

# Fort Osage Adult and Community Education



**CAREER &  
TECHNOLOGY  
CENTER**



Hello  
2024

Spring

The Career and Technology Center  
is located on the  
Fort Osage High School Campus  
25102 E. US 24 Highway  
Independence, MO 64056

Office hours are:

8:00 am to 3:30 pm – Monday thru Thursday  
7:30 am to 3:00 pm – Friday

## IMPORTANT INFORMATION

**Inclement weather cancellations:** If the Fort Osage School District is closed due to weather, all Adult Education classes will also be cancelled and/or rescheduled. Reports of Adult Education closings outside of district closings will be broadcast on our Facebook page. Do not expect phone calls.



**Schedule Change:** Class minimums must be met before the class will be held. Tuition must be paid one week before the start date. If, for whatever reason a change in a class schedule is made, all students will be contacted by the instructor or the Adult Education secretary.

**Disclaimer:** Every effort has been made to make this publication accurate as of the publication date; however, all policies, procedures, tuition/fees are subject to change any time by appropriate action of instructors and the administration. 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. Classes are typically held at the Fort Osage Career & Technology Center unless otherwise noted.

# **FIRE & EMT CAREER COURSES**

The Career & Technology Center at Fort Osage can help you take that first important step toward becoming a certified first responder. We offer an evening program that allows you to earn the following credentials in less than one year.

- **Emergency Medical Technician- Basic**
- **Firefighter I Certification**
- **Firefighter II Certification**
- **Hazmat Awareness Certification**
- **Hazmat Operations Certification**



These credentials are the basic requirements for employment or membership in most urban and rural paid or volunteer fire service organizations.

Our program has been preparing students to enter these career fields since 1994. Our qualified instructors are all career firefighters, paramedics or EMT's.

Prerequisites: Students must be 18 years of age. Students must provide a high school diploma or GED, valid Missouri drivers license, current TB test, and flu shot before the start of class. Students will be required to have a clean background check. The EMT and Fire I & II programs require an internet-connected device for access to online textbooks and resources.

A 50% deposit is due at registration. Payment plan available. If gear is provided the gear fee is due at time of registration.

***All testing fees and background check fees are the responsibility of the student. These are full semester courses.***

## **Emergency Medical Technician-Basic AHA CPR**

**Start Date: January 16, 2024**

**Class Meets: Tue., Wed. & Thur. - 6-10pm**

**Fee: \$1,350**

## **Firefighter 1 & 2, Hazmat Awareness & Operations**

**Start Date: September, 2024**

**Class Meets: Tue., Wed. & Thur. - 6-10pm**

**Fee: \$1,725 providing your own gear\***

**\$2,225 gear provided**

***\*Gear must meet requirements NFPA 1971 (standard on protective ensembles for structural & proximity fire fighting)***

# HOME IMPROVEMENT COURSES

## Do-It-Yourself Home Projects

*What's in your toolbox? Let's start there...*

**Night 1** - Do you own a toolbox and what's in it? Let's talk about "toolbox essentials" for everyday home repair uses. We'll also discuss where to keep your toolbox and how to keep your tools in good repair.



**Night 2** - Correctly labeling your breaker box and why that's important. Also, how to change a circuit breaker, an electrical outlet and light switch/light fixture.

**Night 3** - Hanging/repairing/painting drywall basics.

**Night 4** - Open forum. Bring your questions or even photos of some things you'd like to discuss.

**Instructor:** Andy Matson,  
Fort Osage CTC Construction Instructor

**Date:** February 20, 2024 (4 Sessions)

**Time:** Tuesdays, 5:00-6:00 pm

**Fee:** \$60

# COMPUTER COURSES

## Introduction to Microsoft Excel 2016

This basic class will teach you how to create sheets, format them, add formulas, and shortcuts. Excel is often used to store financial information, manage small business inventory and books, and manage any kind of data.

**Instructor:** Lynette Morris

**Start Date:** February 20, 2024 (4 Sessions)

**Class Meets:** Tuesdays, 7:00-9:00 pm

**Fee:** \$50.00

## Intermediate Microsoft Excel 2016

Expand your basic skills in Excel to create charts, graphs, and tables with your data! Learn how to format data to create professional visuals.

**Instructor:** Lynette Morris

**Start Date:** March 26, 2024 (4 Sessions)

**Class Meets:** Tuesdays, 7:00-9:00 pm

**Fee:** \$50.00

### FORT OSAGE EDUCATION FOUNDATION

The Fort Osage Education Foundation is a nonprofit 501c3 that raises private dollars to support the Fort Osage School District. Our mission is to create and channel philanthropic efforts that support grants for special classroom projects, college scholarships and future endeavors.

Call Stephanie Smith for more  
information on how you can help!





# HOME IMPROVEMENT COURSES

## Do-It-Yourself HVAC

Do you heat your home in the winter? How about cool it in the summer? Everybody has the need for a heating system in their home. Most people, in this day-and-age have a cooling system.



Come and learn the basics of your system – how it works, how efficient it is, how you can save on your home energy bills, what are the government regulations and standards, learn how best for you to maintain your system.

Whether you want to do your own maintenance or just want to talk intelligently with your service technician, this class is for you.

Spring classes emphasize cooling systems, fall classes emphasize heating systems.

**Instructor: Dwight Elefson,**  
**Fort Osage CTC HVAC Instructor**

**Start Date: March 6, 2024**

**Meets: Wednesdays, 6:30-8:30 (2 Sessions)**

**Fee: \$45 per person**

# COOKING COURSE

## Let's Cook Something Special Together!

John Stewart is a professional chef and general manager of Tuscono's Wood Fired Pizza & Pasta. This course comes with everything you'll need to learn and cook something AMAZING! So just bring yourself and have some fun and enjoy some great food!



**Instructor:** John Stewart

**Date:** To be determined. Stay Tuned!

**Time:** 6:00-9:00 pm (1 Session)

**Fee:** \$50 + \$25 Supply Fee



# Watercolor FUNdamentals

Come learn the FUNdamentals of watercolor in a workshop setting, relaxing and creative! Starting with a picture, the instructor will guide students through the process of translating the image to their own drawing and then painting. Students will also learn about composition, scale, brush work, and color selection.

**Instructor: Renne Wright**

**Date: February 20, 2024**

**Meets: Tuesdays,  
5:30-7:00 pm  
(8 sessions)**

**Fee: \$65**

## Supply List:

Items can be found at Wal-Mart or craft store.

Watercolor tube paints (12-24 count)

#2 Pencil and white or pink eraser

Paint tray— square big enough to hold all colors.

Avoid the small round one with wells.

Soft paint brush set that includes flat, round, and angled brushes





# Photography 101

Learn more about taking pictures with your Smartphone, DSLR or mirrorless digital cameras: The 4th session will be on a Saturday afternoon where we will go on a “photography field trip”

- Learn about composition and portrait basics
- Lighting principles- quality, direction and color
- How shutter speed affects action images
- How aperture (F-stops) affects Depth of Field
- How ISO can affect aperture and shutter speed



Take the next step toward capturing moments you will want to keep forever.

<b>Instructor:</b>	<b>Randy Edmonds</b>
<b>Start Date:</b>	<b>April 2, 2024 (6 Sessions)</b>
<b>Meets:</b>	<b>Tuesdays, 6:30-8:30 pm</b>
<b>Fee:</b>	<b>\$65 (Limited Space Available)</b>

# **Become a Community Education Instructor**

Do you have a  
professional skill,  
talent or hobby you  
would like to teach?

We might be just the  
place for you to share  
your knowledge.

Call us to find out what  
it takes to become  
an Adult Education instructor  
and start the process  
for proposing a new class!

**(816) 650-7183**

## **THINGS TO KNOW**

**Enrollment Policy:** Each class must meet a minimum enrollment. If this minimum is not met one week prior to the start date, the class may be cancelled and you will be eligible for a full refund. All students will be notified by phone if a cancellation is made due to enrollment. The Fire/EMT Academy courses are subject to a background screening and admittance will be based on a clean background check.

**Completion Certificate:** These will be awarded for those students maintaining a minimum 80% attendance record and other requirements of the course.

**FERPA Disclosure to Parents:** When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. Fort Osage Adult Education allows students to sign a waiver authorizing parents access to their progress and payment history. Otherwise, all student information **MUST** be obtained by the parent from the student as it is our legal obligation under FERPA to protect this information.

**Discounts:** Discounts accepted only after class has met minimum enrollment requirements. We offer a 15% discount for Fort Osage employees, 5% discount for immediate family members of Fort Osage Employees, and a 15% discount for senior citizens. Discounts DO NOT apply to online courses.

1/2 Price Tuition for former Fire/EMT daytime students who were unable to achieve certification due to circumstances - age, enrollment, scheduling, etc. Must take course within one calendar year of graduation.

### **REFUND POLICY**

In all situations where a class has been cancelled due to lack of adequate enrollment, a student will receive a full refund. If a student contacts the Adult Education office by the deadline: two weeks prior to the first session of the certification courses (below) or one week prior to the non-certified courses, a full refund will be granted. Students are responsible for the risk of changes in personal affairs or health. If you are unable to attend, you may send a friend or family member. Just call the office with their name prior to the start of the class. If a refund is requested following the deadline of a certification course only, the registration fees will not be refunded including days of attendance. See additional information regarding certification course refunds below.

**Firefighter**—Tuition \$1,725 providing your own gear (Gear must meet requirements NFPA 1971, standard on protective ensembles for structural & proximity fire fighting), \$2,225 with gear rental.

**EMT**—Tuition \$1,350 for Certification Course.

**50% of total course fee for Fire and EMT will be non-refundable. Refunds given after the class begins will be reduced by \$25 per class session. See page 3 for deposit and payment plan information.**

NO REFUNDS AFTER NOVEMBER 1 FOR FALL COURSE, NO REFUNDS AFTER APRIL 1 FOR SPRING COURSE.

### **POLICIES**

**No tobacco products are allowed in the CTC building – Smoking outside will ONLY be allowed a minimum of 50 feet away from the front entrances/doorways.** Smoking areas should be in the student/staff member's vehicle or the north end of the building by the sidewalk/gravel area. Violation of this rule will result in a written warning the first time followed by dismissal on a second occurrence. Students will be removed IMMEDIATELY from the course if caught smoking inside the CTC building. No refunds will be given if removed due to rules violations or disciplinary matters.

**Alcohol and drug use is strictly prohibited on district property and will result in immediate dismissal with no refund.**

**Disruptive, demeaning, obscene, vulgar or threatening language or conduct is prohibited.** This includes the use of hate language to demean other persons due to race, gender, disability, natural origin or religious beliefs. This provision also includes conduct, verbal, written or symbolic speech which materially and substantially disrupts class.

**Theft or Vandalism** - Actions will result in legal consequences in addition to removal from course without refund of tuition or certification.

**Inappropriate Use of Technology/Equipment** Use of any technology or equipment in an inappropriate way may result in immediate dismissal from the course.

All students are encouraged to share ANY of their concerns in regards to the course, classroom/lab areas, instructor(s), adult education staff or building in general with Asst. Dir. Cory DeVaul. Mr. DeVaul may request the concern in writing. All concerns will be investigated and dealt with in a prompt manner.

**Please note, this is an adult education course and the adult education staff can/will only discuss class or student matters with the student and not the parent (s), grandparent (s), spouse, girlfriend/boyfriend, cousin, aunt/uncle, etc.**  
**The student's records and participation in the course are protected by the law and will not be discussed without the presence and permission of the student. No refunds will be given if removed due to rules violations or disciplinary matters.**

Revised 2017  
Fort Osage R-1 School District  
Notice of Non-Discrimination

The District does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, disability, age, sexual orientation or perceived sexual orientation in its programs, activities or employment practices.

Inquiries regarding the non-discrimination policies may be directed to the District's Section 504 Coordinator, Title VI Coordinator, Title IX Coordinator, Americans with Disabilities Act (Title II) Coordinator, Age Discrimination Act and Age Discrimination in Employment Act Coordinator, and/or Title VII Coordinator. The individuals who serve in these roles are subject to change, and are therefore identified on the District's website at [www.fortosage.net](http://www.fortosage.net). Inquiries may also be directed to the Gragg Administration Center, 2101 N. Twyman Road, Independence, Missouri 64058, telephone number 816-650-7000.

Section 504 Coordinator	Americans with Disabilities Act (Title II) Coordinator	Title IX Coordinator
Leigh Gruber, Director Assistant Superintendent	Dr. Steve Morgan Assistant Superintendent of Finance & Operations	Anissa Gastin, Human Resources
Student Support Services		

Any person may also contact the Kansas City Office for Civil Rights, U.S. Department of Education, regarding the District's compliance with Section 504, Title II, Title VI, Title IX, and the Age Discrimination Act.  
Office for Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114-3302  
Telephone: 816-268-0550

Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII.  
Robert A. Young Federal Building  
1222 Spruce Street  
Room 8.100  
St. Louis, MO 63103  
Telephone: 800-669-4000

Other agencies dealing with non-discrimination issues include:	
Missouri Commission for Human Rights	U.S. Department of Justice
Department of Labor and Industrial Relations	950 Pennsylvania Ave., NW
P.O. Box 1129, 3315 W. Truman Blvd.	Washington, DC 20530-0001
Telephone: 573-751-3325	Telephone: 202-353-1555