ADULT & COMMUNITY EDUCATION

1515 South Munn
Maryville, MO 64468
660-562-3022
www.maryville.k12.mo.us
MARYVILLE R-II SCHOOL DISTRICT
NON-DISCRIMINATION POLICY

It is the policy of the Maryville R-II School District not to discriminate on the basis of race, color, religion, gender, national origin, age or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Acts of 1990.

Inquiries related to District’s employment practices may be directed to the District Compliance Coordinator, Maryville R-II School District, 1429 S. Munn, Maryville, MO 64468; telephone number 660-562-3255. Inquiries related to District programs may be directed to the Maryville R-II School District, Federal Programs Administrator, 1429 S. Munn, Maryville, MO 64468; telephone number 660-562-3255.

Inquiries or concerns regarding civil rights compliance by the District should be directed to the Maryville R-II School District’s Compliance Coordinator. Inquiries and complaints may also be directed to: The Office for Civil Rights, Kansas City office, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone 816-268-0550; Fax: 816-823-1404; TDD: 877-521-2172.

We are an Equal Opportunity Employer complying with Title IX Section 504.
Missouri Farm Leases – NEW – 19FPEMFL
A lease is a binding agreement, by law. It is important for land owners and their tenants to be aware of the ins and outs of Missouri Leases. Topics to be covered are: current cash rent in Missouri and trends; specific items to agree on in a lease; livestock/crop share arrangements; terminating farm leases; and recreational (hunting) leases.

Instructor: Randa Doty
Starts: Tuesday, September 24
Length: 1 session, 6:00-9:00 pm
Fee: $30 per person, extra family members $15 (each fees include a light supper)

Social Security: Timing is everything – 19FPETE
Retirement is something many of us look forward to with anticipation. Turn that anticipation into action by assessing your retirement income sources and discovering tips to maximize your Social Security benefits. Plus, consider ways to leave something to those you care about.

Instructor: Curtis J. Behrend, CFP, FIC, CLTC
Financial Consultant
Starts: Tuesday, September 17
Length: 1 session, 6:30 pm
Fee: $25
Also Offered: Thursday, September 19
Length: 1 session, 6:30 pm
Fee: $25

Advanced Canine Good Citizen – NEW – 19FPECGC
There’s nothing better than a well-trained dog. Canine Good Citizen training will make your dog a joy to live with, and it will provide intellectual stimulation and a high quality of life. CGC training provides a solid foundation for all other training. As part of this training, we will also work on a few dog tricks. A Canine Good Citizen Test will be on the last day of class.

Instructor: Elaine Wallace CDT, PPG, AKC Evaluator, Pet Partner Instructor and Evaluator
Starts: Thursday, September 5
Length: 8 sessions, 6:15-7:00 pm
Fee: $125

Trust Centered Training for Dogs – NEW – 19FPETCT
Research has found that dogs’ cognitive function, emotions and ability to learn is equivalent to that of a toddler. As a result, we have found that if we teach them in the same way as children, we are more successful and dogs learn faster. When dogs learn using Trust Centered Training, they are happier, safer, and more content and fit better into our world.

Instructor: Elaine Wallace CDT, PPG, AKC Evaluator, Pet Partner Instructor and Evaluator
Starts: Thursday, September 5
Length: 8 sessions, 6:15-7:00 pm
Fee: $125

Farm & Small Business Record Keeping Using QuickBooks – 19FSBQB
Good business records can be an important source of information when analyzing your farm or business. Learning to develop good records can help you keep your business on the right track. In addition, good records will make filing income and sales taxes and other government reports easier.

We are offering a series of four classes to help you set up QuickBooks and use computer technology as an effective tool in your home or business accounting. It is strongly recommended that all participants already have basic computer operation skills

Instructor: Randa Doty
Starts: Thursday, October 31
Length: 4 sessions, 9:00 am-12:00 pm
Fee: $50 per person

Your Family Heritage & Genealogy – 19FPEFH
This course will offer the basics to getting started, organizing, and storage of research. Learn how to use birth, death, and marriage records to find clues to other family members. Understand Census Records and the collateral information that can lead you on the trail of your ancestors. What records are available, where to find them, and source documentation. Has your Family Tree caught a bug? We will talk about cures and prevention for that. We will look at the benefits of DNA testing and what it can bring to your research. On-line genealogy research, vs. boots on the ground research, what are the benefits or disadvantages.

Instructor: John Campbell
Starts: Tuesday, October 1
Length: 3 sessions, 6:00-8:00 pm
Fee: $30
An Introduction to Voiceovers – 19FPEATV
*One-on-One, Online Class*
“Wow, you have a great voice!” How many times have you heard that? Or maybe you listen to your favorite audiobooks, commercials, or cartoon characters and think, “I could do that!” Explore the voiceover industry with your instructor, a professional, working voice actor from Voices For All. Discover current trends in the industry and how they make it easy and affordable for just about anyone to get involved. You’ll learn about different types of voiceovers and the tools you’ll need to find success. Your instructor will take notes as you read a real script in this one-on-one video chat setting, and offer some coaching to improve your delivery. You’ll receive a professional voiceover evaluation later. One-time, 90-minute, introductory class. Learn more at http://www.voicesforall.com/ooo. 18 and over. You owe it to yourself to finally explore the possibilities of this fun and rewarding field!

**Instructor:** Voices for All  
**Starts:** Determined by student  
**Length:** 1 session, 90 minutes  
**Location:** Video Chat session  
**Fee:** $49 per person  
**Requirements:** Students must have Internet Access and Video Chatting capabilities using a method such as Zoom, Skype (Win/Mac/Mobile) or iChat/FaceTime (Mac/iOS)

### ACT Prep – 19FPEACTP
Are you dreading the four hour monster known as the ACT?  ACT Prep class will help you get familiar with the four subtests, learn some tricks for each section, and help you to feel more at ease and prepared to take on the challenge of the test. Each session will focus on one of the subtests (English, Math, Reading and Science) with time to work practice problems. We will also cover tips for the writing portion, as well as the ACT rubric for scoring. So, bring your calculator, some #2 wooden pencils, and your willingness to work and join us to prepare for the ACT!

**Instructor:** Stacey Calfee  
**Starts:** Wednesday, September 18  
**Length:** 6 sessions, 5:30-7:30 pm  
**Fee:** $60  
**Also Offered Starting:** Wednesday, November 6  
**Length:** 6 sessions 5:30-7:30 pm  
**Fee:** $60

### Introduction to Beekeeping 101 – 19FPEBK
Have you thought about what it would take to be a beekeeper? Learn the basics of beekeeping and decide whether or not you would like to pursue the adventure of building a hive, taking care of bees, and maintaining bees. If there is enough interest, we will have a hands-on experience later in the spring with an additional fee. This one session course will just give you an introduction to what it would take to be a successful beekeeper.

**Instructor:** NW MO Bee Busters  
**Starts:** Saturday, January 11  
**Length:** 1 session, 1:00-5:00 pm  
**Fee:** $12

### Advanced Beekeeping 201 – 19FPEBK2
This class brings to you more advanced techniques of beekeeping. Learn how to make nucs (split) hives and how to combine hives. What are some of the diseases in hives that cause hives to be lost? This class will help a beekeeper learn what to look for to maintain a healthy hive.

**Instructor:** NW MO Bee Busters  
**Starts:** Saturday, February 8  
**Length:** 1 session, 1:00-5:00 pm  
**Fee:** $12

### Puppy/Dog Training Basics & Problem Solving – 19FPEDO
Each Session Date will have different topics covered and all will include time for problem solving. September 12th, Coming when Called, Sit & Wait; September 26th, Sit & Stay; October 10th, Leave It & Drop It; October 24th, With Me/Heel/Out for a Walk, November 7th; CGC Testing’s (additional fees apply). Can’t make any of these dates, request through the office Open Date and pay for the class, giving them your phone number and I will set a date with you that meets both of our schedules.

**Instructor:** Smitten Pet Sitten (Amy Mathias B.S. & A.K.C. Certified Evaluator)  
**Session Dates:** 5 to 5:50 pm - Thursday, September 12, 26, October 10, 24, November 7, 21.  
**Fee:** $40 per session, 180.00 for all.

**Supplies To Bring:** 5’ or 6’ Leash minimum (no reel or chain leashes/collars); Collar (buckle, slip, or clasp), Treats – 3 different treats mixed together, easy to chew & cut/tear into dime size rewards, Treat bag that is easy to access; Water for you and your dog; item they love to play with: ball, stuffed toy, etc. NO: clothing items or bones. Do not feed the puppies/dogs before you come to the training sessions please.

**Location:** Northwest Technical School south of Maryville High School.
**HEALTH AND WELL-BEING**

**Stay Strong, Stay Healthy, Level 1 – 19FHWWSSSH1**
Stay Strong, Stay Healthy is a structured and effective strength training program. Over 9 weeks, participants learn exercises to improve their strength, flexibility and balance. During each session, a prescribed set of 8 upper and lower body strengthening exercises are done along with warm-up and cool-down stretches.

**Instructor:** Debbie Bennett  
**Starts:** Wednesday, September 4  
(Wednesdays and Fridays) 10:00 am-11:00 am  
**Length:** 9 weeks  
**Fee:** $55

Bring a water bottle, towel, and wear comfortable clothing and tennis shoes.

**A Matter of Balance – NEW – 19FHWAMOB**
A Matter of Balance is an award-winning program designed to reduce the fear of falling and increase activity levels of older adults. This program consists of 8, 2-hour sessions. The sessions help participants learn how to control falls and the fear of falling, set realistic goals for increasing activity, change their environment to reduce fall risk factors, and more. The program promotes exercise to increase strength and balance.

**Instructor:** Debbie Bennett  
**Starts:** Thursday, Oct. 10  
(Class dates will be Thursdays, Oct. 10, 17, 31, Nov. 7, 14, 21 and Dec. 5 and 12) 9:30-11:30 am  
**Length:** 8 sessions  
**Fee:** Free

Bring a water bottle, towel, and wear comfortable clothing and tennis shoes.

**Gifts with Natural Ingredients – NEW – 19FHWGWNI**
Make and take recipes using natural ingredients with essentials oils. Perfect to use as gifts right before the holiday season.

**Instructor:** Shari Patterson  
**Starts:** Tuesday, November 19  
**Length:** 1 session, 6:00-8:00 pm  
**Fee:** $20

**Pain Relief Naturally – NEW – 19FHWPRN**
Learn about using natural pain relief techniques and herbal products. Along with self-help for pain and acute illness.

**Instructor:** Shari Patterson  
**Starts:** Tuesday, December 10  
**Length:** 1 session, 6:00-7:00 pm  
**Fee:** $15

**DANCE & MUSIC**

**Country Dance Beginners – 19FDMCCI**
Learn the Texas Two-Step, Waltz, Polka, Cotton-eyed Joe, Copper Head Road Line, Electric Slide, East Coast Swing and more. Great fun and exercise for couples and singles.

**Instructor:** Terry & Cathy Lesher  
**Starts:** Tuesday, November 19  
**Length:** 5 sessions, 7:00-9:00 pm  
**Fee:** $34

Do you have a **HOBBY** or a **SPECIAL SKILL** that you’d like to **SHARE** with others in your community?

Contact Lori Tally  
tally@maryviller2.com  
660-671-1283  
to Teach a Class in our Winter/Spring 2020 Catalog.

**Growing Opportunities (GO)**

**K-4 Licensed**

**Before & After School Program**

**Before:** 6:30 - 7:30 am  
**After:** 2:40 - 5:30 pm  

**Opportunities:**  
- Free Snack  
- Homework Time  
- Arts / Crafts

**Enroll Anytime**

Located at Eugene Field Elementary, part of Maryville R-II School District.  
Call the Community Education office at 660-562-3022 for enrollment details.  
Financial assistance available for qualifying families.
Holiday Décor – NEW – 19FCHD
Come create a winter wonderland holiday scene lantern. This mini winter wonderland holiday scene done inside a DIY lantern will be the perfect decor for your mantel, under the tree or by your fireplace.

**Instructor:** Holly Kathol
**Starts:** Tuesday, November 19
**Length:** 1 session, 7:00-9:00 pm
**Fee:** $20

Beginning Quilting – 19FCBQ
To learn the basics of quilting, let’s make a sampler quilt using the easiest ways to make the 5 types of blocks. We’ll arrange the blocks diagonally and learn to make set-in triangles as well as borders.

**Supplies:** Rotary cutter, mat at least 18” by 24”, 6 x 24 ruler, 6” or 6 1/2” square, 12 1/2” square, sewing machine in good working order, extra needles, scissors, seam ripper, 1/4” foot, applique foot, fabric marking pen. Fabric kit available from instructor in various colors. Call with color preference or list of fabrics needed if bringing your own and if a 1/4” or applique foot is needed. Fabrics need to be pre-washed and pressed with spray sizing before use.

**Instructor:** Patty Bagby
**Starts:** Tuesday, October 8
**Length:** 6 sessions, 7:00-9:00 pm
**Fee:** $52

Clay Construction – 19FCCC
This class will include one work day of creating by throwing on the wheel and one day glazing. There will be demonstrations for throwing on the wheel and slab building. Texture tools and stamps will be available to use in developing different designs of clay.

**Instructor:** Bonnie Scott
**Starts:** Tuesday, October 8
**Second session:** October 15
**Length:** 2 sessions, 5:00-7:00 pm
**Fee:** $32

Acrylic Pouring – NEW – 19FCPO
Come try acrylic paint pouring to create your own masterpiece. It’s easy, fun and surprising what anyone can create. Bring along 2-3 bottles of acrylic paint that you’d like to combine, plus black and white. Paint should be all the same brand. They should look good together and have good contrast. They can be gloss or matte. Also needed are 2 canvases no larger than 9 x 12, rubber gloves, a shallow box to carry each canvas home in. Any questions, call teacher. Small fee for supplies used.

**Instructor:** Patty Bagby
**Starts:** Thursday, November 7
**Length:** 1 session, 7:00-9:00 pm
**Fee:** $22

Needle Tatting – 19FCTT
Learn this old time needlework favorite Grandma used to make. We’ll learn on the shuttle or on needles, whichever you prefer, and work on some simple designs as well as learning to read patterns.

**Supplies:** Bring a tatting shuttle if you have one. Shuttles and needles will be available from the instructor. Bring heavy crochet thread or perle cotton if you have it, to practice with. Some threads available from instructor.

**Instructor:** Patty Bagby
**Starts:** Thursday, November 14
**Length:** 2 sessions, 7:00-9:00 pm
**Fee:** $22

Beginning Watercolor – 19FCCBWP
Have you always admired beautiful Watercolors and wished you could paint like that even though you’ve heard it is the most difficult painting medium? Come dispel the myth and learn the techniques to make watercolor do what YOU want it to do. We’ll learn the basics and then build on that as we create paintings you’ll be proud of. Bring what watercolor supplies you already own. Call instructor for help in picking new supplies for the class.

**Instructor:** Patty Bagby
**Starts:** Thursday, September 12
**Length:** 5 sessions, 6:30-9:00 pm
**Fee:** $75 (plus supplies)
**COOKING**

**Roll Fun-Make and Take – 19FCRF**
Learn the basics of home-made rolls and cinnamon rolls, just in time for the Holidays. Learn the steps to making delicious rolls and get to taste and leave with rolls. Register by November 1st.
- **Instructor:** Donna Lewis
- **Starts:** Wednesday, November 6
- **Length:** 1 session, 5:00-7:00 pm
- **Fee:** $24

**Cake Decorating 101 – 19FCCD**
Learn basic cake decorating, some borders, flowers and some leaves.
- **Instructor:** Karlene Jenkins
- **Starts:** Wednesday, October 9
- **Length:** 3 sessions, 6:30-9:00 pm
- **Fee:** $30 plus supplies – tips # 3, #20, #67, #104, flower nail #7, 2-10 inch reusable bags, 2-couplers and a set of colors.

**YOUTH**

**Babysitter’s Training – 19FYBT**
Are you ready to start your babysitting career or update your skills? 5th-8th graders (minimum age of 11 years old). Bring a baby doll and a sack lunch.
- **Instructor:** Kathy Lipiec
- **Starts:** Saturday, November 2
- **Length:** 1 session, 8:30 am-3:30pm
- **Fee:** $45 plus supplies

**Kids Dog Training Class – 19FPEKDT**
This course is presented to help kids ages 7 to 15 learn about basic dog obedience, dog handling, safety around dogs, and responsible dog ownership. Also learn how to teach tricks to their dog. If kids don’t have a dog, but still want to participate, then a dog will be provided for them to work with in the class.
- **Instructor:** Elaine Wallace CT, APDT
- **Starts:** Thursday, September 5
- **Length:** 4 sessions, 4:00-5:00 pm
- **Fee:** $20
- **Supplies:** Dog, buckle collar, leash, soft treats (no retractable leashes, choke collars, or pinch collars)

**GREAT OUTDOORS**

**Basic Archery – 19FGOBA**
Come and learn the fundamentals of archery safety and proper form for executing the shot. Students will be instructed in proper form using the Genesis bow and arrows. Students will be allowed to shoot after demonstrating knowledge of safety rules and proper form. Families are welcome to join!
- **Instructor:** Tom “Big Bird” Ciak
- **Location:** Big Birds Bait 216 N Main Street Maryville
- **Starts:** Tuesday, October 22
- **Length:** 4 sessions, 6:00-8:00 pm
- **Fee:** $20 (plus supplies)

**Hunter Education (Firearm Safety) Skills Field Day – 19FGOHE**
Anybody completing online hunter education can participate in the skills field day. Register on-line for the course. If you need more information, contact the St. Joseph regional office at 816-271-3100 or www.mdc.mo.gov. You will receive your hunter education certification after completing the online hunter education course and the skills field day. This class is for any person 11 or older needing Hunters Education Certification. This is the skills portion only.
- **Instructor:** Nate Carr
- **Starts:** Saturday, August 31
- **Length:** 1 session, 8:00 am – 12:00 pm
- **Fee:** Free

**MO Concealed Carry Qualification Class – 19FGOMCCQC**
For Missouri residents only. Must be able to pass a background check and be at least 19 years of age. Only the classwork portion of the course will be held at Northwest Technical School.
- **Instructor:** Sarah Graham
- **Starts:** Saturday, September 14
- **Length:** 1 session, 8:00 am – 4:00 pm
- **Fee:** $125
- **Also Offered:** Saturday, November 9
- **Length:** 1 session, 8:00 am – 4:00 pm
- **Fee:** $125
### NW Technical School Schedule – Fall 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Instructor</th>
<th>Day</th>
<th>Time</th>
<th>Length</th>
<th>Fee</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/24</td>
<td>Missouri Farm Leases - NEW</td>
<td>Randa Doty</td>
<td>Tuesday</td>
<td>6:00 - 9:00 pm</td>
<td>1 session</td>
<td>$30, $15</td>
<td>NTS</td>
</tr>
<tr>
<td>9/17</td>
<td>Social Security: Timing is everything</td>
<td>Curtis J. Behrend, CFP, FIC, CLTC</td>
<td>Tuesday</td>
<td>6:30 pm</td>
<td>1 session</td>
<td>$25</td>
<td>NTS</td>
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<tr>
<td>11/8</td>
<td>Elaine Wallace, CT, APDT</td>
<td>Elaine Wallace, CT, APDT</td>
<td>Thursday</td>
<td>6:15 - 7:00 pm</td>
<td>8 sessions</td>
<td>$125</td>
<td>NTS</td>
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<tr>
<td>10/31</td>
<td>Farm and Small Business Record Keeping</td>
<td>Randa Doty</td>
<td>Thursday</td>
<td>9:00 am - 12 pm</td>
<td>4 sessions</td>
<td>$50</td>
<td>NTS</td>
</tr>
<tr>
<td>10/1</td>
<td>Your Family Heritage &amp; Genealogy</td>
<td>John Campbell</td>
<td>Tuesday</td>
<td>6:00 - 8:00 pm</td>
<td>3 sessions</td>
<td>$30</td>
<td>NTS</td>
</tr>
<tr>
<td>9/18</td>
<td>ACT Prep</td>
<td>Stacey Calfee</td>
<td>Wednesday</td>
<td>5:00 - 7:00 pm</td>
<td>2 sessions</td>
<td>$32</td>
<td>NTS</td>
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<tr>
<td>11/6</td>
<td>Clay Construction</td>
<td>Bonnie Scott</td>
<td>Tuesday</td>
<td>5:00 - 7:00 pm</td>
<td>2 sessions</td>
<td>$32</td>
<td>NTS</td>
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<tr>
<td>9/5</td>
<td>Trust Centered Training for Dogs - NEW</td>
<td>Patty Babby</td>
<td>Tuesday</td>
<td>4:00 pm</td>
<td>4 sessions</td>
<td>$289 plus book</td>
<td>NTS</td>
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<tr>
<td>11/2</td>
<td>Pain Relief Naturopathy</td>
<td>Shari Patterson</td>
<td>Tuesday</td>
<td>6:00 - 8:00 pm</td>
<td>1 session</td>
<td>$22</td>
<td>NTS</td>
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<tr>
<td>11/14</td>
<td>Gift with Natural Ingredients - NEW</td>
<td>Shari Patterson</td>
<td>Tuesday</td>
<td>6:00 - 8:00 pm</td>
<td>1 session</td>
<td>$15</td>
<td>NTS</td>
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<tr>
<td>1/11</td>
<td>Introduction to Beekeeping 101</td>
<td>NW MO Bee Busters</td>
<td>Saturday</td>
<td>1:00 - 5:00 pm</td>
<td>1 session</td>
<td>$12</td>
<td>NTS</td>
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<tr>
<td>2/8</td>
<td>Advanced Beekeeping 201</td>
<td>NW MO Bee Busters</td>
<td>Saturday</td>
<td>1:00 - 5:00 pm</td>
<td>1 session</td>
<td>$12</td>
<td>NTS</td>
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<tr>
<td>9/12</td>
<td>Puppy/Dog Training Basics</td>
<td>Amy Mathias</td>
<td>Thursday</td>
<td>5:00 - 5:50 pm</td>
<td>6 sessions</td>
<td>$40 per session</td>
<td>NTS</td>
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<tr>
<td>9/12</td>
<td>Holiday Decor - NEW</td>
<td>Holly Kathol</td>
<td>Wednesday</td>
<td>7:00 - 9:00 pm</td>
<td>1 session</td>
<td>$20</td>
<td>NTS</td>
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<tr>
<td>COURSE</td>
<td>INSTRUCTOR</td>
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<td>Babysitter’s Training</td>
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<td>Saturday</td>
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<td>Kids Dog Training Class</td>
<td>Elaine Wallace, CT, APDT</td>
<td>Thursday</td>
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<td>4 sessions</td>
<td>$20 plus supplies</td>
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<tr>
<td>Basic Archery</td>
<td>Tom “Big Bird” Ciak</td>
<td>Tuesday</td>
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<td>4 sessions</td>
<td>$20 plus supplies</td>
<td>Big Bird’s</td>
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<tr>
<td>Hunter Education Skills Field Day</td>
<td>Nate Carr</td>
<td>Tuesday</td>
<td>6:00 - 8:00 pm</td>
<td>4 sessions</td>
<td>$20 plus supplies</td>
<td>NTS</td>
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<td>MO Concealed Carry Qualification Class</td>
<td>Sarah Graham</td>
<td>Saturday</td>
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<td>1 session</td>
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<td>NTS</td>
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<td>$125</td>
<td>NTS</td>
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<tr>
<td>Online QuickBooks for Beginners</td>
<td>Rebecca Lobina</td>
<td>Friday</td>
<td>9:00 am - 12:00 pm</td>
<td>1 session</td>
<td>$70</td>
<td>NTS</td>
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<td>$70</td>
<td>NTS</td>
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<tr>
<td>How Computers Work</td>
<td>Nick Allee</td>
<td>Tuesday</td>
<td>6:00 - 8:00 pm</td>
<td>3 sessions</td>
<td>$39</td>
<td>NTS</td>
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<tr>
<td>Computer Concepts &amp; Applications</td>
<td>Nick Allee</td>
<td>Tuesday</td>
<td>6:00 - 8:00 pm</td>
<td>4 sessions</td>
<td>$59</td>
<td>NTS</td>
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<tr>
<td>Introduction to Python</td>
<td>Nick Allee</td>
<td>Tuesday</td>
<td>6:00 - 8:00 pm</td>
<td>4 sessions</td>
<td>$59</td>
<td>NTS</td>
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<tr>
<td>Welding Fundamentals</td>
<td>John Monjar</td>
<td>TBA</td>
<td>4:00 - 7:00 pm</td>
<td>7 sessions</td>
<td>$350</td>
<td>NTS</td>
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<tr>
<td>Basic Refinishing</td>
<td>John Monjar</td>
<td>Monday</td>
<td>6:00 - 8:00 pm</td>
<td>5 sessions</td>
<td>$38</td>
<td>Monjar’s Wood Shop</td>
<td></td>
</tr>
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</table>
**Normal vs. Not Normal Aging – 19FHCNNA**

This workshop helps learners understand and recognize the differences in “normal” and “not normal” aging. The workshop emphasizes the value of matching helping behaviors to the person’s needs and retained abilities to promote a sense of control and self-direction, and addresses typical issues that occur throughout the progression of dementia.

**Instructor:** Susan Hornbuckle and Bing Boettner  
**Starts:** Tuesday, August 27  
**Length:** 1 session, 4:00-6:00 pm  
**Fee:** $12

**“Positive Physical Approach™ (PPA) and Hand-under-Hand™ (HUH)” – 19FHCPPA**

This workshop focuses on positive physical approach to Care’s care partnering techniques, including Positive Physical Approach™ (PPA) and Hand-under-Hand™ (HUH). These newly learned skills enable care partners to shift from simply “dealing with the behaviors” to creating a positive and caring environment.

**Instructor:** Susan Hornbuckle and Bing Boettner  
**Starts:** Tuesday, August 27  
**Length:** 1 session, 6:15-8:15 pm  
**Fee:** $12

**Red Cross CPR – 19FHCCPR**

This hands-on course teaches you responses and skills for how to respond in emergency situations. Course content can include Adult or Child CPR skills. This course can be tailored to meet the needs of the group wanting to take or up-date their CPR skills.

**Fee:** $40

Offered the 1st Monday’s of each month October 7, November 4, December 2 from 6:00-9:00 pm  
Class will be cancelled if at least 8 students are not enrolled. **Call 660-671-1283 to enroll!**

**Red Cross Basic First Aid – 19FHCFA**

This hands-on course teaches you responses and skills for Basic First Aid. This course can be tailored to meet the needs of the group wanting to take or up-date their First Aid skills.

Offered 1st Monday of each month October 7, November 4, December 2 from 6:00-9:00 pm  
Class will be cancelled if at least 8 students are not enrolled. **Call 660-671-1283 to enroll!**  
**Fee:** $40

**TABE Testing**

Enrollees in EMT Class must meet certain grade level standards which are established through the TABE Test. Contact Northwest Technical School Office at 660-562-3022, to schedule a testing date. **Cost: $20**

**CNA & CMT Challenge Exams – 18FHCCNACMTC**

This exam is for the individual who meets special criteria and wants Missouri CNA or CMT Certification. Must have a letter of approval from the Missouri Department of Health and Senior Services.

**By appointment only – call 660-671-1283**  
**Cost:** $150 + certification fee

**Certified Nursing Assistant – 19FHCCNA**

Receive 75 hours of classroom training as a nurse assistant in skilled residential care. Classroom study coincides with 100 hours of clinical training at your place of employment. Cost includes certification exam.

**Instructor:** Susan Hornbuckle & Linda Jenkins  
**Starts:** On Demand (Tues/Thurs) 4-8 pm  
**Length:** 19 sessions  
**Fee:** $800 plus $60 text

**Certified Medication Technician (CMT) (Includes Insulin Administration) – 19FCCMTC**

Upgrade your CNA skills to become a medication technician in a skilled care facility. The four hour insulin administration component certifies a medication technician to administer insulin in a skilled health care facility. Call for details if you only need the insulin administration component. Students must be an active CNA for 6 months, take and pass a TABE test, and have a letter of recommendation from a DON or administrator.

**Starts:** When 10 enroll  
**Length:** 60 class hours, 8 clinical hrs. and 2 final hrs.  
**Fee:** $425 tuition, plus book  
**Insulin Certification:** $25.00
Interested in becoming a nurse?
Let NCMC help you achieve your goal!

Practical Nursing and Associate Degree Nursing Programs offered in Maryville at Northwest Missouri Tech School. A+ eligible programs!

For more information call 660-562-4185 or contact Aimee Riley at ariley@mail.ncmissouri.edu

North Central MISSOURI COLLEGE
www.ncmissouri.edu

Northwest Technical School
American Red Cross CPR & First Aid
We can offer courses for your business or industry at your place or ours.

Emergency Medical Technician – 19FHCCEMT
This course requires pre-requisites for the class or a TABE and an interview process. Students completing this program will be eligible for state licensure as EMT’s and will be licensed to work in hospital emergency rooms. Accredited by the Bureau of EMS State of MO. This course exceeds national curriculum requirements. Any certified EMT needing additional CEU’s call 660-671-1283 to enroll in a segment of this course to meet requirements.

Starts: Fall 2019, 6:00-10:00 pm
alternating Tues/Thurs and Mon/Wed
Fee: $1000 plus testing and supply fees

EMT-B CEU Classes – 19FHCEMTB
Classes will coincide with regular EMT course schedule at NTS. Pre-registration required 3 days prior to class date to schedule testing and get certification.

Starts: Call for schedule
Tuesday/Thursday, 6:00-10:00 pm
Fee: $15 per class

IV Therapy for LPNs – 19FIVT
Prerequisite: Must be Licensed Practical Nurse.
The LPN will use knowledge, skills and competencies required to perform such therapy safely and in accordance with the Missouri Nursing Practice Act. The course includes forty (40) hours of classroom instruction. The arrangement of eight hours required clinical is the responsibility of the student.

Starts: When 10 enroll
Length: 14 sessions, 40 hrs. classroom, 8 hrs. clinical
Fee: $289 (plus book)

Food Handler’s Course

Nodaway Co. Health Department
1st Thursday of Each Month
1:30 pm at 2416 S. Main, Maryville

- Employee practices
- Monitoring food temperatures
- Working with food
- Safe food storage
- Cleaning

A certificate, valid for 3 years, will be awarded upon completion of course.

For those interested in taking the course, it is recommended you call ahead to reserve a seat.
660-562-2755 • No Charge for Course
Online QuickBooks for Beginners – NEW – 19FOQB
In 3 hours, learn the basics of using all the functions of QuickBooks online including (1) how to properly enter expenses and income (2) utilizing the check register (3) printing checks (4) reconciling your bank statement (5) making deposits (6) creating invoices (7) manage & pay bills (8) creating multiple users and limiting access. Plus, get your questions answered.

Instructor: Rebecca Lobina
Starts: Friday, October 11
Length: 1 session, 9:00 am-12:00 pm
Fee: $70

Also Offered: Friday, February 7, 2020
Length: 1 session, 9:00 am-12:00 pm
Fee: $70

Computer for the Absolute Beginner – 19FCAB
This class is designed for people who have little to no experience with computers and would like to begin developing this skill. We will focus on the most basic skills: turning the machine on and off, using the mouse, navigating Windows, internet browsing, keyboard shortcuts, Google applications, and email.

Instructor: Nick Allee
Starts: Tuesday, September 3
(Tues/Thurs Sept 3, 5, 10 and 12)
Length: 4 sessions, 3:00-5:00 pm
Fee: $59

How Computers Work – NEW – 19FCHCW
This class will focus on what makes computers run, the different components of a computer, what software is, how networking and the internet work, as well as delving into the idea of present-day operating systems and how they work. This class is less hands on and provides a deeper knowledge behind how computers function. This class is an entry level class and has no requirements so all info will be explained at the most basic level of computer understanding.

Instructor: Nick Allee
Starts: Tuesday, September 24
(Tues/Thurs Sept 24, 26 and Oct 1)
Length: 3 sessions, 6:00-8:00 pm
Fee: $39

Practical Computer Concepts and Applications – NEW – 19FPCCA
This 4 session class teaches the importance of programs and concepts to become a well-rounded computer user. From using antivirus software and the task manager to managing backups and updates, this class has a little bit of everything necessary to keep your computer fast and secure. If there is time at the end we will also go over up and coming applications to know about for the future.

Instructor: Nick Allee
Starts: Tuesday, October 15
(Tues/Thurs Oct 15, 17, 22, 24)
Length: 4 sessions, 6:00-8:00 pm
Fee: $59

Introduction to Python – NEW – 19FCIP
This class teaches the basics of programming through the python language. Basic computer knowledge is required. This course will teach how to create your very own computer programs. This course will begin with the basics of printing text, logical operators and using variables and then dive into for loops and data structures available in Python. For the final session we will learn how to graph equations and data.

Instructor: Nick Allee
Starts: Tuesday, November 12
(Tues/Thurs Nov 12, 14, 19, 21)
Length: 4 sessions, 6:00-8:00 pm
Fee: $59
Users.

Formulas and formatting to enhance the basic spreadsheet for various business or home use.

Proper safety techniques will be demonstrated and emphasized throughout the course.

This class uses a hands-on approach and will offer the newcomer training in the basics of computer and keep it running at its best possible performance.

Instructor: Hayden Rainey

Location: Monjar’s Wood Shop-990 South Hester

Session 1: Learn about all of the parts of a computer and how they can work for you.

Session 2: Learn to use Windows 10 and how you can organize and navigate your computer.

Session 3: Learn the basics of word processing. Topics covered will be formatting of text and graphics, and an overall acquaintance with the features of Microsoft Word. There will be time set aside for special requests if there is a topic that someone would like to be covered.

Session 4: Set up a spreadsheet with simple formatting and simple formulas. Develop the use of formulas and formatting to enhance the basic spreadsheet for various business or home use.

Fee: $38 (Call 660-582-8311 for a supply list)

Length: 2 sessions 3:00-5:00 pm

Starts: Monday October 1

Instructor: Hayden Rainey

Adobe Value Suite

Interested in digital design and photo editing? This discounted group of courses teaches you the basics of Adobe’s powerful image and graphic design software.

Quickbooks 2016 Series

Master the fundamentals and more advanced functions of QuickBooks 2016. Learn everything from creating statements to using batch invoicing and managing journal entries.

Web Design Value Suite

Create your own webpages and websites after learning everything from web design layout to CSS3/HTML5 and JavaScript.

Writing and Editing Value Series

Brush up on your grammar, writing, and editing skills with this discounted bundle of online courses!

Accounting Fundamentals Series

If you’re interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

Presentation Skills Suite

Learn everything you need to know to master public speaking, create PowerPoint presentations, and incorporate humor into your presentation delivery.

SQL Series

SQL is one of the most requested skills from today’s data-driven employers. Learn the coding language in these easy to follow online courses.

Grant Writing Suite

Learn everything you need to know to start writing grant proposals and consult or volunteer for non-profit, public foundations.

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These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new course sessions monthly. Visit our website to view start dates for the courses that interest you.

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Online Discussion Areas

6 Week Format

Expert Instructor

Monthly start sessions

Enroll Now!
Welding Fundamentals – 18FTWF
A 20 hour program specially designed to gain knowledge in welding repair. Students will be exposed to Oxy-fuel cutting and brazing, Shielded Metal Arc welding (stick) and Gas Metal Arc welding (MIG).

  - **Starts:** On demand
  - **Length:** 7 sessions, 4:00-7:00 pm
  - **Fee:** $350

Basic Refinishing – 19FTBR
This class uses a hands-on approach and will offer the newcomer training in the basics of refinishing. Students will bring a small project (chair or table) to refinish in class. Proper safety techniques will be demonstrated and emphasized throughout the course.

  - **Instructor:** John Monjar
  - **Starts:** Monday, September 9
  - **Location:** Monjar’s Wood Shop, 990 South Hester
  - **Length:** 5 sessions, 6:00-8:00 pm
  - **Fee:** $38 (Call 660-671-1283 for a supply list)

FIVE EASY WAYS TO REGISTER

**PHONE IN:** 660-671-1283 - Ask for Lori Tally

**WALK-IN:** You may register in person at Northwest Technical School Office Hours: Monday-Friday from 8 a.m. to 4 p.m.

**MAIL-IN:** You may register by completing the registration form and mailing it with your fee to Community Education, 1515 South Munn, Maryville, MO 64468

**FAX:** You may register by fax using VISA or MasterCard. Complete the registration and fax to 660-562-2010

**EMAIL:** tally@maryviller2.com

ENROLL TODAY – CALL 660-562-3022

Classes begin in August

*All classes scheduled as requested*

Make your payment by *Cash* *Check* *VISA* *MasterCard*

GIFT CERTIFICATES AVAILABLE!

Give a class as a gift. Buy a gift certificate in any amount which can be applied to the cost of tuition. For more information please call 660-671-1283 or email Lori at tally@maryviller2.com.
2019 FALL REGISTRATION FORM

Please mark your calendar with class information. You are enrolled as soon as we receive this form and payment of fees. You will not be notified unless difficulty is encountered.

NAME: ____________________________________________________________

ADDRESS: __________________________________________________________

CITY: _____________________________ ZIP: __________

DAYTIME PHONE: __________________________

EVENING PHONE: __________________________

EMAIL: ____________________________________________________________

METHOD OF PAYMENT:

CASH ____ CHECK ____ VISA _________ MASTERCARD _______

CARD NUMBER ___________________________ EXPIRES ______

PLEASE ENROLL ME IN:

COURSE TITLE TIME DATE FEE

____________________________________

____________________________________

____________________________________

TOTAL ______

Make checks payable to: Maryville R-II
Enclose fees & mail to: COMMUNITY EDUCATION
1515 S. MUNN
MARYVILLE, MO 64468

I have read and understand the registration and refund policy for Community Education classes.

Signature ________________________________ Date __________
SAFETY CLASSES
in conjunction with
St. Joseph Safety & Health Council

OSHA GENERAL INDUSTRY TRAINING
Oct. 29, 2019, 8 am to 4 pm & Oct. 30, 2019, 8 am to Noon

FORKLIFT TRAINING
December 3, 2019 from 8 am to 12 Noon

CONFINED SPACE ENTRY
November 4, 2019 from 8 am to 4 pm

OSHA CONSTRUCTION
Call for Details - 660-671-1283

ALL CLASSES IN MARYVILLE AT NTS
http://www.stjoesafteycouncil.org

Let’s get to work!
Employment and Life Skills Workshop
This workshop will guide job seekers through effective interview techniques, job search strategies and provide up-to-date job leads. You will learn goal setting and communication techniques to help you in life and employment.

1:00 pm to 3:00 pm
Classes offered Monthly on the 4th Tuesday and Wednesday
(Participants must attend both consecutive days.)
at the Missouri Job Center
114 West 3rd St., Maryville

For more information contact:
Rita Wallinga, rita@nwmorcoc.org
660-582-8980

Sponsored by Catholic Charities of Kansas City & St. Joseph and The Missouri Job Center

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