

CAREER TRANSITIONS Class Schedule: Winter, Spring 2019

(updated 11-28-2018)



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 Tran*

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
Administrative Assistant Training with Certificate	CT staff	tbd	tbd	tbd
Adult Literacy Assessment	CT staff (Valerie)	by appointment	by appt	by appt
Bookkeeping, Basic	Teri Patterson	February 2 nights; four hours	Tues / Thurs nights	6:30-8:30pm
Computers, Basics for Seniors	CT staff (Valerie)	by appointment	by appt	by appt
Computers, Introduction	CT staff (Valerie)	by appointment	by appt	2 hour class & 1 hour lab
Computers: Microsoft Word #1 or #2	CT staff (Valerie)	by appointment	by appt	2 hour class & 1 hour lab
Computer Lab for Intro & Word for enrolled Students	CT staff (Valerie)	by appointment	by appt	one hour
Class A Commercial Driver's License*	Sim Hofman	by appointment	by appt	by appt
<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	Begins February	M & W; some Saturdays daytime	M & W 5:30 - 8:30pm; Saturdays
Excel with lab	CT staff (Kristi)	by appointment	by appt	2 hour class & 1 hour lab
Resume	CT staff	by appointment	by appt	2 hour class & 1 hour lab
Intensive First Aid/CPR Training, for CNA students	Bighorn Academy	March 16 Four hours, one session	Saturday	9am-1pm
Intensive First Aid/CPR Training, for general public	Bighorn Academy	March 16 Four hours, one session	Saturday	9am-1pm
TABE: Test for Adult Basic Education	CT staff (Valerie)	ongoing	Mondays - Fridays	by appt
Daytime Preparation for HiSET	CT staff (Valerie)	ongoing, drop-in	Mondays	10am-noon
Evening Preparation for HiSET	CT staff (Valerie)	ongoing, drop-in	Tuesdays in spring & fall	5:30 - 7:30pm
QuickBooks, Introduction	Teri Patterson	February 15 hours, 10 sessions	Tuesdays Thursdays	6:30 - 8pm
Payroll, Mastering	Teri Patterson	March 6 hours, 3 sessions	3 evenings	6:30-8:30pm
Welding, Introduction to Stick	Kacie Douma	Will be offered again in 2020	Tues, Wed, Thurs	7-9:30pm



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Cost
tbd
tbd
\$45
\$40
\$40
\$40
included
diverse options
\$810
\$40
\$40
\$70
\$85
no charge
no charge
no charge
\$185
\$65
\$395