

# CAREER TRANSITIONS Class Schedule: Fall 2018

(updated 9-13-2018)



**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.

CDL, Welding & CNA training have special registration forms and refund policies.

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

Title	Teachers	Date(s)	Day(s)	Time	Cost
Administrative Assistant Training with Certificate	CT staff	Oct 23 - Nov 15	Tues, Wed, Thurs	1-3pm	\$300
Adult Literacy Assessment	CT staff (Valerie)	by appointment	by appt	by appt	tbd
Bookkeeping, Basic	Teri Patterson	Oct 2 & 4; four hours	Tues / Thurs 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	Sept 10 - Nov 17	M & W; some Saturdays daytime	M & W 5:30 - 8:30pm; Saturdays	\$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	Oct 20 Four hours, one session	Saturday	9am-1pm	\$70
Intensive First Aid/CPR Training, for general public	Bighorn Academy	Oct 20 Four 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	Oct 9 - Nov 8 15 hours, 10 sessions	Tuesdays Thursdays	6:30 - 8pm	\$185
Payroll, Mastering	Teri Patterson	Nov 13, 15, 20 6 hours, 3 sessions	3 evenings	6:30-8:30pm	\$65
Welding, Introduction to Stick	Kacie Douma	Currently unavailable, 30 hours, 12 sessions	Tues, Wed, Thurs	7-9:30pm	\$395