

CAREER TRANSITIONS Class Schedule: Summer/Fall 2018



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

Class descriptions: 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, Welding & CNA training have special registration forms and refund policies. (updated 4-28-2018)

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	Fall 2018, 4 hours. 2 sessions	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
<i>* Military Veterans will receive earliest Priority Date based on their official course registration date and class availability.</i>					
Certified Nurse Assistant training	Pamela Hodgson & Rebecca Cox	September - November 86 hours	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	\$40
Intensive First Aid/CPR Training, for CNA students	Bighorn Academy	Fall, 2018, 4 hours, one session	Saturday	9am-1pm	\$70
Intensive First Aid/CPR Training, for general public	Bighorn Academy	Fall, 2018, 4 hours, one session	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 in spring & fall	5:30 - 7:30pm	no charge
QuickBooks, Introduction	Teri Patterson	Fall 2018, 15 hours, 10 sessions	Tuesdays Thursdays	6:30 - 8pm	\$185
Payroll, Mastering	Teri Patterson	Fall 2018, 6 hours, 3 sessions	3 evenings	6:30-8:30pm	\$65
Welding, Introduction to Stick	Kacie Robinson	Fall 2018, 30 hours, 12 sessions	Tues, Wed, Thurs	7-9:30pm	\$395