: 1203A - January 22
 1203B - March 4
 No class March 18
Instructor: Debbie Bivens,
 IM=X Pilates Studios

1205 NEW! PERSONAL TRAINING - GROUP STRENGTH

Enjoy the benefits of personal training without the high costs. Combine education, motivation and accountability while you learn basic and progressive weight training exercises and techniques. Receive specific training recommendations for your fitness level and goals. Bring your own mat and pair of dumb bells. Space is limited to six! Sign up soon to reserve your spot!

Time: Tuesdays, 7:00-8:00 p.m.
Fee: \$75.00 for 5 sessions
Starts: 1205A - January 22
 1205B - February 26
 No class March 18
Instructor: Marsha Futch, MS, CSCS

BREAKING TRADITIONS

Have you considered working in a non-traditional occupation? Do you believe your career choice should be based on your skills, talent and interests? Explore ways to begin a non-traditional career. Please contact the Career Education Coordinator at (816) 858-3723 for more information.

Gardening

All classes will be held at Full Features, 13518 Hwy. 169, Smithville, MO 64089. All students should bring work gloves and wear closed-toe shoes to class.

1400 LAWN CARE PROGRAM

This class is going to explain the six steps to the Full Features Lawn Care Program. The six steps include crabgrass preventer, broadleaf weed control, insect and grub control, fall fertilizer, winterizer, and the soil activator.

Time: Thursday, 6:30 - 8:30 p.m.
Fee: \$15.00 for 1 session
Starts: March 13
Instructor: Clint Baxter

1402 BUILDING A RETAINING WALL

This class will provide a general overview of retaining walls and how to design and build them. It will detail how to dig and set your base, how to back fill for adequate drainage, and how to finish with topsoil.

Time: Thursday, 6:30 - 8:30 p.m.
Fee: \$30.00 for 1 session
Starts: March 27
Instructor: Clint Baxter

1404 BASIC LANDSCAPE DESIGN

In this class we will learn a few landscaping basics, including foundation plantings, border plantings and accent plantings.

Time: Thursday, 6:30 - 9:00 p.m.
Fee: \$30.00 for 1 session
Starts: April 3
Instructor: Clint Baxter

Health Services

PRACTICAL NURSING

Northland Career Center Practical Nursing Program will begin August, 2008. The 11-month program consists of theory classes at Northland Career Center and clinical experiences at area hospitals, nursing centers, and other community agencies. Upon satisfactory completion of the program, graduates are eligible to apply to the Missouri 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.



Financial Aid is available to qualified students. Individuals wishing to apply to the program must have a high school diploma or GED, and obtain a satisfactory score on a general knowledge entrance exam. A \$50 non-refundable testing fee must be submitted to reserve a testing spot. Due to limited testing space and class size potential students are advised to test early.

Wednesday	January 30	8:00 a.m.	Monday	January 28	5:00 p.m.
Wednesday	February 13	8:00 a.m.	Monday	February 11	5:00 p.m.
Wednesday	March 5	8:00 a.m.	Monday	March 3	5:00 p.m.

To receive an application and schedule a date for the entrance exam or for additional information, please call Denice at (816) 858-5505, Monday - Friday from 7:30 a.m. to 3:00 p.m.

508 NEW! BASIC SIGN LANGUAGE

This beginning class will teach students the beautiful and visual language of the deaf. The class will cover finger spelling, numbers, colors, food, and survival signs for daily use. *Registration deadline is January 31.*

Time: Tuesdays, 5:30 - 7:00 p.m.
Fee: \$80 for 8 sessions (includes book *Basic Signing*)
Starts: February 5
Instructor: Annette Catlett



Kid's Corner

1301K KID'S BEGINNING GUITAR

Kids bring your guitar and enjoy learning the fundamentals. Students ages 10 to 15 will be playing songs by the third week in this beginning six-week course. The lesson book is \$10.00, payable to the instructor the first night of class.

Time: Mondays, 5:30 - 7:00 p.m.
Fee: \$49.00 for 6 sessions
Starts: January 28
 No class February 18
Instructor: Debbie Shoaf

1303K NEW! SIGN LANGUAGE AND MORE FOR KIDS AGES 6-12

Even if you have never taken sign language before, this class is for you. We will start with the alphabet and work our way into numbers and vocabulary. Several aspects of Deaf Culture will be covered also. We will be using American Sign Language and you will see more than 250 signs during this four-week course.

Time: Thursdays, 5:30 - 6:30 p.m.
Fee: \$21.00 for 4 sessions
Starts: February 21
Instructor: Meghan Portman

1302K HUNTER SAFETY EDUCATION

This Missouri Department of Conservation course teaches gun safety, information on firearms and ammunition, the role of the hunter, hunters in wildlife management and conservation, the responsibility of outdoorsmen, outdoor ethics, and hunter preparedness. Hunters must attend all three sessions and successfully complete the course to receive a Hunters Education certificate card from the Missouri Department of Conservation. In Missouri, any person BORN ON OR AFTER, January 1, 1967 shall obtain and display an approved hunter safety certificate card to permit vendors to purchase any firearm handler permits. Students must be 11 years old. For further information, contact the Missouri Department of Conservation at (816) 655-6250, extension 0. To register, call Northland Career Center at (816) 858-5505.

Time: Tuesday, Wednesday, and Thursday, 6:00 - 9:30 p.m.
Fee: \$3.00 for 3 sessions
Meets: February 26, 27 & 28
OR March 11, 12 & 13
Instructor: Missouri Conservation Commission

1304K RED CROSS CERTIFIED BABY SITTING

Baby sitting is often a first job for young people and can be fun, but must be taken seriously and responsibly. This interactive course is designed to train young people to deal with various situations they may encounter while caring for a child. Topics discussed include: emergencies and first aid, holding, feeding, diapering, and entertaining children as well as how to find babysitting jobs and how to interact with parents. In order to be certified, participants must be 11 years old before the class ends. Students receive a manual and those who successfully complete the class receive a certificate. Enrollment limited to 12 students.

Time: Tuesdays, 6:00 - 9:00 p.m.
Fee: \$40.00 for 2 sessions
Starts: February 19 and February 26
Instructor: Red Cross Staff

Art • Music • Crafts

- Learn a New Language
- Find a New Hobby

CLAY & PLATTE COUNTY SENIOR SERVICES offers you the chance to enrich your life and have fun on us!

If you are 60 years old or older and live in Clay or Platte County, you can take a class through our partnership with Northland Career Center and have up to \$30 of your class fee PAID! Register early – limited funding available.

HERE IS ALL YOU DO:

Register for any class in this catalog by calling (816) 858-5505.

Monday - Friday, 8 a.m. to 5 p.m.

For more information on Senior Services call: Clay County (816) 455-4800
 Platte County (816) 270-2800

Funding for this program is through the Senior Levy Fund.

Investments & Retirement

1010 DEATH AND TAXES

Most of us plan to someday do "something" about probate, wills, power of attorney, health care decisions, trusts, and estate taxes, however, most of us never do. This course will get you started taking care of the basic estate planning. All those important questions you have will be answered, such as: If I am incapacitated, who will make decisions regarding my care? What are Living Trusts? If I have a will, are Probate Court proceedings necessary? Will my heirs have to pay Estate Taxes?

Time: Tuesday, 7:00 - 9:00 p.m.
Fee: \$15.00 for 1 session
 \$20 couple fee
Starts: February 19
Instructor: John Sanderford

1001 WHAT'S YOUR NUMBER?

How much money will you need to live comfortably in retirement? What are the biggest retirement planning mistakes people make? How can you avoid making them yourself? Learn the five-step planning process for your finances, analyzing your pre-retirement situation. Come and learn how to set retirement savings goals, consider your taxes, your assets, increase current and future income, financial risks and cash flow management.

Time: Tuesday, 6:30-8:30 p.m.
Fee: \$15 for 1 session
 \$20 couple fee
Starts: February 12
Instructor: Ron Yount

1015 SUCCESS WITH MUTUAL FUNDS

Mutual Funds offer the opportunity to participate in the stock market while reducing the risk of individual investments. They provide stock market diversity without requiring a lot of cash. Learn how to successfully use Mutual Funds to accumulate wealth for your retirement goals, educational goals, or any other financial strategies you may have with the guidance of an endorsed local provider with the *Dave Ramsey Show*. An optional book fee (\$5) will be payable to the instructor.

Time: Thursday, 7:00 - 9:00 p.m.
Fee: \$15.00 for 1 session
 \$20 couple fee
Starts: January 31
Instructor: John Ehler

1005 MANAGING YOUR RETIREMENT INCOME

If you are already retired, this program is for you! You will learn about the financial risks of retirement, how to allocate retirement assets and how to increase current and future income.

Time: Tuesday, 6:30-8:30 p.m.
Fee: \$15 for 1 session
 \$20 couple fee
Starts: February 19
Instructor: Ron Yount



1025 DOING YOUR HOMEWORK: EDUCATION SAVINGS PLANNING

This class is designed to provide participants with an understanding of the value and importance of planning for their children's/grandchildren's future education costs. Participants will:

- Understand the reality of education costs
- Recognize the value of systematically saving for education expenses
- Understand the basic financial choices available for education savings
- Understand the basic guidelines for financial aid
- Complete an Action Plan to help them set goals for education savings expenses

Time: Tuesday, 6:30 - 9:00 p.m.
Fee: \$15.00 for 1 session
 \$20.00 couple fee
Starts: February 5
Instructor: Ron Yount

1020 DEBT FREE AND FINANCIALLY INDEPENDENT

If you're like most people, you're in the dark about your finances. Learn fundamental concepts of how money works so you can make better financial decisions with the guidance of an endorsed local provider with the *Dave Ramsey Show*. Set up a plan to reach your financial goals to become debt free, properly protect your family, and build wealth for educational and retirement goals. An optional book fee (\$5) will be payable to the instructor.

Time: Monday, 6:30 - 9:00 p.m.
Fee: \$15.00 for 1 session
 \$20 couple fee
Starts: April 14
Instructor: John Ehler

Special Interest

1310 HOW TO STAGE AND SELL YOUR HOME

Learn how to prepare your home for sale. Staging is a proven method that will get your house in the best possible showing condition. Instructor will provide before and after examples, room-by-room suggestions, and simple ideas for increasing the value of your home to buyers.

Time: Tuesday, 6:30 - 8:30 p.m.
Fee: \$25.00 for 1 session
Meets: February 19
Instructor: Janine Leone

1312 BEGINNING HOME BUYING

This informative class will guide you through the complete chronological home buying process from pre-qualifying for a loan, to dealing with sellers and/or realtors, to what to expect at the closing table. It also addresses benefits of home ownership and how owning a home helps to create wealth. You will learn about credit standards, various loan programs including the affordable first-time buyers' bond loan, purchase offers, contingencies, mechanical inspections, home warranties, title insurance, and appraisals.

Time: Thursday, 6:30 - 9:00 p.m.
Fee: \$25/person or \$40/couple for 1 session
Starts: February 7
Instructor: Erin Riner

1314 BEGINNING GUITAR

Dust off your guitar and enjoy learning or re-learning the fundamentals. Students will be playing songs by the third week in this beginning six-week course. Students will need to bring \$10.00 for the music book, payable to the instructor.

Time: Mondays, 7:15 - 8:45 p.m.
Fee: \$49.00 for 6 sessions
Starts: January 28,
 No class February 18
Instructor: Debbie Shoaf

1318 ACT PREP WORKSHOP

The ACT measures academic achievement in the four curricular areas of English, reading, math, and science reasoning. Preparing for the ACT can increase the test scores used for college placement, enrollment, and scholarships. If you would like to learn strategies for improving your test-taking skills and increase your academic performance enroll today. Book fee included.

Time: Tuesdays, 6:00 - 9:00 p.m.
Fee: \$75.00
Starts: Jan. 15, 22, 29, February 5

1320 LATIN DANCE

Interested in learning some dance steps? Sign up for Latin dance classes to include Salsa, Bachata, and Merenque. This is a beginner's level class and does not require a partner for enrollment.

Time: Mondays, 5:30 - 6:30 p.m.
Fee: \$49.00 for 8 sessions
Starts: January 28
 No class February 18,
 March 17 and March 24
Instructor: Tom Ritchie

1322 AEL/GED

If you are an adult who did not graduate from high school or someone who needs to brush up on basic skills, Adult Education and Literacy can help you. State-certified instructors teach the class and can help improve your reading, writing, and math skills or prepare you for the GED test. Foreign-born students needing to improve their English or learn language skills will also benefit from these classes. No pre-registration is required and students may attend any hours.

Time: Tuesdays, 5:30 - 8:00 p.m.
Fee: No Charge
Starts: January 8

1324 NEW! COMMUNITY SPANISH LEVEL 1

Designed to help English speakers talk with Spanish speakers at work, in the grocery store, at church, at the mall, in a restaurant or other public places. Community Spanish teaches you to speak and understand Spanish phrases that are a part of everyday life. Also includes interesting information about the Latino culture. For those with little to no Spanish speaking experience, these sessions focus on pronunciation, numbers, and phrases for greetings, introductions, etiquette and ordering in a restaurant. Separate mandatory book and audio CDs (Community Spanish: A survival Guide for English Speakers \$30).

Time: Tuesdays, 6:30 - 8:00 p.m.
Fee: \$35.00 for 4 sessions
Starts: January 22
Instructor: Terri Wallis

1326 NEW! COMMUNITY SPANISH LEVEL 2 Prerequisite: Community Spanish 1 or other Spanish experience

Building on the experiences in Community Spanish 1, these classes introduce phrases for holiday greetings, emergencies, giving directions, engaging in small talk and other common life activities. Separate mandatory book and audio CD's (Community Spanish: A Survival Guide for English Speakers \$30).

Time: Tuesdays, 6:30 - 8:00 p.m.
Fee: \$35.00 for 4 sessions
Starts: February 19
Instructor: Terri Wallis

1328 SIMPLIFY! INTRODUCTION TO BECOMING CLUTTER FREE

Learn ways to organize yourself and your home. Topics include: time management, a room-by-room assessment plan, and ideas eliminating clutter for good. The instructor is a member of Professional Organizers and has been an organizer in business for three years.

Time: Thursday, 6:30 - 8:30 p.m.
Fee: \$29.00 for 1 session
Starts: January 31
Instructor: Lisa Doyle

Culinary

1332 MAKE AND TAKE

Need some new ideas for meals? Make reservations at NCC to create meals for your family with Chef Paul. Participants will prepare entrees that serve six and can be taken home for immediate use or frozen for the future. Watch Chef Paul demonstrate preparation, which you get to sample, then make meals to take home. Each class is limited to 12 and **reservations are held with payment**. Enroll early, these classes fill quickly.

FEBRUARY MENU

- Stuffed Cabbage – Pork and vegetable filling seasoned with tarragon – cooked in a rich broth
- Creamy Shrimp Alfredo – Cooked pasta tossed with sautéed shrimp and Alfredo sauce
- Chicken Tagine – Braised chicken seasoned with cinnamon, turmeric and honey served with saffron rice

APRIL MENU

- Shepherd's Pie – Ground beef-filled pie shells with vegetables topped with garlic mashed potatoes. Perfect to serve and eat as a family or freeze for that late night visit to the kitchen.
- Apricot Glazed Pork Chops with Corn Fritters
- Southwestern Chicken Cobb Wrap – Grilled peppers, corn and bacon surrounded by a flour tortilla. Served with blue cheese dressing laced with cilantro and tomatoes. Serve it cold or grilled!

Fee: \$60.00 for 1 session
Starts: Wednesday, February 27
1332A 4:00 - 6:00 p.m.
1332B 6:30 - 8:30 p.m.
Wednesday, April 9
1332C 4:00 - 6:00 p.m.
1332D 6:30 - 8:30 p.m.
Instructor: Chef Paul Santaularia



1330 NEW! APPETIZER EXCHANGE

You've heard of a cookie exchange? Even more fun is our Appetizer Exchange! Bring and share your favorite party appetizer or hors d'oeuvres with this class! Share your recipe with others and get some new ones. Chef Paul will demo and share his own recipes as well: Mushrooms and Phyllo, Baked Brie and Crab Cakes.

Contact Chef Paul by phone (816-858-5505) or e-mail (santap@pcrrii.k12.mo.us) with your recipe by January 22 so we can have them all copied for you before class.

Time: Thursday, 6:00-8:00 p.m.
Fee: \$19.00 for 1 session
Starts: January 24
Instructor: Chef Paul Santaularia

LUSCIOUS, LOW-FAT, LIGHTNING-QUICK MEALS

Uncover the secrets of making lowered-fat recipes taste terrific. Learn how to get in and out of the kitchen quicker, and explore a dietician's tricks of the trade for encouraging reluctant family members to eat more healthfully. Discover over 50 exciting and easy lowered-fat recipes for tasty entrees; side dishes, desserts, and garnishes.

Check out more online courses at www.ed2go.com/northlandcc

Fee: \$89 for six weeks
Starts: January 16, February 20, March 19, April 16

Technical & Industrial

WELDING TECHNOLOGY

601 BASIC WELDING

Blow the dust off that welder in the garage! This course will give the beginner/hobbyist an overview of the various welding/cutting processes. Safety instruction along with hands-on practice will allow the student to obtain basic knowledge and skills in various areas. These areas include Oxyacetylene Welding/Cutting, Shielded Metal Arc Welding (Stick Welding), Gas Metal Arc Welding (MIG), Gas Tungsten Arc Welding (TIG), and Plasma Arc Cutting. Also covered will be the safe operation of various power equipment and tools used. Protective equipment is required and available through the instructor for approximately \$100.00.

Time: Tuesdays and Thursdays,
6:00 - 9:00 p.m.

Fee: \$300.00 for 15 sessions
Starts: Open entry –
Beginning January 8

Instructor: Bill Boyer

602 ADVANCED WELDING

Looking for job advancement or just want to refine your welding skills? This course will allow you to develop those skills. You may choose between or have a combination of Shielded Metal Arc Welding (Stick), Gas Metal Arc Welding (MIG), or Gas Tungsten Arc Welding (TIG). This course will get the student involved in welding various materials in various positions. Protective equipment is required and available through the instructor for approximately \$100.00.

Time: Tuesdays and Thursdays,
6:00 - 9:00 p.m.

Fee: \$600.00 for 30 sessions
Starts: Open entry –
Beginning January 8

Instructor: Bill Boyer

603 CUSTOMIZED WELDING PROGRAM

Do you have basic welding skills and want to improve those skills? Or do you know one type of welding and want to develop skills in another? Our instructor will meet with you to determine your current skills and develop a program to meet your needs. Students will work at their own speed and the length of the program will depend upon skills desired. Protective equipment is required and available through the instructor for approximately \$100.00.

Time: Tuesdays and Thursdays,
6:00 - 9:00 p.m.

Fee: Based upon program length
Minimum of 5 sessions
for \$100.00

Starts: Open entry –
Beginning January 8

Instructor: Bill Boyer

BUILDING TRADES

800 RESIDENTIAL CONSTRUCTION

If you are building your own home, having a general contractor build your home or just want to remodel, this class is for you! Learn the basics of home construction, from the footings to the roof.

Time: Thursdays, 6:30 - 8:30 p.m.

Fee: \$49.00 for 5 sessions
Starts: February 21
No class March 20

Instructor: Art Gall

805 NEW! SIMPLE HOME REPAIRS

Toilet runs all of the time? Switches don't switch? Door won't stay shut? Getting them to work may be easier than you think. With the techniques from this class you can make things right again. Learn how to troubleshoot/replace electrical outlets and switches, fix running/leaking toilets and faucets and install/adjust door locks and deadbolts. Bring your "To Do list!"

Time: Tuesdays, 6:30-8:30 p.m.

Fee: \$19.00 for 1 session
Starts: March 4
Instructor: Art Gall

900 NEW! MOTORCYCLE REPAIR & MAINTENANCE

Welcome to Basic Motorcycle Maintenance! This course is designed to teach the fundamentals of motorcycle maintenance. Upon completion you will have learned how to gain longevity and years of service from your machine, to identify your motorcycle's components, and how to maintain motorcycle safety.

In this class you will also master these important tasks:

- Know general anatomy of every motorcycle
- Be able to execute thorough pre-trip inspections
- Perform basic yearly maintenance
- Know your motorcycle, and recognize modifications
- Know how to perform basic roadside repairs

Enroll now! Class size is limited!

Time: Tuesdays, 6:30-8:30 p.m.

Fee: \$69 for 4 sessions

Starts: February 5

Instructor: Frank Stafford

ATTENTION!

CORPORATE TRAINING MANAGERS CUSTOMIZED TRAINING

Today's changing technology and competitive pressures require new skills and procedures. To meet this challenge the Missouri Department of Elementary & Secondary Education (DESE) and Missouri Division of Workforce Development (DWD) offer the Missouri Customized Training Program.

This program assists Missouri employers with job training programs and funding to help offset training costs for new and existing employees. The program is administered jointly by DESE and DWD.

For information contact Dee Moore at Northland Career Center in Platte City at (816) 858-5505.

Call to Enroll:
(816) 858-5505

Learn
from the
comfort of
home!

> Instructor-Facilitated Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center: www.ed2go.com/northlandcc
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Northland Career Center

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Intermediate Microsoft Excel

Work faster and more productively with Excel's most powerful tools.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to Dreamweaver

Harness the broad range of capabilities Dreamweaver brings to Web development.

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages II

Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

Learn More...

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin on the third Wednesday of each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Enroll Now!

Visit our Online Instruction Center today!
www.ed2go.com/northlandcc
or call:

(816) 858-5505

Courses Start as Low as:

\$89

Requirements:

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

**MORE COURSES AVAILABLE
AT OUR ONLINE INSTRUCTION CENTER**

www.ed2go.com/northlandcc

How To Enroll

HOW TO ENROLL

Please enroll at least 2 days* prior to the start of a class by choosing one of the following easy ways:



ENROLL BY MAIL

Send completed enrollment form and check payable to:
Northland Career Center
1801 Branch Street
Platte City, MO 64079



ENROLL BY FAX

(816) 858-3278
Fax completed enrollment form along with VISA/MasterCard numbers and expiration date.



ENROLL IN PERSON

1801 Branch Street
Platte City, MO 64079
Mon. - Thurs. 8:00 a.m. - 7:00 p.m.
Fri. 8:00 a.m. - 4:00 p.m.



ENROLL BY PHONE

(816) 858-5505

*Classes requiring texts and/or instructor ordered supplies have earlier deadlines. You are not registered until fees are paid.

REFUND POLICY - PLEASE READ CAREFULLY!

Refunds will be made only on the following conditions:

1. If a class is filled to capacity before your registration is received.
2. If a class is cancelled due to lack of enrollment.
3. A 48-hour notice, prior to the beginning of a class, must be given to the Adult and Community Education office for a refund to be processed.

No refunds will be given after a class starts. Students assume the risk of changes in personal affairs or health.

TEACHERS WANTED

Do you have an interesting craft, hobby, or ability you would like to share with others? Call Dee Moore at (816) 858-5505 for more information on teaching an Adult and Community Education class.

ENROLL EARLY

All classes require at least 2 days* pre-registration. You may be assessed a \$5.00 late fee, or not be able to enroll if you fail to meet this deadline.

LATE REGISTRATIONS

Late registrations may be accepted on a space available basis. There is no pro-rating of costs for late entry into classes.

SENIOR CITIZENS

Senior citizens, age 55 and older, are eligible for a 10% discount when registering in person. Discount does not apply to materials, supplies, or books.

Complete & return to:

Northland Career Center
1801 Branch
Platte City, MO 64079

Make check payable to:
Northland Career Center
or complete information
for VISA/MasterCard

FAX: (816) 858-3278
Phone: (816) 858-5505

NCC ADULT AND COMMUNITY EDUCATION ENROLLMENT FORM

Name _____ Birth Date ___/___/___

Address _____

City _____ State _____ ZIP _____

Home Phone _____ Work Phone _____

E-mail Address _____

CLASS #	CLASS TITLE	DATE	FEE

Payment by: Check # _____ TOTAL AMOUNT \$ _____

OR VISA/MasterCard # _____ Exp. Date _____

Signature _____

A full refund will be granted if class is cancelled by Northland Career Center. To withdraw from a class, contact our Adult and Community Education office at least 48 hours before the first class for a full refund per our policy.

**PLATTE COUNTY R-3
BOARD OF EDUCATION**

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FULL-TIME PROGRAMS AVAILABLE

Northland Career Center offers a variety of full-time programs. These programs are approved for A+ graduates' tuition. Hours are Monday through Friday, 7:45 a.m. - 2:30 p.m.

- Building Trades
- Business Technology
- Computer Maintenance Technology
- Culinary Arts
- Diesel Technology
- Electronics Technology
- Health Sciences
- Heating, Air Conditioning & Refrigeration
- Industrial Welding
- Marketing & Cooperative Education
- Practical Nursing

The following services are also available:

- Vocational Assessments
- Career Counseling
- Financial Aid
- Job Placement Assistance

For more information or to schedule a tour, please call Kerry at (816) 858-5505.

HOLIDAYS

Community Education classes will not be held:
January 21 Martin Luther King, Jr. Day
February 18 President's Day
March 17-24 Spring Break

SPECIAL ACCOMMODATIONS

If special accommodations are needed, please contact our office at least two weeks prior to the beginning of class.



YouthFriends.

Youth Friends connects young people in schools with caring adult volunteers to promote success, encourage healthy behaviors, and build stronger communities.

For more information, contact Michelle Thomason at (816) 858-7001.

WEATHER CANCELLATION

If the Platte County R-3 School District is closed due to inclement weather all Adult and Community Education classes will be cancelled and rescheduled when possible. Reports of Platte County R-3 Schools' closings will be broadcast on local TV or radio stations, or you may call the Career Center at (816) 858-5505.

ELIGIBILITY

Adult and Community Education classes are open to anyone 18 years or older. Younger students may be admitted into adult classes with instructor's approval. Classes suitable for children will have age or grade ranges listed in their descriptions. **Students should not bring children to adult classes.**

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 anytime by appropriate action of instructors, the administration, or the Platte County R-3 Schools' Board of Education. This publication is not intended to be a contract, explicit or implied, and Northland Career Center reserves the right to make changes regarding the information contained herein.

NOTICE OF NON-DISCRIMINATION

Northland Career Center does not discriminate against any person on the basis of race, gender, national origin, religion, disability, or age in admission, treatment, or participation in its programs, services and activities, or in employment. For further information contact: Mike Reik, Assistant Superintendent, 1495 Branch Street, Platte City, MO 64079 or (816) 858-5420.



**Northland Career Center
Adult & Community Education**
1801 Branch Street
Platte City, MO 64079

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