

Adult & Community

# Education

## 2024 Spring Course Schedule

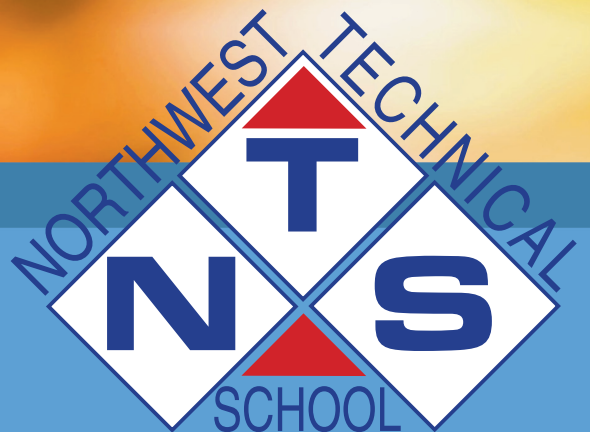


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1515 South Munn Maryville, MO 64468

(660) 562-3022

<https://nts.maryville.k12.mo.us/o/nts>



## Table of Contents

Important Information .....	2
Personal Enrichment-Fun .....	3, 4, 5
Health & Well-Being.....	5, 6
Art & Crafts.....	7
Schedule Glance.....	8, 9
Cooking.....	10
Youth .....	11
Technical.....	11
Health Care.....	12
Business & Computers .....	13
Dance & Music.....	13

*To see course dates, times and  
instructors at a glance see Pg. 8 & 9*

### 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, 1501 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, 1501 S. Munn, Maryville, MO 64468; telephone number 660-562-3255.

## IMPORTANT INFORMATION

*All Course Information in this  
Catalog is Subject to Change*

**SCHEDULE CHANGE:** Formation of classes depends on sufficient enrollment. Community Education reserves the right to revise class schedules if needed. The information in this publication is based on conditions at printing and is subject to change.

**CEUs:** The Continuing Education Unit is credit offered for vocationally related courses. One credit is given for every 10 hours of instruction. Courses earning CEU credits are computer, child care, health care and technical classes.

**BOOKS AND SUPPLIES:** Costs are included in the registration fees unless otherwise specified. Books are available in the Community Education Office at the first class.

**FACILITIES:** Classes are held at Northwest Technical School unless specified otherwise in the course description.

**ENROLLMENT:** Anyone may enroll in classes. Classes arranged for younger people will indicate an acceptable age range in the course description.

**CANCELLATION DUE TO WEATHER:** Whenever classes in the public schools are cancelled due to weather, Community Education classes are also cancelled. All cancellations will be announced on local media. Or dial 660-562-3022 for questions.

**REFUNDS:** A full refund or credit will be made if (1) Community Education cancels a class, (2) a class is full at the time your registration is received, or (3) a refund is requested 24 hours before the first class is held. NO refunds will be given after a class meets. Refunds may require four to six weeks to process.

**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, the administration, and the Maryville Board of Education. 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 therein.

*Equal Opportunity Employer  
complying with Title IX Section 504.*

# PERSONAL ENRICHMENT - FUN

## **Sign Language---NEW--24SPESL**

This class is designed for students who know some basic sign language. We will build on the basics to expand the student's knowledge of sign language. The students will be working on projects and games to learn the new language. New language learners are welcome too!

**Instructor:** Marcy Gilmore

**Starts:** Tuesday, February 6 (Tuesday's and Thursday's)

**Length:** 8 sessions 6:30 pm to 8:00 pm

**Fee:** \$75

## **Introduction to Applied Behavior Analysis (ABA)— NEW--24SPEIABA**

Applied Behavior Analysis (ABA) is a well-developed, research-based, scientific discipline among the helping professions that focuses on the analysis, design, implementation, and evaluation of social and other environmental modifications to produce meaningful changes in human behavior. ABA is not only an evidence-based practice for people diagnosed with Autism, it is also proven to be effective for other diagnoses such as ADHD and Depression. ABA may also be beneficial for neuro-typical, or "typically-developing", individuals as well. Behavior is all around us—which means ABA can be applied to almost anything or anyone who demonstrates observable and measurable behavior. ABA is used in animal training, classroom management, substance abuse disorders, individuals with autism or developmental disabilities, and can be used with any person for self-management.

**Instructor:** Tenna Hazen, BCBA

**Starts:** Tuesday, February 6 (meets February 6, 13, & 20)

**Length:** 3 sessions 5:30 pm to 6:30 pm

**Fee:** \$30

## **Introduction to Applied Behavior Analysis-with A Focus on Education---NEW--24SPABAFE**

Introduction to a scientific approach that can help caregivers and educators address challenging behaviors and learn strategies that can be used in the home, in school settings, and anywhere behaviors exist. ABA can be used to teach new skills and improve lives through behavior change.

**Instructor:** Tenna Hazen, BCBA

**Starts:** Tuesday, January 16 (meets January 16, 23 & 30)

**Length:** 3 sessions 5:30 pm to 6:30 pm

**Fee:** \$30

## **Social Security---Take Full Advantage of Your Benefits---24SPEYFFP**

You have been paying into Social Security for many years now. But what kind of benefit will it provide for you? When should you start taking your benefits? And will it even be able to pay you what you have been promised? Join us for this workshop when these questions, and many more, will be answered.

**Instructor:** Curtis J. Behrend, CFP, Financial Consultant

**Starts:** Tuesday, February 13

**Length:** 1 session 6:30 pm to 8:00 pm

**Fee:** free

## **5 Concepts to Retire with Confidence----24SPERC**

There are many questions you probably have about how to transition from your working years to your retirement years. Questions like: How much income do we need to continue our current lifestyle in retirement? or How can I keep your investments invested in the stock market while also providing ourselves with a secure income to ride out market fluctuations? Join us for this workshop to find out answers to these questions and to obtain other concepts you should be considering in preparation for retirement.

**Instructor:** Curtis J. Behrend, CFP, Financial Consultant

**Starts:** Tuesday, March 12

**Length:** 1 session 6:30 pm to 8:00 pm

**Fee:** free

## **Craft Beer Tasting Class: ---24SPECB**

Black Pony Brewing Company: Craft Beer tasting class: Join our head brewer, DJ Gregory as he shares his knowledge of craft beer and explains the entire brewing process. You will then sample a selection of our craft beer and discuss flavors and feel of each. During the class, you will enjoy a tour of our brew house and a complementary pint of your choice. Must be 21 years or older.

**Instructor:** Black Pony Brewing Company, DJ Gregory

**Starts:** Thursday, February 29

**Location:** Black Pony Brewing Company, 101 E 4th Street

**Length:** 1 session 6:30 pm to 8:30 pm

**Fee:** \$25

## **Dying with Ice:--24SPETD**

Shake off the winter chill as we experiment with ice dying. A variety of colors will be available as you create a beautiful t-shirt that is sure to bounce you into warmer weather. As we are working with dye, please wear old clothing and shoes. T-shirts should be washed, but new or old 100% cotton shirts are acceptable. This activity is located outside the NTS entrance. Kids are welcome to register with an adult.

**Instructor:** Davina Gilham

**Starts:** Monday, May 20

**Length:** 1 session 3:30 pm to 5:00 pm

**Fee:** \$12

## **Your Family Heritage & Genealogy-24SPEFH**

Understanding 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. Databases and search techniques to try and help break through those brick walls your stuck at. 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. New developments in DNA research on MtDna for males. Which DNA companies are the best for data. On-line genealogy research, vs. boots on the ground research, what are the benefits or disadvantages.

**Instructor:** John Campbell

**Starts:** Tuesday, March 5 (meets March 5, 12 & 19)

**Length:** 3 sessions 6:00 pm to 8:00 pm

**Fee:** \$30



### **An Introduction to Voiceovers—24SPEATV**

“Wow, you have a great voice!” Have you heard that more times than you can count? Or maybe you listen to your favorite audiobooks, commercials, or cartoon characters and think, “I could do that!” Want to earn income using your talents from the comfort of your home? If so, then you could have what it takes to begin working as a professional Voiceover Artist. Explore the voiceover industry with your instructor, a professional, working voice actor from Voices for All, in a one-on one, personalized, video chat setting. Discover the current trends in the industry and how easy and affordable it can be to learn, set up and work from home. In this onetime, 90-minute, introductory class, you’ll also learn about the different types of voiceovers and the tools you’ll need to find success. Your instructor will record you as you read a real script, then offer you some coaching so you can improve your delivery, taking notes on your performance to create a professional voiceover evaluation Voice Acting Education...Redefined! delivered to you in a follow up call.

**Learn more:** <http://www.voicesforall.com/ooo>

18 and over. You owe it to yourself to finally explore the possibilities of this fun and rewarding field! Upon registration you will be contacted by VFA to schedule your class for a day and time of your convenience.

### **Instant Piano for Hopelessly Busy People-----24SPEIP**

In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. Learn to play piano the way professionals do—using chords. The chord method is LOTS of fun and dramatically easier to learn than reading notes. Fee includes the online book, online follow up lessons, a recording of the class and also an optional periodic question and answer session. Class is held online using zoom and is partly hands on instruction and partly lecture demonstration.

**Instructor:** Craig Coffman

**Starts:** Monday, April 1

**Length:** 1 session 6:30 pm to 9:30 pm

**Location:** Zoom Session

**Fee:** \$69 per person

### **ACT Prep—24SPEACTP**

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, January 31 (meets January 31, Feb 7, Feb 14, 21, 28 and March 6)

**Length:** 6 sessions 5:30 pm to 7:30 pm

**Fee:** \$60



### **Instant Guitar for Hopelessly Busy People-----24SPEIG**

In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment, and you won’t have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Fee includes the online book, online follow up lessons, a recording of the class and also, an optional periodic question and answer session. Class is held online using zoom and is partly hands on instruction and partly lecture/demonstration. For ages 13+.

**Instructor:** Craig Coffman

**Starts:** Tuesday, April 2

**Length:** 1 session 6:30 pm to 9:00 pm

**Location:** Zoom Session

**Fee:** \$69 per person

### **Introduction to Bee Keeping 101--- 24SPEBK**

Have you thought about what it would take to be a Bee Keeper? Learn the basics of Bee Keeping and decide whether or not you would like to pursue the adventure of building a hive, taking care of Bee’s, and maintaining Bee’s. 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 Bee Keeper.

**Instructor:** NW MO Bee Busters

**Starts:** Saturday, January 13

**Length:** 1 session 1:00 pm to 5:00 pm

**Fee:** \$12



### **Bee Keeping 201---24SPEBK2**

This class brings to you more advanced techniques of Bee Keeping. Learn how to 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 Bee Keeper learn what to look for to maintain a healthy hive.

**Instructor:** NW MO Bee Busters

**Starts:** Saturday, February 10

**Length:** 1 session 1:00 pm to 5:00 pm

**Fee:** \$12

### **Practical Soil Fertility and Crop Nutrition---NEW- 24SPSFCN**

This class consists of five sessions of soil fertility targeted to area row crop, small grain and forage producers. Sessions will focus on liming, nitrogen sources including rates, timing, sources and biologicals, phosphorus and potassium, secondary and micronutrients, soil sampling, understanding soil tests and tissue testing.

**Instructor:** Wayne Flanary, Field Specialist in Agronomy, University of Missouri Extension

**Starts:** Monday, January 22 (Meets January 22, 29, February 5, 12 & 19)

**Length:** 5 sessions 6:00 pm to 9:00 pm

**Fee:** \$60 includes materials

### **Pre-Class Meeting for Zen Pups:—24SPEPC**

Learn about all the fun and exciting perks of joining Zen Pups. Attend this meeting without your dogs and we will cover all areas of this class to see if it is a good fit for you and your canine buddy. This is an information meeting only. No dogs are to attend.



**Instructor:** Elaine Wallace, Certified Dog Trainer, Pet Partner Instructor and Evaluator, AKC Evaluator, Zigzag puppy consultant  
**Starts:** Saturday, April 6  
**Length:** 1 session 10:00 am to 11:00 am  
**Fee:** Free

### **Zen Pups:--24SPEZP**

Come join us to learn how to have a better relationship with your dog. We will be teaching skills and manners in a unique game-based way. We would love to have you and your pup join us. Canine Good Citizen testing will be available on the last day of class for no additional charge. No prong collars, choke chains or shock collars allowed in class. Certificate of proof of Rabies immunization is required before starting class.

**Instructor :** Elaine Wallace, Certified Dog Trainer, Pet Partner Instructor and Evaluator, AKC Evaluator, Zigzag puppy consultant  
**Starts:** Saturday, April 13 (meets April 13, 20, 27, May 4, 11 & 18)  
**Length:** 6 sessions 10:00 am to 11:00 am  
**Fee:** \$125

## **HEALTH AND WELL-BEING**

### **Taking Care of You—NEW—24SHWTC**

Are you stressed out? Do you feel like you never have a chance to calm down in life? Then this class may be for you. Taking Care of You is a multisession program offering practical strategies and experiences to help people deal with the stress in their life. The program's activities are aimed at increasing mindfulness, positive emotions, optimism, resiliency to stress, coping skills and self-care of the body, mind and spirit.

**Instructor:** Katie Pemberton  
**Starts:** Thursday, April 11 (meets April 11, 18, 25, May 2, 9, 16, 23, 30)  
**Length:** 8 sessions 10:00 am to 11:00 am  
**Fee:** \$40

### **Master Gardener (EMG) Training—NEW-24SHWMG**

Want to learn more about gardening? Do you have a passion for sharing gardening information and making your community a more beautiful place? Join us for the Extension Master Gardener (EMG) Training in the northwest area. This program's train-the-trainer mission is sharing research-based horticulture information with the public through educational outreach.

#### **EMG training will help you:**

- Gain new horticulture knowledge and become a community resource for science-based information
- Educate adults and children about the gardening benefits
- Meet fellow gardeners

**Jan 22:** Introduction and Orientation

**Jan 29:** Soils

**Feb 5:** Plants and their Environment

**Feb 12:** Herbaceous Ornamentals

**Feb 19:** Woody ornamentals (Class held at Nodaway County Administration Center)

**Feb 26:** Vegetable Gardening

**Mar 4:** Home Lawn Care

**Mar 11:** Landscape Design

**Mar 18:** Plant Health and Diseases

**Mar 25:** NO CLASS

**April 1:** Home Fruit Production (Class held at Nodaway County Administration Center)

**April 8:** Plant Propagation

**April 15:** Insects, IPM, & Environmental Stewardship

**April 22:** Special Topics

**April 29:** Project Presentations

**May 6:** Graduation Celebration

#### **Program requirements:**

- Access to a computer, internet, and email address
- A desire to learn, work completion, and readiness to volunteer on Master Gardener projects
- Attendance at all sessions is essential. Only 3 absences are allowed and must be made up
- Class projects are required and will help you learn how to teach gardening to others
- Following graduation, complete 30 hrs in approved Master Gardener projects. If you do not want to volunteer, consider:
  - Starting a Garden mini-series program: learn gardening basics, no volunteer requirements
  - MU EMG online training
- Min. age = 16 yrs
- A desire to volunteer
- Horticulture knowledge and skills are not required

**Instructor:** Gwenlyn Funk, Field Specialist in Horticulture, University of Missouri Extension

**Starts:** Monday, January 22

**Length:** 15 sessions 2:00 pm to 5:00 pm

**Fee:** \$205 (includes EMG Core Manual)

### **Starting a Vegetable Garden: --NEW--24SSVG**

Learn the basics from garden planning to garden management—topics to assist beginning home gardeners successfully grow their own vegetable garden. (2 Part Series)

#### ***Part 1 (Spring Semester) 5 Sessions, 1.5 hours each***

- Jan 30: Garden planning
- Feb 6: Cool season vegetables
- Feb 13: Warm season vegetables
- Feb 27: Soils
- Mar 5: Special topics (to be determined by participants: herbs, specialty crops, containers, etc)

**Instructor:** Gwenlyn Funk, Field Specialist in Horticulture, University of Missouri Extension

**Starts:** Tuesday, January 30 (Tuesday's January 30, February 6, February 13, February 27 & March 5)

**Length:** 5 sessions 10-11:30 am

**Fee:** \$55 (includes gardening notebook, handouts, hands-on activities with take-home items)

#### ***Part 2 (Summer Semester) 3 sessions, 1.5 hours each***

- June 4: Diseases
- June 11: Insects
- June 25: Weeds

**Instructor:** Gwenlyn Funk, Field Specialist in Horticulture, University of Missouri Extension

**Starts:** Tuesday, June 4 (Tuesday's June 4, June 11, & June 25)

**Length:** 3 sessions 10:00 am to 11:30 am

**Fee:** \$45 (includes gardening notebook, handouts, hands-on activities)

### **Pressure Canning --24SHWCS**

Learn the basics of canning at home safely. In this class we will learn about safe canning procedures and then can fresh produce using a pressure canner. This class is designed for those who are new to canning as well as those who need a refresher on safe canning procedures.

**Instructor:** Debbie Bennett, Nutrition and Health

Education Specialist for University of Missouri Extension

**Starts:** Tuesday, April 16 5:30 pm to 8:00 pm

**Length:** 1 session

**Fee:** \$25

### **Growing Fresh Herbs----24SHWNHR**

Learn how to grow fresh herbs from seed or plant. Basil, garlic, thyme and parsley are just a few of the herbs you will learn about.

**Instructor:** Shari Patterson

**Starts:** Saturday, February 17

**Length:** 1 session 1:00 pm to 3:00 pm

**Fee:** \$15

### **First Aid with Herbal and Natural Remedies--24SHWFAHNR**

During this class we will go over the basics of developing a first aid kit using herbal application.

**Instructor:** Shari Patterson

**Starts:** Saturday, March 9

**Length:** 1 session 1:00 pm to 3:00 pm

**Fee:** \$15

### **Eating to Beat Inflammation----24SHWAICC**

Learn how using food choices can minimize inflammation.

**Instructor:** Shari Patterson

**Starts:** Saturday, January 27

**Length:** 1 session 1:00 pm to 3:00 pm

**Fee:** \$15

### **Exploring A New World---NEW-24SHWEANW**

A look at current events with new eyes. Understanding change. What is karma. A daily search for bliss and joy. Conversations worth participating in or just listening. Excited to see the curiosity seekers.

**Instructor:** Sue Hickey

**Starts:** Thursday, February 1 (meets February 1, 8, 15, & 22)

**Length:** 4 sessions 7:30 pm to 8:30 pm

**Fee:** Free

## **Nodaway County Health Center**

### **Wellness Services**

Deanna Bowers, our registered dietitian, provides wellness and nutrition services to organizations or work places. These include:

- Group Classes
- Basic Nutrition Education
- Disease or Age Specific Education
- Healthy Cooking
- School Programs
- Organization/Parents Programs
- Employee Wellness Programs
- On-Site Lunch and Learns
- Health Fairs



Contact:  
deannabowers@nodawayhealth.org  
(660) 562-2755

## **Maryville Early Childhood Center** **PARENTS AS TEACHERS**

**YOU ARE YOUR CHILD'S FIRST AND MOST INFLUENTIAL TEACHER. JOIN OUR FREE EARLY CHILDHOOD PROGRAM TODAY!**

**Contact us today: 660-562-3915**

<https://mecc.maryville.k12.mo.us/o/mecc/page/parents-as-teachers>  
[pohrene@maryviller2.com](mailto:pohrene@maryviller2.com)



# ARTS & CRAFTS

## Introduction to Rug Braiding—24SACWRB

Come learn about the different materials that can be used to make a braided rug or a runner for your home. The 1st session will be picking out the size of your project and estimating fabrics and the size of your rug or runner. The 2nd session will be braiding and lacing your rug or runner.

**Instructor:** Caroline Petersen

**Starts:** Tuesday, March 12 & 19

**Length:** 2 sessions 6:00 pm to 7:00 pm

**Fee:** \$20

## Kindred Spirits Painting Class—24SAKP

Even if you have never picked up a brush, but always wanted to paint, then come and join me. Acrylic paint on canvas. Each class will take home a finished painting. We will kick off the semester with a cute painting of crows. All supplies are included in the class fee. Just bring your smile and a desire to learn something new!

**Instructor:** Elaine Wallace

**Starts:** Saturday, April 6

**Length:** 1 session 11:30 am-2:30 pm

**Fee:** \$35 per person

**Also Offered**

**Starts:** Saturday, May 4

**Length:** 1 session 11:30 am 2:30 pm

**Fee:** \$35 per person

## Acrylic Pouring— 24SCPO

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:** Tuesday, April 9 & 16

**Length:** 2 sessions 7:00 pm 9:00 pm

**Fee:** \$22

## Beginning Watercolor-24SCCBWP

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, April 4 (meets April 4, 11, 18 & 25)

**Length:** 4 sessions 7:00 pm to 9:30 pm

**Fee:** \$75 (plus supplies)

THE ST. JOSEPH SAFETY & HEALTH COUNCIL PRESENTS...

## THE DRIVER'S PERMIT ACADEMY in Kansas City & St. Joseph!

Both in-class and virtual class options are available.

**Classes at St. Joseph Safety & Health Council,  
3131 Frederick Ave., Suite 220, St. Joseph**

and

**Classes at 2nd Floor Meeting Room, Admin  
Building, 415 Third St., Platte City**

Cost: \$40 per student. Limit 25 students in-person per class.  
Please note: This is for students seeking Instruction Permit only.

*No hands on driving instruction will be taking place during this class.*

**Register online at [www.stjoesafetycouncil.org](http://www.stjoesafetycouncil.org)**

### TOPICS COVERED WILL INCLUDE:

- Defensive Driving
- Occupant Restraints
- Road Sign Recognition
- The Missouri Driver's Guide
- Rules of the Road
- Practice Written Test(s)

**Let us help you prepare your soon-to-be drivers!**

Contact the Safety Council if you have questions about our Teen Driver's Education program, which is driving instruction designed for permitted teens who are working toward obtaining their intermediate driver's licenses.



**A Better Life!**

**Maryville AEL**

Adult Education

• High School Equivalency Preparation • Workplace Skills

For a Northwest Missouri class near you, call:

**660-582-5615**



**MISSOURI**

Adult Education

& Literacy **FREE**

**Classes**

[haile@maryviller2.com](mailto:haile@maryviller2.com)

**Enroll in Classes NOW!!**

NW TECHNICAL SCHOOL SCHEDULE – SPRING 2024

DATE	COURSE	INSTRUCTOR	DAY	TIME	LENGTH	FEE	LOCATION
PERSONAL ENRICHMENT - FUN							
2/6	Sign Language---NEW	Marcy Gilmore	Tuesday	6:30 pm to 8:00 pm	8 sessions	\$75	NTS
2/6	Introduction to Applied Behavior Analysis ---NEW	Tenna Hazen	Tuesday	5:30 pm to 6:30 pm	3 sessions	\$30	NTS
1/16	Intro to ABA-with A Focus on Education---NEW	Tenna Hazen	Tuesday	5:30 pm to 6:30 pm	3 sessions	\$30	NTS
2/13	Social Security---Take Full Advantage of Your Benefits	Curtis J. Behrend	Tuesday	6:30 pm to 8:00 pm	1 session	Free	NTS
3/12	5 Concepts to Retire with Confidence	Curtis J. Behrend	Tuesday	6:30 pm to 8:00 pm	1 session	Free	NTS
2/29	Craft Beer Tasting Class	DJ Gregory	Thursday	6:30 pm to 8:30 pm	1 session	\$25	101 E 4th St
5/20	Dying with Ice	Davina Gilham	Monday	3:30 pm to 5:00 pm	1 session	\$12	NTS
3/5	Your Family Heritage & Genealogy	John Campbell	Tuesday	6:00 pm to 8:00 pm	3 sessions	\$30	NTS
	An Introduction to Voiceovers	Learn more: <a href="http://www.voicesforall.com/ooo">http://www.voicesforall.com/ooo</a>					
4/1	Instant Piano for Hopelessly Busy People	Craig Coffman	Monday	6:30 pm to 9:30 pm	1 session	\$69 per person	Zoom
4/2	Instant Guitar for Hopelessly Busy People	Craig Coffman	Tuesday	6:30 pm to 9:00 pm	1 session	\$69 per person	Zoom
1/31	ACT Prep	Stacey Calfee	Wednesday	5:30 pm to 7:30 pm	6 sessions	\$60	NTS
1/13	Introduction to Bee Keeping 101	NW MO Bee Busters	Saturday	1:00 pm to 5:00 pm	1 session	\$12	NTS
2/10	Bee Keeping 201	NW MO Bee Busters	Saturday	1:00 pm to 5:00 pm	1 session	\$12	NTS
1/22	Practical Soil Fertility and Crop Nutrition---NEW	Wayne Flanary,	Monday	6:00 pm to 9:00 pm	5 sessions	\$60 plus materials	NTS
4/6	Pre-Class Meeting for Zen Pups	Elaine Wallace	Saturday	10:00 am to 11:00 am	1 session	Free	NTS
4/13	Zen Pups	Elaine Wallace	Saturday	10:00 am to 11:00 am	6 sessions	\$125	NTS
HEALTH AND WELL-BEING							
4/11	Taking Care of You---NEW	Katie Pemberton	Thursday	10:00 am to 11:00 am	8 sessions	\$40	NTS
1/22	Master Gardener (EMG) Training---NEW	Gwenlyn Funk	Monday	2:00 pm to 5:00 pm	15 sessions	\$205 Manual Included	NTS
1/30	Starting a Vegetable Garden: Part 1 --NEW	Gwenlyn Funk	Tuesday	10:00 am to 11:30 am	5 sessions	\$55	NTS
6/4	Starting a Vegetable Garden: Part 2 --NEW	Gwenlyn Funk	Tuesday	10:00 am to 11:30 am	3 sessions	\$45	NTS
4/16	Pressure Canning	Debbie Bennett	Tuesday	5:30 pm to 8:00 pm	1 session	\$25	NTS
2/17	Growing Fresh Herbs	Shari Patterson	Saturday	1:00 pm to 3:00 pm	1 session	\$15	NTS
3/9	First Aid with Herbal and Natural Remedies	Shari Patterson	Saturday	1:00 pm to 3:00 pm	1 session	\$15	NTS
1/27	Eating to Beat Inflammation	Shari Patterson	Saturday	1:00 pm to 3:00 pm	1 session	\$15	NTS
2/1	Exploring A New World---NEW	Sue Hickey	Thursday	7:30 pm to 8:30 pm	4 sessions	Free	NTS
ARTS & CRAFTS							
3/12	Introduction to Rug Braiding	Caroline Petersen	Tuesday	6:00 pm to 7:00 pm	2 sessions	\$20	NTS
4/6, 5/4	Kindred Spirits Painting Class	Elaine Wallace	Saturday	11:30 pm to 2:30 pm	1 session	\$35 per person	NTS
4/9, 4/16	Acrylic Pouring	Patty Bagby	Tuesday	7:00 pm to 9:00 pm	2 sessions	\$22	NTS
4/4	Beginning Watercolor	Patty Bagby	Thursday	7:00 pm to 9:30 pm	4 sessions	\$75 plus materials	NTS



## COOKING

2/3	Artisan Sourdough Class----- <b>NEW</b>	Annalise Herrera	Saturday	10:00 am to 12:30 pm	3 sessions	\$45	NTS
1/23	Dining with Diabetes	Debbie Bennett	Tuesday	5:30 pm to 7:30 pm	4 sessions	\$65	NTS
4/27	Cooking with Fresh Herbs	Shari Patterson	Saturday	1:00 pm to 3:00 pm	1 session	\$20	NTS
3/13	Roll Fun-Make and Take	Donna Lewis	Wednesday	5:00 pm to 6:30 pm	1 session	\$24	NTS
2/27	Cake Decorating 101	Karlene Jenkins	Tuesday	6:30 pm to 9:00 pm	3 sessions	\$30 plus supplies	NTS

## YOUTH

5/28	Kids in the Kitchen	Marci Behrens	Tuesday	8:00 am to 12:00 pm	2 sessions	\$39	NTS
TBA	Hunter Education (Firearm Safety) Skills Field Day	MO Conservation Department		5:00 pm to 9:00 pm	1 session	Free	NTS
3/9	Babysitter's Training	Kathy Lipiec	Saturday	8:30 am to 3:30 pm	1 session	\$45 plus supplies	NTS

## TECHNICAL

On Demand	Welding Fundamentals			4:00 pm to 7:00 pm	7 sessions	\$350	NTS
4/22	Basic Refinishing			6:00 pm to 8:00 pm	5 sessions	\$38	Monjar's Wood Shop

## HEALTH CARE

2/5	American Red Cross CPR/First Aid/AED		Monday	6:00 pm to 9:00 pm	4 sessions	\$40	NTS
	TABE Testing					\$20	NTS
1/23	Certified Nursing Assistant	Linda Jenkins and Barbara Schooler	Tuesday	3:00 pm to 7:00 pm	19 sessions	\$800 plus \$125 for certification and testing to testing company	NTS
1/16	Certified Medication Technician		Tuesday	9:00 am to 2:00 pm	60 class hours, 8 clinical hours and 2 final hours	\$650 tuition, plus book and insulin certification	NTS
TBA	Emergency Medical Technician					\$1000 plus testing and supply fees	NTS
	EMT-B CEU Classes					\$25 per class	NTS
On Demand	IV Therapy for LPNs			6:00 pm to 10:00 pm		\$400 (plus book)	NTS

## BUSINESS & COMPUTERS

1/22	Computer for the Absolute Beginner	Donovan Harris	Monday	3:00 pm to 5:00 pm	3 sessions	\$59	NTS
2/12	Basic Computer Operations	Donovan Harris	Monday	3:00 pm to 5:00 pm	4 sessions	\$79	NTS
3/18	Owning a Computer	Donovan Harris	Monday	3:00 pm to 5:00 pm	2 sessions	\$49	NTS
4/8	Microsoft Word	Donovan Harris	Monday	3:00 pm to 5:00 pm	2 sessions	\$49	NTS
4/22	Excel	Donovan Harris	Monday	3:00 pm to 5:00 pm	2 sessions	\$49	NTS

## DANCE & MUSIC

2/27	Jitterbug Swing	Julene Krause	Tuesday	7:00 pm to 8:30 pm	5 sessions	\$59	NTS
1/9	Western Two Step	Julene Krause	Tuesday	7:00 pm to 8:30 pm	5 sessions	\$59	NTS
4/2	Western and Ballroom Waltz	Julene Krause	Tuesday	7:00 pm to 8:30 pm	5 sessions	\$59	NTS

# COOKING

## Dining with Diabetes---24SHWDD

Dining with Diabetes is a cooking class for adults. During four weekly classes, participants will learn how to prepare diabetes-friendly meals. Participants will also learn proven strategies to better manage, prevent or delay complications related to diabetes. This class is open to anyone diabetics, pre-diabetics, caregivers, or anyone who wants to learn how to prevent diabetes. Each two-hour session includes classroom instruction as well as preparation of diabetic-friendly meal. **Must have a minimum of six participants to hold the class, so tell your friends!**

**Instructor:** Debbie Bennett, Nutrition and Health Education Specialist for University of Missouri Extension

**Starts:** Tuesday, January 23 (January 23, 30, February 6 and 13) 5:30 pm to 7:30 pm

**Length:** 4 sessions

**Fee:** \$65

## Artisan Sourdough Class----NEW--24SCASC

Learn the art of baking bread as beautiful as it is delicious! In this hands-on class, we will work through each of the steps of the sourdough process, from feeding a starter, mixing dough, shaping loaves, scoring to baking. Whether you are a sourdough beginner, or have some experience and want to polish your technique, this course is for you! We will also discuss various topics such as baking with sourdough discard, hydration levels, health benefits of sourdough, and will sample recipes made with various sourdough processes. You will leave with your own starter, dough to bake at home, a sample of a loaf baked in class, recipes, and confidence to tackle it all in your own at home.



**Instructor:** Annalise Herrera, Frost and Flourish Boutique Bakery

**Starts:** Saturday, February 3 (meets February 3, March 2 & April 13)

**Length:** 3 sessions- 10:00 am to 12:30 pm

**Fee:** \$45

## Cooking with Fresh Herbs- 24SHWCFFH

We will discuss herbs and learn the benefits to rosemary and tarragon. Recipes will be shared as well as cooking and tasting.

**Instructor:** Shari Patterson

**Starts:** Saturday, April 27

**Length:** 1 session 1:00 pm to 3:00 pm

**Fee:** \$20

## Roll Fun-Make and Take---24SHWRF

Learn the basics of home-made rolls and cinnamon rolls. Learn the steps to making delicious rolls and get to taste and leave with rolls. Please bring a pan to class for baking rolls.

**Instructor:** Donna Lewis

**Starts:** Wednesday, March 13

**Length:** 1 session 5:00 pm to 6:30 pm

**Fee:** \$24

## Cake Decorating 101-24SCCD

Learn basic cake decorating, some borders, flowers and some leaves.

**Instructor:** Karlene Jenkins

**Starts:** Tuesday, February 27 (meets February 27, March 5 & March 12)

**Length:** 3 sessions 6:30 pm to 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.

## SPRING Courses - Northwest Technical School

### FEATURES INCLUDE:

- **Self-paced, Start anytime**
- **24/7 Access**
- **Books and materials included**
- **Certificate of Completion**
- **Certification Exam Voucher may be included**
- **Financial assistance available**
- **Student Advisors Included**
- **Industry Recognized Certifications**
- **Counselors help match your interests**

Visit our website to enroll, learn more, or view all of our online courses.

### ONLINE ADVANCED CAREER TRAINING

Learn in-demand skills around your schedule. This online, self-paced training is designed to prepare you for entry or advancement in career opportunities.

#### MEDICAL BILLING AND CODING (Vouchers Included)

Train for an in-demand healthcare career in medical billing and coding and prepare for industry certification in this course.

#### COMPTIA CERTIFICATION TRAINING: A+, NETWORK+, SECURITY+ (Vouchers Included)

Get a comprehensive foundation for IT professionals, incorporating CompTIA A+, CompTIA Network+, and CompTIA Security+ specific training, and preparing you for the corresponding industry certification exams.

#### PHARMACY TECHNICIAN (Voucher Included)

Train to enter this rapidly growing field as a Pharmacy technician, supporting licensed pharmacists in providing health care to patients.

#### HUMAN RESOURCES PROFESSIONAL

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR certification exam.

#### LEAN SIX SIGMA GREEN BELT AND BLACK BELT (Exam Cost Included)

Learn the principles of both Lean Six Sigma Green Belt and Lean Six Sigma Black Belt, before sitting for the certification exams.

#### HVAC/R CERTIFIED TECHNICIAN (Vouchers Included)

A comprehensive online training course that encompasses heating, ventilation, air conditioning, and refrigeration.

#### THE COMPLETE PROJECT MANAGER WITH CAPM AND PMP PREP

Expand your knowledge and application of project management concepts with this online course and get prepared for either the CAPM or PMP certifications.

#### CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING AND CODING (Vouchers Included)

This course will teach you how Administrative Medical Assistants are versatile and valuable members of the healthcare team who handle a broad range of duties. You will also be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA).

#### CLINICAL DENTAL ASSISTANT

After completion, you'll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.



[careertraining.ed2go.com/nts](https://careertraining.ed2go.com/nts)

*Looking for a degree in Industrial Technology?*

**For more information contact:**



# YOUTH

## Kids in the Kitchen--24SYKK

Calling all 4th -8th graders for a course of delicious food and learning how to cook for yourself and family! Each session we'll get hands-on and cover fundamentals such as basic skills, how to read and follow a recipe, measuring and mixing, and the importance of kitchen safety. Best of all, we'll get into the fun details of cooking, including easy, healthy and delicious foods to help get you through the summer. Along the way, kids will learn how to make great food that will impress their family and friends. Space is limited call today!



**Instructor:** Marci Behrens

**Starts:** Tuesday, May 28 and Wednesday, May 29

**Length:** 2 sessions 8:00 am to 12:00 pm

**Fee:** \$39

## Hunter Education (Firearm Safety) Skills Field Day – 24SGOHE

This skills session will satisfy part two of Missouri Hunter Education requirements. To obtain hunter education certification you must also attend part one (online, self-study, or a classroom session) and bring along your skills session qualifier certificate or a student manual with the review questions completed. Those who have not completed the part one knowledge portion will not be able to attend the part two skills portion. Students 15 and under must also bring a copy of their birth certificate or other proof of age. The final exam will be administered at the end of the skills session. Register online at:

<https://mdc-event-web.s3licensing.com/>

*Please arrive a minimum of 15 minutes before the beginning of the class to complete registration; late arrivals will not be admitted so please arrive early. In the event of a cancellation, you will be contacted by email and/or phone. Please contact Conservation Agent Kris Smith at (816) 261-1245 if you have any questions.*

**Note:** Students who are 16 and over and have completed the all-online Hunter Education course are certified and do not need to attend an in-person skills session. 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](http://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:** MO Conservation Department

**Starts:** To Be Announced

**Length:** 1 session 5:00 pm to 9:00 pm

**Fee:** free

## Babysitter's Training – 24SYBT

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, March 9

**Length:** 1 session 8:30 am to 3:30 pm

**Fee:** \$45 plus supplies

# TECHNICAL

## Welding Fundamentals---23FTWF

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 pm to 7:00 pm

**Fee:** \$350

## Basic Refinishing – 24STBR

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, April 22

**Location:** Monjar's Wood Shop-990 South Hester

**Length:** 5 sessions – week 1 6:00 pm to 8:00 pm, week 2 6:00 pm to 8:00 pm, week 3 6:00 pm to 6:30 pm, week 4 6:00 pm to 6:30 pm, week 5 6:00 pm to 6:30 pm

**Fee:** \$38

## FIVE EASY WAYS TO REGISTER

**PHONE:** 660-671-1283, ask for Lori Tally

**WALK-IN:** You may register in person at Northwest Technical School. Hours: Mon.-Fri., 8 am to 4 pm

**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

**EMAIL:** [tally@maryviller2.com](mailto:tally@maryviller2.com)

**ONLINE  
REGISTRATION**





# HEALTH CARE

## American Red Cross CPR/First Aid/AED-24SHCCPR

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.



**Offered the 1st Monday's of each month February 5, March 4, April 1, and May 6 6:00 pm to 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

**Northwest Technical School is a Regional Testing Site that hosts the Certified Nursing Assistant (CNA) exam. CNA candidates who have completed the course can log on to [mo.tmutest.com](http://mo.tmutest.com) to see available test dates at Northwest Technical School.**

## Certified Nursing Assistant – 24SHCCNA

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 does not include certification exam.

**Instructor:** Linda Jenkins and Barbara Schooler  
**Starts:** Tuesday, January 23 (Tues/Thurs 3:00 pm to 7:00 pm)  
**Length:** 19 sessions  
**Fee:** \$800 plus \$125 for certification and testing to testing company

*Interested in becoming a nurse or health care professional?*

*Let NCMC help you achieve your goal!*

**Practical Nursing, Associate Degree Nursing, Radiology Tech, Surgical Tech and Sonography programs offered at our Savannah Campus.**

*A+ eligible programs!*



## Certified Medication Technician (CMT) (Includes Insulin Administration) —24SHCCMT

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:** Tuesday, January 16 (Tuesday/Thursday's 9 am-2 pm)

**Length:** 60 class hours, 8 clinical hours and 2 final hours

**Fee:** \$650 tuition, plus book and insulin certification

## Emergency Medical Technician – 23FHCEMT

This course requires a TABE test and an interview process. Students completing this program will be eligible for National Registry testing and licensing as an EMT. The Program is also Accredited by the Bureau of EMS State of MO. Any certified EMT needing additional CEU's call 660-671-1283 to enroll in a segment of this course to meet requirements.

**Starts:** TBA

**Fee:** \$1000 plus testing and supply fees

## EMT-B CEU Classes – 23FHCEMTB

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– 6:00 pm to 10:00 pm

**Fee:** \$25 per class

## IV Therapy for LPNs – 23FIVT

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:** On Demand

**Length:** 40 hours classroom, 8 hours clinical

**Fee:** \$400 (plus book)

Follow us for educational opportunities on Facebook at  
**Mosaic Maryville in the Community**  
or call **660.562.7945**  
for more information.



Scan the QR code to like and follow our Facebook page for updates.

# BUSINESS/COMPUTERS

## Computer for the Absolute Beginner-24SCAB

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, personalizing and organizing your machine, and e-mail. There will be time set aside for special requests if there is a topic that someone would like to be covered.

**Instructor:** Donovan Harris

**Starts:** Monday, January 22 (meets January 22, 29, and Feb 5)

**Length:** 3 sessions 3:00 pm to 5:00 pm

**Fee:** \$59

## Basic Computer Operations-24SCBC

Topics include terminology and the basic components of the computer. You will learn to navigate Windows, the basics of word processing, spreadsheet applications and the Internet. There will be time set aside for special requests if there is a topic that someone would like to be covered.

**Instructor:** Donovan Harris

**Starts:** Monday, February 12 (meets Feb 12, 26, March 4 and 11)

**Length:** 4 sessions 3:00 pm to 5:00 pm

**Fee:** \$79

## Owning a Computer -24SCOAC

We've all seen commercials for miracle programs that will speed up and clean up your computer to make it as good as new. What these commercials don't tell you is that you can do it all yourself -- for free! Using programs already installed on your machine and free software available on the internet, you will learn how to maintain your computer and keep it running at its best possible performance.

**Instructor:** Donovan Harris

**Starts:** Monday, March 18 (meets March 18 and 25)

**Length:** 2 sessions 3:00 pm to 5:00 pm

**Fee:** \$49

## Microsoft Word -24SSCOBW

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.

**Instructor:** Donovan Harris

**Starts:** Monday, April 8 (meets April 8 and 15)

**Length:** 2 sessions 3:00 pm to 5:00 pm

**Fee:** \$49

## Excel-24SCOBW

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 users.

**Instructor:** Donovan Harris

**Starts:** Monday, April 22 (meets April 22 & 29)

**Length:** 2 sessions 3:00 pm to 5:00 pm

**Fee:** \$49

# DANCE & MUSIC

## Jitterbug Swing- -24SDMJS

Be more confident on the dance floor and learn the basics of this fun, energetic dance for all age groups. Jitterbug is a popular dance for beginners and is easily performed to various music genres.

**Instructor:** Julene Krause

**Starts:** Tuesday, February 27 (meets February 27, March 5, 12, 19 and 26)

**Length:** 5 sessions 7:00 pm 8:30 pm

**Fee:** \$59

## Western Two Step----24SDWBW

Come dance away the winter blues and learn the Western Two Step. Two stepping is a lively dance with turns and twirls as you progress around the ballroom dance floor.

**Instructor:** Julene Krause

**Starts:** Tuesday, January 9 (meets January 9, 16, 23, 30, and February 6)

**Length:** 5 sessions 7:00 pm to 8:30 pm

**Fee:** \$59

## Western and Ballroom Waltz-----24SDWBW

Waltz around the dance floor with graceful ease. A popular dance for weddings, special occasions or just for fun. If you have taken the Western Two step, this is a good follow up class.

**Instructor:** Julene Krause

**Starts:** Tuesday, April 2 (meets April 2, 9, 16, 23, and 30)

**Length:** 5 sessions 7:00 pm to 8:30 pm

**Fee:** \$59

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Do you have a permitted or licensed teenager at home who needs to learn how to drive or needs more behind the wheel instruction?

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LESSONS OFFERED ALL YEAR ROUND

WEATHER PERMITTING

(EXCLUDING JUNE & JULY)

Cost \$120 per student for 2 hours of private instruction.

Please note: this is for students ages 15-19 years old must have a Missouri permit or license

- Certified Driving Instructors
- Insured Vehicle
- Affordable

St. Joseph Safety and Health Council  
3131 Frederick Ave., Suite 220  
St. Joseph, MO. 64506

- Beginner
- Intermediate
- Advance



# Supervisory Certificate Series

**Course Description:** Take your supervisory and leadership skills to the next level! This series addresses key topics in the role of a supervisor and leader—relationships, communication, teams, conflict, legal responsibilities, and coaching—and includes hands-on activities and interactive discussions so participants are engaged and learn from each other. The course is designed by the Missouri Training Institute (part of the University of Missouri Trulaske College of Business and University of Missouri Extension) and taught by MU Extension. Participants receive a supervisory skills certificate upon completion of all of the sessions in the series.

## Sessions include:

### **Session 1: Building Effective Relationships (full-day session)**

Building effective relationships with the team members you supervise is one of the best strategies to ensure team performance and prevent future conflicts. By focusing on relationships, you gain trust and respect. This full day session will examine personality differences, generational differences, and how to proactively build trust.

### **Session 2: Communicating Successfully (half-day session)**

In today's fast-paced business environment, successful communication requires more than just speaking your mind loudly enough for others to hear you. This session will sharpen both your written and verbal communication skills to maximize understanding and minimize confusion among those you communicate with.

### **Session 3: Your Legal Responsibilities (half-day session)**

Supervisors are often placed in a difficult position. On one hand they are charged with motivating and directing the workforce. On the other, they must protect the organization from liability. This session will explore the legal responsibilities of the supervisory role by examining best practice solutions to discrimination, sexual harassment and the progressive discipline process.

### **Session 4: Guiding Conflict Resolution (half-day session)**

In the workplace, even healthy differences can escalate into conflict. Addressing conflict quickly and effectively is a crucial supervisory skill. This session enables participants to recognize the signs that conflict exists, assess each conflict situation and serve as a catalyst to encourage those involved to achieve resolution.

### **Session 5: Leading High-Performance Teams (half-day session)**

As the supervisor, you are responsible for the leadership of your staff. This session will address the interpersonal and organizational advantages of working together. You will also participate in some experiential learning exercises that illustrate what it takes to lead others through the challenges of team development. Finally, learn how to set team boundaries and communicate team expectations to increase the commitment and performance of your employees.

### **Session 6: Coaching Employees (full-day session)**

The coaching process is central to performance management. By creating the appropriate climate and context to empower individuals and teams, great coaches are able to achieve extraordinary results. The workshop will provide you the coaching tools you need to motivate, delegate and diagnose performance problems; provide performance feedback; and facilitate the problem-solving process for employees.

**Instructors:** University of Missouri Extension faculty, including Amie Schleicher, associate extension professional and field specialist in livestock, and Jessica Trussell, field specialist in human development

**Length:** Six sessions over the course of four weeks (some sessions take the entire time; other sessions are half-day sessions); participants can attend one or more of the sessions but must attend all six to earn supervisory certificate

**Time:** Full-day sessions, 7:00 am to 2:30 pm; half-day sessions either 7:00 am to 10:00 am or 10:30 am to 2:30 pm

**For more information, call 660-562-3022.**



**ENROLL TODAY – CALL 660-562-3022**

**Classes begin in January**

*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](mailto:tally@maryviller2.com).**

**2024 SPRING 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:**

<b>COURSE TITLE</b>	<b>TIME</b>	<b>DATE</b>	<b>FEE</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**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** \_\_\_\_\_

# 2024 Spring Occupational Classes

in conjunction with

## St. Joseph Safety & Health Council

### AREIAL/SISSOR LIFT

8 am to 11 am, April 2, 2024 in Maryville

### COACHING THE LIFT TRUCK OPERATOR

8 am to 11 am, April 11, 2024 in Maryville

### CONFINED SPACE ENTRY

8 am to 4 pm, May 2, 2024 in Maryville

ST. JOSEPH



*Unless otherwise noted, all Maryville programming will be hosted at Northwest Technical School*

<http://www.stjoesafteycouncil.org>

## Mosaic Medical Center - Maryville In The Community

Mosaic Medical Center - Maryville offers a wide range of community based events throughout the year including:

- **Walk With a Doc** - Second Wednesday of Every Month
- **Health and Fitness Fair** - February 24 - Hughes Fieldhouse
- **CPR/First Aid Courses** - Upon Request
- **Stop the Bleed** - May and Upon Request
- **Tobacco Cessation** - November, January and Upon Request
- **Maryville Market** - Screening Opportunities and Education
- **Awareness Month Information**

If you would like more information, please call **660.562.7945** or email [bridget.kenny@mymlc.com](mailto:bridget.kenny@mymlc.com).



Scan the QR code to like and follow our Facebook page for updates.

**MOSAIC**  
MEDICAL CENTER  
MARYVILLE



## Business Solutions

Maryville Public Library

8:15 Networking

8:30 Business Solutions

9:30 Round table of lessons learned

RSVP's preferred –

[econlisa@nodaway.biz](mailto:econlisa@nodaway.biz)

### Tuesday, January 23

#### Building a Balanced Business –

Adam Summers

Setting a business up to succeed.

### Wednesday, March 27

#### Business Strategies

How, When, & Where to finance a business

### Wednesday, May 22

#### Customer Service

Nate Jaster

Building Business Culture

### Tuesday, February 27

#### Business Marketing

Hannah Christian

Finding and connecting with customers

### Wednesday, April 24

#### Business Tax Deductions and Bookkeeping Tips

### Wednesday, June 26

#### How to build a Team

Ben Blackford

First hire, intro into HR

