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Resident

US POSTAGE PAID
Permit No. 3
Pleasant Hill, MO 64080

**PLEASANT HILL R-III SCHOOLS
VOCATIONAL COMMUNITY
EDUCATION (VOCEP)**

SPRING 2010

"Learning for a Lifetime"

816-540-3111, Ext 5304

Computers and Business

100 Microsoft Excel Cost \$20

April 14, 6:00 p.m.-8:00 p.m. W. McKee
High School Business Lab, Room 211

Through hands-on approach, you will be exposed to the essentials of creating and working with spreadsheets.

101 Microsoft Power Point Cost: \$20

April 7, 6:00 p.m.-8:00 p.m. High School Business Lab, Room 211 W. McKee

Learn how to make a power point presentation with text and pictures. (Must have computer knowledge prior to enrolling).

102 Basic Microsoft Word Cost: \$20

April 22, 6:00 p.m.-8:00 p.m. L. Schrader
High School Business Lab, Room 212

Microsoft Word basics. Computer components, mouse functions, opening, creating and editing word documents, saving and printing.

103 Intermediate + Microsoft Excel/Word and Power Point Cost: \$30

March 31 (Excel/Word)& April 1 (PowerPoint), 6:00 p.m.-8:00 p.m. T. Fick

High School Business Lab, Room 212
Learn how to do mail merges, create templates, advanced formatting, formulas, charts, animation, slide transitions and add sound to presentations, respectively.

104 Internet Usage Cost: \$20

April 29, 6:00 p.m.-8:00 p.m. L. Schrader

High School Business Lab, Room 212. Learn to create, view and run a presentation. (Must have computer knowledge prior to enrolling)

105 Basic Computers Cost: \$20

April 6 & 15, 6:00p.m.-8:00 p.m. Middle School Room 107 B. Bornaman

What is all the hype? We will learn basic terms, parts and software for computers in a relaxed atmosphere. Trouble-shooting navigation problems will also be included.

106 Community Computer Lab Cost: Free

Middle School Room 106 2:45 p.m.-5:00 p.m.; Mon-Thurs. B. Bornaman

Free every night that school is in session! "Community access to use the school's computer technology".

107 Internet Free Stuff! Cost: \$25

April 13; 6:00p.m.-9:00 p.m. Middle School Room 107 B. Bornaman

Can't Afford fancy software? Are you just looking for cheaper software, coupons, fun stuff? Join us in exploring what is out there on the internet. Bring some of your treasured findings and we will share!

Computers and Business Continued

108 Roth IRA's: Retirement Can Be Less Taxing Cost: Free

March 29, 6:30p.m. (Registration Deadline March 24)

High School Library Matt Logan, Edward Jones

A new tax law change makes this year a particularly good time to consider converting from a traditional, SEP or SIMPLE IRA to a Roth IRA. You will learn the differences between the traditional and Roth IRA, features of the new tax law change and benefits of converting to a Roth IRA and important tax considerations

109 A Woman's Guide to Money Matters Cost: Free

March 23, 6:30p.m. High School Library Matt Logan, Edward Jones

In Today's world, a strong financial strategy is important for women of all ages. Your potential for success is limitless—especially when you have a financial strategy that fits your lifestyle. You will learn about planning for your retirement, options to pay for a child's or a grandchild's education and develop a strategy to help achieve your financial goals. (Registration Deadline March 21)

Health and Safety

110 SOS For Kids Cost: Free

April 2, 6:30p.m.- 8:00p.m. (Snacks/Drinks Provided) High School Wrestling Room

SOS-Spheres of Safety! This class teaches kids to be aware of their surroundings, self-defense in different environments, on-line safety, personal safety and mental preparedness incorporated with hands-on activities.

Grades K-6th, Sponsored by the Pleasant Hill Tae-Kwon-Do and the Pleasant Hill R-III School District.

111 Spring Hunter Education Clinic /Turkey Hunt Cost: Free

April 9-11 Must call 816-540-3908 or e-mail allan@mhhf.us A. Hoover

Missouri Hunting Heritage Federation. Clinics are intended to provide an introduction to hunting, the shooting sports, and an outdoor way of life. For students nine years of age and above who are not currently hunter Ed. Certified and who have no prior hunting experience (at least no prior experience with the species being hunted during the clinic). Clinic includes: Hunter Education class, live fire session and a youth turkey hunt. Participants must be accompanied by a parent/guardian throughout the entire clinic. Required consent form, successfully complete the hunter education class to continue on to the live fire session and hunt. Those under the age of 11 will not receive hunter education certification. During the live fire session, each student must demonstrate their ability to safely handle a firearm before they are invited to participate in the mentored hunt. A volunteer Hunter Ed. Instructor will mentor each student during the hunt. Clinics are small, usually limited to 5-6 students and no one is allowed to "walk-in" without registering in advance. Locations: Lake Botswana/Pleasant Hill, Cass County, MO; Lake Latawana/Carrollton, Carroll County, MO; and Pioneer Gun Club/Missouri City, Clay County, MO. Schedule: Friday night - Hunter Ed. Class, Saturday-Hunter Ed. Class/Live Fire and Sunday-Hunt.

112 Hunter Education Certification (Evenings Classes) Cost: Free

April 6, 7 & 8, 5:30p.m.-9:00p.m. (Must attend all classes!) M. Keilholz

High School Ag Classroom 004
Learn firearm safety, wildlife management, the role of the hunter and conservation. Will also discuss hunter responsibilities, ethics and preparedness. Those successfully completing the course will receive a Heritage Card, Hunter Certification and number from MDC. Mandatory before a hunter can purchase a hunting permit. Anyone born after Jan. 1, 1967 is required to be certified before purchasing a firearms permit in Missouri and out-of-state tags. Class size is limited, eleven years or older, an adult must accompany any student 11-12 years of age. Need pencil, proof of age, social security number and if applicable, bring Heritage Card or any permit purchases after Feb. 1, 1996. Must have 10 to make class.

113 Stroke Detection Plus Cost: \$105

April 13, 9 a.m.-4:30 p.m. High School Band Room (Use West Entrance)

Pleasant Hill High School District Hosts Screening to Detect Your Risk for Stroke in Less than Ten Minutes! District Residents and Employees Save \$20. Four Life Saving Screenings through Ultrasound: **Stroke Screening, Abdominal Aortic Aneurysm, Peripheral Arterial Disease and Osteoporosis.** The goal of this screening is to alert people of a health risk that might otherwise go undetected, and to inform them of the need for follow-up with their physician. District Residents and Employees \$105 and surrounding community \$125. **Must Call 1-877-732-8258.**

Offered by **Stroke Detection Plus**, (cash, check, debit & credit cards)

Health and Safety Continued.

114 Boater Education Certification Cost: Free class (There is a License cost)

March 16 & March 18, 6:00 p.m.-9:00p.m. High School Ag Classroom 004.

License cost paid by participant after test is passed and will be given instructions on how to pay at class. Beginning Jan. 1, 2005; anyone born after Jan. 1, 1984 who operates a vessel on Missouri waters (Personal Watercraft included) shall possess a Boater Education Card. This card follows NASBLA rules which is good in the US (34 + states now require boater education). Enroll with Missouri Water Patrol on-line. www.mswp.dps.mo.gov or call 816-540-3111 Ext. 5304. Must attend both nights.

Minimum class enrollment must be met or the course will be cancelled.

Crafts and Enrichment

115 Ballroom Dancing Cost: \$40 (a couple)

May 7, 14, 21 & 28 7:00 a.m.-9:00 p.m. High School Wrestling Room C. Rice

Back by Demand! Learn to dance to the fox trot, waltz, swing and Latin themes. A lot of fun learning and great exercise - Couples only.

116 Quilting (blocks-machine quilting) Cost: \$40

Saturday, April 24, 9:00 a.m.-1:00 p.m. D. Scott
High School FACS Room 200A. A Technique class on quilt blocks using a machine. Flying Geese and Half-Square Triangle will be the techniques taught. Materials needed:

10:all the same size squares (3" or bigger) squares for the half-square triangle. 5: 5 " squares (Flying Geese) and 5: 3.5 inch squares (Flying Geese) Max. Class Size 8

117 Strip Bag Making Cost: \$ 25

March 27, 9:00a.m.-1:00p.m. D. Scott

High School FACS Room 200A. This fun and fast bag makes up in minutes. It is the perfect ditty bag for sewing notions, a cosmetic bag or a gift bag—on its own or filled with treats for a special friend. Fabric Requirements for 1 bag: 10- strips (1 1/2" x WOF Strips), Fusible Fleece and (1) 1"-1 1/2" Velcro or magnet for closure (if wanted). Note: There are kits for sale at the local quilt shop. Max. Class Size 8

118 Jam Making Cost: \$ 15

May 10, 6:30p.m.-8:00p.m. High School FACs Room Limit 8 M. Keilholz

Learn how to make strawberry-rhubarb jelly from Helen (Tootie) Keilholz' recipe that you can apply to other jams and jellies!

119 Darkroom Black & White Photography Cost: \$40

April 15, 22, & May 6, & 20; 6:30 a.m.-8:30 p.m. High School Art Room 201 R. Bricker

Class covers SLR cameras but focuses on processing and printing black and white film. Must have 35mm camera.

120 Calligraphy Cost: \$30

March 18, 25; April 8, 6:30 p.m.-8:30 p.m. R. Bricker

High School Art Room 201.

Learn how to apply this skill to your crafts, scrapbook and other needs.

121 Beginning Cake Decorating Cost \$ 40

March 22 & 29, April 12 & 19 7:00 a.m.-8:30 p.m. Elementary School Art Room G. Smith

Basic Cake Decorating Skills will be taught. Supplies NOT provided. A supply list will be given at the first class, but bring the cake supplies that you do own.

Please call 816-540-3111 x 304 if interested in an advanced class!

122 Canning with Pressure Cooker Cost: \$20

May 6, 6:00p.m. - 8:30 p.m. High School FACS 200B N. Keilholz

Learn how to prepare and pressure cook green beans. Get ready for the up-coming garden season!

123 Interior Decorating Cost: Free

April 21, 6:30p.m.-8:00p.m., High School Ag Classroom 004 A.J. Wingard

Learn basic decorating concepts and principles essential to a functional, color accented and stylish room with personality.

124 Flower Arranging Cost: \$15

March 17, 6:00-8:00p.m. High School Ag Classroom 004 A.J. Wingard

Learn the steps in making flower arrangements for centerpieces and displays. Fee covers the cost of materials that you can take home! Please bring container (boot, vase, box etc.)

Agriculture & Trade

125 Rotational Grazing Cost: Free

March 22, 6:30 p.m.-7:30 p.m. High School Ag Shop 004 B. Barker, MSU

Learn the concepts and benefits of utilizing rotational and intensive grazing for your beef, sheep, goat and horse operations and how to improve pastures.

126 Goat Production, Care and Showing Cost: Free

May 5, 7:00 a.m.-8:00 p.m. High School Ag Classroom 004 Pryors

Learn how to raise, feed, care for, vaccinate and show goats. Great for 4-H and FFA members or anyone who is interested in goats. Goat demonstrations part of class. Learn more about the hot goat industry!

127 Missouri Show Me Quality Assurance ON-LINE

Required for youth state-wide and CCJLA 8-13 exhibiting a food animal project (beef, sheep, swine, poultry, rabbits, dairy & goats). On-line at www.agebb.missouri.edu/smqa

128 Oxy-Fuel Welding and Cutting Cost: \$25

March 31, 6:30p.m.-9:00p.m. High School Ag Shop M. Keilholz

Learn how to properly start-up/shut down oxy-fuel units, cut metal, braze weld, fusion weld and heat metal. Plasma-cutting will be part of this course as well.

Please bring leather shoes, long-sleeved denim shirt, safety glasses and your own #5 Shade glasses/goggles & gloves if possible.

129 Farm Record Keeping (FinPak) Cost: Free

March 15, 6:30-7:30p.m. HS Ag Classroom 004 A.J. Wingard

The most recognized name in agricultural software, will help you evaluate a farm's financial position and make informed business decisions. Used by producers and lenders as their tool of choice for farm planning and credit analysis. Year-round support in record keeping and tax management!

130 Private Pesticide Applicators Certification Cost: Class is Free

April 28, 6:00 p.m.-8:00p.m. High School Ag Classroom 004 T. Harper, UMC Ext.

Certification allows you to buy restricted pesticides for private Agricultural use. A fee of \$12 will be collected before class for the manual that you get to keep.

131 Pond Management and Quail Management Cost: Free

April 26, 6:30 p.m.-8:30pm High School Ag Classroom 004 M. Keilholz /MDC

Learn about pond weed control, pond improvement, leak control then how to improve quail habitat on your land.

132 Small Gas Engine Preventive Maintenance Cost: Free

April 12, 7:30 p.m.-8:30p.m. High School Ag Classroom 004 M. Keilholz

Learn the procedures and key components of maintaining your small gasoline engine through preventive maintenance. You will learn how to increase efficiency through servicing major systems of the engine. (Based on Briggs and Stratton but relates to all engines).

133 Fruit Tree and Bramble Pruning Cost: Free

April 12, 6:00 p.m.-7:00 p.m. High School Ag Shop M. Keilholz

Learn how to prune fruit trees, blackberries, raspberries, grapes and roses.

134 Improving Garden Soils Cost: Free

March 29, 6:30 p.m.-7:30 p.m. High School Ag Shop M. Keilholz

Learn how to improve garden soil structure, organic matter and to match garden plants to specific soil acidity levels.

135 Commercial Vehicle Regulations Cost: Free

April 19, 6:30 p.m.-7:30 p.m. High School Ag Classroom 004 MHP

Get your questions answered in a relaxed atmosphere and be updated on the latest commercial vehicle regulations by the MO Highway Patrol-Commercial Vehicle Enforcement. There will be some emphasis in agriculture.

136 Community Gardens and Farmers Markets Cost: Free

March 25, 6:30 p.m.-8:00 p.m. High School Ag Classroom 004 A. Shores, MDA

Learn the benefits of developing a community garden on your property and how you can earn extra income from them and from your produce through farmer's markets.

137 Technology Updates in Cattle and Ruminants Cost: Free

May 17, 6:30 p.m.-7:30 p.m. High School Ag Classroom 004

Find out ways to gene test cattle and ruminants for carcass quality traits, color, pregnancy and DNA testing.

REGISTRATION FORM

NAME: _____
ADDRESS: _____
DAYTIME PHONE: _____
CELL OR ALT. NUMBER: _____
EVENING PHONE: _____
E-mail: _____

Class space reserved in order of fee payment. Please send in registration form to reserve a spot, even if cost of the class is free.

Early Registration Avoids Class Cancellation!

CLASS: _____

FEE INCLUDED: _____

****If enrolling for more than one class, please send a separate check for each enrollment.****

CLASS: _____

FEE INCLUDED: _____

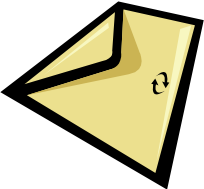
SUGGESTION FOR FUTURE CLASSES: _____

Checks will not be deposited until the day following the first class meeting.

Refund Policy: A full refund will be given if the class is cancelled or doesn't make. There will be no refunds once a class has started.

Bad Weather: If school district classes are cancelled, adult classes will be cancelled.

Since the VoCEP classes are self-supporting, the decision to run a class is based on the number enrolled. We reserve the right to cancel, combine or divide, change the time, date or place they meet, and to make other revisions as necessary. An attempt will be made to notify registrants of changes by phone or e-mail.



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