

# CAREER TRANSITIONS Class Schedule: Winter 2018



**To enroll, students must fill out a registration form and submit with payment or billing information.**

Class descriptions: [www.careertransitions.com](http://www.careertransitions.com); Registration: 388.6701 x 110; Checks payable to *Career Transitions*

Computer students must register for classes at least one day BEFORE class starts & pay before class begins.

Bookkeeping, QuickBooks, Payroll and First Aid students register and pay for class at least 2 days ahead.

For most REFUNDS, student cancellation notice is required one week BEFORE first class.

CDL and CNA training have special registration forms and refund policies. (updated 1-8-2018)

Title	Teachers	Date(s)	Day(s)	Time	Cost
Adult Literacy Assessment	CT staff (Valerie)	by appointment	by appt	by appt	tbd
Bookkeeping, Basic	Teri Patterson	February 8 and 15 (4 hours)	Thursday nights	6:30-8:30pm	\$45
Computers, Basics for Seniors	CT staff (Valerie)	by appointment	by appt	by appt	\$40
Computers, Introduction	CT staff (Valerie)	by appointment	by appt	2 hour class & 1 hour lab	\$40
Computers: Microsoft Word #1 or #2	CT staff (Valerie)	by appointment	by appt	2 hour class & 1 hour lab	\$40
Computer Lab for Intro & Word for enrolled Students	CT staff (Valerie)	by appointment	by appt	one hour	included
Class A Commercial Driver's License	Sim Hofman	by appointment	by appt	by appt	diverse options
Certified Nurse Assistant training	Head teacher: Carol Scott	February 19 - April 23	M & W; some Saturdays	M & W evenings; Sat daytime	\$810
Excel with lab	CT staff (Kristi)	by appointment	by appt	2 hour class & 1 hour lab	\$40
Resume	CT staff	by appointment	by appt	2 hour class & 1 hour lab	included
Intensive First Aid/CPR Training, for CNA students	Bighorn Academy	March 17-	Saturday	9am-1pm	\$70
Intensive First Aid/CPR Training, for general public	Bighorn Academy	March 17-	Saturday	9am-1pm	\$85
TABE: Test for Adult Basic Education	CT staff (Valerie)	ongoing	Mondays - Fridays	by appt	no charge
Daytime Preparation for HiSET	CT staff (Valerie)	ongoing, drop-in	Mondays	10am-noon	no charge
Evening Preparation for HiSET	CT staff (Valerie)	ongoing, drop-in	Tuesdays	5:30 - 7:30pm	no charge
QuickBooks, Introduction	Teri Patterson	February 20 - March 22 (10 sessions - 15 hours))	Tuesdays Thursdays	6:30 - 8pm	\$185
Payroll, Mastering	Teri Patterson	March 27, 29 and April 3 ( 6 hours)	Tuesday & Thursday	6:30-8:30pm	\$65